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Maintenance

**EQUIPMENT MAINTENANCE MATERIAL
CONTROL**

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This instruction establishes policies and procedures for organic depot level maintenance material control, support, and management of assets within the product directorates (PDs) at the Air Logistics Centers (ALCs). It also applies to the Aerospace Maintenance and Regeneration Center (AMARC). Procedures in this instruction pertaining to data systems that AMARC does not utilize are not applicable. AMARC material policy is predominately contained in AFMAN 23-110, USAF Supply Manual. This instruction implements AFPD 21-1, Managing Aerospace Equipment Maintenance, and AFI 21-102, Depot Maintenance Management. It prescribes forms and reports necessary for effectively executing depot maintenance material control. This instruction does not apply to United States Air Force (USAF) Reserve or Air National Guard (ANG) members.

SUMMARY OF REVISIONS

This revision updates the procedures, terminology and responsibilities for depot maintenance material support and control. Chapter 1 has been updated to reflect new policy in the last two years. Chapter 2, Bills of Material (BOMs) has been significantly revised with new policy, procedures, and reporting requirements. Paragraphs in both chapters have been renumbered. Definitions have been added/revised in the glossary of terms for clarification. References to outdated regulations and manuals have been corrected.

Chapter 1— MATERIAL SUPPORT AND CONTROL	6
Section 1A Section A Introduction and General Rules	6
1.1. General.	6
1.2. Systems.	6
1.3. SSC/WSSC.	7

1.4. Material Storage Areas. 7

1.5. Material Classification. 8

1.6. Basic Policy. 10

Figure 1.1. Material Classification. 12

Section 1B Section B Responsibility of Material Support 12

 1.7. General. 12

 1.8. Responsibilities. 12

Section 1C Section C General Material Issue and Turn-in Processing 15

 1.9. General. 15

 1.10. EPS JON Front End Edits. 15

 1.11. EPS Assignment of Document Numbers. 16

 1.12. Turn-In of Excess ERRC XB3/XF3 Material. 16

 1.13. Material Transaction Processing and Cost Corrections. 18

 1.14. Internal Controls for Material Issues. 20

 1.15. Backorder Management. 21

 1.16. Teardown Deficiency Report (TDR) Processing. 22

 1.17. Product Quality Deficiency Report (PQDR) Exhibit Processing. 23

 1.18. Reporting Packaging and Handling Deficiencies. 25

 1.19. Processing Material Received with Discrepancies. 25

 1.20. Supportability and Parts Shortage Reports. 27

Section 1D Section D Control of Items Requiring Special Handling 28

 1.21. Classified Material and Related Documents. 28

 1.22. Resource Protection. 28

 1.23. Control and Review of High Priority Material Requests. 28

 1.24. Critical Item Control. 30

 1.25. Sensitive Item Control. 31

 1.26. Processing Storage Restriction Items. 31

 1.27. Expedite Redistribution Orders (RDOs) for Production Items. 32

 1.28. Disassembly and Reclamation. 33

 1.29. Bench Sets and Loan Property. 35

 1.30. Control of Rob-back and Cannibalization Actions. 36

AFMCI21-130 17 AUGUST 2000	3
1.31. Control of Production Items Awaiting Parts (AWP).	39
1.32. Floating Stock and Floating Spares.	41
1.33. Organic Manufacture.	47
Section 1E Section E Control of Due-In From Maintenance/Due-Out To Maintenance (DIFM/DOTM) Assets	51
1.34. Control of Exchange Material.	51
Section 1F Section F Processing Issues and Turn-Ins of Due-In From Overhaul (DIOH) Assets	53
1.35. Production Assets.	53
1.36. Use of Other Directives.	53
1.37. Issue Receipt Processing.	53
1.38. Turn-in Processing.	54
1.39. Erroneous Issues and Misidentified Items.	54
1.40. Processing Overages/Shortages.	55
Section 1G Section G Indirect and Bench Stock Material Control And Support	56
1.41. General.	56
1.42. System.	56
1.43. Bench Stock Responsibilities.	56
1.44. Establishment of Bench Stock Material.	56
1.45. Bench Stock Material.	57
1.46. Bench Stock Operation.	57
1.47. Storage.	58
1.48. Turn-in and Excess Material.	59
1.49. Individual Possession of Bench Stock Material.	59
Section 1H Section H Aircraft/Engine Asset Control and Cost Codes "S", "U", and "M"	60
1.50. Aircraft/Engine Asset Control.	60
1.51. Investment Material Cost Codes "S", "U", and "M".	60
Section 1I Section I Standard Base Supply System (SBSS) (D002A)	63
1.52. General.	63
1.53. Federal Stock Classes (FSCs).	63
Figure 1.2. SBSS FSC Table.	63
1.54. Costing.	63

Figure 1.3. SBSS/G004H Costing Data Elements 63

 1.55. SBSS Liaison Support. 64

Section 1J Section J Work-In-Process (WIP) Inventory 64

 1.56. General. 64

 1.57. Policy. 64

 1.58. Responsibility. 64

Section 1K Section K Shop Service Centers (SSCs), Weapon System Support Centers (WSSCs) and
 Courtesy Storage 65

 1.59. Policy. 65

 1.60. General. 65

 1.61. Functions. 65

 1.62. SSC/WSSC Structure. 66

 1.63. Material Control. 66

 1.64. Courtesy Storage Processing. 68

 1.65. Material Transfer. 70

Section 1L Section L Contractor Acquired Property (CAP), Local Purchase, and IMPAC 70

 1.66. CAP Procedures. 70

 1.67. Local Purchase. 71

 1.68. International Merchant Purchase Authorization Card (IMPAC). 71

Chapter 2— BILLS OF MATERIAL (BOM) 73

Section 2A Section A Instructions and Responsibilities 73

 2.1. General. 73

 2.2. Policy. 73

 2.3. Overview. 77

 2.4. Systems Interfaces. 77

 2.5. Responsibilities. 78

Section 2B Section B Material Supportability 82

 2.6. General. 82

Section 2C Section C Material Allocation 82

 2.7. General. 82

AFMCI21-130 17 AUGUST 2000	5
2.8. Requirements.	83
Section 2D Section D Bill Of Material (BOM) Guidelines and Development	83
2.9. General.	83
2.10. Guidelines.	83
2.11. Development.	84
2.12. Procedures.	84
Section 2E Section E Interchangeability and Substitutability (I&S) Relationships	85
2.13. I&S Terms Explained.	86
2.14. I&S Principles.	87
2.15. Coding.	87
2.16. Systems.	87
2.17. I & S General Procedures.	88
2.18. Prescribed Forms.	88
Attachment 1— GLOSSARY OF TERMS	89
Attachment 2— STATUS CODES and REJECT TRANSACTION CODES	104
Attachment 3— ADVICE CODES	109
Attachment 4— LOCAL ISSUE DOCUMENT (AFMC FORM 95)	111
Attachment 5— DEPOT MAINTENANCE COST CODE-JOB DESIGNATOR-TYPE TRANSACTION CODE CROSS REFERENCE TABLE	114
Attachment 6— DEMAND CODES	119
Attachment 7— URGENCY OF NEED DESIGNATOR (UND)	120
Attachment 8— FORCE/ACTIVITY DESIGNATOR (FAD)	121
Attachment 9— SUPPLY CONDITION/BALANCE CODES (PART I)	122
Attachment 10— COST CODES	125
Attachment 11— ACTION SUFFIX CODE TABLE	129

Chapter 1

MATERIAL SUPPORT AND CONTROL

Section 1A—Section A Introduction and General Rules

1.1. General. The policies prescribed in this chapter are for the purpose of controlling the material and production assets required to produce depot maintenance workloads and are applicable to production maintenance directorates at each ALC. The instructions that implement these policies are often integrated with instructions of other commands, agencies, and the Department of Defense (DoD). Strict adherence is essential to effectively accomplish Air Force Material Command (AFMC) material control actions. This instruction prescribes basic policy for obtaining and controlling material. The ALCs are to use supplements to this instruction, as required, to provide sufficient procedural detail.

1.2. Systems.

1.2.1. The G402A Exchangeable Production System (EPS), is an on-line system used by the Shop Service Center (SSC) and Weapon System Support Center (WSSC) to process material transactions for depot maintenance production. This system provides the capability to update data by processing material requirements, issues, turn-ins, and correction transactions. It provides visibility to the SSC/WSSC of direct or indirect material issues, turn-ins, and production scheduling requirements. The product directorates' (PDs) G402A monitor requests Logons/passwords. Instructions for using G402A system equipment are contained in AFMCM 66-411, Volumes I, II, and III, *Exchangeable Production System Users Manual*.

1.2.2. D087X, Execution and Prioritization of Repair Support System (EXPRESS). EXPRESS is a daily execution system designed to make critical choices in a constrained depot environment. The system takes a fresh view of customer needs and the repair environment daily using current asset and resource information. Visibility of all recoverable NSNs loaded in the wholesale and retail systems and their location and condition is provided. EXPRESS consists of four functional modules: Prioritization of Aircraft Repairables (PARS), EXPRESS Prioritization Processor (EPP), the Supportability Module, and the Distribution Module.

1.2.2.1. PARS. PARS prioritizes repair and distribution of assets to the users from the source, or the Consolidated Serviceable Inventory.

1.2.2.2. EPP. EPP sets priorities for the repair of items that are not addressed in PARS and combines all priorities into a single integrated list for each repair shop.

1.2.2.3. Supportability Module. The Supportability Module takes the prioritized repair list from EPP and determines whether the required items can be repaired based on four evaluation criteria: carcass availability, repair parts availability, repair funds availability, and shop capacity availability. Items that fail one or more of the criteria are identified to ShopPro. ShopPro is an automated system used by the SSC and/or WSSC workload manager to resolve supportability constraints.

1.2.2.4. Distribution Module. In the distribution module, backorder document numbers are matched with EXPRESS prioritized recommendations. Those document numbers that will be supportable with assets generating from repair, will be prepositioned in D035 to facilitate shipment. In this manner, distribution in accordance with EXPRESS priorities will be affected.

1.3. SSC/WSSC.

1.3.1. General. The SSC/WSSC is a forward supply organization located in the Fixer's work area. It is the standard material support function for depot maintenance in AFMC. The SSC is the common terminology used under the Depot Repair Enhancement Program (DREP) and WSSC is the common terminology used under the Aircraft Repair Enhancement Program (AREP). Frequently used materiel (bits & pieces, components, and unserviceable end-items ready for repair) is physically located as close to the Fixer as practical. This material is owned and managed by supply and carried on DO35K detail records for control. These inventories are part of the total DO35K on-hand asset position. The portion of the Consolidated Repairable Inventory (CRI) stored in the SSC/WSSC is based on a capacity decision made by the SSC/WSSC Chief.

1.3.2. Purpose. The SSC/WSSC provides all supply-related services to the maintenance customer (the Fixer). As the single supply function, the SSC/WSSC is responsible to the Fixer for all aspects of supply support and is responsible and accountable for managing stocks. The SSC/WSSC is the standard supply function supporting depot maintenance in AFMC.

1.3.3. Use of Other Directives. Specific SSC/WSSC policy and procedures is included in AFMAN 23-110, Vol. III, Part II, Chapter 6, *USAF Supply Manual*, AFMCI 21-129, *Depot Maintenance Management*, *Depot Repair Enhancement Program*, and AFMCI 21-133, *Depot Maintenance Management for Aircraft Repair*. Section K of this regulation is provided as supplemental guidance.

1.4. Material Storage Areas.

1.4.1. The following material accumulation areas may be established within each product directorate (PD).

1.4.1.1. Bench Stock. Bench stock may be stored or displayed in various areas, including the SSC/WSSC. The SSC/WSSC personnel will inventory and replenish the bench stock bins on a scheduled basis. The recommended frequency is weekly, however this can be locally modified depending on the demand. The SSC/WSSC has primary responsibility for bin replenishment, overall maintenance of the bench stock, and issue of items if kept in a controlled area (i.e., once the PD has determined what is to be kept there). Specifically, storage locations within the SSC/WSSC should be used for critical or other controlled material. Open display bins with free access or parts dispensers located directly in the shops may be used outside SSC/WSSC control. Bench stocks in support of depot maintenance will be managed by the SSC/WSSC. SSC/WSSC personnel will inventory, label, and bin the material in all bench stock locations. The point of contact for production items and floating stock is the SSC/WSSC Chief.

1.4.1.2. Awaiting Parts (AWP). Production end items AWP will be stored and issued as prescribed by AFMAN 23-110, Vol. III, Part II, Chapter 6, *USAF Supply Manual*. See Section K of this instruction for more information.

1.4.1.3. Awaiting Maintenance (AWM). Production items AWM, routed items, and loan equipment will be segregated, and protected from pilferage and damage. Items will be tagged for identification indicating serviceable/unserviceable condition. Serviceable assets will not be co-mingled with unserviceable assets.

1.4.1.4. Direct and indirect material items that are removed for accessibility during the repair process are considered shop material and will be identified, stored and protected. Qualified produc-

tion personnel will screen indirect material according to governing specifications for potential reuse if the recovery operation is cost effective.

1.4.1.5. See also Section K of this regulation for additional information on courtesy storage provided by the SSC/WSSC.

1.5. Material Classification. The engineering planning function in each PD is responsible for classifying material as direct or indirect. For control of material and costing purposes, the following classifications of material have been established with their associated U-Control Number(s). **Note:** only indirect material utilize U-Control Number. The U-Control Number is an indirect material identifier to collect costs in the G004H system. Policy is that engineering planning strive to minimize the amount of material classified as indirect. Direct material items are charged against the production number (indirect material is not) allowing for more accurate identification and collection of costs/usage for each end item repaired.

1.5.1. Direct Material (No U-control number). That material required by and identifiable to a production maintenance job order or end item as specified on a Work Authorization Document (WAD) or equivalent. Direct material will become a part of the end item which is undergoing maintenance or be consumed in the maintenance production process, e.g., heat treating, plating, and painting, when the consumed material is peculiar to the item produced. Items that must be classified as direct material include: Expendability, Recoverability, Repairability Category (ERRC) “C”, “T”, and “S”, serial number controlled, investment, TCTO kit, organic manufacture items, those items classified as direct material in the same cost center (RCC), items that will be maintained on the Bill Of Material (BOM) with a replacement factor and Unit Per Assembly (UPA), and those items considered peculiar or critical that require increased control. ERRC “N” and “P” items, depending on the application, may be classified as direct if they are issued in unit of issue each, pair, or set. There is no minimum or maximum dollar figure that defines a direct material item from an indirect material item.

1.5.2. Indirect Material (U6100). Production material that becomes a part of the product under maintenance or is consumed in the maintenance process, but can't be readily identified to a specific product. Examples of such material are bolts, nuts, washers, common use paints, etc. The cost of such material is charged to all end items within a cost center on an apportionment basis. Indirect material is not mandatory to be on a BOM since it does not compute a replacement percent, reflect usage, or compute toward the End Item Sales Price. However, to maintain visibility of all material required for a particular job, indirect material may be included as a nonstandard record in the BOM. Indirect material cannot be ERRC “C”, “T”, or “S” items. Indirect material will always be ERRC “N” or “P”. Indirect material shall include all “bulk” unit of issues (gallons, feet, pounds, etc.), unless it meets the criteria for being peculiar or critical to the end item (requiring increased control). If the component meets this criteria it may be classified as direct. Indirect material can include unit of issue each, pair, or set depending on the application.

1.5.3. Shop Operating & Housekeeping Material (U6300). Material required for resource cost center (RCC) operations, e.g., material used in operation of machinery, equipment and tools; supplies (not to include parts for production assets) for repair, modification, and manufacture of production items; and supplies for maintaining cleanliness of shops and production personnel. The following are typical examples of the material that may be classified as U6300.

1.5.3.1. Material used in the operation of shop machinery, equipment and tools: lubricants, oils, cutting oils, or abrasives.

1.5.3.2. Supplies for repair, modification, manufacture and test of production items: cleaning solvents, masking tape, material that does not become part of the production item.

1.5.3.3. Material used for maintenance of the shop: brooms and sweeping compound, and paint, when used for shop equipment.

1.5.3.4. Material for personnel cleanliness, e.g., wiping rags, soap, etc.

1.5.3.5. Processing control items, i.e., tags, decals, and forms.

1.5.3.6. Expense parts to support or repair shop equipment.

1.5.4. Office Operating Material (U6400). Material such as pencils and paper, which is required to perform administrative functions or maintain office operations.

1.5.5. Aviation Fuels Products (U6511). Petroleum, oils and lubricant (POL) products issued by the Fuels Division and used in the Depot Level Maintenance (DLM) repair or overhaul process other than those used in operation of shop machines, equipment, and tools. Includes ground POL products classified as General Support Division (GSD) material, and aviation fuels used in engine test and flight test.

1.5.6. Ground Equipment POL (U6512). Gasoline and oil consumed by maintenance vehicles and ground power equipment obtained from Fuels Division, AFSF.

1.5.6.1. Cruise Missile Fuel (U6513).

1.5.7. Tools and Equipment (U66XX). Expense production tools, tools accessories, and equipment other than office equipment, having a unit cost of less than \$100,000, or a unit cost of more than \$100,000 with a useful life of less than two years.

1.5.7.1. U6610. All hand tools issued through the tool crib for mechanics' tool kits and their accessories (all 5100 and 5200 Federal Stock Classes (FSCs) such as drill bits, hacksaw blades, rotary files, etc.).

1.5.7.2. U6620. Equipment and their associated machinery type tools, tooling and accessories.

1.5.7.3. U6630. All other tools.

1.5.8. Office Equipment (U6700). Expense office equipment having a unit cost of less than \$100,000.

1.5.9. Defective Work and Spoilage (U6800/U6812). The Technology Repair Center (TRC) is responsible to restore defective items to a serviceable condition. Rework consists of restoring an end item to a serviceable condition when that item was repaired by the TRC, placed into stock, and found to be defective to the TRC's workmanship or use of faulty or improper handling.

1.5.9.1. Expense Material.

1.5.9.1.1. Use U6800 with Cost Code "L" for those items normally bought as Cost Codes "A", "L", and "R".

1.5.9.1.2. Use U6800 with Cost Code "X" for those items normally bought as Cost Codes "D" or "M".

1.5.9.2. Investment Material.

1.5.9.2.1. Funded. Use U6812 with the same cost codes for those items normally bought as cost codes "B" or "G".

1.5.9.2.2. Unfunded. Use U6812 with the same cost codes for those items normally bought as cost codes "E" or "J".

1.5.10. Preventive Maintenance and Facility (U69XX).

1.5.10.1. Use U6910 for repair, modification, or construction support to production maintenance.

1.5.10.2. Use U6920 for material from or to contract Precision Measurement Equipment Laboratory (PMEL).

1.5.10.3. Use U6930 for material from or to contract government support equipment.

1.5.10.4. Use U6999 for return of Command Reach Program (CRP) material. Applies to those unused parts (i.e., rivets, screws and bolts) sorted from CRP material placed in trays and pallets throughout the maintenance work areas and stored awaiting disposition. Unused parts are identified to a NSN, part number, unit of issue, and quantity. This program recovers assets rather than processing them as scrap from production because the identity is not readily available.

Note: No material can be issued against control number U6999. Maintenance CRP managers per AFMAN 23-110, Volume III, Part Two, Chapter 4 will turn any excess CRP material into supply. CRP material documents will be prepared to turn in to supply using the document identifiers D6A or D6M only, control number U6999, and cost code "L".

1.5.11. Hazardous Material (U7000). Corrosives, explosives, gaseous, oxidizing, poisonous, and radioactive hazardous material. This material is identified in G402A by a "7M" advice code.

1.5.12. Hazardous Material Storage Equipment (U7500). Storage bins, cabinets or containers designed to store hazardous waste.

1.5.13. Protective Clothing and Individual Equipment Items (U8000). Clothing and individual equipment items worn for protection or safety during the performance of assigned duties.

1.6. Basic Policy. The following policy affect material transaction procedures.

1.6.1. Direct expense material within the SSC/WSSC is owned by the stock fund and charged to a specific workload by RCC, control number, job order number (JON), and cost code at the point of issue.

1.6.2. Indirect expense material is billed to the Depot Maintenance Activity Group (DMAG) at the point of issue from depot supply. This can be from DLA storage, or an SSC/WSSC.

1.6.3. Items with an ERRC code of "C" or "T" (XD1 and XD2, respectively) and a procurement source code "1" or "2", are considered as exchange items and subject to DIFM/ DOTM control. Figure 1-1 shows the relationship of the material categories to their respective ERRC, PSC, and budget codes.

1.6.4. A line turn-in will reverse the original JON issue. Depending on how the turn-in is done, the result will either be an increase in DMAG inventory or a credit billing (DMAG gets money back from supply), or non-credit return, DMAG expense. Credit is based on if there is a requirement or need for the item. The turn-in shall be made to the servicing SSC/WSSC for processing. A high number of turn-in requests are an indication that the Bill of Material is inaccurate and needs to be reviewed.

1.6.5. The following statements pertain to managing indirect material (bench stock), shop stock, work order residue and kit residue in production maintenance. This policy is directed in an effort to prevent discarding serviceable material, encourage cost effective retention, and to properly use Air Force assets. Do not discard items just to show consumption, they are valuable assets. Because of their worth in dollars and utility, these assets will not, under any circumstances, be indiscriminately discarded, used in an unauthorized manner, or wasted.

1.6.5.1. Residue from work orders or expense material which can be identified to a stock or part number can be retained, if a future need exists (within the next 90 days/1 quarter). The material must be returned to the designated SSC/WSSC location (bench stock or courtesy storage). Under no circumstances is the material to be maintained on the shop floor.

1.6.5.2. Residue from kits (normally free issue), which can be identified to a stock or part number must be turned into supply with a "Found on Base" turn-in. Maintenance will not receive a credit or non-credit adjustment in this situation.

1.6.5.3. Material will be located by bin in a SSC/WSSC-designated location. Bins will be labeled to identify nomenclature (RCC, NSN, Noun, part number, unit of issue, cost, authorized bin quantity, and shelf life (if applicable)), end item (if common material used on more than one end item, label should show all end items NSN) and date of last review (the date the bin was last reviewed for level and proper identification).

1.6.5.3.1. G402A will print a standard bin label. All data not printed on the standard label, shall be posted on the bin by the SSC/WSSC in a manual fashion. See paragraph 1.64 for detailed courtesy storage management procedures. See Section 1G for details on indirect material/bench stock management. Reviews of bench stock shall occur every 90 days/1 quarter to check G402A established levels and proper bin labeling. If any data elements on the bin label have changed, the bin label shall be updated. The date of last review must be updated in G402A and manually on the bin label. Shelf life control requirements are covered in paragraph 1.48.2.

1.6.5.4. Only serviceable material will be stored.

1.6.5.5. Items removed from bench stock and not used in the production process will be returned to the proper bench stock, and if possible, by the person who removed material originally. PDs will establish local procedures to control the material that is withdrawn and returned from/to the bench stocks.

1.6.5.6. The only proper method for disposing of bench stocks is by using the following procedures authorized for turn-in of consumables (ERRC "XB3" and "XF3").

1.6.5.6.1. Material residue, which can be identified to a stock number or part number, will be periodically turned over to the SSC/WSSC.

1.6.5.6.2. Material residue from kits, work orders, or expense material that can't be identified to a stock number or part number and is not needed, will be turned over to the SSC/WSSC or the Defense Reutilization Marketing Office (DRMO) if applicable, using consumable (ERRC "XB3"/"XF3") turn-in procedures. Courtesy storage is not to be used. Shop floors are not to be used for collecting material residue.

1.6.5.6.3. Items removed from bench stock and not used in the production process will be returned to the proper bench stock.

1.6.6. Refer to the material classification table (Figure 1.1) for additional material relationships. Refer to Attachment 10 for additional cost codes and definitions.

Figure 1.1. Material Classification.

	General Support Division (GSD) Funded Material	Materiel Support Division (MSD) Funded (Investment) Funded Material		Unfunded Material (Investment)
ERRC	N,P,U	N,P	C,T	C,S,T,U
PSC	A,C,D,E,F,K,L,M,P,R	3	1,2	1,2,5
CC	A,L,N,R,W,X,Z	A,L,N,R,W,X,Z	B,G,K,S,U	D,E,J,M,T,X,Y
BC	9	8	8	Codes Vary
FC	6C	64	64	Codes Vary

LEGEND

BC - Budget Code

CC - Cost Code

ERRC - Expendability, Recoverability, Reparability Category Code *

FC - Fund Code

PSC - Procurement Source Code

* ERRC Characteristics

Investment: XD1 (C), XD2 (T), ND2 (S),

Expense: XB3 (N), XF3 (P), NF2 (U)

Section 1B—Section B Responsibility of Material Support

1.7. General. All production personnel (both on the shop floor and in overhead positions such as engineering planning) are responsible for adhering to principles of supply discipline and for cooperating in accomplishing this material program according to AFMAN 23-110 where applicable. The G402A (EPS) procedures for scheduling and material support functions are contained in AFMCM 66-411, Volumes II and III.

1.8. Responsibilities.

1.8.1. Engineering Planning Function. Planners are matrixed to the Fixer under DREP. Under AREP the planner is part of the Workload Supportability Section of the WSSC. **Note:** This position is separate from the Material Planner, however the two positions together are considered engineering planning positions responsible for production and material planning. Also note that some of these functions may be delegated to other PD personnel depending on the situation. Internal management control procedures shall be put in place to ensure the below responsibilities are accomplished by qualified individual(s) if the Production Planner is not given the responsibility. Not intended to be all inclusive.

- 1.8.1.1. Determine production items to be placed in work for the future production period by working with the Workload Manager, or AREP equivalent. Notify the SSC/WSSC when schedule changes occur.
 - 1.8.1.2. Request production items in conjunction with the Workload Manager, or AREP equivalent using EXPRESS.
 - 1.8.1.3. Determine that operations or end items are completed, and production count and completions are properly recorded.
 - 1.8.1.4. Release end items produced to the SSC/WSSC for disposition.
 - 1.8.1.5. Ensure DIOH and OWO records for all production issues or turn-ins are accurate and current by cross checking data with the SSC/WSSC. (Reference paragraphs 1.37 through 1.42).
 - 1.8.1.6. Code the maintenance production deficit report.
 - 1.8.1.7. Maintains production status and furnishes this information to the SSC/WSSC and to the Fixer upon request.
 - 1.8.1.8. Recommends rob-back or cannibalization actions when supply support fails by coordinating with the SSC/WSSC-IM and the Production Material Technician (PMT) in the SSC, or the supportability specialist in the WSSC (See paragraphs 1.30). Ensures rob-back and cannibalizations occurrences and costs are tracked by RCC (collected on a monthly basis and maintained for at least one year) to provide data for trend analysis and to help determine those areas requiring better supply support. Supply Chain Managers (SCMs) and Materiel Managers (MMs) should be informed of negative trends. Cannibalization and rob-backs should be discussed at DREP/AREP meetings. See paragraph 1.30 for details.
 - 1.8.1.9. Follow up with the SSC/WSSC-IM to ensure required parts are available.
 - 1.8.1.10. Document and notify the materiel management/item management kit managers and system program managers when rob-back of TCTO kit parts is required to meet specific end item production schedules. (Reference paragraph 1.30.3).
 - 1.8.1.11. Establishment of the Bills Of Material (BOMs).
 - 1.8.1.12. Send final results and analyses of customer complaints and TDRs to the proper ALC IM point of contact.
 - 1.8.1.13. Support organic depot manufacturing in accordance with paragraph 1.33.
 - 1.8.1.14. Support local purchase of parts in accordance with paragraph 1.67.
- 1.8.2. Material Support, i.e. SSC/WSSC. The responsibilities of the SSC/WSSC personnel (responsible for material support to maintenance) are contained in AFMCI 21-129, AFMCI 21-133, and AFMAN 23-110, Vol. III, Part II, Chapter 6. Supplemental information is provided in Section K, Shop Service Centers and Courtesy Storage in this instruction.
- 1.8.2.1. The SSC/WSSC will review shop material requests for correctness and completion of documents by ensuring the following:
 - 1.8.2.1.1. Ensure requested quantities are not in excess of requirements by using the G402A JON Front End Edit process.
 - 1.8.2.1.2. Order issue requests through EPS.

- 1.8.2.1.3. Monitor material on order and received using EPS and EXPRESS.
 - 1.8.2.1.4. Coordinate with the PD engineering planning organization and appropriate Materiel Manager (MM) for the interchangeability and substitutability of material.
 - 1.8.2.1.5. Validate needs for local purchase and coordinate with the PD engineering planning organization and appropriate MM for initiation of local purchase (see paragraph 1.67). Refer to AFMAN 23-110, Vol. I, Part One, Chapter 8, for policy on local purchase of normally centrally procured items under emergency conditions. Refer to AFMAN 23-110, Vol. III, Part 2, Chapter 6, Section 6Q, and Vol. III, Part 2, Chapter 3 for depot SSC/WSSC procedures.
 - 1.8.2.1.6. Order and coordinate delivery of material, special tools, special equipment and hazardous material for tail number operations.
 - 1.8.2.1.7. Store, package, route, and deliver material per aircraft tail number schedule.
- 1.8.2.2. Backorder Reconciliation. Perform backorder reconciliation with the production shops using data from EPS and the D035K to ensure consistent data. Coordinate cancellation with engineering planning and Fixer. Ensure backorders are canceled or file maintained prior to JONs moving to a JON status 2. Backorders in excess of the quantity required to support the number of end items on work will be determined to be excess and must be canceled.
- 1.8.2.3. Schedule items from the SSC/WSSC or depot supply to the production shops.
 - 1.8.2.4. Initiate turn-in of material to the SSC/WSSC or depot supply warehouse.
 - 1.8.2.5. Manage floating stock and spares according to AFMAN 23-110, Vol. III, Part Two, Chapter 6.
 - 1.8.2.6. Receive and process bench sets on demand from shops and maintain issue documents for accountability.
 - 1.8.2.7. Manage move items by completing material-related portion of AFMC Forms 127, **Routed Order**, AFMC 137, **Routed Order (Project Directive)**, and AFMC 959, **Work Control Document**.
 - 1.8.2.8. Request, receive, and turn-in assets and material to the SSC/WSSC and/or depot supply warehouse when applicable. Material requests against supply inducted end items will be initiated with a SRD, RDD, and End Item Document Number.
 - 1.8.2.9. Conduct periodic supportability reviews and simulations to ensure resource availability by type for each operation's start date. Respond to material non-availability through supportability options. Expedite critical items by requesting material interrogations, preparing necessary request forms, and following up with depot supply and/or DLA if material is unavailable.
 - 1.8.2.10. Perform rob-back and cannibalization processing in accordance with paragraph 1.30 and AFMAN 23-110, Vol. III, Part Two, Chapter 6. Ensure all consumption data is correctly entered in the D035K.
 - 1.8.2.11. Provide AWP support according to AFMAN 23-110, Vol. III, Part Two, Chapter 6 and AFMCI 21-129, Chapter 5.
 - 1.8.2.12. Support organic manufacture according to paragraph 1.33.
 - 1.8.2.13. Coordinate with Fixer on supportability of workload.

- 1.8.2.14. Maintain material discipline by using proper material handling procedures, establishing and maintaining secure storage areas, and practicing good housekeeping.
- 1.8.2.15. Review and update (material planner function) material standards (BOMs) and lists of material (LOM) in conjunction with Production Planner.
- 1.8.2.16. Schedule Teardown Deficiency Reports (TDRs) into the appropriate production section by priority.
- 1.8.2.17. Schedule Product Quality Deficiency Report (PQDR) exhibits into the appropriate production organization to meet time requirements of T.O. 00-35D-54.
- 1.8.2.18. Validate material transactions prior to processing to ensure system accuracy.
- 1.8.2.19. Manage bench stock for the Product Directorates (PDs) by ensuring proper levels are maintained, proper identification, and proper review. See Section G for details.

Section 1C—Section C General Material Issue and Turn-in Processing

1.9. General. This section tells how to process material transactions except those processed in relation to Nuclear Ordnance Commodity Management (NOCM). The Directorate of Special Weapons at San Antonio ALC will establish and maintain local guidance for NOCM items that is compatible with the D035K system. This function will transfer to OO-ALC when the workload transfers.

1.10. EPS JON Front End Edits. The processing of material to and from the PDs requires discipline and discretion. The front-end edit process within EPS is an important tool in preventing the issue of direct material that is excess to production requirements. It should be used to ensure job costs are accurate and to minimize inapplicable inventory growth.

1.10.1. Overrides. EPS front-end edit capabilities should be used to the maximum extent. Prudence and integrity must be exercised when performing overrides to the front end edits. As a minimum control measure and in order to effectively manage material, control cost, and increase BOM accuracy the G402A override capability requires shop supervisor level review and approval. More stringent control can be accomplished at center discretion, by requiring division level review and approval. The override switch shall be set to "S" requiring a reason code and name. The "S" switch edits against the G005M standard. The reason codes should be tracked and used as an analysis tool in determining the causes of overrides. The shop supervisor is accountable.

1.10.2. Authority. The SSC/WSSC is not authorized to override the G402A without shop supervisor approval. The SSC/WSSC (PMT/Forward Logistics Specialist(FLS)) should inform the planner/material planner of each G402A flag (edit). The planner/material planner should validate the requirement with the requester and recommend to the shop supervisor approval/disapproval. The level of investigation conducted by the planner/material planner should be commensurate with how large the variance is when compared to the BOM standard. The larger the variance from standard the more in depth the investigation should be into the justification for the request. If the shop supervisor disagrees with the planner/material planner recommendation and the disagreement cannot be resolved it must be elevated to the shop supervisors superior (ex: production section) for a decision. This check and balance is required since the shop supervisor is directly responsible for production and controlling costs and the planner/material planner is directly responsible for BOM accuracy. Once the decision is made

for approval/disapproval the annotated sheet (G402A screen print) is returned to the SSC/WSSC for action on the requisition.

1.10.3. Periodic Reviews. PDs will review monthly JON front-end edits and overrides. The Fixer over the responsible shops will review G402A screen QR1107, JON Issue Override Record, or a similar product, to ensure policy is being followed. The reviews will entail corrective action when non-compliance, abuse or misuse is indicated or otherwise present. PDs should ensure documentation is maintained for up to one year showing shop supervisor approval (this can be as simple as an initialed G402A screen print).

1.10.4. PDs shall track G402A front-end edits over standard by PD, Division, RCC and PDN to be used to analyze trends in material usage. In addition issues over standard shall be investigated to determine how many exceeded the maximum. Planning personnel shall use this information to isolate problem Production Numbers (PDNs) where unusual ordering practices may be an indication of poor material discipline, or inaccurate Bills Of Material (BOMs). **Note:** *The simple existence of over edit issues is not an indication by itself that Bills of Material are inaccurate. It can, however, be a useful indicator of abnormal material ordering and usage. The ALC/LG organization will be responsible for compiling the data into center level metrics by PD, division, and RCC to assist management in isolating organizations where material usage is exceeding planned usage.* Information shall be collected monthly and reported at least quarterly to the ALC/LG, depot maintenance managers, division chiefs, shop supervisors, and planners in the stratified format.

1.11. EPS Assignment of Document Numbers. EPS will automatically assign the Julian date and four-digit serial number of each material request transaction. Serial numbers 1000-9999 have been set-aside in the data systems for automatic assignment. Each center will utilize serial numbers 0001-0999 for manual assignment on DIFM/DOTM transactions. This block of numbers must be controlled to preclude assigning duplicate document numbers within the same functional code. The D035K Document Control Register (PCN: A-D035K-BA6-DM-L41) is produced for each RCC or production section at the end of each day and includes all transactions for direct and indirect material as they occur.

1.11.1. Standard Reporting Designator (SRD). Issue requests submitted to the SSC must contain a SRD code. AWP transactions will include a 6N-advice code. Production Planners, or equivalent will input SRD code, required delivery date (RDD) and the end item document number on all G402A "D7" transactions (excluding missiles and aircraft orders). SRDs, end item document numbers, and RDD will be used to link bit/piece requirements to a specific end item.

1.12. Turn-In of Excess ERRC XB3/XF3 Material.

1.12.1. Procedures. Local procedures will be developed to provide the simplest, most efficient methods to turn-in excess or unserviceable ERRC XB3/XF3 items.

1.12.2. Guidelines.

1.12.2.1. All excess serviceable material will be turned in to the SSC/WSSC.

1.12.2.2. The only items that may be disposed of as trash are items that have no potential value to the government through future use or resale by the Defense Reutilization and Marketing Office (DRMO). This includes those items in their current configuration, including the basic material content, and that have no value (e.g., used gaskets or seals, broken plastic lenses, used light bulbs, etc).

1.12.2.3. Unserviceable items, those not eligible for reconditioning or repairing, and those items that fail the identification process will be turned in as scrap by production either directly to DRMO, or through the SSC/WSSC.

1.12.3. Pick-up points. The PDs will establish and maintain turn-in and pick-up points for serviceable or unserviceable ERRC XB3/XF3 material. Each point will be conspicuously marked to show the RCC authorized to place material there.

1.12.4. Turn-in categories. Serviceable, unserviceable and unidentifiable ERRC XB3/XF3 material will be turned in using the following three categories.

1.12.4.1. ERRC XB3/XF3 serviceable material. This type material will be turned in to the SSC/WSSC, or returned to bench stock, as applicable.

1.12.4.2. ERRC XB3/XF3 nonserviceable and scrap material. This type material the user has determined to be unserviceable and beyond repair. Items identified as scrap can be turned in directly to the DRMO by the PD, or by utilizing the SSC/WSSC. The preferred method is to use the SSC/WSSC, who will prepare the documentation and arrange for transportation to DRMO.

1.12.4.3. Unidentified material. Items in this category are those items awaiting identification and disposition to the XB3/XF3 serviceable area or to the XB3/XF3 nonserviceable/scrap material area, or are awaiting identification for use in the production process. Periodically, but no less than every 10 days, SSC/WSSC personnel will inspect the items in the unidentified material bin and provide identification services. When necessary, coordination will be made with production. Appropriate PD personnel will assist, as necessary, the SSC/WSSCs in identifying this material. After identification, the SSC PMT/WSSC FLS and/or SSC/WSSC-IM will decide if these items can be used in the production process or if they are to be turned in to the supply account.

1.12.5. Demilitarization/Mutilation.

1.12.5.1. Demilitarization (Demil) Demil coding is a part of the cataloging program. The process of determining and assigning the appropriate Demil code to all national stock numbered (NSN) items, when the items are cataloged, is essential to ensure that items are properly demilitarized during the disposal process. The Demil code is applicable to and assigned to the full range of items. The DOD owning activity is responsible for determining the Demil code for all property in their possession. The DRMO is responsible for ensuring that it is properly demilitarized when required. Demilitarization done by depot maintenance is based on the assigned Demil code and must be accompanied by an AFMC Form 206, **Temporary Work Request**, to cover cost of the Demil action. Refer to DOD 4160.21-M-1 for additional guidance.

1.12.5.2. Mutilation. The act of mutilation should not be confused with demilitarization coding or the demilitarization of materiel. Mutilation results in the complete destruction of an item (it must be done by the generator) whereas Demil is designed to prevent materiel from being used for its originally intended military or lethal purpose. It also applies to materiel in unserviceable or serviceable condition that has been screened through the ICP and declared surplus or foreign excess. The Demil code identifies the degree of demilitarization necessary prior to accomplishing final disposition of the item. An MM must always direct mutilation by memo, message, or by annotating the AFMC Form 206. Defective items, parts and components containing latent defects dangerous to public health and safety are required to be mutilated prior to turn-in to the DRMO.

1.12.6. Repair of XB3/XF3 items. When production believes an XB3/XF3 item could be economically repaired beyond what is currently authorized, they will, in conjunction with engineering planning, prepare the required request for authority to repair, as follows:

1.12.6.1. An AFTO Form 135, **Source Maintenance and Recoverability (SMR) Code Change Request**, should be prepared according to T.O. 00-25-195 to update the T.O. and the SMR code, if necessary. A suggestion, AF Form 1000, **IDEA Application**, may also be initiated and forwarded through the suggestion program.

1.12.6.2. The recommended item will not be held pending SPM and MM approval of the SMR code and T.O. changes.

1.12.6.3. The following directives apply: T.O. 00-25-195; AFMAN 23-110, Volume I, Part Three, Chapter 5; AFMAN 23-110, Volume I, Part Four, Attachment 27; and AFMAN 23-110, Volume II, Part Two, Chapter 22.

1.12.7. Credit. The materiel planner/SSC-IM/WSSC FLS will ensure that items eligible for a credit turn-in are identified, and that DMAG is credited from the sale of scrap. Include a DMAG fund cite on DD Form 1348-1A, **DOD Single Line Item Release/Receipt Document**.

1.13. Material Transaction Processing and Cost Corrections. All material requests and turn-in transactions will be processed through EPS to D035K to record activity between the PDs and the SSC/WSSC and/or depot supply. These transactions are used to change the accountability records of government property as it changes ownership from the PDs to supply. They are also used to determine the cost of material charged to customers, update end-item production from which data is obtained to bill customers for completed work, maintain completeness and replacement parts accuracy, and project valid parts requirements to supply.

1.13.1. Material Support Responsibilities. The accurate and timely processing of material transactions is the responsibility of the SSC/WSSCs. Since data from these material transactions is eventually passed to multiple Air Force and DoD systems, it is imperative that all transactions be validated before being processed. The financial well being of the Depot Maintenance Activity Group (DMAG), is dependent, to a great extent, on the accuracy of these material transactions, therefore, the importance of valid data cannot be over-emphasized.

1.13.1.1. The PD cost analyst, working jointly with SSC/WSSC (PMT/material planner/workload manager/FLS), personnel will reconcile material issue requests/receipts to billing records to ensure all material has been received for which maintenance has been billed. This will occur once a quarter and will be accomplished by taking a statistical sample of billings and comparing it to material receipt records that are located in EPS, the DO35K, and the Cost Performance Production Module (CPPM). Any discrepancies found shall be processed according to the procedures in paragraph 1.19. Center FM organizations shall be notified where it is necessary to correct financial records. Records of the quarterly reconciliation shall be maintained by the applicable SSC/WSSC.

1.13.2. Requests.

1.13.2.1. Direct material required by production will be requested by the appropriate maintenance/production personnel, to be determined locally through the supporting SSC/WSSC (PMT, or FLS) using the EPS terminals.

1.13.2.2. All serviceable material requests must be reviewed by the PMT/FLS within the SSC/WSSC and edited by EPS ("S" edit switch) to assure the item requested applies to the production item being repaired, is ordered against the correct production number (PDN), operation number, and the quantity requested isn't excessive. Maintenance/production personnel requesting material will, as a minimum, provide the NSN, part number, quantity, a JON, SRD, PCN, and their name. These may be annotated on AFMC Form 95, **Issue Request** (see Attachment 4). When the material is issued, a stuffer with the price of the material will be provided to the requestor to allow price challenges where warranted.

1.13.2.3. PMT/FLS within the SSC/WSSC and the production planner within the PD will ensure the material requested applies to the production item being repaired (by checking the production control number and operation number). Any override of the G402A JON edit must be authorized according to procedures referenced in paragraph 1.10.

1.13.2.4. The EPS front-end edit management reports are among the products available for validation purposes. **Note:** Reference paragraph 1.10.

1.13.2.5. When EPS indicates an item isn't planned for the production number, or is being requested for a quantity that exceeds the standard, the SSC/WSSC (PMT/FLS) will:

1.13.2.5.1. Print EPS screen warnings. Fax or hand carry to the material planner/planner responsible for the BOM to verify the requirement with the requester.

1.13.2.5.2. If the PD requestor and material planner/planner verifies the requirement, the planning function will recommend approval by annotating the screen print and providing it to the shop supervisor for action. The shop supervisor will approve/disapprove the override by annotating the screen print for the material planner/planner. If the shop supervisor disagrees with the material planner/planner recommendation, the decision should be raised to a higher decision authority for resolution. The material planner/planner will then return the screen print to the PMT/FLS for processing.

1.13.2.5.3. Review EPS and the management reports to ensure the action taken by the PMT/FLS is completed.

1.13.3. Turn-ins.

1.13.3.1. Line turn-in of serviceable XB3/XF3 material will be accomplished by production/maintenance personnel to the SSC/WSSC and/or depot supply using EPS.

1.13.3.2. Excess material, floating stock or spares will be turned in to the SSC/WSSC using the appropriate EPS screen.

1.13.3.3. Indirect material. See Section G.

1.13.3.4. Exchange material (DIFM/DOTM). See Section E.

1.13.3.5. Condemned items with ERRCS "C" and "T" will be turned in to the SSC/WSSC and/or depot supply. Use normal procedures in processing the transaction with the exception of the following:

1.13.3.5.1. Manually assign the DIFM document number. This document number must be the same as the document number in the initial issue request for which the part was originally ordered out on. This will allow the turn-in (DOTM) to immediately clear the DIFM.

1.13.3.5.2. Enter the disposal authority code "M" in the management code field.

1.13.3.5.3. Use Condition Code "H". Material condemned by a support RCC will be turned in by the originating RCC.

1.13.4. Material Cost Corrections. Material cost corrections will be a PD responsibility (with SSC/WSSC assistance as deemed necessary). In order for the data in the cost systems to be valid, suspended and erroneous transactions must be corrected daily. Difficult or unusual transactions should be coordinated with designated financial personnel to ensure correct accounting procedures are followed. Records cannot be removed or deleted without a thorough review by financial personnel (usually Cost Accounting).

1.13.5. The SSC/WSSC (Management analyst in SSC, or Scheduling Execution Section in WSSC) will assist in correcting suspended or erroneous data by reviewing the following G004H Actual Material Cost System listings and annotating corrections as applicable. The annotated listings will be forwarded to the responsible PD for input to the system. Material cost question corrections must be kept on file at least six months (reference AFMCR 170-10). Annotated correction listings will be stored at a designated place for easy access in case of audit.

1.13.5.1. The Actual Material Cost List - Daily Valid, PCN: A-G004H-081-DA-8DA, will be reviewed to detect any questionable transactions not rejected by edit. This review will concentrate on unusually large charges, incorrect RCC, and incorrect JON control number, etc.

1.13.5.2. All entries on the Actual Material Cost Question Suspense listing, PCN: A-G004H-084-DA-8DA, will be reviewed and annotated with corrected information. The error correction code and correction formats can be found in AFMCR 170-10, *Depot Maintenance Service, Air Force Industrial Fund (DMS AFIF) Financial Procedures*. These changes should be processed daily and prior to JON closure.

Note: The importance of determining the appropriate adjustments or changes on the two products listed above cannot be over-emphasized. The integrity of transaction data, which ultimately impacts BOMs in G005M, must be maintained.

1.13.6. Cost Accounting. After the G004H material cost listings are validated, cost accounting will review the annotated listings, assure the necessary changes are made to the general ledger account codes (GLAC) and input to the G004H and related systems (reference AFMCR 170-10).

1.13.7. Once an error is submitted for correction, any of the following three reports will be reviewed to verify corrective action was taken:

1.13.7.1. Actual Material Cost Input Checkpoint (PCN: A-G004H-011-DA-8DA)

1.13.7.2. Actual Material Cost List - Daily Valid (PCN: A-G004H-081-DA-8DA)

1.13.7.3. Actual Material Summary - Monthly (PCN: A-G004H-141-MO-8MO)

1.14. Internal Controls for Material Issues.

1.14.1. Policy. Each PD will develop an issue certification process. The issue certification process must be in writing and conform to the following guidelines:

1.14.2. The shop supervisor must certify material is issued to a job. The shop supervisor will certify a requirement exists for material at the time the material is ordered. This will be accomplished

through use of the G402A "S" edit switch. Requisitions not triggering a G402A override flag will be considered certified using the "S" edit switch, no further review by the shop supervisor is required. The shop supervisor using the procedures in paragraph 1.10 must approve requisitions triggering a G402A override flag. The SSC/WSSC will process requisitions for material only after they have conducted their own internal checks for correct production number, and operation number. This check is important to BOM accuracy to prevent erroneous costing and usage to the wrong production number and/or operation number.

1.14.3. Documentation. The EPS JON Issue History Management reports can be used as the documentation required to certify that the material issued is the material required for the job being worked. An initialed G402A screen print is adequate to document overrides.

1.14.4. The Fixer will be responsible for enforcing the issue certification process.

1.14.5. Periodic Reviews. The local LG organization will perform annual audits of each PD to ensure a written policy is in place and that certification is occurring according to prescribed guidelines. If non-compliance is found, then corrective action must follow and audits should be increased to semi-annually or quarterly until compliance is indicated.

1.15. Backorder Management. AFMAN 23-110, Vol. III, Part Two, Chapter 5-6, and AFMCM 66-411, Vol. 3, Section 6, provides the policy for effective backorder management through the establishment of management responsibilities and criteria for backorder reconciliation and cancellation. This involves the joint coordination/cooperation of the PDs, SSC/WSSCs, and depot supply.

1.15.1. Backorder Reconciliation/Cancellation. It is the responsibility of production supervisors to notify the SSC/WSSC of any requirements that no longer exist as soon as the fact becomes known and follow up with the SSC/WSSC as required. Two methods are provided to effect a cancellation, as follows.

1.15.1.1. Daily: Review for D035K "AK" exceptions which indicate that items have been sold with outstanding backorders to cancel/file maintain those backorders to new end item document numbers. This commonly occurs if workarounds are conducted. The G402A Backorder report can also be reviewed. Initiate all cancellation actions through the SSC/WSSC by using EPS.

1.15.1.2. Monthly review and cancellation.

1.15.1.2.1. Once a month, maintenance/production personnel will review G402A (QR1057) backorders against closed JONs as a most critical step in compliance with Defense Contract Audit Agency (DCAA) requirements to cancel or file maintain excess backorders to a needing JON.

1.15.1.2.2. Once a month, maintenance/production personnel will review requirements no longer needed at the RCC level by utilizing the G402A (QR1057) Backorders Report and by reviewing the D035K Priority Monitory Report (PCN: A-DO35K-BC6-DA-L60) and annotate the appropriate listing for cancellation or file maintenance actions. G402A and D035K backorder records should match. The production supervisor will sign the annotated listing as proof of validation.

1.15.1.2.3. At least once a month, notify the SSC/WSSC and provide the annotated listing as proof of validation. The SSC/WSSC will then cancel the backorder through G402A EPS.

1.15.2. No charge for cancellation. The customer will not be charged and the backorder will be cancelled if the following conditions exist.

1.15.2.1. No stock fund due-in is established.

1.15.2.2. The Source of Supply (SOS) will allow cancellation without penalty.

1.15.2.3. The quantity of the stock fund due-out can be absorbed within the supply stock levels.

1.15.2.4. There is another customer who can use the material. If the pending cancellation can be accomplished without penalty from the SOS, the backorder will be cancelled with a "BQ" status advice code output to the customer.

1.15.3. Charge for cancellation. The SSC/WSSC will contact the Fixer and notify that if cancellation is accomplished, then loss of funds will occur. The Fixer will advise the SSC/WSSC as to what action to take within 3 working days. The Fixer can take the material and pay for it (ZFA"Y"), or not receive the material and pay for it (ZFA"Z"). Once the decision is made it will be transmitted using EPS to the DO35K. The Fixer should never take the material if there is no requirement for it now or in the future.

1.16. Teardown Deficiency Report (TDR) Processing.

1.16.1. General. AFMC must ensure the quality of procured items and products produced with organic resources. It is necessary for MMs working with SSC workload managers to be aware of the quality of items in the Air Force inventory. This sometimes involves the withdrawal of material from the inventory to test, inspect, teardown, etc., to determine the actual condition, quality, or functionality of a part or assembly. This may be accomplished by initiating a temporary work order specifying analytical evaluation and submission of a TDR.

1.16.2. Policy. After the request and approval of a TDR has been received, production personnel will requisition and turn-in items to support it.

1.16.3. Responsibilities.

1.16.3.1. Production will be responsible for the following actions.

1.16.3.1.1. Assign a product division monitor for TDRs received.

1.16.3.1.2. Establish suspense files.

1.16.3.1.3. File the work requests/project directives and a copy of the G004L-L3A, *Temporary Job Record*, by Material Improvement Project (MIP) number.

1.16.3.1.4. Ensure TDR documentation is completed and forwarded to the appropriate production planner and SSC item manager.

1.16.3.2. The SSC will be responsible for the following action.

1.16.3.2.1. The SSC workload manager will schedule exhibits into the appropriate production branch shop based on assigned priorities.

1.16.4. Turn-in of material will be in accordance with applicable paragraphs in chapter 1 based on the type of material.

1.17. Product Quality Deficiency Report (PQDR) Exhibit Processing.

1.17.1. Introduction. Process PQDR exhibits using the prescribing T.O. 00-35D-54, *USAF Deficiency Reporting and Investigation System*. AFMCR 66-61, *Operational Planning* can also be referred to for supplemental guidance. Policy in this paragraph together with T.O. 00-35D-54 shall be utilized to ensure funding, analysis, report preparation, rework (if applicable) and/or return to service is accomplished in a timely manner to support the customer. Information contained in this paragraph does not replace policy contained in the prescribing T.O.

1.17.2. General. Exhibits should be processed and investigation started within 5 days after receipt of the exhibit. Exhibits must be processed and the investigation completed as expeditiously as possible to provide prompt feedback for correcting process deficiencies. A 120 day or 4 month average is the depot maintenance goal for routine investigations. EXPRESS should not drive the investigation process. EXPRESS can be used once the investigation is complete to assist in determining if a requirement exists to return the asset to a serviceable condition. If repair is authorized, exhibits will be returned to serviceable condition as soon as possible by processing them ahead of like MISTR items. The logic is that DRs are usually easier to fix. TO 00-35D-54 has specific recommendations for DR investigation and should be used as a guideline in determining if the investigation is on schedule.

1.17.3. Guidance. PQDR analysis and report preparation (investigation) is always funded by the prime ALC regardless of the ultimate findings. The prime ALC is the ALC that manages the asset in question. The repair ALC will not perform PQDR investigations without being reimbursed in accordance with the no free work policy of the DMAG. Reference AFMCI 21-111, paragraph 1.5.

1.17.3.1. Investigation and restoration policy for unprogrammed work. Unprogrammed work is defined as any exchangeable workload where the repair ALC does not have an established permanent control number. This most commonly occurs where the repair ALC does not have the assigned workload responsibilities. A temporary JON on the type "6" project order is established and an AFMC Form 206 issued by the technical focal point (e.g. MM, equipment specialist, quality specialist, prime IM etc.) to pay DMAG for investigations and/or any required work to return it to a serviceable condition. AFMC Form 206 must be received prior to restoration process from the prime IM. The exception is where the investigation finds that the repair ALC is at fault (workmanship). The cost of conducting the investigation is still chargeable to the prime ALC, however, the cost to return the asset to a serviceable condition is charged to the repair ALC as rework (ALC absorbs costs). Direct charges to the customer are prohibited. See paragraph 1.17.3.4 for further rework guidance.

1.17.3.2. Investigation and restoration policy for programmed work. Programmed work is defined as any exchangeable workload where the repair ALC has an established permanent control number. The JON established for processing these items will have a job designator "G" assigned. The labor standard for the "G" job designator will cover the investigation (analysis and the report preparation); no repair is authorized (no rework hours in the labor standard) on these permanent JONs with the "G" designator. Following the investigation, if the repair activity was not at fault for the deficiency and requirement exists to restore the asset to a serviceable condition, the repair ALC should "washpost" from the analysis job order ("G" job designator) to the exchangeable repair/overhaul job order ("A" job designator). This ensures all expenses/revenues move to the "A" job and the customer is charged. If the repair activity is at fault (workmanship), the repair of the item (if a requirement exists) is accomplished using the "G" job designator as rework. Since the "G" job designator does not include rework hours in the labor standard the

ALC absorbs this cost. Production count is not taken, direct labor costs are charged to the RCC where performed and direct material is charged to U6800 or U6812, as appropriate. Rework expense is recorded, but the customer is not charged. See paragraph 1.17.3.4 for further rework guidance.

1.17.3.2.1. The “206” process is not to be used for conducting investigations and restoring assets to a serviceable condition for programmed work on a normal basis. The only exception is where the scope of the investigation exceeds the “normal” PQDR analysis and report requirement covered using the JON with “G” job designator. In this instance, the repair activity should request that the IM fund the extra expense using the AFMC 206 process.

1.17.3.2.2. For Product Quality Deficiency Reports (PQDRs) evaluated on a permanent production number the DMAG has the option to do one of the following:

1.17.3.2.2.1. Develop a control number with “G” job designator for each item worked in a given shop. This may be required in shops with a wide variety of items where the labor standard and cost for evaluation would differ greatly.

1.17.3.2.2.2. Develop a control number with a “G” job designator for each shop/customer combination (i.e., develop one control number funded by WR-ALC for MAPG9L and one control number funded by SA for MAPG9L). Shops with only one customer would only have one PQDR control number while shops with 5 customers would have 5 control numbers under this option. The key is the proper shop earns hours and dollars and the proper customer pays for the evaluation.

1.17.3.3. If the RCC (shop) was not able to duplicate the reported deficiency and the unit passed all functional test requirements, the unit will be condition tagged as serviceable and returned to the supply system. Washpost procedures will not be used. This applies for both programmed and unprogrammed work.

1.17.3.4. Rework of PQDR Exhibits. When the analysis of the PQDR exhibit determines that the RCC, where the work was accomplished, was not at fault, the effort to restore the exhibit to a serviceable condition will be accomplished by that RCC as new work (using washpost procedures to the “A” job designator as described above). When the analysis of the PQDR exhibit determines that the RCC where the work was accomplished was at fault, the work to restore the exhibit to a serviceable condition will be accomplished by that RCC as rework. For those items under going rework production count will not be taken. Induct exhibit into repair process using the “G” job designator for permanent workloads or approved AFMC Form 206 for unprogrammed workloads. Unprogrammed workloads shall be inducted within 5 work days of approval. Process exhibits ahead of routine production for like items. Follow locally established time criteria for items under the Two Levels of Maintenance concept.

1.17.3.4.1. The material utilized in rework will be charged to U6800 with cost code "L" for those items normally costed under codes "A", "L", or "R"; to U6800 with cost code "X" for those items normally costed under codes "E" or "J", and to U6812 with cost code "G" for those items normally costed under codes "B" or "G" (blank job designators in all cases). **Note:** Using U6812 with cost codes B or G will create an error in G004H. These transactions that are in error must be processed through the G035A system. PDs should coordinate any errors of this nature with the G004H OPR, as well as G035A OPR to ensure indirect expenses are correctly stated.

1.17.3.5. ALC Reported PQDRs. When a deficient item is discovered by an ALC directorate user from an ALC directorate repair line, the item must be processed with proper notification to the prime ALC. No work will be accomplished on these items without proper prime ALC direction. When an ALC directorate initiates a PQDR on material provided or repaired by another RCC (shop), the above procedures apply. When the directorate management elects to correct the deficiency without the prime or managing ALC direction, the item will be processed and expensed as rework. Any direct material used will be charged according to the same instructions for the rework of PQDR exhibits described above in paragraph 1.17.3.4. No earned hour credit to a JON or charges to a customer will be made.

1.17.3.6. Policy for costing PQDR MISTR Workload. Each quarter an AFMC Form 181, **Project Order**, will be issued by the prime ALC (where the materiel management function is located) to cover this workload. Each repair ALC performing this type of workload must receive the AFMC 181 from each prime ALC.

1.17.3.7. Documentation. To provide a proper audit documentation trail, written notification of the exhibit numbers, by NSN, must be provided to the processing PD. This notice may be maintained centrally or in the responsible Workload Manager's file per local option. A DD Form 2332, **Product Quality Deficiency Report Exhibit**, will accompany each exhibit sent to the repair ALC for processing (no exhibits will be accepted for processing by the repair ALC without the DD Form 2332). A copy of the DD Form 2332 and the communications notice (message or other) is sufficient information for an audit trail.

1.18. Reporting Packaging and Handling Deficiencies. When packaging/handling damage as described in AFR 400-54, *Reporting Of Item Packaging Discrepancies*, is discovered, the PD noting the damage will notify the SSC/WSSC who will then immediately notify the DLA receiving function about the problem. The SSC/WSSC will assist the DLA packing and materials handling personnel in completing required entries on SF Form 364, **Supply Discrepancy Report**. The DLA receiving function is responsible for overall monitoring, controlling, final preparation and routing of SF 364. A local agreement will be made as to the maximum time the item reported as damaged will be held before disposal.

1.19. Processing Material Received with Discrepancies.

1.19.1. General. This paragraph establishes policy for resolving discrepancies found in material received from DLA and/or SSC/WSSC. Discrepancies include, but are not limited to, wrong quantity, misidentification, erroneous unit cost, wrong condition code, defects and damage.

1.19.2. Policy. In general, DLA deliveries are to be funneled into the SSC/WSSC. The SSC/WSSC will deliver individual parts to the appropriate shop. In short, the SSC/WSSC is responsible for checking all inbound property on behalf of the Fixer. This policy is found in AFMAN 23-110, Vol. III, Part Two, Chapter 6. The following guidance is supplemental and intended to address those situations where discrepancies are noted by maintenance. Material receipts inspected and found to be discrepant will require submission of SF Form 364 to a locally established single control point for analysis (whether or not the DD Form 1348-1a issue document was signed). This control point must be a coordinated effort between the PD, the SSC/WSSC, and DLA organizations. Local directives must contain guidelines to assure sufficient data is reflected on the SF Form 364.

1.19.3. Responsibilities/Guidance. Each PD will establish, implement and enforce receipt certification procedures within the following guidelines.

- 1.19.3.1. Items received from the SSC/WSSC and/or DLA should be inspected, where practical, for discrepancies prior to signature receipting.
 - 1.19.3.2. Material enroute or delivered will not be left unprotected at any point. It will be secure under observation by responsible personnel at all times.
 - 1.19.3.3. Material for turn-in will not be released until it has been properly receipted for by the SSC/WSSC and/or applicable DLA organization.
 - 1.19.3.4. Issue and turn-in document receipting will be accomplished promptly.
 - 1.19.3.5. The SSC/WSSC acting on behalf of the PD, will sign for all direct line issues. Absence of signature is sufficient justification to do further research and possibly reverse the transaction based on the findings. The SSC/WSSC will sign for all PD turn-ins. Research should be performed to determine the cause of discrepancy if the material was lost after signature was obtained.
 - 1.19.3.6. Since the presence or absence of receipt certification documentation may affect the final disposition of the item, the production organization and SSC/WSSC will retain a copy of all documentation associated with these type occurrences.
 - 1.19.3.7. The original packaging with labels and tags will be included with all items returned to supply.
 - 1.19.3.8. Corrective action must be initiated within 5 workdays after discovery of a discrepancy and accomplished within 20 days after the issue or backorder release date.
- 1.19.4. Discrepancies Found Prior to Signature Receipting. Contact the available SSC/WSSC representative in the material receiving area to take the necessary action for resolution of problems discovered in that area. Do not sign the DD Form 1348-1a issue document. A SF Form 364, must be initiated by whomever discovered the discrepancy.
- 1.19.5. Defective Material Found After Signature Receipting.
- 1.19.5.1. Policy. Defective material received from the SSC/WSSC and/or DLA must be brought to the attention of the quality control activity to initiate unsatisfactory report (UR) actions. The following procedures apply:
 - 1.19.5.2. Instructions. PD personnel, in coordination with the quality control activity, will return the items to the SSC/WSSC and/or DLA distribution for credit as follows.
 - 1.19.5.2.1. Send a letter or memo to appropriate SMAG manager (e.g., GSD, or MSD) stating the requirement for credit on the defective material received. The request for credit must contain the NSN, quantity received, and dollar value involved. SMAG manager concurrence must be received before any other actions are taken.
 - 1.19.5.2.2. Process a turn-in transaction using the same cost code and "Q" condition code; credit indicator will be "Y" in column labeled "Credit Ind".
- 1.19.6. Discrepancies Other Than Defective Material Found After Signature Receipting. This type discovery can occur at any time up until the component's end item has passed final acceptance.
- 1.19.6.1. Return the item to the SSC/WSSC for processing. SSC/WSSC personnel will verify the discrepancy, attach a copy of the original DD Form 1348-1a issue document, and return the items to the supply account. Discrepant material should not be turned into supply without supporting documentation (SF Form 364 and DD Form 1348-1a) which identifies the discrepancy.

1.19.6.2. SSC/WSSC personnel and DLA inventory personnel will work together to replace the items if available. If assets are not available, SSC/WSSC personnel should reverse the request and create a backorder, provided the Fixer wants one. The reversal will create a forced credit to DMAG. The SSC/WSSC Chief shall track, monitor and control forced credits to ensure they are not abused. Reversal and forced credit actions can be verified by reviewing the D035K Document Control Register, PCN: A-D035K-BA6-DM-L41.

1.20. Supportability and Parts Shortage Reports.

1.20.1. Systems. The G402A (EPS) provides SSC/WSSC personnel and maintenance/production personnel with a material support posture of all components required to meet production requirements and those unavailable to support end items. This capability gives SSC/WSSC personnel and the supply material expeditors a tool to expedite critical items and work stoppage components to prevent future line stoppages or high priority requirements from processing. Reference paragraph 1-10 for information on EPS JON front end edits. Under DREP, EXPRESS is used to prioritize repair and distribution of assets and to identify constraints affecting the repair process. The supportability module of EXPRESS takes the prioritized repair list and determines whether the required items can be repaired based on carcass availability, repair parts availability, funding, and shop capacity. EXPRESS interfaces with EPS. **Note:** The Reparability Forecast Model (RFM/D357) is being developed to provide parts supportability tools for the entire spectrum of depot maintenance. When the process is developed and mature a separate instruction will be developed to provide the policy and guidance for using RFM. In addition, complimentary guidance will be added to this instruction in the next rewrite cycle.

1.20.2. Instructions. The workload manager located in the SSC, or the workload supportability chief located in the WSSC will identify those end items which are in work or which are scheduled during the ensuing production period.

1.20.3. Responsibilities.

1.20.3.1. The SSC (materiel planner, SSC-IM and workload manager) and WSSC (planner, retail item manager, and supportability specialist) activity will review shortage quantities for each component line item after it is determined which end items require expedite action in order to prevent curtailing production.

1.20.3.2. The SSC (materiel planner, SSC-IM, and workload manager) and WSSC (planner, retail item manager, and supportability specialist) activity will ensure special action for the shortage is taken only on items in work or planned to be scheduled into the maintenance shops during the ensuing production period.

1.20.3.3. SSC/WSSC Parts Availability Strategy Team (PAST) for SSC, and Supportability Team for WSSC personnel will build parts strategies for problem items in an effort to resolve parts problems. The goal is to devise a plan to follow when recurring problems impact repair to ensure the Fixer does not run out of parts in the future.

Section 1D—Section D Control of Items Requiring Special Handling

1.21. Classified Material and Related Documents.

1.21.1. Classified documents are processed and filed according to AFI 31-401, *Managing the Information Security Program*. Document retention is prescribed by DOD 5200.2-R, Information Security Program, AFI 37-138, *Records Disposition - Procedures and Responsibilities* and AFMAN 23-110, Volume I, Part One, Chapter 19.

1.21.2. Only individuals identified by appropriate receipt authorization may receive property that has a security classification.

1.21.3. AFMAN 23-110, Volume III, Part Two, Chapter 2, gives detailed procedures to convey receipt authorization for classified material.

1.21.4. Classified materiel must be completely declassified prior to turn-in to the DRMO. Normally, the specific TO for the item or system will provide declassification/demilitarization instructions; however, the inventory control point (ICP) must be contacted for assistance when the TO is not available. Basic declassification/demilitarization guidance is provided in DOD 4160.21-M-1, Appendix 4, item 9, *Defense Demilitarization Manual*. It is essential that we emphasize to all affected personnel that the classified part(s) or component(s) of an item must be removed or destroyed prior to release of the materiel to the DRMO. The fact that an item is condemned, (beyond economical repair), is not a satisfactory substitute for actually performing the declassification/demil actions. After declassification, all references to the classification must be removed or obliterated.

1.22. Resource Protection. Conservation and protection of government materials is the responsibility of all government employees.

1.22.1. The security program for material stored in SSC/WSSCs and in courtesy storage provided by SSC/WSSCs is located in AFMAN 23-110, Volume III, Part Two, Chapter 6.

1.22.2. Ensure all personnel are aware of and comply with local regulation in support of Air Force project waste-busters, programs established by local functional area chiefs, and other resource conservation programs.

1.22.3. Ensure personnel comply with appropriate unpacking methods and container reclamation.

1.22.4. Develop procedures to prevent the inadvertent disposal of salable or salvageable government assets and material. The following guidelines apply:

1.22.4.1. Disposal areas for reusable containers, pallets, wooden crates, trash, scraps, etc., must be clearly marked. Serviceable and repairable items must be kept away from these areas.

1.22.4.2. Reusable containers will be inspected and verified as empty before they are processed out of maintenance to reclamation. AFMC Form 101, **Verification of Content Removal** tag, and AFMC Form 102, **Verification of Content Removal** label, are appropriate for verification that containers are empty.

1.23. Control and Review of High Priority Material Requests. High priority requests (UND "A" and "B", see attachment 7) require periodic review by PD management to assure essentiality and to prevent degradation of the priority system.

1.23.1. Responsibilities.

1.23.1.1. The PDs will appoint a monitor as a focal point to:

1.23.1.1.1. Establish, together with the SSC/WSSC, control limits for priority requisitions.

1.23.1.1.2. Establish local policy and procedures.

1.23.1.1.3. Identify the activities submitting an abnormally high number of priority requisitions.

1.23.1.2. The division monitor for each division under the PD will:

1.23.1.2.1. Screen the D035K daily UMMIPS listing (PCN: A-D035K-BD8-DA-L75) and keep division management apprised of trends.

1.23.1.2.2. Conduct a daily review of the UMMIPS listing and advise division management of obvious abuses to the priority system.

1.23.2. Instructions.

1.23.2.1. Management Review of Material Requests. The daily UMMIPS listing will be provided for PD management review of all Urgency of Need Designator (UND) "A" and "B" issue requests processed the preceding day which resulted in backorders. During review by the division monitor, the following type requests will be highlighted to the division management for further review and corrective action:

1.23.2.1.1. Indirect (U6100) material replenishment requests.

1.23.2.1.2. Shop operating and housekeeping (U6300) material replenishment requests.

1.23.2.1.3. Repetitive priority requests for planned material. AWP backorder requests require at least a B3 priority for D035K acceptance.

1.23.2.2. Plan of Action. When the priority rate is exceptionally high, production management will provide a plan of action to the SSC/WSSC Chief, as directed by AFMAN 23-110, Volume III, Part Two Chapter 5, which will bring the priority rate within acceptable limits. The logistics management organization will help develop a plan of action when requested by the PD.

1.23.3. MICAP/Work Stoppage Requests.

1.23.3.1. General. During programmed depot maintenance (PDM), if an aircraft requires parts that are unavailable, it may be necessary to increase the priority of the material request within the assigned PDM workload. AFMAN 23-110, Volume 1, Part One, Chapter 2 provides policies and procedures for the ALC's MICAP management control centers and information to the SSC/WSSC and DLA processing activities.

1.23.3.2. Procedures. Local procedures will be developed at each ALC to enact the following policy and guidelines.

1.23.3.2.1. When an aircraft is undergoing programmed depot maintenance an item may be upgraded to MICAP for PDM aircraft that are within eight days Contiguous United States (CONUS) or 13 days (overseas) of functional check flight (FCF) or completion date, whichever is sooner. The Fixer in coordination with the SM and/or MM determines if an aircraft should be upgraded to MICAP. MICAP requests will require a UND "A" and the appropriate

FAD of the MICAP material requisition transaction. Reference Attachments 7 and 8 for UND and FAD codes, respectively.

Note: The D035K system maintains a table of authorized FADs by organization. When the FAD of the request is higher than authorized, the request will be rejected unless the MICAP request is prepared and input with an override code "Z."

1.23.3.2.2. When aircraft undergoing PDM reach the 30 day point prior to FCF or completion, whichever is sooner, then the major command's FAD may be used with override code "Z". All work stoppage material requests generating at any point in the schedule may be processed according to these instructions. Reference AFMAN 23-110, Vol. I, Part One, Chapter 2 for policy allowing the ALC maintenance RCCs to use the FAD of the customer being supported, when encountering work stoppages.

1.23.3.2.3. Transactions must be reviewed for accuracy and approval must be annotated prior to processing. (Reference AFI 21-103, *Equipment Inventory, Status, and Utilization Reporting*)

1.23.3.2.4. Transactions between the PD and supply will be processed through G402A. After input, verification of the process will be made with the SSC/WSSC MICAP function.

1.23.3.2.5. If the MICAP is satisfied through local rob-back action, then the PD will downgrade the MICAP request and obligate the request to the robbed aircraft.

1.23.3.2.6. Responsibility. The Fixer within the PD will be responsible for the performance of the MICAP and high priority program. MICAPs will require Fixer coordination with SSC/WSSC personnel, the SM, and MM.

1.24. Critical Item Control.

1.24.1. General. In September 1997, the Air Force Supply Executive Board (AFSEB) rescinded AFM 67-1, Vol. 1, Part One, Chapter 26, Air Force Critical Item Program (AF CIP) due to EXPRESS implementation under DREP. As a result all previous guidance contained in the AF CIP instruction was also rescinded. EXPRESS was implemented under DREP for the identification and repair of MAJCOM repairable item requirements. The SSCs under DREP use EXPRESS for induction of high priority repair requirements and the identification of parts problems and production constraints on a daily basis. This process ensures correct priority discrepancies are expedited. Informal and formal DREP meetings are used to ensure the depot repair process is on track, seek methods of support improvement, and apply the necessary resources to get the job done. During these meetings the top 10 problem items (these are most likely AWP items) as a minimum are reviewed. The Supportability Analysis and Visibility (SAV) automated data management system will provide: (1) the visibility to track EXPRESS requirements; (2) projects asset availability (based upon historical support) of those requirements; (3) the capability to identify and resolve asset constraints (six primary constraint categories with 22 subcategories (includes AWP) and then tracking the identified support constraints until all identified constraints are removed or satisfied; (4) worldwide weapon system asset visibility to ensure weapon system asset support is on track with EXPRESS requirements and other needed support; and (5) the visibility of asset historical support/issues. The SAV capability identifies and labels assets impacting weapon system as Readiness Drivers. This capability in SAV is called the Readiness Driver Process. The Readiness Driver Program as well as its procedural process will be further devel-

oped after the availability of SAV. Contact HQ AFMC/LGXX for further information concerning the Readiness Driver Program capability, and the process under DREP.

1.25. Sensitive Item Control.

1.25.1. General. Sensitive items must be controlled, secured from pilferage, and provided to production personnel on an as-required basis. When sensitive items are delivered to production, they will be marked "SENSITIVE ITEM". Signatures are required when issuing and turning in sensitive items. The following sensitive item codes are applicable:

Code	Description
P	Ammunition and Explosives
Q	Narcotics
R	Precious Metals (limited to items that contain enough precious metals to make the removal of such metal economically attractive).

1.25.2. Responsibilities. The SSC/WSSC are responsible for controlling sensitive items processed by their respective units. Production shop personnel must participate in the effective control and use of sensitive items.

1.25.3. Instructions.

1.25.3.1. Upon receiving a sensitive item from the SSC/WSSC, maintenance/production personnel will sign and date a copy of the delivery document.

1.25.3.2. The SSC/WSSC function will file it in the completed document file. A copy will also be furnished to the production shop for their records.

1.25.3.3. Maintenance/production personnel will stamp or mark "SENSITIVE ITEM" on all copies of the turn-in documents when turning in sensitive material. The PD will obtain the signature of the SSC/WSSC person who accepts the sensitive item, retaining a copy in the completed document file for 90 days.

1.26. Processing Storage Restriction Items.

1.26.1. General. Explosive and armament items; AF Form 2692, **Aircraft/Missile Equipment Transfer/Shipping List**, items; and other items subject to regulatory storage restrictions while end items (primarily aircraft) are undergoing repair will be turned in and withdrawn from hold storage areas using AFMC Form 959. This applies to items removed by production, temporarily stored by supply or production, and later reinstalled by production (AFMAN 23-110, Volume III, Part Two, Chapter 2). Explosive items may be stored temporarily (courtesy storage location) in production areas certified by the Safety Office.

1.26.2. Responsibilities. It is the responsibility of the SSC/WSSC to maintain control over all hold storage items for the shop being supported. Production personnel are authorized to handle explosive and armament items in the shop environment. The SSC/WSSC will assist the production shop in completing and maintaining the documentation listed in the following paragraph.

1.26.2.1. The aircraft manager or production shop supervisor who has control of the end item will take the following actions.

- 1.26.2.1.1. Prepare AFMC Form 959 for all storage restriction items removed from end items. Three copies are initiated for each line item.
- 1.26.2.1.2. Ensure items are properly prepared for storage.
- 1.26.2.1.3. Notify Workload Manager when the items are required for reinstallation.
- 1.26.2.2. Workload manager/workload supportability chief will perform the following actions.
 - 1.26.2.2.1. Notify the SSC/WSSC to pick up removed items and place them in storage.
 - 1.26.2.2.2. Notify the SSC/WSSC when and where to deliver the items.
- 1.26.2.3. The SSC/WSSC (PMT/Materiel Storage and Distribution Chief) is responsible for the following actions:
 - 1.26.2.3.1. Maintain control over the hold storage area.
 - 1.26.2.3.2. Ensure safe handling and storage procedures are followed.
 - 1.26.2.3.3. Maintain a file of signed and dated AFMC Forms 959 for all items in temporary storage. This file copy may have additional instructions as to location of removed items.
 - 1.26.2.3.4. Attach one copy of AFMC Form 959 to the removed items. The third copy of AFMC Form 959 is given to production, if the storage area is controlled by production (i.e. courtesy storage).
 - 1.26.2.3.5. Upon request from workload manager/workload supportability chief, deliver the required items at the time and location specified.
 - 1.26.2.3.6. Coordinate with workload manager/workload supportability chief any delays encountered in delivery.
 - 1.26.2.3.7. Maintain a file of all copies of AFMC Form 959 for items no longer in storage until the end item is sold or turned in to depot supply.

1.27. Expedite Redistribution Orders (RDOs) for Production Items.

- 1.27.1. General. The MM issues RDOs against supply for PD production items that are available or will be available for turn-in. The following actions must be taken to satisfy urgent requirements.
- 1.27.2. Responsibilities. Only appropriate SSC personnel will commit items for RDO processing. The SSC notifies the shop supervisor concerning items committed for RDO processing and the shop supervisor identifies the items to the SSC when the item is ready for turn in. The shop supervisor ensures the shop produces the item. The workload manager completes necessary documentation, identifies the item as "express item" and holds it for pickup by the SSC expediter. The SSC expediter holds the item for DLA pickup.
 - 1.27.2.1. The MM will:
 - 1.27.2.1.1. Contact the appropriate workload manager for the TRC/RCC to determine when the required item will be available for pickup from the shops.
 - 1.27.2.1.2. Contact the servicing SSC for the same TRC/RCC and provide name, telephone number, and organization of the PD person who was contacted regarding the availability of the asset.

1.27.2.1.3. Preposition release of asset in D035K.

1.27.2.2. Workload Manager will:

1.27.2.2.1. When contacted by the MM, commit items for RDO processing after determining the time and date the item will be ready for delivery from PD. Also, provide the name, telephone number, and organization of the PD person to be contacted by the SSC.

1.27.2.2.2. Upon notification by the production shop supervisor that the item has been processed, prepare the turn-in document and notify DLA that the item is available for pickup.

1.27.2.2.3. The supervisor will ensure the shop releases an express item immediately upon completion in order that workload manager can turn it in.

1.27.2.3. The SSC will pickup the RDO item from the shop and carry it to the turn-in area.

1.28. Disassembly and Reclamation.

1.28.1. Disassembly. Disassembly at the ALCs is the authorized removal of an assembly, subassembly, or component part from end items still on property accounting records in the Air Force inventory. Disassembly will be accomplished at the direction of the responsible IM, for return to stock or for shipment to another station. In all cases, the end item is returned to supply stock in an incomplete status. This work, normally done in the PD shop, may be done in an area designated by supply in the case of large or bulky end items.

1.28.2. Reclamation. Reclamation is the recovery of parts for further use from end items or excess assemblies. Parts removed by reclamation are generally not replaced and the end item may not be identifiable for turn in.

1.28.2.1. Policy. Reclamation will be used instead of procurement, or repair whenever measurable savings will result. It will also be used, after considering cost with the prime MM, whenever it provides the quickest means of satisfying MICAP or other critical item requirements, or when there is no other known source of supply.

1.28.2.2. Use of Other Directives. Reference AFMAN 23-110, Volume VI, Chapter 6, DOD 4160.21-M, Defense Reutilization and Marketing Manual, AFMCR 65-31, *Reclamation of USAF Property*, and AFMCR 66-62, *Operational Scheduling*.

1.28.3. Responsibilities to accomplish disassembly or reclamation.

1.28.3.1. MMs will process AFMC Form 206 to the responsible production planning function, which will prepare AFMC Form 237 and send it to the appropriate workload manager in the SSC, or workload supportability chief in the WSSC.

1.28.3.2. The workload manager/workload supportability chief will review the work request and job order, evaluate the required shop resources and the shop resources already committed to other workloads, and schedule the job order into the shop. Workload manager/workload supportability chief will then requisition the items to be disassembled from the SSC/WSSC and maintain status of the project until completed. Actions will be coordinated between the SSC/WSSC and production shop.

1.28.3.3. The SSC/WSSC will maintain items in temporary storage when a CRI is established within the SSC/WSSC until the workload manager/workload supportability chief requests them.

1.28.3.4. The production shop will work on the item, condition tag the parts and end items, list parts removed on the back of the DD Form 1577-2, **Unserviceable (Reparable) Material Tag** and return all parts and end items to the SSC/WSSC.

1.28.3.5. Parts required by maintenance will be processed through the SSC/WSSC. Parts will not be line consumed. End items and components not retained in the PD will be turned in to the SSC/WSSC using the appropriate condition code.

1.28.4. Instructions for disassembly and reclamation.

1.28.4.1. The MM will:

1.28.4.1.1. Receive and process the customer's AFMC Form 206.

1.28.4.1.2. Send the AFMC Form 206 to the product division engineering planning function.

1.28.4.2. The product division engineering planning will process a G004L-L3A and deliver the work package to the applicable workload manager/workload supportability chief, using an "L" job designator.

1.28.4.3. The workload manager/workload supportability chief for the production shop accomplishing the disassembly/reclamation will:

1.28.4.3.1. Receive the work package from the planner.

1.28.4.3.2. Review resources required to accomplish the disassembly/reclamation, shop resources available, required completion date, and assign a priority or a projected start and completion date to the work.

1.28.4.3.3. Advise the SSC/WSSC to deliver the items together with the G004L-L3A, Temporary Job Record, to the shop when disassembly/reclamation is to be accomplished. Close out the work when the project is complete.

1.28.4.3.4. Maintain status and location of the project until completed.

1.28.4.3.5. Schedule the items into the shop and arrival of the end items in the PD.

1.28.4.3.6. Notify the SSC/WSSC to receive parts and end items from the production shop.

1.28.4.3.7. Close out the work package when the project is completed.

1.28.4.4. SSC/WSSC personnel supporting the disassembly/reclamation production shop will:

1.28.4.4.1. Deliver end items from supply.

1.28.4.4.2. Maintain end items in the SSC/WSSC or temporary storage area until requested by workload manager/workload supportability chief.

1.28.4.4.3. Deliver end items and G004L-L3A to the production shop when directed by workload manager/workload supportability chief.

1.28.4.4.4. Receive end items, removed parts, and G004L-L3A from the shop.

1.28.4.4.5. Turn in reclaimed parts according to disposition instructions in block 19 of the AFMC Form 206.

1.28.4.5. Production shop accomplishing the disassembly/reclamation will:

1.28.4.5.1. Receive end items and G004L-L3A from the SSC/WSSC or depot supply and remove parts from end items as specified on the G004L-L3A.

1.28.4.5.2. Identify and condition tag removed parts. Turn in disassembled or reclaimed parts according to disposition instructions in block 19 of the AFMC Form 206. These instructions must not allow maintenance to gain financial credit for the turn-in of reclaimed parts. To ensure this does not happen, utilize the G402A General Purpose Screen (QR2010) for the parts using the Production Section/Scheduling Designator (PS/SD) in the document number, the temporary control number, "L" job designator, and "H" cost code with the condition code as directed by the MM on the Form 206.

1.28.4.5.3. Tag the disassembled end item, condition code "E" or "F" as appropriate and turn it in to supply. Condition code will be determined by the MM. List removed parts on the back of the DD Form 1577-2, **Unserviceable (Reparable) Tag Material**. Reclamation instructions on the Form 206 may not require a turn in for the end item, but may direct the disposal a scrap.

1.28.4.5.4. Notify the workload manager/workload supportability chief that disassembly/reclamation is complete.

1.29. Bench Sets and Loan Property.

1.29.1. General. Before issuing bench sets or loan property, the PD must receive authorization from depot supply. Requests for bench sets are submitted to the equipment management office (EMO) for approval and accountability. Bench sets are recorded on EMO accountable records. The MM approves loan property. Air Force property can be loaned to organizations to satisfy short-term unique requirements. Loan material should be returned in the same condition as issued.

1.29.2. Responsibilities. Property custodians are accountable for bench sets and loan property issued to the PD upon their request. When bench sets are authorized and assembled in the PD, there must be a production turn-in and subsequent equipment issue, both of which may be accomplished on paper only. Issue requests for "S" and "U" ERRC coded items are submitted according to AFMAN 23-110, Volume III, Part Two, Chapter 5. Accountability is the responsibility of the appropriate production shop. Unauthorized assembly of bench sets or use of loan assets can seriously jeopardize material support and asset accountability. Non-EAID issue requests are processed by other supply functions.

1.29.3. Bench Sets Instructions.

1.29.3.1. The PD will establish planning teams that will:

1.29.3.1.1. Determine how many bench sets are required.

1.29.3.1.2. Notify appropriate production shop of requirements.

1.29.3.2. Production shop will:

1.29.3.2.1. Prepare AF Form 601, **Equipment Action Request**, for required bench sets or test standards listing all components needed to support a specific system.

1.29.3.2.2. Forward AF Form 601 to EMO.

Note: EMO will process AF Form 601 to the SPM and/or MM for approval and assignment of NSN or control number. Upon approval of SPM and/or MM and assignment of NSN or control number, EMO will initiate and process AFMC Form 206 for assembly or organic manufacture of equipment.

1.29.3.2.3. Assemble organically manufactured bench sets and test stands as scheduled.

1.29.3.2.4. Applicable programs and workload activity will process AFMC Form 206, assign control number, and forward it to the appropriate engineering planning office.

1.29.3.3. The appropriate engineering planning function will:

1.29.3.3.1. Receive and process AFMC Form 206 and prepare G004L-L3A and the WAD.

1.29.3.3.2. Forward copy of work package to the appropriate workload manager/workload supportability chief.

1.29.3.4. Workload manager/workload supportability chief will forward copy of G004L-L3A to the SSC/WSSC for necessary material request action.

1.29.3.5. SSC/WSSC will:

1.29.3.5.1. Receive G004L-L3A from the workload manager/workload supportability chief.

1.29.3.5.2. If bench set is to be assembled or organically manufactured in the PD, then material and components listed on the G004L-L3A will be requested.

1.29.3.5.3. Notify workload manager/workload supportability chief when material and components are available.

1.29.3.5.4. Receive loan property and deliver to requestor.

1.29.4. Loan Property Instructions.

1.29.4.1. PD planning teams will:

1.29.4.1.1. Determine loan property required.

1.29.4.1.2. Obtain written permission from the Air Force MM for Air Force managed investment assets. This approval may consist of an AFMC Form 206, a Memorandum of Agreement, or other written permission. The Chief of Supply may approve the loan of other assets. Notify the appropriate SSC/WSSC chief of requirements for loan property.

1.29.4.1.3. PD planning team personnel will notify SSC/WSSC personnel of requirements for loan property and include return date.

1.30. Control of Rob-back and Cannibalization Actions. Policy and procedures contained in this paragraph pertaining to rob-back or cannibalization actions are not to be confused with reclamation procedures contained in AFMCR 65-31, *Reclamation of USAF Property* and paragraph 1.28 above.

1.30.1. Rob-back. The taking of an assembly, subassembly, component, or part from one inducted item for use on another item with the intention of replacement. Rob-backs are internal to maintenance. The depot maintenance Fixer makes the decision as to the level of coordination required. Approval for rob-back is within the authority of the PD. The prime MM should be notified, but approval is not required. A rob-back occurs when a component ordered against an End Item Document number has to be file maintained to another End Item Document number because the component was robbed. Usually the rob-back occurs because the component needed is in a backorder status. A

rob-back does not occur if the benefiting and donating JON suffixes are the same. Rob-backs, are very inefficient and costly in that depot maintenance does not immediately recoup their costs. Fixers are authorized to use rob-back procedures to obtain needed parts from end items already inducted to meet a funded repair objective. Fixers are not authorized to induct (over induct) for the express purpose of robbing parts. Cannibalization procedures shall be used in if the requirement exists. MM approved and funded cannibalizations are preferred over rob-backs since maintenance absorbs the cost of performing rob-backs.

1.30.1.1. Rob-backs should be used to meet a specific end item production schedule. Rob-back should only be accomplished after all other attempts to obtain the needed parts by the SSC/WSSC have been exhausted. PDs shall develop procedures to track the occurrences of rob-backs in each RCC and maintain the data for at least one year. This information will be used to provide visibility of which depot maintenance organizations are being forced to conduct rob-backs and any trends in rob-backs. The information can then be used to help solve supply support problems with SCMs and as supporting documentation at DREP and AREP meetings. The goal should always be zero rob-backs.

1.30.1.2. WSSC Rob-back. Procedures to accomplish rob-back for aircraft are contained in AFMCM 66-411, Vol. 3, Sec. D. The procedures require transactions to be accomplished in G402A Rob-back menu. An issue request must have been processed to request the item and a back order status received for each rob-back initiated unless the end item is in flight test. Asset availability must be determined by interrogations. A rob-back occurs when the benefiting and donating JON suffixes are different. **Note:** The implementation of Programmed Depot Maintenance Scheduling System (G097) may alter this process, however, basic policy remains the same.

1.30.1.3. SSC AWP Rob-back. Procedures to accomplish rob-back for the line supported by an SSC are contained in AFMAN 23-110, Vol. III, Part 2, Sec. 6H. The procedures require transactions to be accomplished in D035K/RBOH. An AWP rob-back occurs when a component ordered against an End Item Document number has to be file maintained to another End Item Document number because the component was robbed.

1.30.1.4. Rob-back actions. The Fixer in coordination with the prime MM determines when rob-back action is necessary to meet a specific aircraft or end item schedule. The decision to rob-back is ultimately the Fixer's. Because rob-back actions expend labor hours, production control should recommend rob-back only after careful evaluation of its positive and negative impact on labor hour availability, production schedule accomplishment, and financial conditions.

1.30.1.4.1. Upon determination to rob-back, the Fixer will initiate the proper documentation with the SSC/WSSC. See AFMCR 66-62, *Operational Scheduling* for labor costing procedures.

1.30.1.4.2. The Workload Manager/ALS for the benefiting shop will coordinate the proposed action with the Workload Manager/ALS for the donating shop. If a decision to rob is made, the benefiting Workload Manager/ALS will request that servicing SSC/WSSC prepare the necessary documentation.

1.30.1.4.3. The servicing SSC/WSSC for the benefiting shop will prepare all necessary paperwork and transactions and obtain approval of the SSC/WSSC Chief and Fixer.

1.30.1.4.4. The donating shop will schedule the work using the SSC Workload Manager or WSSC ALS for the donating shop. Deliver the part with the documentation package to the

SSC/WSSC. The SSC/WSSC for the donating shop then delivers the part to the benefiting shop and enters all required transactions into D035K using EPS.

1.30.2. Cannibalization. Taking an assembly, subassembly, component, or part from an end item for use on another end item. This includes cannibalization of inducted end items for use on transient aircraft. Depot maintenance activities are not authorized to induct assets (exceeding the net repair objective, or negotiated quantity as the situation fits) to rob or cannibalize as a source of supply for repair parts not available through normal supply channels. Parts needed to effect repairs will be requisitioned from the supply system (See AFMCI 21-129 for further guidance). If repair parts are not received in a timely manner, the Fixer may seek relief by asking the MM to fund carcass cannibalization with an AFMC Form 206. Under certain conditions, a serious part shortage may be resolved by having the SPM/MM approve and fund depot cannibalization. The SSC/WSSC shall investigate all avenues to obtain parts, including cannibalization. After consulting with the Fixer, if the recommended course of action is cannibalization, the SSC/WSSC Chief shall request SPM/MM approval. In some cases the Fixer may take the lead, in others the SPM/MM may take the lead. The end result in all cases, however, is that the SPM/MM must approve and fund the cannibalization. The SPM/MM must use AFMC Form 206 to authorize the depot cannibalization and specify required disposition, instructions. Under no circumstances is the Fixer authorized to induct beyond the repair objective, for the purposes of canning parts, unless a funded "206" is provided. The DMAG is not authorized to conduct cannibalizations without a funded work order approved by the Supply Chain Manager (SCM). The MM will determine the disposition and supply condition code of all assets inducted for cannibalization purposes when the work is completed. The depot maintenance Fixer should first attempt to obtain approval for cannibalization actions before resorting to rob-back actions. Cannibalization is preferred over rob-backs since the DMAG is immediately reimbursed for all cost incurred.

1.30.2.1. Cannibalization actions. The SPM/MM directs cannibalization actions. The SPM/MM formalizes and funds for depot cannibalizations using AFMC Form 206s. Reference AFMCR 66-60 for AFMC Form 206 processing instructions. The request must include disposition instructions (to include turn-in condition) for the cannibalized end item and components.

1.30.2.1.1. Requests for SPM/MM directed cannibalization from an item inducted for maintenance must provide for all costs (i.e. labor and material costs) incurred by the DMAG for support of the removal and installation action. For example, labor costs for the removal and installation should be included. Also, material costs will be included such as the stock list price if the item is an expense item and a non-credit return would result when a component is turned in. A "D6A" or "D6R" serviceable turn-in should be processed against the temporary control number to credit the appropriate JON. A "D7A" or "D7R" serviceable backorder request should be processed to establish a backorder request to replace the removed and turned-in part. Once the backordered part comes in, installation can be accomplished and the temporary job closed out with all costs against it. The replacement part cannot be ordered with an identifying End Item Document number because the Form 206 did not draw in an end item from the supply system.

1.30.2.1.2. Requests for SPM/MM directed cannibalization from an item not inducted for depot repair must also be formalized on an AFMC Form 206. Items in this situation are drawn in from supply. The processing outlined in paragraph 1.31.2.1.1 applies with the exception that reinstallation action may not be required. The SPM/MM may direct that the component removed will not be ordered/installed, but rather the turn-in of the end item in with a specified

condition will be made only identifying the cannibalized part on the back of the condition tag. If reinstallation is directed, the request must state if the cannibalized end item is to be controlled and processed as a serialized condition code "G" (AWP) item. A "D6A" or "D6R" turn-in transaction will be processed. If the carcass is to be managed as AWP according to paragraph 1.31 and AFMAN 23-110, Vol. III, Part II, Chapter 6, then file maintenance of a direct line backorder to an AWP SSC/WSSC replenishment is required. The end item document number must be used in the identification of ordered material. When the item being replaced is an exchangeable, ensure proper DIFM and DOTM file maintenance is done by means of paragraph 1.34.

1.30.2.2. The cost center requiring the cannibalization action to be performed is depot supply because they do not have the required part on the shelf and cannot acquire it in time to meet production schedules. The donating DMAG RCC performing the cannibalization can cost the work (remove the canned item and reinstall the replacement item) as direct labor to be reimbursed by SMAG repair dollars.

1.30.2.3. The donating RCC that conducted the cannibalization (labor paid for by SMAG repair dollars) provides the item to depot supply who in turn sells the item to the gaining DMAG RCC to use in their repair process. The donating RCC should receive a credit (to the appropriate JON) for the part turned in. Note that some or all of these transactions may be paperwork/system transactions (washposting) only, not requiring a physical transfer of the canned asset between maintenance and supply. The donating production shop will schedule the work using the SSC Workload Manager or WSSC ALS and advise the SSC/WSSC to prepare the appropriate documentation, tell the benefiting production shop of the scheduled cannibalization to resolve the shortage, and provide the removed items to the SSC/WSSC for delivery to the benefiting production shop. The gaining DMAG RCC must then charge the material cost plus the labor cost to install the canned item sold to them by supply against the open JON, just like a normal item bought from supply. These costs will then be recouped when the DMAG makes a sale. Note that the donating and gaining RCC can be the same. The entire process shall be a joint effort between the SSC/WSSC, Fixer, and SPM/MM to ensure all cost, production, and demand data is correctly captured in the data systems. Special effort should be taken by the SSC/WSSC to ensure that all backorder and usage data resulting from the cannibalization actions are reflected in the D035K, G004H, and G005M data systems.

1.30.2.4. PDs shall develop procedures to track the occurrences and costs of cannibalizations in each RCC using data from the AFMC Form 206. Data should be maintained for at least one year. This information will be used to provide visibility of which depot maintenance organizations are being forced to conduct cannibalizations because of parts shortages. The information can then be used to help solve supply support problems with Supply Chain Managers and as supporting documentation at DREP and AREP meetings. The goal should always be zero cannibalizations.

1.30.3. Rob-back/Cannibalization of TCTO Kit Parts. Production personnel will document and notify material management/item management kit managers and SPMs when rob-back of TCTO kit parts is required to meet specific end item production schedules. (Reference paragraph 1.8.1.10.)

1.31. Control of Production Items Awaiting Parts (AWP). Procedures for the control and processing of AWP end items and AWP component parts are contained in AFMAN 23-110, Vol. III, Part Two, Chapter 6 and AFMCI 21-129, Chapter 5. The depot AWP program was modified significantly to support

repair on demand. **Note:** Currently whole engines and PDM aircraft do not participate in the AWP process, however, a process change request (PCR) and C4 requirements document are being processed to allow engines and aircraft to participate. When these processes are in place (by end of FY00) engines and aircraft will be required to comply with all policy. No other workload is specifically exempt.

1.31.1. The SSC/WSSC is responsible for managing Depot AWP. The SSC/WSSC ensures back-orders are linked to applicable end items and stores end items with appropriate piece-parts when the end item is taken off work order. When items become supportable the SSC personnel notify the production shop.

1.31.2. All back-orders against an end item are now considered AWP back-orders regardless if the end item is in AWP or OWO status. The Fixer determines if the end item will remain OWO. When work must stop due to parts problems the end item, in most cases (if practical), will be moved to the SSC/WSSC AWP storage area/courtesy storage area.

1.31.3. One of the SSC/WSSC's primary functions is to prevent and/or resolve AWP conditions and make end items 100 percent supportable. The SSC/WSSC-Chief is accountable to the Fixer for AWP conditions and must take every step to resolve the situation. AWP should always be a discussion topic at DREP meetings as outlined in AFMCI 21-129.

1.31.4. Management of AWP has moved to D035K as of 1997. The G402A is no longer considered the accountable depot maintenance AWP system. EPS is still used, however, as the input system for parts ordering. The D035K will link the end item and component piece parts mechanically. This allows for automatic AWP reporting and management in the D035K. The D035K AWP process should be the only process in use. All G402A grandfathered AWP end items should be cleared by either inducting them to be repaired, or disposing them as excess to the worldwide requirement.

1.31.5. Production shops must provide the end item document number, Standard Reporting Designator (SRD), and Required Delivery Date (RDD) with all requests made through EPS so that the D035K can link the end item and component/piece-parts internally. When ordering parts for end items in work, input all initial orders through EPS using the "6N" advice code and appropriate priority. This will automatically declare an AWP condition, create a backorder if the part is not available from base stock, and will ensure visibility of all depot AWP items to the MM. D035K requires at least a B3 priority when using the End Item Document Number. Caution must be exercised in the use of an appropriate base delivery priority to avoid abuse.

1.31.6. The D035K has been programmed to facilitate the drawdown of AWP-F assets by first selecting end items coded AWP-F before other carcasses. The D035K will generate an information notice to the SSC/WSSC notifying them that the last backorder against a given end item has arrived (or cancelled) and the asset is ready to return to repair. For non-EXPRESS items the SSC/WSSC-Chief must coordinate with the Fixer and MM to determine if a repair requirement exist and if so, to induct the AWP-F end item. The list of AWP-Fs should be routinely looked at on a daily basis by all three parties (Fixer, MM, and SSC/WSSC-Chief) to ensure that AWP-Fs are worked off first. For EXPRESS driven items, a C4RD (AFMC-HQTR-00-0042-LGI) will be implemented in Aug 00 to add logic into EXPRESS to consider AWP-F end items as the net repair objective dictates. If EXPRESS determines there is a supportable repair objective, it is automatically posted to the D035K Express Table, whereby D035K will check for AWP-F assets before any other assets. If there are any AWP-F assets, D035K initiates a move notice for the AWP-F asset(s). Until the C4RD is implemented, MM intervention is required to ensure AWP-Fs are not overlooked.

1.31.7. AWP Policy for Non-Programmed Workloads.

1.31.7.1. All temporary workloads should be processed using AFMC Form 206. When requisitioning material enter the end item document number, Standard Reporting Designator (SRD), and Required Delivery Date (RDD) just like a permanent workload. The D035K will then automatically code piece part requisitions as AWP with advice code "6N". The end items for the non-programmed temporary workload will be assigned an AWP-G condition in D035K when a backorder exists for component material. Note that this processing and tracking of AWP is totally independent of whether or not the end item remains on work order (OWO). When all the component parts have been received or canceled, D035K will automatically change the AWP-G to AWP-F (fully supportable). The D035K will output a notification to the SSC of the condition change, parts will be delivered, and work can be completed.

1.31.7.2. Typically, non-programmed temporary workload is not inducted unless it is supportable. Once it is placed OWO it typically stays in that condition until completed. The Job Order Quantity (JOQ) can be changed based on changes in customer requirements. The AWP process exists, however, for those unplanned occurrences when the JOQ is locked due to customer requirements and a backorder situation exists. The D035K AWP process allows these component backorders to be tracked under the AWP process. The JOQ is not reduced in these situations.

1.31.7.3. The D035K AWP process should only be used for temporary jobs (T-jobs) that are for repair/manufacture. T-jobs for such things as inspections, rework, testing, etc. shall be exempt. The AFMC Form 206 should be negotiated with the customer to reflect a JOQ that can be produced based on best available data. If, after opening the T-job material is found to be unavailable, the maintenance activity may use one of two approaches:

1.31.7.3.1. Contact the customer and negotiate a lower JOQ to match what can be produced. If this is acceptable to the customer reduce the T-job to actual completions, close out the AFMC Form 206, and cancel any backorders.

1.31.7.3.2. If the customer still requires the original JOQ amount, allow the backordered components to remain in AWP status in D035K. Do not take the End Item off OWO. If you do, a potential "out of balance" condition will exist between D035K and G004L because when you take a T-job off OWO it reduces the balance in the G004L Temporary JON Master. The customer should understand that the delivery date of the finished product is contingent on receiving the required material. If this is not acceptable the customer will have to seek alternate methods of support.

1.31.8. Validation of AWP Backorders. Shop supervisor and SSC/WSSC-Chiefs are responsible for reviewing the D035K AWP Validation Report. Jointly, they should review entries for positive due-in status for each backorder, identify those end items which require parts and place material on order, and cancel invalid backorders. As a minimum, this report must be reviewed weekly.

1.32. Floating Stock and Floating Spares.

1.32.1. Policy. Air Force policy for floating stock and floating spares is contained in AFMAN 23-110, Vol. I, Part One, Chapter 11 and Vol. III, Part Two, Chapter 6. Additional guidance is provided in AFI 21-104, *Selective Management Of Selected Gas Turbine Engines*, T.O. 2-1-18; and AFMCI 21-105, *Depot Maintenance Work Measurement*.

1.32.2. Floating Stock.

1.32.2.1. General. Floating stock are ERRC coded "XD2" items authorized for retention by the PD to support job routed maintenance production by acting as replacement components for end items whose sub-assemblies have repair times that exceed the repair time of the end item. Availability of floating stock reduces the repair flow time for impacted end items. If the end item is not job routed then floating stock is not a consideration.

1.32.2.1.1. Floating stock begins as a serviceable issue from the SSC/WSSC. When the serviceable floating stock item is attached to the next highest assembly in the buildup and reassemble process, the reparable item that generated from the higher assembly earlier in the disassembly process becomes the floating stock asset, even though it is not in a serviceable status. When the item finishes repair (job routed repair) and becomes serviceable, it is available for buildup and reassembly and, when used, the next reparable like item back in the repair process becomes the floating stock item.

1.32.2.1.2. Where demand exceeds SSC/WSSC storage capacity, or where a repositioning of assets is required, the DMAG may purchase and temporarily store floating stock/spares in a courtesy storage location. The location and use of the assets must be accounted for and tracked on a floating stock detail in the DO35K system. Floating stock should be absorbed into the repair process leaving virtually no requirement to store assets for more than a short period. Every 6 months, courtesy storage levels are reviewed to ensure levels are not increasing beyond requirements as approved on the AFMC Form 100. If levels are found to be increasing action should be initiated to adjust the AFMC Form 100 level.

1.32.2.2. Authorization. The PD is authorized to maintain floating stocks supporting items removed from a higher assembly when the time allowed for routing and repairing the component item will exceed the date required for reinstalling the repaired item on the higher assembly. MM review and notification is required to ensure the visibility of all assets in the pipeline. MM coordination is asked for on the AFMC Form 100 for notification purposes only. It is not an indication of approval/disapproval.

1.32.2.2.1. Floating stock can be requested and justified when an authorized repair capability for the floating stock item and next higher assembly exists at the same center.

1.32.2.2.2. When a repair capability doesn't exist, or isn't authorized, material will be requested from the SSC/WSSC stock. Floating stock should be used until adequate stock levels can be established in the SSC/WSSC to support non-job routed repair.

1.32.2.2.3. For two level maintenance items at a center, floating stock may be retained for job routed repair to support rapid turn-around times required of a primary or a secondary source of repair. Again, stock levels should be established in the SSC/WSSC if possible to preclude the use of floating stock.

1.32.2.2.4. Floating stock is authorized in support of major overhaul or less than major overhaul, if repair process network charts and flow time calculations are documented at that level of repair. AFMCI 21-105, Depot Maintenance Work Measurement provides guidance regarding repair process flow time calculations. Specific applications of floating stock in support of less than major overhaul are arranged by applicable engineering planning with the coordination of the SSC/WSSC and MM responsible for the end item.

Note: Since floating stock is a "scheduling tool" and not a means to increase production's direct labor hours capacity, it should be used only to compensate for timing problems, not lack of production capacity.

For example, if production has the capacity to repair ten "XD2" components and ten higher assemblies per month, but the components take 30 days to repair and the higher assemblies take only 15 days, floating stock is a logical option. But if production has the capacity to repair only five components per month and ten are needed, then floating stock is inappropriate and gross production capacity must be increased. The financial impacts of ordering floating stock material from the MSD must be considered.

1.32.2.3. Inventory. An inventory of floating stock/spares levels will be conducted, as a minimum, annually. The inventory will be a joint process between the SSC/WSSC and requesting engineering planning function. The review is necessary to ensure the AFMC Form 100 reflects the minimum quantity of floating stock assets needed to maintain end item production schedules. The DO35K quarterly report, PCN: A-DO35K-B75-QR-L11, is the tool used to conduct the annual review. The depot supply function will provide this listing. This product is output quarterly and allows depot maintenance to review the periodic changes or mixes to requirements they may have submitted during each quarter. The review, when performed properly, prevents inaccurate records in the DO35K system in depot supply, maintains accurate requirements for item managers, and ensures excess assets do not accumulate in depot maintenance through miscalculation or overdue requirements. Upon completion of the inventory, the responsible PD floating stock custodian will return the listing to the depot supply floating stock monitor certifying the inventoried assets. The annual inventory will include maintenance owned floating stock located in the repair processes and/or in courtesy storage locations. Note that courtesy storage locations have their own separate 6 month time requirements for conducting reviews. Floating Stock/Spares inventories shall be checked in conjunction with the courtesy storage reviews where applicable. In addition, appropriate maintenance personnel will make available information from the annual inventories to DAO cost accounting personnel for entry into the general ledger account balance where required.

1.32.2.4. Issue, request, or turn-in of floating stock/spares:

1.32.2.4.1. Courtesy Storage shall not be used to accumulate floating stock. Turn-in of excess floating stock will be given credit based on the item credit indicator. As a result, the cost of increasing or changing the mix of depot floating stock will have to be absorbed by DMAG.

1.32.2.4.2. When requesting or turning in floating stocks, SSC/WSSC personnel will prepare and process the requirement through EPS to ensure the DO35K system is updated.

1.32.2.4.3. If the floating stock item is condemned while in the repair process, a replacement item should be requested from supply. Similarly, if an end item is inducted and an item with the same NSN as the floating stock is missing from the end item, request a replacement from supply. In either case, failure to replace the item with one from supply may result in a shortage from using the like NSN serviceable floating stock. If floating stock is used for this purpose, the replacement asset will be requested using the CN/JD and appropriate cost code of the production item.

1.32.2.5. Formulas for Computing Requirements for Floating Stock. AFMAN 23-110, Vol. III, Part Two, Chapter 6 contains the procedures for filling out the AFMC Form 100. The required formulas that must be used to compute floating stock are found on AFMC Form 100. The formulas used to compute floating stock are not applicable to floating spares support for Automatic Test Equipment (ATE)/Flight Test/Final Test Requirements. AFMC Form 100 is prepared in a slightly

different way to make these computations. Refer to the procedures also contained in AFMAN 23-110, Vol. III, Part Two, Chapter 6 for Floating Spares computations.

1.32.2.6. Responsibilities. The following responsibilities are provided for maintenance only and apply to floating stock and spares. Refer to AFMAN 23-110, Vol. III, Part Two, Chapter 6 for complete coverage of responsibilities.

1.32.2.6.1. The responsible engineering planning will:

1.32.2.6.1.1. Identify and compute floating stock/spares requirements. Coordinate new requirements with the appropriate WSSC/SSC-IM and Fixer.

1.32.2.6.1.2. Prepare and process AFMC Form 100. Ensure MM is notified of requirement.

1.32.2.6.1.3. Obtain approval of the supervisor where the floating stock/spares requirement is located. When the total cost of items requested is greater than \$49,999.99 the approval of the PD Chief is required. Enter initials in the PD approval block of the AFMC Form 100 and forward it to the SSC/WSSC floating stock/spares monitor.

1.32.2.6.1.4. Ensure authorized floating stock/spares requirements are reflected on the D035K quarterly report, PCN: A-D035K-B75-QR-L11, and reconcile any discrepancies through coordination with SSC Floating Stock/Spares Monitor.

1.32.2.6.1.5. Add, change, delete, or otherwise refine floating stock/spares requirements on AFMC Form 100 as requirements change.

1.32.2.6.1.6. At least once each year, reviews established floating stock/spares levels in conjunction with the appropriate SSC/WSSC and production unit personnel.

1.32.2.6.1.7. Maintain a file containing a copy of the current D035K-B75-QR-L11 quarterly report and approved AFMC Form 100.

1.32.2.6.2. Responsible WSSC/SSC-IM will:

1.32.2.6.2.1. Assist in reviews of authorized floating stock/spares quantities as requested by engineering planning.

1.32.2.6.3. The SSC/WSSC Chief will ensure the PDs are aware of floating stock/spares procedures and that locally developed instructions are consistent with this regulation.

1.32.2.6.4. SSC/WSSC personnel will process and control adds, changes, and deletions received from engineering planning as contained on AFMC Form 100.

1.32.2.7. Processing AFMC Form 100. The basic procedures are contained in AFMAN 23-110, Vol. III, Part Two, Chapter 6. Procedures are provided for preparing AFMC Form 100 for floating stock and floating spares including the special requirements for ATE/Flight Test/Final Test Requirements.

1.32.2.8. Periodic review for changes in floating stock/spares requirements.

1.32.2.8.1. Engineering planning will review approved floating stock/spares requirements and corresponding request and turn-in transactions during the anniversary month of the initial establishment. The most current D035K report, PCN: A-D035K-B75-L11, and the most current AFMC Form 100 must be used during the reviews. During the analysis, verify the data

elements used in the formula to calculate floating stock/spares quantities for currency and accuracy. Any significant change in the repair requirements, rework procedures or capabilities, as well as shop alignment or end item schedules (i.e. aircraft, engines, etc.), will alter values of formula elements and final requirement for floating stock/spares.

1.32.2.8.2. Submit an AFMC Form 100 for changes that require an increase or decrease of floating stock/spares. When a deletion or an authorized reduction to quantity is made, the AFMC Form 100 will not be forwarded to supply until the excess floating stock/spares items have been turned in to supply and the turn-in document number annotated in the remarks block of the AFMC Form 100.

1.32.2.8.3. Floating stock/spares that has no change in requirements will be certified for audit in the remarks block of the AFMC Form 100 by annotating the message "NO CHANGE--REQUIREMENT VALID," the quantity on hand, date and signature of engineering planning. **Note:** A revalidation indicates the repair capability exists for the item, the applicable formula has been applied, and result is unchanged.

1.32.2.8.4. As changes occur during the year, revised requirements will be processed on an exception basis.

1.32.2.8.5. A legible photo copy of the Fixer (production shop supervisor as a minimum, PD Chief for requirements in excess of \$50,000) approved AFMC Form 100 with three copies is authorized instead of preparation and submission of a new AFMC Form 100 for floating stock/spares requirements with no change. This will be accomplished every two years if no change has occurred for the engineering planners that revalidate existing floating stock/spares levels. Engineering planning will photo copy and process the part that applies to the floating stock/spares in review. The three copies of a reviewed and validated or reaccomplished AFMC Form 100 will be submitted not later than 30 calendar days following the anniversary month of initial establishment to the SSC/WSSC. Re-accomplished floating stock items designated as "NO CHANGE--REQUIREMENT VALID" will contain the original ASCN.

1.32.3. Floating Spares. Floating spares are ERRC "XD2" items authorized for retention by the PD in support of production. On hand floating spares enhance depot support of customer requirements by deferring supply delays on equipment components. Floating spares will be utilized on an absolute minimum basis. Floating spares support Automatic Test Equipment (ATE), initial or final test organizations, fault isolation, shop standard, training, stand alone, test station, and -21 technical order assets. Floating spares also are authorized in support of AFMC engineering flight test organizations that must meet required flight test schedules and delivery range times. These items, retained to support the PD, will be termed floating spares within this regulation and on AFMC Form 100.

1.32.3.1. Scope of Items.

1.32.3.1.1. ATE Support. The PD is authorized to maintain floating spares of components in support of automatic test equipment (ATE) when the delivery time on a like serviceable item would defer the test or calibration of an end item. MM notification is required to ensure the visibility of all assets in the pipeline through the AFMC Form 100 process. The number of floating spares for ATE also will be provided to the MM who supports ATE.

1.32.3.1.2. Flight Test/Final Test Support. Floating spare(s) are authorized in support of items rejected in final test pre-flight or flight test when the base issue and delivery time required to draw a serviceable item from supply, or time to repair the item, would delay com-

pletion of the end item. Quantities that support the component floating spares will be determined by engineering planning.

1.32.3.1.2.1. Final test is defined as final test of aircraft, engines or other types of final test operations where the end item is subject to component replacement to meet production schedules.

1.32.3.1.2.2. Pre-fright or flight test is defined as the processing time between shop completion and final delivery acceptance of an aircraft. The same provisions apply to engineering test aircraft in order to meet required flight test schedules and weapon delivery range times.

1.32.3.1.2.3. Floating spares in support of final test are not for support of final test equipment and not intended for depot maintenance locations where an item management account for subject NSN is co-located at the same ALC.

1.32.3.1.3. Fault Isolation. Fault isolation spares are used to detect or isolate a fault or a problem in on-line equipment (e.g., aircraft, missiles, or communication systems, etc.). These spares are required by the applicable maintenance technical order or service and repair publications to complete troubleshooting of a malfunctioning system. An example is the use of a printed circuit board to isolate a like circuit board that is inoperative.

1.32.3.1.4. Shop Standard. Shop standard spares are established as an authorized or recognized measure used to determine the accuracy of various measurements in other assets. Shop standard spares are typically used by avionics maintenance shops when the accuracy of a like spare or system must be established and validated (e.g., sealed components such as a gyro, or aircraft instrument, etc.). Shop standard spares differ from fault isolation spares in that they are used as un-installed auxiliary components of test equipment.

1.32.3.1.5. Test, Measurement, and Diagnostic Equipment (TMDE). Stand alone spares are used in place of Test, Measurement, and Diagnostic Equipment (TMDE) to accomplish calibration, alignment, or repair of an item. The stand alone spare can be used as an active spare in support of a particular end item system. An example is a digital controller that is used to calibrate a C-141B aircraft altitude heading reference system transmitter and also used as an active spare to support the C-130H aircraft compass system.

1.32.3.1.6. Test station spares. These are located with, but aren't a component part of, the basic test set as listed in the applicable Illustrated Parts Breakdown (IPB) of the technical order (T.O.). An example is tester replacement units used to repair the test station. Test station spares do not include bench mock-up assets maintained on accountable supply records.

1.32.3.1.7. TO-21 assets. These assets are identified in the applicable -21 T.O. for a particular aircraft or missile mission design and series.

1.32.3.1.8. Any recoverable spares not identified as used by the PD for the test, repair or evaluation of operational system or support equipment of an item.

1.32.3.2. Responsibilities. Refer to paragraph 1.32.2.6.

1.32.3.3. Initial floating spares authorization. Preparation of the AFMC Form 100 for floating spares in support of initial flight test, final test, or ATE will be prepared by the responsible engineering planning function the same as with all other spares except blocks 7 and 8 will be com-

pleted (they are left blank in all other situations). Refer to AFMAN 23-110, Vol. III, Part Two, Chapter 6, for specific instructions.

1.32.3.4. Processing AFMC Form 100, ATE, Flight Test, or Final Test. The original and two copies of the AFMC Form 100 are submitted to the SSC/WSSC by engineering planning.

1.32.3.4.1. The SSC/WSSC files the original, annotates the file copy, and forwards the annotated copy to the responsible MM for notification. MM coordination is desired (to prove notification occurred), however, is not mandatory. Form 100 processing can be continued without MM signature. Appropriate shop supervisor and PD Chief signatures should be obtained. When the annotated copy of the AFMC Form 100 indicating that initial approval is received, engineering planning annotates and returns the suspense file copy to the appropriate SSC/WSSC activity. This serves as notification to the SSC/WSSC to withdraw the approved quantities or pursue an alternate source of serviceable assets.

1.32.3.4.2. Engineering planning maintains a file of all approved and disapproved AFMC Forms 100.

1.32.3.5. Periodic review for changes in support of production floating stock/spares requirements. Process the same as paragraph 1.32.2.8.

1.32.3.6. Requisition or turn-in of floating stock/spares. Process the same as paragraph 1.32.2.4.

1.32.3.7. Accountability of floating spares. If a floating spare has been authorized, the spare must be on hand in storage with the ATE, or a backorder must be on file in the SSC/WSSC indicating the material is not available in supply. All spares must be accounted for within the D035K system. Floating spares always are in a serviceable condition stored in a designated area.

1.33. Organic Manufacture. Organic is defined as in-house, government (civilian and military personnel) work performed by DMAG personnel.

1.33.1. Use of Other Directives.

1.33.1.1. Additional guidance for organic manufacture can be found in AFMAN 23-110, Vol IV, Part 1, Chapter 15 and AFI 21-102, Chapter 5.

1.33.1.2. Detailed organic depot manufacturing procedures associated with the G004L system are contained in AFMCR 66-62.

1.33.2. General. Organic manufacture is a significant portion of the total PD workload within each ALC, therefore, it must be properly identified, documented, and reported to ensure the DMAG is reimbursed for costs accrued in its accomplishment. Major sources for organic manufacture workloads are specific MM requirements, including exchangeable and aircraft predictable needs, base, area, or line support, and equipment manufacture.

1.33.3. Sources of Requirements.

1.33.3.1. Organic manufacture for MM stock (requested only through supply).

1.33.3.2. Organic manufacture of special items not for stock (items not turned in to supply, but requested by the MM).

1.33.3.3. Organic manufacture requests generating from material projections.

1.33.3.4. Organic manufacture for base and tenant activities.

1.33.3.5. Organic manufacture for line support.

1.33.3.6. Organic manufacture of equipment.

1.33.3.7. Organic manufacture of PD equipment (cost class 4).

1.33.4. Procedures for Reporting the Completion of Organic Depot Manufactured Work.

1.33.4.1. Policy. Guidance for ordering and turning in material required for organic manufacture is provided below.

1.33.4.2. Overview. The system transactions for reporting completion of organically manufactured work consist of a D6 transaction input to EPS that updates D035K, followed by an interface with the G004L system. This method is limited to organic manufacture jobs ("K" job designator) for which the data processing code (DPC) is "T". This means that a D035K supply transaction is used to report end item production for 1) organically manufactured items that are washposted to another CN/JD for use in a production shop and, 2) organically manufactured items that are physically turned in to supply for shipment or reissue.

1.33.4.2.1. This section does not cover organic manufacture jobs for which the DPC is "U," which means that item production is reported by a computer-generated maintenance production transaction and the item is being manufactured directly for a tenant or a non-depot supply customer.

1.33.4.2.2. This section does not pertain to any organic manufactured support done as an operation against another end item or as a routed item.

1.33.4.2.3. When the Workload Manager or SSC/WSSC retail item manager (RIM) is notified that organic manufactured items are ready for physical turn-in or for washposting to another CN/JD, the order (AFMC Form 206) is checked for disposition of completed items (e.g., "TURN-IN REQUIRED" for physical turn-ins). The Workload Manager/RIM will use the most current JON master list in PS/SD/CD/JD sequence to verify the data to be used in the "D6" turn-in transaction. The washpost D7 transaction will be accomplished by the local manufacture SSC that supports the requesting production shop.

1.33.4.3. Physical Turn-In. Items requiring physical turn-in will be processed as follows:

1.33.4.3.1. Verify NSN, control number, job designator ("K" only), and quantity.

1.33.4.3.2. Prepare transaction, in required copies (action suffix fields will be blank).

1.33.4.3.3. Attach three copies of the output transaction securely to the items.

1.33.4.3.4. When the items are picked up by supply, the Workload Manager/RIM will suspend one copy of the turn-in transaction in the jacket file. This transaction won't be input to any data system. The G004L system will reject all "D6" turn-ins with a "K" job designator (DPC-U). G004L will be updated by tape interface after supply inputs. When more than five workdays have elapsed since the physical turn-in, the Workload Manager/RIM will contact supply for follow-up action.

1.33.4.3.5. Upon receipt of the G004L-L2A product for an organic manufactured turn-in, the Workload Manager/RIM will verify all data with emphasis on the CN/JD.

1.33.4.3.6. When the Workload Manager/RIM has items returned by central receiving with notification of erroneous NSN, quantity, or other data elements on a turn in, prepare four cop-

ies of a corrected "D6" turn-in with a new document number. When items aren't returned, the Workload Manager/RIM will furnish central receiving with the corrected data on three copies of the turn-in transaction and will annotate the suspense copies. Decision for physical return of items is the responsibility of the Workload Manager/RIM.

1.33.4.4. Washpost Turn-in. Items requiring washpost turn-in will be processed as follows:

1.33.4.4.1. Verify NSN, control number, job designator ("K" only), and quantity.

1.33.4.4.2. Prepare a "D6" turn-in with two copies (action suffix, fields 79-80 will be "WP").

1.33.4.4.3. The L/M SSC will process the wash-post D7 to add the balance to the supply tape. After the balance is recorded, the L/M SSC will review its issue suspense file to determine outstanding requirements. Process all suspense D7 requirements and notify customer that respective material is ready for pick up.

1.33.4.5. Errors Rejected in G004L-L2A. The single exception to these error codes for organic depot manufacture is error code "S." Normally, the "S" code indicates that the stock number on a serviceable turn-in doesn't match the NSN on the end item master.

1.33.4.5.1. On organic depot manufactured items with a "P" prefix assigned end item identity (part number), the D035K system receives manual updates from the base support MMs. These manual NSN changes are tabled (along with the mechanized stock list changes from D035K) for 180 days and used to automatically update all turn-ins against the old NSNs.

1.33.4.5.2. The G004L system will accept NSN changes from the D035K system on all turn-ins with a "K" job designator.

1.33.4.5.3. This automatic NSN change from D035K to G004L depends totally upon the Workload Manager/RIM entering the CN/JD in the turn-in transaction to D035K. If an incorrect CN/JD causes G004L to change an end item identity erroneously, then the Workload Manager/RIM must input a corrected transaction, with "PK" action suffix to correct the G004L record for each JON with the identity change.

1.33.4.6. Processing Required Corrections. Submit the following forms or input the necessary transactions as required to correct the errors.

1.33.4.6.1. AFMC Form 930, G004L File Maintenance Transactions, to correct the erroneous NSN and the NSN that should have been changed.

1.33.4.6.2. A "D6" reversal transaction to reopen the changed record (if it was closed because the OWO became zero).

1.33.4.6.3. A "D6" transaction to correct the production and OWO balance on the erroneous CN/JD and the CN/JD that should have been changed.

1.33.4.7. Special Processing procedures for line support organic depot manufacture. Manufacture for supporting the PD production function will be either an initial requirement or a recurring requirement, as explained below. When initiating a request for a part numbered item, the initiator interrogates either the D035K or EPS systems to determine if the item has been established. The EPS provides on-line capability. This action will determine whether to proceed as an initial requirement or a recurring requirement. Additional processing instructions are contained in AFMCR 66-61. If the requirement is one-time only, order only that requirement to satisfy the line

requirement and process as outlined in paragraph 1.33.4.7.1 below. If recurring, process as outlined in paragraph 1.33.4.7.2 below.

1.33.4.7.1. Initial requirement.

1.33.4.7.1.1. Engineering planning. Engineering planning will initiate a DD Form 1348-6 to supply. The WSSC/SSC-IM will source code the item, assign a stock number (if required) and load the D035K master balance record. After the stock number is assigned, a local issue request and a draft AFMC Form 206 will be taken to the L/M SSC to establish the backorder.

1.33.4.7.1.2. L/M SSC. The L/M SSC will input a SSC replenishment request to the EPS. This process creates the following:

1.33.4.7.1.2.1. Automated AFMC Form 206, which is sent to distribution electronically for action.

1.33.4.7.1.2.2. Establish backorder and due-in details.

1.33.4.7.1.2.3. Establish AFMC Form 206 in all data systems.

1.33.4.7.1.3. The applicable L/M WSSC/SSC Workload Manager will:

1.33.4.7.1.3.1. Complete Part Two of the AFMC Form 206.

1.33.4.7.1.3.2. Forward AFMC Form 206 package to manufacturing engineering planning office and furnish copy to originating engineering planning office.

1.33.4.7.2. Recurring requirement.

1.33.4.7.2.1. SSC/WSSC-IM will initiate special level requirement. Special level quantities will not exceed 12-month requirements.

1.33.4.7.2.2. The L/M WSSC/SSC will:

1.33.4.7.2.2.1. Establish special levels.

1.33.4.7.2.2.2. Process SSC/WSSC replenishment requests for stock through EPS and initiate an automated AFMC Form 206. Coordinate with engineering planning function.

1.33.4.7.2.2.3. File line support issue requests and upgrade stock backorders for out of stock items.

1.33.5. Local manufacturing for depot maintenance line support accomplished on an emergency basis due to supply parts shortages (both stock and non-stock listed items) shall be approved and funded through the prime MM and/or SCM. The AFMC Form 206 process shall be used as described above in paragraph 1.33.4.7. This is to ensure the depot maintenance manufacturing organization recoups all costs incurred. Under no circumstances is depot maintenance to manufacture items and absorb the cost. Engineering planning, working with the SSC/WSSC, shall track all manufacturing requests (stock listed items and non-stock listed items shall be tracked separately) done solely to satisfy an emergency requirement for depot maintenance line support due to parts shortages. The number of items manufactured and the cost as shown on the AFMC Form 206 shall be tracked by originating RCC and gaining RCC. The occurrence of emergency local manufacture actions for stock listed items

with an established level clearly indicates a supply support problem. This data can be used to analyze trends in supply support and should be discussed during DREP and AREP meetings with the SCM.

Section 1E—Section E Control of Due-In From Maintenance/Due-Out To Maintenance (DIFM/DOTM) Assets

1.34. Control of Exchange Material.

1.34.1. General. This section provides the policy for controlling repair cycle assets coded as ERRCs "C" or "T" (XD1 or XD2, respectively), which will be called exchange items or due-in-from-maintenance and due-out-to-maintenance (DIFM/DOTM) from here on. The Materiel Support Division (MSD) manages DIFM/DOTM assets. MSD items are identified by a budget code of "8" and a fund code of "64".

1.34.2. Concept. Because the prime MM must be aware of and consider total quantities of all repair cycle items when computing reorder quantities, stringent controls have been established to ensure absolute accountability and control of DIFM/DOTM items. To identify and control issue and turn-in of these items, computer detail suspense records are established in the D035K system with duplicate records maintained in EPS. Depot maintenance will be charged the Exchange Price on D7 DIFM issue transactions for cost codes "B", "G", and "K". The D035K system allows a 60-day window for a corresponding D6 Credit DIFM turn-in transaction. A DIFM record becomes delinquent 60 days after the item is issued. On the 61st day, delinquent DIFMs found in D035K are billed the additional Mark-Up price. DIFM details that remain unsatisfied for an extended period of time are indicative of potential error conditions and supportability problems. Delinquent DIFMs should be cleared prior to JON closure so that penalty charges are reversed from the correct JON.

1.34.3. Responsibilities.

1.34.3.1. The WSSC/SSCs are responsible for monitoring the DIFM/DOTM program. The WSSC/SSC team has knowledge and visibility of need and the storage facility has responsibility for accountability of the DIFM/DOTM assets. The review for retention or deletion of DIFM/DOTM computer details must be a joint decision of the WSSC/SSC team and the applicable PDs. PD personnel will keep close coordination with the WSSC/SSCs to assure total control is maintained.

1.34.3.2. The PMT or supply technician controls the DIFM/DOTM applicable records for the assigned areas. They maintain records on AF Form 115A, **Register of Control Numbers**, (or a suitable mechanized substitute) and assign the document number to all transactions with an exchange material cost code (see Attachment 10). PMT or supply technician personnel will process all exceptions (e.g., P-blank, FH, DD, F) and some may require the coordination of the WSSC/SSC-IM. In the event reparable or condemned property can't be located for turn-in after the PMT or supply technician has assigned a document number and the turn-in paperwork has been prepared, the turn-in paperwork will be destroyed and the G402A/EPS OPR will be notified immediately so the records can be properly corrected. To prevent establishing erroneous DIFM/DOTM records, the file copy of all exchange requests and turn-ins must be returned to the PMT or supply technician as soon as possible after being input into EPS. The PMT or supply technician corrects all erroneous DIFM/DOTM records.

1.34.4. Policy.

1.34.4.1. DIFM/DOTM items must be processed through the SSC PMT or WSSC supply technician in the form of a SSC/WSSC issue/turn-in transaction or a direct line issue/turn-in. If the direct line issue option is selected, assets and issue documents must also be processed through the PMT or supply technician to assure adequate control and visibility are maintained. Issues and turn-ins will be accomplished through EPS. If a DIFM can't be found, a Report of Survey must be done.

1.34.4.2. WSSC/SSC stock levels for DIFM/DOTM items are established to support a 15-day requirement. The D035K system will not establish a DIFM detail suspense record until the item is issued from the WSSC/SSC or from the DLA depot supply warehouse.

1.34.4.3. Items required for initial issue must be requested under the appropriate initial Demand Code (see Attachment 6) and Cost Code (see Attachment 10).

1.34.4.4. Both issue and turn-in transactions should contain the same document number to facilitate completion of the DIFM/DOTM process.

1.34.4.5. The EPS system maintains a computerized DIFM/DOTM suspense file and completion file (reference AFMCM 66-411, Vol. 3).

1.34.4.6. The PDs are required to justify deletions or revisions to D035K details with the DIFM/DOTM PMT or supply technician in the SSC/WSSC. The WSSC/SSC function will cancel DIFM/DOTM details only when coordinated with the user. A DD Form 200, **Financial Liability Investigation & Property Loss** may need to be prepared as supporting documentation for deletion of a DIFM detail. Signature receiving is essential for justification to D035K validating the turn-in by maintenance was made and that the Mark-Up price should be reversed and credit for the turn-in given.

1.34.5. DIFM/DOTM Review Lists.

1.34.5.1. The D035K system produces two DIFM/DOTM review listings: PCN: A-D035K-B72-DA-L87 (daily) and PCN: A-D035K-BE7-MO-L87 (monthly). These lists are available to the PDs for reconciliation purposes. The D035K listings are produced in stock number sequence within RCC. They contain all DIFM/DOTM records pertinent to items maintained in current status by the WSSC/SSCs and PDs. EPS also provides DIFM/DOTM data on screen QR1021 for the same purpose.

1.34.5.2. The D035K Document Control Register (DCR), PCN: A-D035K-BA6-DM-L41, is also available on microfiche to the PDs. It reflects each transaction processed in D035K for the production maintenance activities. At the end of each month, the previous months' transactions are consolidated and a monthly document control register is produced.

1.34.5.3. The DIFM/DOTM PMT or supply technician will screen the daily D035K products listed above and the DIFM/DOTM review list for all exchange material cost codes to ensure transactions are properly credited or charged. The proper document in the DIFM and DOTM files will be annotated to show the date and action reflected on the register. This will provide the necessary audit trail.

1.34.5.4. The WSSC/SSCs are notified by Financial Management (FM) of any costing errors to be corrected.

1.34.6. Exchange Material Cost Codes. Cost codes for exchange material include all recoverable assemblies, installed equipment items, and modification kits from investment appropriations. Cost codes have been established for material purchased from the Materiel Support Division (MSD) of the SMAG. The cost codes for funded MSD material are listed below, with the existing cost codes currently used for unfunded exchange material. (See also Attachment 10 for additional cost codes and their definitions; refer to Figure 1-1 for a complete diagram of material classification).

Cost Code Unfunded	Cost Code Funded	Description
E	B	Exchange material; planned
J	G	Exchange material; unplanned
Y	K	Exchange material; maintenance of DMAG equipment, depot maintenance equipment (DME)
M	S	Non-exchange investment material (initial issue);planned (see Note)
M	U	Non-exchange investment material (missing); unplanned (see Note)

Note: Non-exchange investment material is exchange material knowingly issued without the return of a "used" part. This would be the situation if the part (Depot Level Reparable (DLR)) is being installed for the first time or if it is missing from the major end item (i.e. aircraft, engines, and other assets). This is commonly referred to as a "hole". Cost codes "S" and "U" transactions are billed at full standard cost. No 60-day window is established in D035K for these cost codes. A credit indicator will be used when MSD material is returned to supply outside of the regular DIFM/DOTM procedures.

Section 1F—Section F Processing Issues and Turn-Ins of Due-In From Overhaul (DIOH) Assets

1.35. Production Assets. Accounting for production assets and resolving variances between the D035K and G004L is covered in AFMCR 66-62, *Operational Scheduling*.

1.36. Use of Other Directives.

1.36.1. AFMAN 23-110, Vol. III, Part Two, Chapter 6 should be used along with the policies outlined herein for complete DIOH and OWO procedures.

1.36.2. Information concerning transaction processing is contained in AFMCM 66-411, Vol. 2.

1.36.3. Reconciliation procedures may be found in AFMCR 66-62.

1.36.4. The procedures contained in AFMAN 23-110, Vol. III, Part Two, Chapter 10, should be used for reject transaction processing.

1.37. Issue Receipt Processing.

1.37.1. Issue Processing. SSC/WSSC (workload manager, PMT, or FLS) will check production items received in the PDs for stock number, quantity and condition code. Paragraph 1.40 explains what to do when condition code and stock number differences exist. When production items are

received and a "RA" stuffer is not available, the SSC/WSSC will prepare and input the "RA" transaction using the correct CN/JD, quantity, and document number from the issue record. The WSSC/SSC will retain the "RA" stuffer until receipt of material and the "RA" transaction is cleared.

1.37.2. D035K System Processing. Input through ITS/G337 screen QN2025 for end items with children or screen QN2078 for end items with no children.

1.37.3. G004L System Processing. Valid transactions received from D035K change the OWO quantity for the CN/JD. The data on the G004L-L2A report should be compared against the "RA" suspense notice. **Note:** Additional edits applied in G004L (i.e., control number, job designator) will cause some rejects of transactions that were processed without error in D035K. Correction of G004L OWO rejects are processed through EPS, not directly to G004L. The SSC/WSSC workload manager inputs reversals on DIOH/OWO while non-DIOH/OWO items can be corrected by the WSSC/SSC RIM using EPS.

1.38. Turn-in Processing.

1.38.1. From the PD to depot supply. Workload manager or FLS will notify supply that the production item is available for turn-in to central receiving and obtain a stuffer receipt. The workload manager will input a turn-in ("D6") transaction to EPS, will place the condition tags on items being turned in, and attach the "ZZ" stuffers. D035K will decrease the DIOH balance, increase the intransit-to-supply balance, establish a turn-in on the DIOH suspense file and then process an output to the G004L system. When the D035K transactions are received in G004L, the OWO is decreased and the production balance is increased. This depends on the job designator and condition code whether it changes the production balance. The OWO will decrease but not increase the production balance in some cases. Workload manager or FLS will verify quantity and control number or job designator by comparing the suspense transaction against the G004L-L2A report.

1.38.2. Production items received in central receiving from the SSC/WSSC will be receipted for by input of a turn-in receipt acknowledgement ("RT") to D035K via DSS. From this input, D035K will decrease the intransit balance, clear the turn-in suspense and increase the on-hand balance.

1.39. Erroneous Issues and Misidentified Items. The following procedures apply to those items received in the PDs that are either an erroneous issue or a misidentified issue.

1.39.1. Erroneous Issue. These are items received with a different condition code or stock number than that requested before submission of a receipt acknowledgement.

1.39.1.1. Complete exchange. The SSC/WSSC will identify and return all erroneous issue items and will deliver a like number of correct items to the PDs. When the full exchange is made, the SSC/WSSC will submit the receipt acknowledgment to ITS/G337, or applicable aircraft management system (i.e. MPS or PDMSS).

1.39.1.2. Partial exchange. When a portion of the total issue quantity received is incorrect, the erroneous issue will be returned to supply. The SSC/WSSC will notify depot supply to process a warehouse denial for all the requested items not received. The SSC/WSSC will change the quantity on the "RA" transaction to the actual amount received, and clear the transaction in ITS.

1.39.1.3. Retained Material. Any or all erroneous items received may be retained in the PDs. For the items retained, supply will process a post-post issue for the NSN, quantity and condition code and ensure the JON is valid for the item to be worked. Post-post issues bypass establishment and

clearance of the issue intransit balance and will establish the DIOH in D035K and the OWO in G004L. The original "RA" stuffer must be destroyed and a denial/reversal processed by supply for items originally requested.

1.39.2. Misidentified Issue. These are items that have been received for by input of an "RA" transaction before discovering that the condition code or stock number is different than that requested.

1.39.2.1. Items returned to supply. Misidentified items, which must be returned to supply, are processed by the SSC/WSSC as follows:

1.39.2.1.1. Prepare and attach the proper condition tag showing the correct stock number and condition of the item.

1.39.2.1.2. Input a "D6" turn-in transaction to ITS/G337 (or applicable aircraft management system, i.e. MPS or PDMSS) screen QN2195 for the correct NSN with a "PB" action suffix. The D035K system will validate the turn-in transaction and return a "ZZ" action suffix transaction. The "ZZ" transaction updates and creates an intransit balance to supply. The Workload Manager or FLS must input a "DF1" transaction to update G004L. Follow-up to make sure the D035K DIOH record has, in fact, been reduced by the turn-in quantity.

1.39.2.2. Items retained in the PDs. Misidentified items to be retained by the PDs will be transferred to the correct control number/JON. This determination is made by the SSC/WSSC. The SSC/WSSC will prepare and input the washpost (D6/D7) transactions.

1.40. Processing Overages/Shortages. Quantities received that vary from the quantity shown on the issue document will be processed by the workload manager/FLS in the SSC/WSSC as follows:

1.40.1. Overage Quantity:

1.40.1.1. Return to the WSSC/SSC or depot supply by annotating the original local issue document to show the overage quantity received and being returned or;

1.40.1.2. Retain in SSC/WSSC by processing a post-post issue to depot supply for the overage quantity.

1.40.2. Shortage Quantity:

1.40.2.1. Production will contact the SSC/WSSC to furnish the shortage quantity. When the missing quantity is provided to the PD, the SSC/WSSC will clear the "RA" transaction for the entire amount.

1.40.2.2. When the shortage quantity is not available, maintenance notifies the SSC/WSSC to reverse the shortage amount from D035K. The SSC/WSSC will change the "RA" to the actual quantity received and clear the "RA" transaction.

Section 1G—Section G Indirect and Bench Stock Material Control And Support

1.41. General. Material policy by intent and design, is to reduce the number of items identified as indirect and make them direct material issues. Indirect/bench stock material consists of ERRC XB3/XF3 items. Bench stocks are items which, because of repetitive consumption and relative small cost in relationship to the end item sales price, warrant being moved to the point of use in advance of the actual need and immediately charged to the customer, the six-position Maintenance Resource Control Center (RCC). Bench stocks will be restricted to those items classified as indirect material. Indirect material on bench stock will comply with WSSC/SSC requirements to provide maximum material support. The value and composition of inventory on the shop floor must be controlled to maintain only the "right" items in the "right" quantity. By achieving this objective, production throughput is maintained, the percentage of indirect material cost remains relatively small, and properly sized inventory of low-cost expendable material is maintained in each shop. The benchstock is constantly being replenished by the SSC/WSSC, up to the authorized quantity, regardless of current workload, so the supply system is constantly moving the right material to the shop.

1.41.1. Material will be classified as direct or indirect according to paragraph 1.5.

1.41.2. The importance of adequate indirect material control can't be overemphasized. Inadequate stockage, shortages, or excesses will place an undue burden on production. To be effective, indirect material stocks should be conveniently positioned for the most users and may be mobile or permanently located. Storage areas for indirect material may include, but are not limited to, special enclosed secure areas for pilferable, critical or other controlled material. These storage areas may be in the SSC/WSSC or in separate remote areas. Bench stock may be provided in open display bins with free access or parts dispensers located directly in the shops (the most common).

1.41.3. Bench stocks are composed of an average 30-day quantity of the items each shop has used during the past year. Bench stocks are designed so that ten percent (10%) of the total expense material cost would accrue from indirect material issued from these inventories. All bulk items (unit of issue lbs., feet, hundreds, etc.) are eligible to be placed and maintained as bench stock.

1.41.4. If the storage of other than bench stock material is occurring in the PDs, strict controls will be established to ensure these assets are not co-mingled. Bench stock shall not be co-mingled with WIP, or shop residue as an example.

1.41.5. Only serviceable material will be maintained or stored in indirect material locations or bench stock bins.

1.42. System. EPS is used to manage benchstock material. All bench stock locations and authorized levels will be maintained in EPS. No bench stock will be maintained outside this control. Applicable data products can be requested from EPS as part of the bench stock system.

1.43. Bench Stock Responsibilities. Bench Stock responsibilities are defined in AFMAN 23-110, Vol. III, Part II, Chapter 6.

1.44. Establishment of Bench Stock Material.

1.44.1. Bench stock may be placed in bench stock bins at operating stations in the work areas served. Replenishment will be performed by the SSC/WSSC personnel. Each bench stock area will be iden-

tified by a separate and distinct six-position resource and function code (example: MEPFRA) by production personnel. Lists of the items in the bins of each operating station area must be prepared and attached to these storage bins. **Note:** In some areas where more than one section is supported by the bench stock material central (storage) area, it may be necessary to budget and distribute the cost at branch level. This policy won't be employed except where absolutely necessary.

1.44.2. Each individual bin, whether it is located in a secured area (SSC/WSSC as example) or on the shop floor in an open bin will be labeled to identify the RCC, NSN, noun, unit of issue, authorized quantity, shelf life (if applicable), part number, end item used on, and date of last review. A bench stock detail will be established in the G402A reflecting authorized material. The G402A authorized bench stock and levels will be reviewed at least every 90 days/1 quarter by the SSC/WSSC for accuracy. Bin levels will be checked at least weekly (daily if required) by the SSC/WSSC and replenished where necessary. Labels will be updated if necessary after each 90-day review. As a minimum, the label will be updated with date of last review information.

1.44.3. Bench stocks will be restricted to those items classified as indirect material.

1.45. Bench Stock Material.

1.45.1. ERRC XB3/XF3 items may be placed in a PD in advance of actual need. Bench stock material is owned by the PD. Repetitive consumption patterns may be used for determining material requirements. The using activity will be solely responsible for ensuring the retained or requested items and quantities are the minimum essential items required to support the mission and future production.

1.45.2. Items may be added to or deleted from bench stock upon coordination with engineering planning, the production shops and the SSC/WSSC. This is accomplished by making changes to the bench stock detail in the G402A.

1.46. Bench Stock Operation.

1.46.1. Authorized quantity. The authorized quantity for each item in the bench stock system initially is input when the item is established by the engineering planner. This quantity will be derived from known requirements or based on past experience.

1.46.2. Exceptions. Projects and temporary job orders won't be established as bench stock unless there is sufficient history to temporarily establish a bench stock until the project or temporary job is completed.

1.46.3. G402A (EPS) system leveling qualifications. The authorized quantity will be leveled on a quarterly update. Consumption data can be obtained using the EPS screen, QR1018.

1.46.4. Location of Bench Stock Material.

1.46.4.1. Material will be assigned a location. If it is necessary to relocate an item, operating and indirect material/bench stock area locations must be changed. In addition, a reserve location may be established for high volume items and this location noted on the master bin tag in the indirect material/bench stock storage area.

1.46.4.2. Material for replenishing bench stock will be stored in the SSC/WSSC. At this point the material is owned by supply.

1.46.4.3. Bench stock will be binned in the work or operating area. At this point the depot maintenance production shop (RCC) is charged.

1.46.4.4. Pilferable material should be maintained in the SSC/WSSC.

1.46.4.5. Substitute items will be placed in bins reflecting the substitute item stock number and stored if possible in the same general location as the preferred item stock number. The exact location of the preferred item stock number will be annotated on the applicable local form and placed with the substitute item.

1.46.5. Special Level Stock Category. There will be no special levels in bench stock. Material will be placed in the SSC/WSSC and controlled as direct if special levels are required.

1.46.6. Backorder and material not in stock at operational area.

1.46.6.1. The material status will be available to the SSC/WSSC personnel from the D035K system.

1.46.6.2. Notification of bench stock shortages will be placed to the SSC/WSSC for immediate distribution of material when received.

1.46.7. Each time a bench stock change is made the bin should be reviewed for proper labeling, authorized material, and level by the SSC/WSSC. The date of this review should be recorded. At a minimum, this review should take place at least quarterly.

1.47. Storage. All material in storage will be protected as required according to AFI 23-111, Management of Government Property in Possession of the Air Force.

1.47.1. Tagging material for storage.

1.47.1.1. If the identity or condition of the bench stock material is obvious, tagging isn't required; however, if the identity or condition isn't obvious, one tag is acceptable for the quantity contained in a bag, box, bin, etc.

1.47.1.2. Raw stock materials don't require condition tags, but must be identified as required in T.O. 42D-1-3 or have a legible mill marking. When raw stocks can't be identified or are suspected of being erroneously identified, the SSC/WSSC personnel will ask the office qualified to analyze them. Once material is properly identified, it will either be tagged and stored or disposed of, as appropriate.

1.47.2. Shelf life item control.

1.47.2.1. SSC/WSSC personnel will ensure age control and cure-dated material is stored, updated, and purged according to AFMAN 23-110, Volume VII, Part Three, Chapter 3. They will segregate the items and mark bins conspicuously with a standard bin label identifying shelf life item stock number, manufacturer's part number, or military specification, and shelf life code for the item stored therein. Age-dated material must have the age control date, either the manufacture or expiration date, indicated on each container at all times.

1.47.2.2. Controlling of bench stock in the production area is a joint effort between the SSC/WSSC and production since the access to the material requires intrusion into maintenance shops. The SSC PMT and WSSC supply technician, however, is the official monitor. If indirect material items become over-aged or if the expiration date can't be determined, items must be lab-tested by

the source of supply (SOS) or sent to DRMO. Other than "A" condition material can not be received in the WSSC/SSC, the system will reject turn-in.

1.47.2.3. The SSC/WSSC will physically check on a routine basis (weekly, monthly, etc.) to make sure shelf life material is current, properly marked, and stored correctly.

1.47.2.4. Outdated material will be removed from issueable stock and handled according to Paragraph 1.12 of this instruction.

1.47.2.5. SSC/WSSC personnel will screen all Type II items in FSC 8010, 8030, and 8040 to determine if testing is required to update/extend prior to their expiration date. DLA is responsible for testing depot stocks. Maintenance personnel must contact DLA for test results before disposing of expired shelf-life items. Testing may be performed at AFMC test labs or commercial laboratories. Refer to AFMAN 23-110, Vol. VII, Part Three, Chapter 3, for further guidance. Additional questions should be directed to HQ AFMC/LGSP.

1.47.3. Material in short supply and sensitive item control. Controlling sensitive items or material in short supply is the responsibility of the SSC/WSSC. Those items may be stored in bench stock areas, but will be maintained in an enclosed secured area.

1.47.4. Hazardous Material Control:

1.47.4.1. When material is issued to the production shops for use, this responsibility is transferred to the appropriate production chief. Hazardous material is controlled according to Air Force Occupational Safety and Health 127-series standards. Local controls put in place by local environmental management organizations may also have to be considered in the management of hazardous material.

1.47.4.2. Hazardous material will not be stored in bench stock areas.

1.47.4.3. Utilize D002A (SBSS) procedures contained in AFMAN 23-110, Vol. II, Part Two.

1.48. Turn-in and Excess Material. If material on hand exceeds the computed requirements, it will be turned in to the appropriate SSC/WSSC for disposition. Only serviceable material in the stocklisted unit of issue will be returned to the SSC/WSSC for credit/noncredit and will be condition-tagged unless material is still in the original manufacturer's package. Material with less-than-unit of issue can be turned in to the bench stock or, if no bench stock detail exists, the SSC will assist with turn-in process.

1.49. Individual Possession of Bench Stock Material. The following policy is provided for control of indirect material (bench stock) owned by the individual mechanic, within the PD, excluding Plant Management Division personnel. **Note:** Policy in AFMCI 21-122, *Foreign Object Damage Prevention Program* applies for control of indirect material owned by a mechanic. This reference is intended for strict FOD prevention and pertains to the indirect material carried by the mechanic to the job site. AFMCI 21-122 will apply to all areas identified as high FOD risk areas. In all other areas in which maintenance is performed at a workstation or workbench (other than an aircraft or high FOD risk area) the following policy applies.

1.49.1. PD personnel working at a workbench location are authorized to maintain at their station a quantity of indirect bench stock material that is required daily in the performance of their duty assignment. Safety wire, waxed cord, cotter pins, nuts, bolts, etc., are typical of the type of items they may possess.

1.49.1.1. The maximum quantity allowed per person will depend on the type of work assignment and the supervisor's discretion. Generally, for items such as wire, tape, solder, etc., the maximum will be a quantity of one roll. For such items as pins, nuts, bolts, etc., the quantity allowed will not exceed, in the opinion of the supervisor, a 2- or 3-day supply.

1.49.1.2. The material discussed in paragraphs 1.49.1. will not be required to be placed on the mechanic's tool control list.

1.49.1.3. At least once a month, shop supervisors will conduct an inventory of bench stock material in the possession of shop personnel (at workstation) in their shop. Excess material will be returned to the bench stock bins, or follow the procedures in paragraph 1.48.

Section 1H—Section H Aircraft/Engine Asset Control and Cost Codes "S", "U", and "M"

1.50. Aircraft/Engine Asset Control. Exchangeable components removed from aircraft and engines are repaired (overhauled) as production items. When aircraft and engine components are removed from aircraft or engine programs and also processed through the MISTR (Exchangeables) schedule, the following transactions will be accomplished.

1.50.1. Aircraft Components. A washpost transaction with matching document numbers and quantities is input to EPS to turn-in and issue material.

1.50.2. Engine Components. (ERRC XD exchangeables). When the asset is serviceable as-is, a maintenance production transaction with card code "R" will be prepared and input to G004L. At the same time, another maintenance production transaction with card code "S" will be prepared for the same item and entered into G004L. The complete maintenance production transaction cycle will be accomplished as if the item were repairable.

1.50.2.1. Repairable Assets. When the item is repairable, a maintenance production transaction with card code "R" will be prepared to show receipt and another maintenance production transaction with card code "S" will be prepared to reflect serviceable production when work has been accomplished. These component items won't be accounted for as routed work, but will be processed as exchangeable items.

1.50.2.2. Job Routed Repair of Engine Components (OC-ALC/SA-ALC only). Engine components which are designated Job Routed Repair require a written request be submitted to the SSC/WSSC chief for approval/disapproval before any serviceable assets can be bought to replace a job routed item.

1.50.3. Routed Repair Replacement Quality (RRRQ). Policy for the use of RRRQ assets is contained in AFMCR 65-22, AFMAN 23-110, Vol. III, Part Three, Chapter 3 and 12, and AFMCM 23-1. Air Force policy directs the use of RRRQ assets when these items are in a serviceable long supply position. Present policy allows these assets to be bought at a reduced price that equals the repair price rather than the exchange price for these assets. When the serviceable long supply is expended the unit repair cost and or forecasted unit price in the interim pricing system will be returned to the original value or current actual values.

1.51. Investment Material Cost Codes "S", "U", and "M".

1.51.1. General. DMAG policy requires the Depot Maintenance Activity Group (DMAG) be paid for all work performed. Replacement of missing items discovered during repair of aircraft, engines, and

other assets must be funded by the customer before the work can be completed. Investment material Cost Codes "S", "U", and "M" will be used primarily for issues of serviceable exchange material without a corresponding turn-in of a reparable item. The issue transaction will use Demand Code "A" to ensure exclusion from DIFM/DOTM control. The policy for the replacement of missing items found in the repair of assets is found in AFMAN 23-110, Vol. I, Part Three, Chapter 7.

1.51.2. Justification for Using Cost Codes "S", "U", and "M".

1.51.2.1. The appropriate PD branch chief will approve all cost code "S", "U", and "M" issues.

1.51.2.2. Approval will be by letter or dated signature on the reverse of the material request form and kept on file for six months to provide for an audit trail.

1.51.3. Cost Code "U". Cost Code "U" is used to order investment material which is unplanned and funded but which no reparable turn-in will be made. The only appropriate use of Cost Code "U" is to requisition a replacement for missing items. It is typically used for ordering replacements of missing depot level reparables (DLRs) on major end items discovered during organic repair of aircraft, engines, and other assets.

1.51.3.1. The procedure for the replacement of missing Materiel Support Division (MSD) assets found during the repair of aircraft, engines, and other assets is described below.

1.51.3.1.1. When major end items with missing assets are received by the depot for repair, additional funding or the missing component itself must be obtained from the customer for work that is discovered during the repair process but not originally negotiated. If the customer decides to fund for the missing component the funds will be obligated and depot maintenance will requisition the missing item and pay standard price. Depot maintenance will record this transaction as a "missing item" (Cost Code "U") for financial purposes. Even though there will be a charge to DMAG, the net effect is that O&M (or other) customer will reimburse the DMAG for the missing component.

1.51.3.1.2. If the request for funds and the missing asset are denied, the problem should be elevated within the ALC management structure as necessary for resolution. If resolution cannot be made with the customer, then depot maintenance will not requisition the missing item but instead will return the major end item to the customer, after overhaul, without the missing item.

1.51.3.2. Replacement of a missing DLR will be considered a change in the scope of work. The depot maintenance customer will be prepared to replace a missing item discovered during the depot repair process. This can be done by providing funding to the Depot Maintenance Activity Group (DMAG) for the replacement of all missing DLRs, or by shipping all missing items to the depot for installation on the major end item. In order to maintain the long term solvency of the DMAG the "No Free Work Policy" must be strictly enforced.

1.51.3.3. Depending on the cost of the missing items involved, management should be flexible to make a decision in the best interest of the depot and the solvency of the DMAG. There may be cases where management determines that the cost of missing items does not warrant renegotiation of the price of the work. Management should ensure documentation exists to justify the decision as stated in paragraph 1.51.2.

1.51.4. Cost Code "S". Cost Code "S" is used for the issue of investment material which is planned and funded and for which no reparable turn-in will be made. This would be the situation of an initial installation or for the ordering of a modification item other than a modification kit.

1.51.4.1. Cost Code "S" Additional Criteria. When the situation exists of depot maintenance-generated items returned to supply requiring 100% replacement, the replaced items should be exchanged using regular DIFM/DOTM procedures. This will allow the DMAG to be charged only the exchange price of the new replacement item. If DIFM/DOTM procedures cannot be used, the replacement asset will be ordered using a Cost Code "S".

1.51.4.1.1. If credit is available for the replaced asset, it should be returned to supply using Cost Code "S".

1.51.4.1.2. If credit is not available for the replaced asset, it should be returned to supply using a D6A transaction with an "X" in position 7 and using Cost Code "M".

1.51.4.2. Caution. It is important to understand that if an MSD asset is returned by the depot maintenance function to the supply account using Cost Code "S", then this asset may or may not be excess to the needs of the stock fund. Credit will be given based on the item credit indicator. If an MSD asset is returned to supply as Cost Code "S", then automatic credit will be given in depot maintenance systems. However, the D035J system (Financial Accounting and Billing System (FIABS)) may not actually give credit due to a no-credit indicator. Any no-credits are distributed to all depot maintenance organizations in overhead costs, which ultimately results in inaccurate direct JON expenses and increased overall expenses. This situation should be avoided.

1.51.5. Appropriate Use of Cost Code "M". Depot maintenance-generated assets returned to supply as the result of reclamation actions, kit residue, Found on Base (FOB) assets, save lists, and mod kit replacements are not subject to credit by the MSD and should be returned to supply using a D6A transaction with an "X" in position 7 and Cost Code "M" (the transaction for found on base turn-ins). Consequently, these assets will be picked up as inventory adjustments in the D035K accountable system in depot supply. The impact to the DMAG is that the DMAG will be paid for performing the service of repairing the end item, aircraft, etc., but not for the assets removed and returned to the depot supply inventory.

1.51.5.1. Cost Code "M" is also used to order investment material which is unplanned and unfunded for which no repairable turn-in will be made. The appropriate use of Cost Code "M" is to requisition a replacement for missing items after obtaining permission from the prime MM. It is typically used for ordering replacements of missing recoverable components during repair of a higher assembly DLR received in an incomplete condition. Policy for the replacement of missing item found in the repair of exchangeable items is found in AFMAN 23-110, Vol. I, Part Three, Chapter 7.

1.51.5.1.1. When DLRs (Recoverable NSNs, ERRC T, XD2) with recoverable components missing are received by the depot for repair, permission from the prime MM must be obtained to order the missing component without incurring a standard price change for work discovered during the repair process but not originally negotiated. If the prime MM decides to grant issue of the "missing item," depot maintenance will requisition the missing item outside of the DIFM/DOTM detail and not incur the standard price charge.

1.51.5.1.2. If the request for issue of the missing asset is denied, the problem should be elevated within the ALC management structure as necessary for resolution. If resolution cannot

be made with the prime MM, then depot maintenance will not requisition the missing item, but instead request disposition instructions for the asset from the prime MM.

1.51.6. Reference Attachment 10 for additional cost codes and their definitions. Reference prescribing policy and a complete list of material cost codes in AFMCR 170-10, *Depot Maintenance Service, Air Force Industrial Fund Financial Procedures*.

Section II—Section I Standard Base Supply System (SBSS) (D002A)

1.52. General. The PDs may have to order selected material through the D002A, SBSS system. This includes items stocked in the Base Service Store, individual clothing, equipment, office supplies, tools, lumber, packing material and gas cylinders. SBSS regulatory and procedural guidance is contained in AFMAN 23-110, Volume II, Part Two.

1.53. Federal Stock Classes (FSCs). The following FSCs in Figure 1-2 may be input to either the D035K or the SBSS systems, at local management discretion. The Chief of Supply may elect to locally manage other specific items or FSCs through SBSS.

Figure 1.2. SBSS FSC Table.

Noun	Federal Stock Classes (FSCs)
Tools	3455, 3460, 5120, 5130, 5133, 5136, 5140, 5180, 5210
Lumber	5510, 5530
Packing Supplies	8105, 8110, 8115, 8135
Country Store	7510, 7520, 7530, 7540, 7910, 7920, 7930, 8520, 8540
Gas	6830

1.54. Costing. The information in Figure 1-3 is required when submitting D002A transactions of issues, turn-ins and reverse-post actions on AF Form 1998, Base Supply System; AF Form 2005, Request for Issue; and AF Form 601, Equipment Action Request. This data will be furnished to the G004H, Maintenance Material Cost System.

Figure 1.3. SBSS/G004H Costing Data Elements

Position	Field Designation
45	Material Cost Code
46-49	Resource Cost Center (RCC) w/o M prefix
50	Scheduling Designator
67-71	Control Number or U-Account Material Category
72	Job Designator (Leave blank if material Cost Code is "L")
73-77	Operation Number
78-80	Job Order Number (JON) Suffix, blank if cost code = "L"

1.55. SBSS Liaison Support. The Chief of Supply, or designated representative will designate/appoint in writing an SBSS liaison to resolve user problems.

1.55.1. The PDs will identify user training requirements to the depot supply SBSS liaison. The SBSS liaison will ensure required training is made available by utilizing local base resources first, and outside resources second.

1.55.2. The PDs will identify SBSS products and reports required for each RCC by account number to the SBSS liaison. The liaison will ensure required reports are delivered to the requesting RCCs. Reports of primary interest include the following:

1.55.2.1. D04 - Daily Document Control Register.

1.55.2.2. D11 - Daily PFMR/OCCR Update and Reconciliation Report.

1.55.2.3. D18 - Priority Monitor Report.

1.55.2.4. M30 - Due Out Validation Listing.

1.55.2.5. R31 - Due Out Status Listing.

Section 1J—Section J Work-In-Process (WIP) Inventory

1.56. General. WIP is defined as any repair job that has been started but is incomplete. Once the last operation is completed the WIP is considered serviceable and can be sold. WIP inventory is any end item, sub-assembly, or material that is being held and stored until it can be processed further. It is necessary for the PDs to identify any material generated from a job order/production control number that is not required to meet the repair requirements needed by the MM. This WIP inventory is considered excess. Once identified, the excess is to be turned in to the SSC/WSSC for disposition, or if it is in repairable condition, the PDs must contact the MM for disposition, i.e., condemn, repair, or turn-in. Courtesy storage is not to be used as a storage area for excess material or yield.

1.57. Policy. Each PD shall establish a program that provides for control and tracking of all generated WIP inventory from repair orders and a manual or mechanized audit trail of all documents. The center LG is responsible for ensuring the PDs have a program in place.

1.57.1. Inventory. Inventory accuracy of WIP inventory must be maintained for the purpose of controlling costs and ensuring possible bottlenecks/constraints are removed from the production process.

1.57.1.1. Each bin location within a mechanized material handling system (MMHS) unit, or stacker, must be inventoried at least twice a year by the PDs. Each bin location must be labeled indicating the items being stored, NSN, and serviceable/unserviceable condition.

1.57.1.2. Random sampling techniques, wall-to-wall methods, or ABC cycle counting or classification may be used to satisfy the requirement.

1.58. Responsibility. It is the responsibility of the production supervisor or his designated alternate to keep an accurate account of WIP inventory using automated or manual tracking methods. Maintenance production supervisors must identify the causes of the WIP or generated yield and control it from the source. Material generated as a result of maintenance processes that is excess to requirements is a clear indication that something is wrong in the production process. Excess WIP inventory or yield must be regularly evaluated and considered for turn-in to the SSC/WSSC. Special attention must be given to auto-

mated storage locations known as "stackers", or mechanized material handling systems (MMHS) located in the depot maintenance shop areas used for storage of WIP inventory. These locations are known to accumulate unrecorded or unwanted assets. All WIP material shall be accounted for and minimized. Depot maintenance should not be producing assets where no requirement exists.

1.58.1. The production supervisor will assign an inventory monitor who will:

1.58.1.1. Maintain an inventory record indicating location, and identification of assets by NSN and condition (serviceable/unserviceable).

1.58.1.2. Ensure all inventory locations are properly labeled for identification.

1.58.1.3. Make sure each MMHS or automated storage location is inventoried twice a year.

1.58.1.4. Initiate any preliminary requirements necessary for performing the inventory.

1.58.1.5. Report results of the inventory to the appropriate management levels.

1.58.1.6. Maintain inventory result records for inspections and audits and retain for one year.

1.58.1.7. Evaluate and determine disposition of excess WIP material and/or contact MM for appropriate disposition.

1.58.1.8. Assist the production supervisor in identifying the causes of the excess WIP.

Section 1K—Section K Shop Service Centers (SSCs), Weapon System Support Centers (WSSCs) and Courtesy Storage

1.59. Policy. Additional policy is included in AFMAN 23-110, Vol. III, Part Two, Chapter 6, AFMCI 21-129, and AFMCI 21-133.

1.60. General. The SSC/WSSC is the standard materiel and production support function for depot maintenance in AFMC. The SSC primarily supports exchangeable and engine shops while the WSSC primarily supports aircraft shops. SSC's and WSSC's are organized and staffed differently but both have the same prime function to provide the right materials and production support to the Fixer. The SSC/WSSCs are designed to provide forward stockage of those assets required for anticipated or forecasted production workloads. Stock levels are established in D035K. These levels can be augmented with special levels if approved by the prime MM in coordination with the Depot Chief of Supply and stock fund manager. In addition to forward stockage, the SSC/WSSC also serves as a liaison organization between the DLA warehouse and depot maintenance. SSC/WSSC personnel are tasked with acquiring, storing and issuing of material. They are also responsible for accurate record keeping and assisting in the resolution of parts problems impacting depot maintenance production.

1.61. Functions. Not intended to be all inclusive. The SSC/WSSC provides the following support.

1.61.1. Order materiel; provide status/follows up on selected items.

1.61.2. Receive/store/distribute items/materiel within Fixer's area

1.61.3. Maintain accurate computer records for serviceable materiel stored in SSC/WSSCs and in courtesy storage locations.

1.61.4. Manage AWP.

- 1.61.5. Set levels and manage bench stock
- 1.61.6. Perform retail item management and stock control.
- 1.61.7. Control DIFM/DOTM
- 1.61.8. Control On-Work-Order (OWO)/Due-in from Overhaul (DIOH)
- 1.61.9. Manage Floating Stock.
- 1.61.10. Maintain BOM and Lists of Material (LOM).
- 1.61.11. Perform supportability analysis.
- 1.61.12. Schedule work through the shops.
- 1.61.13. Manage local purchase emergency buys to include CAP
- 1.61.14. Perform material planning.
- 1.61.15. Maintain HAZMAT issue point
- 1.61.16. Develop parts availability strategy.
- 1.61.17. Measure shop performance.
- 1.61.18. Perform signature receipting on behalf of the PD.

1.62. SSC/WSSC Structure.

1.62.1. SSC/WSSCs are identified in D035K and G402A by a three-position alpha/numeric Routing Identifier (RID) Code. The first position of the RID will always be "M", the second position is assigned to indicate a geographical area and the third position will be the same as the second position. The organization, structure, functions, and position descriptions for the SSC and WSSC are contained in AFMCI 21-129 and AFMCI 21-133 respectively.

1.62.2. Each SSC/WSSC can have (or support) up to three "courtesy storage" facilities assigned to it. The purpose of these facilities is to hold maintenance-owned material on a temporary basis to assist with maintenance production.

1.62.2.1. Each courtesy storage area has a unique functional responsibility. A RID is assigned to indicate the type of temporary storage that is permitted.

1.62.2.2. The first position of the RID of the courtesy storage facility will always be "M" and the second position will be "X", "Y", or "Z". An "X" in the second position of the RID indicates Awaiting Parts components storage, a "Y" indicates Production storage, and "Z" in the second position indicates Local Manufacture component storage. The third position of the courtesy storage RID will always be the same as the third position of the RID of the supporting SSC/WSSC.

1.63. Material Control.

1.63.1. Accountability. Serviceable material stored in the SSC/WSSC is owned by Air Force Stock Fund (depot supply). The SSC/WSSC balance is maintained in D035K with a corresponding balance maintained in the G402A (EPS) system. The D035K balance is the accountable balance and will overlay to EPS during the weekly reconciliation process. When material is turned in to the SSC/

WSSC or issued out of the SSC/WSSC, both D035K and EPS balances are adjusted by that transaction quantity.

1.63.1.1. Weekly Reconciliation. A weekly reconciliation is conducted using a tape from D035K to compare or overlay EPS data files. If an out-of-balance occurs between the D035K and G402A, the D035K is assumed to be correct unless the EPS OPRs can prove otherwise.

1.63.2. Courtesy Storage.

1.63.2.1. Identification. Disassembled end items, routed items, and material removed from production may be temporarily stored in the courtesy storage area. Floating stock/spares are also authorized to be held in courtesy storage, but at an absolute minimum and only for temporary holding while waiting current production. An accumulation of floating stock in a courtesy storage area is a clear indication that the authorized amount is too high. Refer to paragraph 1.32 for floating stock policy. Storing excess exchange material (XD1 and XD2, respectively) is not authorized The maximum time period for holding exchange material is 30 calendar days. If after 30 days no production requirement has materialized the exchange material is to be considered excess and should be turned into the SSC/WSSC. Exchange material shall be turned in for credit rather than held in production courtesy storage. By returning the assets to supply the DMAG will free up dollars to be used for bonafide current requirements, ensure proper DIFM/DOTM control, and make them available for world wide distribution if necessary. Long lead exchange material (for example some floating spares) may be held indefinitely as long as justification is documented and signed by the Fixer and is maintained by engineering planning. Any material held in a courtesy storage location must be placed on a D035K detail record.

1.63.2.2. Authority. Storing other-than-serviceable material in the courtesy storage is not authorized. When absolutely necessary, such as for security reasons or production enhancement purposes the decision to allow temporary storage of assets in this category should jointly be approved by the SSC/WSSC Chief and Fixer and documented for the reasons for the decision.

1.63.2.2.1. Repetitive ordering from the SSC/WSSC is always preferred over the unauthorized build up of inventories in production courtesy storage, or non authorized material storage locations (i.e. pigeon-holding supplies). DLA support is contingent on steady ordering history that is compromised by relying on production courtesy storage for day to day requirements. This method of relying on courtesy storage for day to day material is not authorized under courtesy storage procedures contained in paragraph 1.64.

1.63.3. Point of Sale.

1.63.3.1. Material is paid for by depot maintenance at the time of issue to the maintenance shop from a SSC/WSSC or from a depot supply warehouse. Material previously purchased by maintenance must be turned in to the SSC/WSSC if not required for production workloads.

1.63.3.2. Turn-in credit will be determined systematically at the time the turn-in transaction is posted to D035K.

1.63.3.3. Excess material (material leftover from completed jobs) shall not be maintained on the shop floor. The material shall be turned in to the courtesy storage facilities (awaiting evaluation for current needs) or immediately returned to the SSC/WSSCs in order to maintain proper control and accountability of assets owned by the DMAG. Local procedures will be implemented to insure maintenance personnel have sufficient guidance to perform turn in of unused material. It is

SSC/WSSC responsibility to assist maintenance personnel in the turning in of material. If material is determined to be excess, the system will attempt to satisfy requirements in other SSC/WSSCs with the excess. If there are no existing requirements, the material will be returned to the warehouse using DOC ID "D6K". As a minimum, every six months an inventory of all courtesy storage locations shall take place to identify items that have not been consumed within the previous six month time period. These items should be turned immediately in to supply unless an immediate requirement exists. The inventory should also identify any material not properly accounted for on D035K detail records. Reference 1.64.1.3.

1.63.4. Stock Levels.

1.63.4.1. No levels are computed for courtesy storage facilities as these areas are used as temporary storage only and not as a stockroom for permanent or long-term storage.

1.64. Courtesy Storage Processing.

1.64.1. Purpose. Courtesy storage is a temporary holding area, provided as a courtesy for maintenance-owned material. The difference between courtesy storage and the SSC/WSSC is that the materiel in the courtesy storage locations is DMAG owned while the materiel contained in the SSC/WSSC is supply owned (SMAG).

1.64.1.1. All material held in courtesy storage areas is owned by depot maintenance, but is managed by SSC/WSSC personnel. SSC/WSSC personnel will use EPS when processing a material request. EPS will query the DO35K detail records for material held in courtesy storage and ask if material is to be issued from there. If material exists in a courtesy storage location that meets the requirement, and the material has not been designated for another project, it shall be issued before another requisition is made from the SSC/WSSC. In situations where EPS is not available (system down), manually use the D035K to search the detail records. The purpose is to avoid ordering unneeded material while ensuring the proper demand history is captured in the DO35K.

1.64.1.2. Types of material held in courtesy storage include Awaiting Parts (AWP) components, Local Manufacture (Mfg.) components, and backorder released material for which there is no immediate requirement. Material left over from repair processes may also be temporarily stored according to guidelines in 1.63.2.1.

1.64.1.3. Local procedures will be established to review amounts and kinds of material being held every six months, as a minimum (this review should turn up any exchange material (such as floating stock) that escaped the 30 day time limit as stated in 1.63.2.1.). When it is determined that material is not moving into and out of these areas in a timely manner, joint action between maintenance and supply should be taken to correct any problems found to include turning in of material. Courtesy storage is not to be used as a collection and holding area for material that maintenance cannot use in a timely manner. If during the six month review material is found with no consumption history in the last six months, and there is no known immediate requirement, it shall be turned into the SSC/WSSC whether or not credit can be obtained. The inventory should also identify and rectify any material not properly identified on D035K detail records.

1.64.1.4. Emphasis should not be on whether credit is received when determining disposition of excess material. Emphasis should be on finding the causes and taking corrective action to prevent future instances. Engineering planning is responsible for conducting investigations to determine the causes of excess material. The Fixer is responsible for implementing corrective action.

1.64.1.5. Material held in courtesy storage locations should be tagged or labeled with the following information as a minimum: NSN, part number, quantity, noun.

1.64.2. Function Codes and Routing Identifiers (RIDs). Courtesy storage is designated using a three position alpha-numeric code. There are three types of courtesy storage areas that may be assigned to each SSC/WSSC. Each of the three areas has a specific purpose (e.g., AWP, Local Manufacturing, or Production Storage).

1.64.2.1. AWP Components (MX_). This type storage is identified by an "X" in the second position of the RID. It is used to identify temporary storage of component parts of end items in Awaiting Parts (AWP) status.

1.64.2.1.1. Material held in AWP courtesy storage can be issued upon request by maintenance to satisfy other requirements in shops linked to the support SSC/WSSC. If material is required in a shop not linked to the support SSC/WSSC, the material must first be transferred to a courtesy storage that is linked to a SSC/WSSC that supports the requesting shop. The purpose of this is to ensure that material held in AWP courtesy storage is released only upon the permission of the shop that owns the asset. When material is requested from AWP storage, the SSC/WSSC will release only available material and no backorder will be established.

1.64.2.1.2. When material in AWP courtesy storage is released to satisfy other requirements, the D035K system will allow another asset to be ordered from depot supply into the courtesy storage to replace it. The asset will be released from the support SSC/WSSC, depot supply warehouse, or backorder released from central receiving. Material held in AWP courtesy storage is maintained on a D035K detail record. In general, an AWP bin location must be input in D035K in order to move material into AWP courtesy storage.

1.64.3. Production Storage (MY_). Storage of production material is identified by a "Y" in the second position of the RID. The primary purpose is to temporarily hold material that has been backorder released to maintenance for which there is no immediate requirement. Courtesy storage can also be used to move excess JON costed material prior to JON closure. Once the JON is closed the material should be turned into supply if it fills no immediate requirement. Generally, floating stock/spares should not be held in production courtesy storage. Floating stock/spares should be consumed in the production process upon issuance. The need to hold floating stock/spares in courtesy storage locations is an indicator that the computation is too high (as contained on the AFMC Form 100) and needs to be adjusted. Finally, material that must be protected due to security reasons prior to final disposition may also be temporarily held in the production courtesy storage. Production courtesy storage is not to be used to accumulate excess material for which there is no longer a current requirement.

1.64.3.1. Expense material that has been backorder released and where temporary storage is required, must be officially turned into the courtesy storage and properly accounted on a detail record in the D035K.

1.64.3.2. Exchange material should be returned to supply for credit and not held in production courtesy storage for proper DIFM/DOTM control. See paragraph 1.63.2.1. for further guidance.

1.64.3.3. In general, all material held in production courtesy storage shall be maintained on a detail record in the DO35K.

1.64.4. Local Manufacture Components (MZ_). This type of storage is identified by a "Z" in the second position of the RID. The purpose is to temporarily hold "bits and pieces" until all parts have been

received and the end item is ready for assembly. This area must not be used by maintenance/production to "stock" material.

1.64.4.1. All material temporarily stored in the Local Manufacturing courtesy storage is maintained on a D035K computer detail record. In order to temporarily store material in this area, an official turn-in must be input by maintenance personnel. SSC/WSSC personnel shall assist where required to ensure all turn-in's are correctly processed.

1.64.4.2. In order to retrieve material stored in this area, maintenance personnel must input a line issue request to the applicable Local Manufacturing courtesy storage. The D035K will not allow the release of component parts to shops not linked to the support SSC/WSSC where material is stored. In order to issue component parts to a shop linked to a different SSC/WSSC, the material must be transferred to the appropriate courtesy storage of the SSC/WSSC. **Note:** This must be a coordinated effort between gaining and losing maintenance shops and the SSC/WSSC.

1.65. Material Transfer. This process is the movement of material stored in one area to a different area. There is no ownership transfer between maintenance and depot supply during a material transfer. The following logic applies to the transfer of material in and out of a SSC/WSSC and in and out of courtesy storage provided by a SSC/WSSC.

1.65.1. D035K system will allow transfer of material from one SSC/WSSC to any other SSC/WSSC.

1.65.2. D035K will NOT allow transfer of material from a SSC/WSSC to a courtesy storage.

1.65.3. D035K will allow transfer of material from a courtesy storage to any other courtesy storage.

1.65.4. Material can not be transferred from a courtesy storage to a SSC/WSSC. When material is moved from a courtesy storage to a SSC/WSSC, then a turn-in transaction must be processed.

Section 1L—Section L Contractor Acquired Property (CAP), Local Purchase, and IMPAC

1.66. CAP Procedures. CAP provides depot maintenance the authorization and capability to obtain parts not available in the normal supply system (i.e. the Federal Supply System (FSS)) to meet production requirements. Unlike standard local purchase procedures conducted by depot supply using stock funds, CAP authorizes the use of DMAG funds.

1.66.1. The SSC/WSSC supporting the DMAG organization requesting the material will submit a priority requisition to establish a due-in/due-out into the DO35K supply system. If the material is not available a backorder will be established. If the estimated delivery date (EDD) is not sufficient to meet workload requirements the SSC/WSSC supporting the DMAG organization requesting the material will contact the prime MM to verify non-availability of the materiel. If materiel is not available to meet production schedules then a request for approval will be made to the prime MM to initiate CAP procedures.

1.66.2. DMAG inventories will not grow above current levels. Only immediate needs will be procured and the MM will be kept informed of the transaction so that prior consumption data will be entered into DO35K by SSC/WSSC personnel.

1.66.3. The SSC/WSSC supporting the DMAG organization requesting the material will provide the justification and the materiel will be procured by a fully warranted procurement officer.

1.66.4. When the materiel is received and signed for the DD Form 250 will be processed to the PD CAP monitor. The DD 250 will be forwarded to the primary contracting officer and to DAO-DE for the local purchase payment. At this point the CAP monitor should contact the retail base MM to process the wash post action.

1.66.5. Each PD CAP monitor will retain copies of the DD Form 250, the DO35K-BA6-DM-L41 that shows the D4/D7 washpost transactions, and a copy of the Form 36 used to procure the materiel.

1.66.5.1. PD CAP monitors will track the number of requisitions processed monthly using CAP procedures, monthly quantity and dollar value for items procured using CAP and number of man-hours expended monthly on CAP procedures. This data shall be maintained for at least one year. CAP is considered a workaround process only to be used when normal supply functions fail to provide needed parts in a timely manner to support depot production. The above data should be used to determine if trends in supply support are developing and for discussion topics at DREP/AREP meetings. SCMs should be notified of all supply support problems driving CAP actions.

1.66.6. After the CAP procedures have been completed copies of the above documentation (i.e. DD Form 250, etc.) must be forwarded to the center financial management organization so that the documentation can be verified (DO35J and GOO4H) for cost adjustment. Cost accounting will then do a reversal of the D4/D7 wash post transactions. This will prevent the double billing of the DMAG account.

1.66.7. Each depot utilizing CAP is expected to setup operating instructions within the framework of paragraph 1.66.

1.67. Local Purchase. Local purchase policy and procedures are contained in AFMAN 23-110, Vol. 1, Part 1, Chapter 8, Vol. III, Part 2, Chapter 6, and Vol. III, Part 2, Chapter 3. Local Purchase is a supply function conducted by either depot supply personnel or SSC/WSSC personnel using stock funds (the exception is International Merchant Purchase Authorization Card (IMPAC)). Depot maintenance is not authorized to conduct local purchase using DMAG funds (see CAP procedures above). Locally purchasing material to satisfy parts shortages is considered a workaround process for items that are not coded local purchase. SSC/WSSC's shall track by RCC the number of requisitions processed monthly using local purchase procedures (only those items not coded local purchase), monthly quantity and dollar value for items procured using local purchase, and number of man-hours expended monthly on local purchase procedures. The above data shall be maintained for at least one year and be used to determine if trends in supply support are developing and for discussion topics at DREP/AREP meetings. SCMs should be notified of all supply support problems driving local purchase actions.

1.68. International Merchant Purchase Authorization Card (IMPAC). DMAG is authorized to procure indirect material (production overhead or general and administrative requirements) that would ordinarily be ordered through the depot supply system, but are not currently available from stock.

1.68.1. Policy and guidelines for use of IMPAC using DMAG funds

1.68.1.1. Situation is causing MICAPs in the field or work stoppage situations in the depot.

1.68.1.2. Purchases must be within the micro-purchase threshold.

1.68.1.3. PDs are responsible for ensuring the WSSC/SSCs correctly enter demand data into the D035K, except for items coded local purchase. This will ensure that the demand history is cap-

tured and the correct stock level is established, minimizing reliance on IMPAC purchases for the same material in the future.

1.68.1.4. The IMPAC is **not** to be used to purchase direct material.

1.68.1.5. PDs are responsible for ensuring that indirect material purchases are input into the G004H Material Costing System. This includes both office supplies and indirect material purchased for depot repair jobs.

1.68.1.6. PDs should ensure local procedures are correctly utilized to make sure indirect material items purchased with the IMPAC are properly recorded in the accounting systems.

1.68.1.7. Prior to procuring weapon system specific material (including any safety of flight items) with IMPAC, the DMAG cardholder must obtain written approval from the cognizant Air Force engineering design authority for the item to ensure that the operational safety, suitability, and effectiveness is maintained. This includes verification that the part number being procured is correct and meets required technical performance/specification parameters. This written approval shall also include a statement that the vendor is a qualified supplier of that material. Prior to final acceptance, the cognizant Air Force engineering design authority shall verify that the material being delivered is the material that was authorized to be purchased.

1.68.1.8. DMAG personnel must request cancellation of the existing supply back-order unless a future requirement exists. This will help prevent receiving and paying for the same material twice.

1.68.1.9. The requirement to pay reasonable prices on all IMPAC purchases is found in FAR 13.202(a) and is grounded in common sense. If there is any doubt in the purchaser's mind as to the reasonableness of a price, or if the purchaser has no knowledge of what a reasonable price would be, the cardholder must verify that the proposed purchase prices are reasonable. This can be accomplished in any of a number of ways such as comparing prices between different sources, comparison to previous prices paid, comparison to published catalogs or list prices, and comparison to latest acquisition cost if the item is normally a stocked item.

1.68.2. IMPAC policy is changing rapidly. Users are directed towards the following AFMC IMPAC web sight for up to the date changes: <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pko/impac.htm>. All DMAG organizations utilizing DMAG funded IMPAC's shall implement a process to track the number of requisitions and units of repair parts procured using the IMPAC (office supplies and other purchases need not be tracked to this degree). The ALC/LG organization shall be accountable for ensuring this process is established. In addition, the cost of such purchases shall be tracked and compared against the latest acquisition cost if the item had been bought using the depot supply system (if applicable). This data is to be collected on a monthly basis and maintained for at least one year. This data should be provided to Fixers, depot maintenance managers (DMMs), and supply chain managers (SCMs) during center metric reviews and weekly DREP/AREP meetings to ensure a complete understanding of costs and supply system constraints.

Chapter 2

BILLS OF MATERIAL (BOM)

Section 2A—Section A Instructions and Responsibilities

2.1. General. This chapter applies to the Air Logistic Centers (ALCs) including all PDs and depot maintenance workloads. This chapter is designed to provide guidance and policy concerning the G005M Bill of Material (BOM) and related material support. The BOM, or material standard, is a descriptive and quantitative listing of planned material and components required to manufacture, overhaul, or repair a designated end item, assembly or subassembly. The purpose of establishing a BOM is to plan for material in support of production maintenance workloads, initiate costing for the depot maintenance systems, and provide a mechanism to control material usage. The ability of depot maintenance to plan, budget, receive material and produce serviceable end items in a timely and cost effective manner depends in part upon the Depot Maintenance Material Support System (G005M).

2.2. Policy.

2.2.1. Maintenance and accuracy. Accurate material standards is a mandatory requirement. The BOMs provide the composite database that identify the material that is required for repair and to determine standard material costs required to develop End Item Sales Prices (EISP). It is the responsibility of engineering planning acting on behalf of the Fixer to ensure accurate BOMs are established and maintained. This includes the replacement factors, occurrence factors, and Units Per Assembly (UPA) that are components of the BOM. The SSC/WSSC is responsible for BOM file maintenance. The Fixer shall ensure engineering planning and the SSC/WSSC are developing and maintaining accurate BOMs.

2.2.2. Correct Ordering Practices. Management emphasis, and training must be provided to all involved personnel that accentuates the critical need for personnel to request, issue, and plan material for only the applicable end item production number (PDN). Shop personnel must be trained to order material against the proper PDN and operation number. The SSC/WSSC must verify production numbers and operations numbers are valid prior to processing requisitions. This two step check is critical to maintaining accurate standards. If the G402A edits (flags) the requisition, the planner/material planner will conduct an investigation to determine if justification exists to authorize an override of the G402A and issuance of the material. Reference paragraph 1.10.1 for details on policy for G402A edits. The SSC/WSSC shall not process the requisition until the investigation is complete.

2.2.3. Material Classification. Each ALC must develop and validate the existence of local criteria/guidance as to when it is appropriate to override the automatic material classification code assignment in G005M. The G005M will make an initial assignment, however, it is the planners/material planners responsibility to determine if this classification is correct and change it if it is not. The planner/material planner must make the final determination of what is to be planned as direct and indirect by changing the material classification and cost code (M04C transaction). Planners/material planners can also do this when initially planning the material by assigning a cost code override (M03 transaction). See paragraph 1.5.

2.2.4. Suppression. Suppression of G005M component and production number analysis will require PD level approval. In addition, a letter must be submitted to the G005M functional OPR for action.

This letter is good for one year at which time suppression should be removed by the G005M OPR, unless a renewal letter has been received and approved.

2.2.5. Documentation. BOM folders must be built for each production number in G005M. The folder should have a logbook that as a minimum contains the date and description of any manual change made to the BOM and the rationale behind the change. The planner/material planner is required to make an entry each time a manual change is made to the UPA, replacement factor, occurrence factor, or when an item is added to the BOM. In addition, documentation must be maintained in the folder for instances where the least preferred item in an I & S family is not planned. Current policy is to plan the least preferred item unless a compelling reason exists to justify deviation. The logbook may be maintained in electronic format if desired. The latest G005M/M093 (monthly) and M097 (produced quarterly) report should be in the folder for easy access.

2.2.6. Formulas. Planners/material planners must use the replacement factor formula in AFMCM 66-52, paragraph 3.3, when making manual replacement factor changes. Where this formula cannot be used, the entry in the logbook shall reflect the method used and why.

2.2.7. Manual Changes to BOMs. On a normal basis, replacement factors should not be manually changed. Replacement factors may degrade, however, if workaround usage history is not reaching the G005M. Workarounds include cannibalizations, rob-backs, local purchase, CAP, local manufacturing, Engineering Change Proposals, etc. If these workarounds are not conducted properly using established procedures, there is a probability that this usage history will not reach the G005M. Research has shown that workarounds conducted using established procedures are captured in the data systems (D035K, G004H, and G005M). Replacement factors may be manually changed to fix errors, post workaround data that may not have reached the G005M system, or to raise a factor that may have dropped due to a parts shortage. Engineering planning (planner/material planner) must have evidence before making a manual change. This should be documented in the logbook. The planner/material planner must have some basis or knowledge for what the replacement factor should be and document this in the logbook in the BOM folder. Replacement factors should never be manually changed without a basis. Replacement factors should never be changed to avoid G402A edits. The proper procedure is to validate the G402A override is required, and allow the systems to update the replacement factor automatically.

2.2.8. Production Analysis Quantity (PAQ). Planners/material planners must set and maintain the PAQ in the G005M. The G005M will set a default setting, currently 25 but the planner/material planner must make the determination to either use this setting or adjust it. The PAQ determines the level of production required to trigger quarterly analysis. If this level of production is not met quarterly analysis will not perform. The G005M will by default perform automatic analysis if the PAQ has not been met in the last four consecutive quarters. Planners/material planners should set the PAQ based on the type of workload. Low volume workloads will have a lower PAQ while higher volume workloads can be set higher. The goal should be to set the PAQ at a level to allow quarterly analysis to be performed at least twice a year, if not every quarter.

2.2.9. Review requirements. Every BOM shall be reviewed by the planner/material planner at a minimum once a year to validate their accuracy in terms of correct components, UPA, replacement factors, occurrence factors, and I&S planning. This review shall take place shortly after the quarterly analysis cycle of the G005M and shall be documented in the BOM logbook (date, findings, actions). This review will serve as validation that the current BOM reflects the best actual standard based on the most current data. Recommend staggering the review cycle so 25% of BOMs are reviewed each quar-

ter. The G005M/M093/097/099 (BOM Exception Worksheet, Material Analysis Exception Report, and Unplanned Issue Report) reports shall be used to assist in the review process.

2.2.10. Metrics.

2.2.10.1. Center LG's shall institute a metrics program to ensure management in each PD is kept apprised of BOM accuracy (both planner and production support function components). The quarterly G005M-411/412/413/414 reports shall be the basis. BOM accuracy can be tracked at PD, division, RCC, planner, and PDN level using these reports. LG, and PD chiefs should be shown, as a minimum, on a quarterly basis, the planner and production support function accuracy rolled up to the PD level. PD division chiefs, should be shown, as a minimum, on a quarterly basis, the PD level roll-up and the planner and production support function accuracy broken down to the RCC level. Fixers, shop supervisors, SSC/WSSC chiefs, and planners/material planners should be shown, as a minimum, on a quarterly basis, the PD level roll-up, the RCC breakout, and the planner and production support function accuracy broken down to the PDN level. The Fixer shall be responsible for monitoring status and corrective actions in planner/material planner accuracy. The SSC/WSSC Chief shall be responsible for monitoring status and corrective actions in production support function accuracy. The goal is 90% accuracy at each level of review (PD, division, RCC, planner, PDN level).

2.2.10.2. Planners/material planners shall utilize the quarterly G005M M411 report to isolate low accuracy BOMs. Immediate investigative and corrective action will be taken on BOMs falling below 70 percent accuracy as indicated in the report. The SSC/WSSC functions shall also utilize these quarterly reports to isolate RCCs where material is being abnormally or incorrectly ordered. Immediate investigations and corrective actions should be conducted when production support function accuracy falls below 70%.

2.2.10.3. Unplanned Issues. The G005M/099 report shall be used as the basis by each PD on a monthly basis to track the amount of unplanned issues. The level of unplanned issues should be stratified to the PD, division, RCC, planner, and PDN level using this report. LG, and PD chiefs should be shown, as a minimum, on a monthly basis, the number of unplanned issues rolled up to the PD level. PD division chiefs, should be shown, as a minimum, on a monthly basis, the PD level roll-up and the unplanned issues broken down to the RCC level. Fixers, shop supervisors, SSC/WSSC chiefs, and planners/material planners should be shown, as a minimum, on a monthly basis, the PD level roll-up, the RCC breakout, and the unplanned issues broken down to the PDN level. A decreasing trend in unplanned issues is desirable. Goals shall be set and raised as achieved.

2.2.10.4. Overstandard/Over Max Issues: See paragraph 1.10.4. for G402A JON front end edit metric and reporting requirements.

2.2.11. Material Usage. The H033, Cost & Production Performance Module System (CPPM) shall be used to track material usage and costs by PD, division, and RCC. The budget versus the actual shall be used by the ALC/LG and PD organizations to isolate those divisions and RCCs where costs are exceeding the budget. The G005M computes actual replacement factors based on actual material consumption. The variance between planned and actual consumption of material for a production number can be found in the G005M/093/097 reports. For BOMs falling into the 70% or less accuracy category (as shown on the G005M-411/412/413/414 reports), or that fall under RCCs where CPPM shows material costs are exceeding budgeted amounts, the possibility of abnormal/excessive usage of com-

ponent parts should be investigated by the engineering planning function and assisted by the ALC/LGP function where necessary. Other possibilities are a significant increase in workload (the same G005M output reports will show end items produced by PDN), material price increases, material price errors, or use of substitute material. The investigation shall be used to explain significant deviations to management at both the ALC and HQ AFMC levels and to justify corrective action where necessary (BOM adjustments, target expense adjustments, review of ordering practices, etc.). Material usage shall be monitored continuously, and be investigated as G005M accuracy reports and CPPM reports indicate. **Note:** Other systems may be used in conjunction with G005M and H033 to perform material usage analysis.

2.2.12. BOM Stock List Changes. During the stocklist change cycle if the acquisition advice code (AAC) changes to “V” or “X” (terminal items to be used until stock exhausted) the G005M prints a message on the G005M-093, BOM Exception Worksheet that states “Terminal Item, Substitute Required”. This report, along with the G005M-061, Bill of Material Transaction Register and G005M-001, Error notification Report provides the planner visibility of the changes and recommendations made on the BOM during the month and allows the planner to file maintain the BOM prior to quarterly analysis. The planner should research the items with AAC “V” or “X” to find a suitable substitute and have it available to be added to the BOM once the stock is exhausted, or the AAC changes to “Y”. When the AAC changes to “Y” this indicates the item is no longer authorized for procurement and the G005M will automatically delete it from the BOM during quarterly analysis and print the message “Terminal Item, Deleted”. The planner must find the substitute prior to quarterly analysis or risk the component disappearing from the BOM. When researching a stock number or adding a new component item, it is possible to interrogate the G005M Interchangeability and Substitutability (I&S) database and display the total I&S family. All stock numbers contained in the family will be included when a family member resides as an item in G005M. This will assist the planner in identifying the stock number that will give the most material support to the workload. The planner should coordinate the change with depot supply and the appropriate item manager to ensure the substitute item is authentic, available in stock, and procurable.

2.2.13. Accessibility and Security. Planners and material planners are responsible for BOM build and maintenance. As such, only planners and material planners are authorized to make changes (input, update, delete fields/records) to BOMs in the G005M. Planners and material planners are only authorized to make changes (input, update, delete fields/records) to BOMs assigned to them.

2.2.14. Indirect Material. Indirect material (cost code “L”) may be carried on the BOM for visibility purposes. The G005M will show the items with the replacement percent field blank. The G005M does not process or analyze indirect material. For end items where a large percentage of components are planned as indirect, it may be beneficial to the planning function to carry indirect material on the BOM. Planners/material planners, however, should guard against cluttering BOMs with indirect material thereby making reviews and validation exercises more difficult. A good rule of thumb is if the planner isn’t using the indirect material data for anything, then delete it off the BOM. Another option is to reclassify it as direct and plan the material on the BOM.

2.2.15. Initial Build of BOMs. When building new BOMs from scratch, planners shall utilize the Applications/Programs/Indenture, D200F as the starting point. If negative response is received from D200F, the planner shall note this in the BOM folder and notify the appropriate equipment specialist. The planner should then proceed with building the BOM without D200F data using all available

resources (tech data, illustrated parts breakdown, work packages, etc.). See paragraph 2.13 for further guidance.

2.2.16. **Unplanned Issues.** Unplanned issues as indicated on the Unplanned Issue Report (G005M099) is one indication of BOM inaccuracy. The planning function shall use the reports to investigate why the item wasn't planned, or if it was erroneously ordered against the wrong production or operation number. If the item was ordered erroneously, action shall be taken to correct the data systems to ensure costs and usage are captured correctly. If the item will be used again on a recurring basis take action to plan the item on the BOM. Records of these actions shall be recorded in the BOM folder logbook (date, finding, and action). See paragraph 2.2.10.3. for metric requirements.

2.3. Overview. Listed below is a brief overview of the BOM process using the G005M system.

2.3.1. Lists of replacement component parts, their units per assembly (UPA), and replacement percentages are established as BOMs in the G005M system. The D200F or Requirements Data Bank (RDB) Application, Programs, Indentures (API) subsystem is used as the first source of data when planning new BOMs.

2.3.1.1. This process is automated by inputting a BOM establish request in the G005M system (M28). The G005M will then request a BOM extract from the D200F. D200F will send the requested data to the G005M and convert the data into a BOM Worksheet. The planner should then compare the data against applicable technical data for correctness. If a negative reply is received from the D200F the planner/material planners shall notify the equipment specialist to establish an indenture in the D200F system, to include the higher assembly-to-component relationship, the quantity per assembly, and the replacement percent. The planner/material planner should then proceed with manually establishing the BOM without the D200F source.

2.3.2. BOMs are used in building end item sales prices and budgets.

2.3.3. G402A (EPS) uses BOM data in its issue/request front-end edit capability.

2.3.4. BOM data is compared mechanically by G005M to actual usage as a closed loop feedback to help assure issues were charged correctly and/or refine BOMs for future pricing, budgeting, parts projections, and other management measures.

2.4. Systems Interfaces. BOMs are dependent on the following data management systems:

2.4.1. G005M, *Depot Maintenance Material Support System*. The G005M system is used to store, update and retrieve data on standard BOMs developed by engineering planning technicians for direct support of items repaired by the maintenance PDs. The G005M contains the BOMs for permanent production numbers. **Note:** Use of the G005M system is described in AFMCM 66-52, *Depot Maintenance Material Support System Users Manual*.

2.4.2. G004L, *Job Order Production Master System*. The G004L system provides the basis for job order costing by end item identity. The system accounts for end items input to work, accumulates hours earned during the repair process, and accumulates production units completed for output to the G072A system at the job order level (which results in revenue to offset costs incurred). The G004L contains the BOMs for temporary workloads. Use of the G004L is described in AFMCR 66-60, *Operational Workload Control*, AFMCR 66-61, *Operational Planning*, and AFMCR 66-62, *Operational Scheduling*.

2.4.3. G402A, EPS. The EPS is used to order and issue material and acts as a front-end edit processor to D035K, as well as receive data from G005M. It is used by SSC/WSSC personnel. Use of the EPS is described in AFMCMAN 21-3, Vol. I and AFMCM 66-411, Vol. II and III, *Exchangeables Production System User Manual*.

2.4.4. D035K, Wholesale and Retail Receiving/Shipping System (WARRS). The D035K is the accountable supply system that orders, issues, and receives material in order to provide overall supply support. Use of the D035K system is described in AFMAN 23-110, Vol. III, Part Two.

2.4.5. G004H, Maintenance Actual Material Cost System. The G004H reports cost of actual material consumed by depot maintenance in the process of restoring reparable AF equipment to a serviceable condition. The G005M uses this cost and usage data to update BOM standards.

2.5. Responsibilities. It is absolutely imperative that BOMs contain data that is accurate and current. Numerous personnel affect the accuracy of BOMs that in turn affect projections and out-year EISP. Personnel from production, SSC/WSSC, planning, finance/budget, and overhead staff functions can influence BOM accuracy and the necessary refinement process. Maintenance technicians, planners/material planners, and SSC/WSSC personnel will ensure accuracy in the recording of material usage. This requires supply discipline in the maintenance repair environment.

2.5.1. Engineering Planning. Engineering planning (planners and material planners) must review and refine the BOMs continually based on changes in workload, EI condition, changes in labor standards, organizational changes, etc., which affect the data in the BOM file. Particular attention should be given to increasing or decreasing usage trends between analysis periods. Material requisitioning and application awareness are the basis for refinement of replacement percentages between the quarterly usage analysis periods.

2.5.1.1. Annually reviews and justifies the need for suppression of usage analysis for production end items and components at the stock number level. Suppression shall be kept at an absolute minimum. Provides recommendations to the appropriate Fixer and division level. The Division level approval authority is then required to sign out a letter of justification to the G005M System Monitor in order for the suppression to take place. This letter of justification should outline the production number(s) to be suppressed, the specific reason why, and the expected duration of suppression. Reference paragraph 2.2.4.

2.5.1.2. Reviews, verifies, and corrects, as appropriate, the G005M replacement percentages for components that are used for multiple production numbers within a division.

2.5.1.3. Reviews the G005M Error Notification Report (G005M001) to identify erroneous file maintenance actions that require re-input into G005M.

2.5.1.4. Interrogates G005M Daily Transaction Register (G005M061) and Error Report (G005M001) even if no transactions were made to G005M on the previous day. These reports are produced daily. G005M updates cataloguing data such as stocklists, unit of issue, and cost data that the engineering planner needs to be aware of to make informed decisions. The system also processes messages that inform the planner when NSNs are on terminal status and require substitutions or contact with the component IMs for possible reinstatement of subject NSNs. The planner/material planner should evaluate the messages and take action where judged to be necessary. Any action should be logged in the BOM folder.

2.5.1.4.1. Interrogates error report and transaction register for the RCC, branch, unit, etc., to ensure all inputs were valid and accepted by G005M.

2.5.1.5. Reviews the monthly BOM Exception Worksheet (G005M093) and the Quarterly Material Analysis Exception Report (G005M097) for automated computer-generated recommendations or changes to the BOMs. The planner/material planner must evaluate the recommendations and take action where required. Any actions should be logged in the BOM folder.

2.5.1.5.1. Monitor material usage per paragraph 2.2.11. Reviews the Material Analysis Exception Report (M097) for excessive material usage. Initiates a production shop review where excessive usage is found. The review will identify the causes of the excessive material usage. The planner/material planner shall work with the Fixer and/or WSSC/SSC chief to rectify the situation. Logs actions into the BOM folder.

2.5.1.6. Monthly, reviews the Unplanned Issue Report (G005M099) for NSNs that were received from the G004H Maintenance Actual Material Cost System and were costed to the indicated production number as unplanned material. The planner/material planner shall validate whether or not the item needs to be planned by investigating the reason for the unplanned issue. If issues have been charged to the wrong production number the data should be deleted from the wrong production number and added to the correct production number. Reviews of unplanned issues shall be logged in the BOM folder with date, finding, and any action.

2.5.1.7. Reviews Parts 3 and 4 of the Quarterly BOM Exception Report (G005M413 and -414, respectively) to determine production numbers and RCCs that need to be upgraded and file-maintained on a priority basis, e.g., those BOMs/RCCs with a percentage of accuracy falling below 70% planner accuracy should receive priority review. The goal is 90% accuracy at all levels of review (PD, division, RCC, planner, PDN, etc.).

2.5.1.8. Process requests for BOM data from the D200F Applications, Programs and Indentures (API) module in the Requirements Data Bank (RDB) system to establish new BOMs. The G005M105 report is the output product from the D200F request and is produced weekly. See paragraph 2.12.

2.5.1.9. Forwards required file maintenance transactions to the SSC/WSSC to update G005M BOM database. This includes any workaround information not documented and captured in the D035K, G004H, or G005M.

2.5.1.10. Maintains the PAQ at a level to ensure quarterly analysis is performed, preferably on a quarterly basis, but at least twice a year by the G005M.

2.5.1.11. Perform mandatory BOM reviews to ensure that all BOMs are reviewed at least once a year. Maintain a log of the review in the individual BOM folder for each production number including the date, findings, and actions. The reviews should verify that the BOMs reviewed reflect accurate data. If they do not, the BOM should be manually updated and the action logged in the BOM folder. This review shall take place shortly after the quarterly analysis cycle of the G005M. This review will serve as validation that the current BOM reflects the best actual standard based on the most current data. Recommend staggering the review cycle so 25% of a planners BOMs are reviewed each quarter and be rotated each cycle so that new BOMs are looked at each quarter. This ensures that all BOMs will be reviewed at least once a year.

- 2.5.1.12. Make final determination of what is to be planned direct and indirect in the G005M by changing the material classification and cost code if necessary.
- 2.5.1.13. Build BOM folders for every production number with a permanent BOM in the G005M. Include a logbook to make journalized entries. This may be in electronic form. See paragraph 2.2.5.
- 2.5.1.14. Document in the logbook in the BOM folder all manual changes to replacement factors, UPAs, occurrence factor, deviations from the planning of least preferred items, etc. Include dates for all actions.
- 2.5.1.15. Maintain strict control of G005M user ID and password.
- 2.5.1.16. Planners/material planners must not change any BOMs in the G005M for which they are not assigned.
- 2.5.1.17. Planners should plan the least preferred item in an I&S group that will perform the intended function. Planners should document in the logbook in the BOM folders when and why deviations are made from this policy. Reference 2.17.1.
- 2.5.2. SSC/WSSC (other than planning functions listed in paragraph 2.5.1.).
- 2.5.2.1. Reviews the Common Item Listing (G005M300) that is produced bi-weekly to identify other organizations that use common material.
- 2.5.2.2. Verifies the production number and operation number that material is ordered against to ensure that they are correct. By using the G402A front end edit switch (set to the "S" switch) the WSSC/SSC will be notified of all production requisitions that deviate from the BOM. The SSC/WSSC should work with the planner/material planner to determine the reason for the edit (wrong production number, wrong stock number, ordering too much for the job, etc.). The SSC/WSSC should never override the G402A on their own accord. The planner/material planner is required to work with the shop supervisor to obtain approval. See paragraph 1.10.
- 2.5.2.3. OC-ALC/SA-ALC ONLY: Reviews the Engine Component 30-Day Shortage Report (G005M181) that is produced bi-weekly to verify support posture and projected parts shortages.
- 2.5.2.4. Recommend to the planner/material planner any required file maintenance actions in the G005M after reviewing output from the G005M and validating the changes with the shop.
- 2.5.2.5. Ensure that workaround data not captured in the D035K is manually input. This is critical to ensure that complete material usage data is reaching the G005M so that replacement factors can remain up to date. Workarounds include but are not limited to local purchases, CAP, local manufacturing, rob-back, cannibalization, etc.
- 2.5.2.5.1. Ensure that personnel are properly trained to use the legacy data systems (D035K, G005M, and G402A). Ensure that key personnel are trained in the workaround processes and how to conduct transactions. Periodic verification should be conducted in the SSC/WSSCs to trace the transactions through the data systems to ensure the G005M is being updated. In cases where the workaround process is not followed, corrective action should be taken to ensure that the D035K demand, G004H costs, and G005M replacement factor is manually updated. This can be done by updating the D035K demand counter and manually updating the G004H. Manually updating the G004H ensures the G005M replacement factors will be updated. Of

course, by far the best course of action is to ensure the correct procedures are carried out to prevent the need for manual intervention.

2.5.2.6. Reviews Parts 3 and 4 of the Quarterly BOM Exception Report (G005M413 and -414, respectively) to determine production numbers and RCCs where production support functions accuracy has fallen below 70%. Those BOMs/RCCs with a percentage of accuracy falling below 70% production support function accuracy should receive priority review to determine why material is being incorrectly ordered. The goal is 90% accuracy at all levels of review (PD, division, RCC, planner, PDN, etc.).

2.5.3. ALC Product Directorates and Production Shops.

2.5.3.1. Utilize the quarterly G005M-411/412/413/414 reports and monthly G005M-099 reports to track BOM accuracy. BOM accuracy and unplanned issues should be tracked, as a minimum, by PD, division, and RCC. PDs should be looking for trends. Planners and SSC/WSSCs should be tracking their own production number to isolate those BOMs that need immediate attention. Reference paragraph 2.2.10.

2.5.3.2. Ensure that an issue certification policy in conformance with paragraph 1.14 is developed and utilized. Material not contained on the BOM should not be ordered without shop supervisor approval. This approval should be documented and provided to the SSC/WSSC material planner who will then add the item to the BOM if the item is not a one time use.

2.5.3.3. Ensure production personnel are trained that any material they order will affect the end item sales price (EISP) and the percent of accuracy as calculated on the G005M Quarterly BOM Exception Reports (G005M411 and G005M412). Production personnel shall order only what they need against the applicable JON.

2.5.3.4. Ensure shop supervisors and/or Fixers are coordinating and communicated any workarounds they conduct with the SSC/WSSC chief to ensure the data systems reflect proper usage and costing. See paragraph 2.5.2.5.1.

2.5.3.5. Institute metrics in conjunction with ALC/LG as explained in paragraph 2.2.10.

2.5.4. G005M System Monitor.

2.5.4.1. Maintains current file listing of all production control numbers and stock numbers for which quarterly automatic usage analysis is suppressed.

2.5.4.2. Provides the suppression list to engineering planning for validating the appropriateness of suppression. Engineering planning must annually review and justify the need for suppression of production end items and components at the stock number level. Suppression should be kept at an absolute minimum. The engineering planning organization is responsible for recommending the suppression of production end items and components to the applicable Fixer and division level. The system monitor will only suppress analysis for which he has a letter of justification from the division level. Letters of justification are good for one year.

2.5.4.3. Ensure security is maintained in the G005M by controlling user id and passwords.

2.5.4.4. Only planners and material planners should have passwords issued.

2.5.5. ALC LG.

2.5.5.1. Institute a metric program to track BOM accuracy. The quarterly G005M-411/412/413/414 reports will be used. Accuracy should be tracked by ALC and PD. Planner and production support function accuracy shall both be tracked. The higher the percentage the better. Goals shall be set for accuracy levels and raised as they are achieved. Reference paragraph 2.2.10.

2.5.5.2. Institute a metric program to track unplanned issues (G005M-M099 report) as a management indicator of BOM accuracy. The lower the number the better. A decreasing trend is desirable. Reference paragraph 2.2.10.

2.5.5.3. Institute a metric program to track G402A overrides per paragraph 1.10.4. as a management indicator of possible abnormal ordering practices. The lower the number the better. The more stable the level the better. The level of overrides over time should stabilize to a steady state since G005M standards are based on averages. There will always be a certain number of overrides required. A goal of zero is unrealistic and counter productive. Goals shall be set and raised as they are achieved.

2.5.5.4. Assists the PDs in obtaining the proper training on systems and processes that impact BOM accuracy. These include but are not limited to G005M, D035K, G402A, workaround processes such as rob-back and local manufacturing, etc.

2.5.5.5. Conduct BOM procedural audits in all PD's at least once a year to ensure that they are meeting the requirements called out for in paragraph 2.2.

Section 2B—Section B Material Supportability

2.6. General. EXPRESS has a supportability module built in. The supportability module takes the prioritized repair list from EXPRESS and determines whether the required items can be repaired based on four evaluation criteria: carcass availability, repair parts availability, repair funds availability, and shop capacity availability. Material shortage information is provided in various shortage reports as provided by EXPRESS. The intent of these reports is to provide the Fixer, maintenance PDs, the MMs, and SSC with a listing that will identify the component parts that are short in supporting bonafide requirements. The SSC is responsible to review EXPRESS material shortage reports to verify requirements, upgrade priorities, or take other actions to expedite acquisition of needed parts. EPS also is utilized to examine supportability. Each system has its own unique limitations that precludes the SSC/WSSC and maintenance production personnel from relying on either tool alone. The G005M has an interface to both EXPRESS and G402A that provides both systems BOM information. SSC/WSSC functions should examine all tools available, including EXPRESS and EPS, to determine the support posture for the components (as found on the BOM) required to meet repair requirements.

Section 2C—Section C Material Allocation

2.7. General. Material allocated from D035K stock records will not be physically segregated or reserved, nor will there be a physical segregation or reservation of material from the SSC/WSSC stock records, except by the SSC/WSSC scheduling functions.

2.8. Requirements.

2.8.1. Material will first be allocated with the production section, scheduling designator from the SSC/WSSC stock records contained in the D035K master file. Courtesy storage locations will be checked for possible material availability.

2.8.2. If the requirement is not satisfied from 2.8.1. above, allocation will be made from any other SSC/WSSC containing material excess to its current requirements.

2.8.3. If the requirements are still not satisfied after applying logic in paragraph 2.8.1. or 2.8.2. above, allocation will be made from the D035K supply stock records.

Section 2D—Section D Bill Of Material (BOM) Guidelines and Development

2.9. General. BOMs are developed to record all direct materials required to support the repair of specific end items and are the basis for:

2.9.1. Identifying material required to perform repairs.

2.9.2. Compiling material standard costs that are an integral part of DMAG sales prices.

2.9.3. Establishing the DMAG sales price.

2.9.4. Providing a controlling mechanism for cost and usage of material.

2.10. Guidelines.

2.10.1. BOMs contain two types of records in G005M:

2.10.1.1. Standard Records. These are used to develop direct material costs. They contain UPA's, replacement factors, and occurrence factors.

2.10.1.2. Nonstandard Records. These are included in the BOM for identification only, and are not used to compute material requirements or affect material sales price. These are cost code "L" items classified as indirect material. They contain no replacement factor and are placed on the BOM for visibility purposes only.

2.10.2. Exemptions. End items or components that are designated as classified -- confidential, secret, or top secret -- and associated classified technical data (i.e., T.O.'s, blueprints, drawings, etc.) will not be entered as a G005M Bill of Material. However, if the end item or component is designated as classified only because of a software load, then they may be entered into the G005M system. This instruction does not overrule local or federal security procedures for handling classified items.

2.10.3. Inclusions. Indirect material may (not mandatory) be included as a nonstandard record in the BOM. This is recommended for complete visibility of all material requirements if the addition of said material does not negatively impact the size and accuracy of the BOM. Indirect material on the BOM can cause problems if production personnel attempt to order the material against the production number. The G402A will edit the request as unplanned. Unless the SSC/WSSC and planner/material planner are aware this can lead to erroneous costing. Large BOMs may begin to get cluttered and become unmanageable. The planner shall weigh the pluses and minuses of maintaining indirect material. Inclusion of indirect material is at planner/material planner discretion.

2.11. Development.

2.11.1. For aircraft engine overhaul, develop by type model series (TMS), production number (PDN), and operation number. Aircraft engines won't be entered in an aircraft material standard as a replacement percent to support a repair program. If a TMS is supported with both two levels of maintenance and three levels of maintenance a separate BOM shall be built for each workload.

2.11.1.1. Due to DMAG requirements, the cost for replacing aircraft engines will be charged to the owning activity through the Centralized Engine Management System (CEMS).

2.11.2. BOMs for aircraft projects will be developed by mission, design, series (MDS), PDN, and operation number. Establishing one large BOM for an aircraft family is not recommended or authorized.

2.11.3. For other than aircraft and aircraft engines, develop BOMs by end item, PDN, and operation number.

2.11.4. Issue Consolidation. The use of the G005M issue consolidation function is no longer authorized. The G005M has an option to roll up all issues against a particular production number to one operation per division, regardless of the operation number posted to the issue. This option is activated by use of the M34 transaction. This will then cause all issues against a production number to be posted to one operation per division. Centers are expected to plan and order material by operation number and eliminate the practice of using roll-up operation numbers. Material issues are tracked through the G004H, Actual Material Cost System by PDN, operation number, and RCC. This provides data for costing, material usage tracking, and budgeting. In addition, forecasting efforts using the Repairability Forecast Model (RFM) may be negatively impacted by the use of roll-up operation numbers.

2.12. Procedures. Refer to AFMCM 66-52 for specific procedures for establishing initial BOMs in G005M. The procedure begins with the planners BOM establish request (M28 transaction) to G005M, and for subsequent request to the D200F. The G005M will subsequently request BOM extracts from the D200F. In response to the request, the D200F should output a full range listing of parts to the G005M.

2.12.1. If D200F does not contain required data elements for an output, a negative response will be made to the requesting organization. When a negative response is received, the planner must build the BOM manually utilizing such information as technical data, work specifications, and illustrated parts breakdowns. The planner shall request in writing that the equipment specialist establish an indenture in the D200F for the end item in question.

2.12.2. If the response is positive from the D200F, the G005M converts the response into a BOM worksheet, G005M105. The planner then reviews the worksheet against applicable tech data for correctness.

2.12.3. Policy and responsibilities for BOM development and BOM maintenance are contained in paragraph 2.2.

*Section 2E—Section E Interchangeability and Substitutability (I&S) Relationships***2.13. I&S Terms Explained.**

2.13.1. Inherent Characteristics. There are physical and functional qualities which describe the intended use, operating conditions, tolerance and range, purpose and capability of an item and which are considered inherent to an item. I&S determination is critical to effective BOM development/maintenance and to maximize parts supportability.

2.13.1.1. Interchangeable Item. When two or more items possess such qualitative, functional, and physical characteristics as to be equal in performance and durability and capable of being exchanged one for the other without alteration of the items themselves or of adjoining items except for adjustment, and without selection for fit or performance, the items are considered interchangeable.

2.13.1.1.1. Under this explanation, the term "interchangeable item" may be applied to the same item of production and to different items of production which meet the requirements.

2.13.1.1.2. Normally, the same item of production is considered to be an interchangeable item since it is identified and produced under the same manufacturer's part number. However, when such items are subjected to grading processes which establish marked differences that are significant and a necessary requisite to the intended use of the item, such items aren't considered interchangeable.

2.13.1.2. Substitute Item. When two or more items possess such qualitative functional and physical marks as to be capable of being exchanged only under certain conditions or in a particular application and without alteration of the items themselves, or adjoining items, they are substitute items. One-way interchangeability may be explained as "Item B can be exchanged in all applications for Item A, but Item A can't be used in all applications requiring Item B". Under this explanation, substitute items fall into two subcategories; i.e., suitable substitutes and limited substitutes.

2.13.1.2.1. Suitable Substitutes. Items possessing a one-way exchange capability are identified as substitutes since they can be issued or used in place of other older items or those with less performance capability.

2.13.1.2.2. Limited Substitutes. Items that can't always be used in place of another item are considered limited substitutes. In the construction of groups and subgroups under I&S grouping, limited substitutes will never be coded for automatic issue. Limited substitutes will be offered for issue, subject to acceptance by the requisitioner.

2.13.1.3. Unsuitable Item. An item that for one or more reasons is no longer required, subject to general issue, nor meets the qualitative requirements of the Air Force. Normally unsuitable items are items designated as inactive, disposal, condemned, etc., through stocklist change (SLC) action. However, items having an active source of supply may also be categorized as unsuitable to restrict their issue and use. Examples of such items include time compliance technical order (TCTO) items and the Security Assistance Program (SAP).

2.13.2. I&S Group. A grouping of items which possess such physical and functional characteristics as to provide comparable functional performance for a given requirement. Such items are identified as interchangeables or substitutes and are arranged in descending order to the item preferred most for retention in the inventory. The D035K process assigns codes to items within the I&S group and codes

to items not in a group. Some of these codes are shown below, and carry the same meaning in G005M as well as D035K.

2.13.2.1. "A" or "L" - Bachelor Item. Item not in an I&S group.

2.13.2.2. "D" - Interchangeable item.

2.13.2.3. "B" - One subgroup only in the I&S group and this item is the master.

2.13.2.4. "C" - More than one subgroup in the I&S group and this item is the subgroup primary item.

2.13.3. Group Description. A brief description is prepared for each I&S group and will consist of the item name and modifier. This may include the part number, type number, or application.

2.13.4. Subgroup (SG). A group of interchangeable items within an I&S group. All items in any subgroup must be interchangeable and assigned the same subgroup code.

2.13.5. Parts Preference (PP) Codes. A one-digit code that identifies the relationship of each item within a subgroup and indicates the order of use in supplying the items.

2.13.6. Order of Use (OOU) or Order of Preference Codes. The order of preference is established in each subgroup to accommodate management decisions and to establish an order of use capable of both manual and computer interpretations. The OOU code consists of a three-position alphabetic code constructed from the two-position SG code and the one position PP code, to indicate the sequence in which items may be automatically supplied. For example, AA + A = AAA. Up to three, three-digit OOU codes may apply to a given described item.

2.13.7. Master Item. The item determined by research to be most desirable and satisfactory in meeting a specific Air Force requirement, to be available, authorized for purchase, and suitable for use in place of any other item within the I&S group. Only one master item will be assigned for each I&S group, and is always the last item in the last SG in an I&S group.

2.13.8. Described Item. This is a general item used in reference to a line item in an I&S group.

2.13.9. Primary Item. The item most desired for retention within a SG. When the primary item and the master item are the same, the term "master item" will be applied.

2.13.10. Secondary Item. An item within an I&S group having a lower subgroup assignment than the primary item. For example, in an I&S group made up of SGs AA, AB, and AC, items in SGs AA and AB are secondary items.

2.13.11. Incompatible I&S Group. A group wherein the required uniformity in management data assignments has been established. For example, certain codes are not compatible; e.g., the acquisition advice code (AAC), the unit of issue (U/I), the material management aggregation code (MMAC), and expendability (ERRC) codes, etc.

2.14. I&S Principles. The items of supply in an I&S group contain various degrees of exchange capability. For example, the following principles apply:

2.14.1. Fully interchangeable.

2.14.2. Substitutional when one can substitute for another.

2.14.3. One replacing many.

2.14.4. A combination.

2.15. Coding. The coding within the I&S group explains the relationships between all items in the group and their order of issue or OOU.

2.15.1. Always work down in the I&S group from the least preferred to the most preferred or master item. The master item must be a good substitute for all the other items in the group.

2.15.2. SGs may contain one or more items. All items in the same SG are interchangeable. The first item in a SG is the first order of use for each item in the same SG. Always use the first item in the SG first.

2.15.3. An I&S family consists of items that are interchangeable, suitable substitutes, and limited substitute items. Generally, all items in a SG are interchangeable, because they perform the same functions within the same limits, and are nearly identical.

2.15.3.1. SGs within the family will contain substitute items. One particular SG will be interchangeable with all other SGs within the family and this SG will contain the family master item. The master item and all items in its SGs are freely interchangeable with all other items in the family.

2.15.3.2. The master item has been identified as the item which best meets the needs of the Air Force and is therefore, most desirable for retention in the Air Force inventory.

2.15.4. Each SG is identified by a two-position alphabetical code. Each member of the SG will have this two-position code. SG AA will be the least desirable SG for retention in the Air Force inventory. SG AB would be the next least desirable, etc. The SG with the highest SG code in the family will contain the family master. For example, for a family with three SGs, the master item will be in SG AC.

2.15.4.1. Each item within a SG will be assigned a PP code. This single position code identifies the desirability of retention of that item within the SG.

2.15.4.2. Each item within the SG is assigned an OOU code. This three-position code is the SG and PP code of the next item to be used. An item that is not suitable as a substitute item will be assigned a numeric PP code and will never be used as part of the OOU code.

2.16. Systems. The I&S groupings used in the D035K system are used to align usage to a component item standard in the G005M Material Control System. When new items are catalogued, the engineering specifications are reviewed and the item is assigned to an I&S family. When an item is requisitioned, the D035K system attempts to fill the exact NSN requisitioned first. If the requisitioned item is not available, the D035K then checks within the subgroup of the item for the least preferred item and tracks through all suitable substitute items to the family master until the requisition can be filled.

2.16.1. If the requisitioned item is the least preferred item in the family or a member of the SG containing the least preferred item, then OOU codes will allow D035K to track through all suitable substitute items to the family master, attempting issue on each item until the requisition can be filled.

2.16.2. If the requisitioned item is the family master, or an item within the same SG as the family master, D035K can only track this one SG.

2.17. I & S General Procedures.

2.17.1. When establishing a BOM in G005M, the least preferred item on I&S linkage that will accomplish the mission should be used. This will provide the greatest use of all materials. Planners must justify in the BOM folder when deviations from this policy are made.

2.17.2. In computing analysis of maintenance material usage in the G005M, all material issued from an I&S family for a given production number will be consolidated with the issues for the item on which the material standard is established.

2.17.3. G005M contains the complete I&S linkage and order of issue codes. When researching a stock number or adding a new component item, it is possible to interrogate the database and get the total I&S family displayed on the remote terminal. All stock numbers contained in the family will be included when a family member resides as an item in G005M. This will assist engineering planning in identifying the stock number that will give the most material support to the workload. If the stock number is the family master, the total I&S family will be displayed with I&S linkage and OOU codes. If the stock number is not the family master, only the family master stock number will be displayed.

2.18. Prescribed Forms. AFMC Form 100, AFMC Form 101, and AFMC Form 102.

Thomas W. Batterman,
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Attachment 1**GLOSSARY OF TERMS***Terms*

ACCOUNTABILITY—The degree of responsibility for material which has been recorded. This material is then subject to inventory or audit.

ACTION CODE—A manually assigned or machine generated two-position alpha code that provides a status of the action taken on the request.

ADVICE CODE—A code used by the requestor which tells the source of supply how to fill the requisition. The code assigned should provide sufficient information to the item manager for making a decision on how to support/fill the requirement. The accurate assignment of the code will preclude unnecessary delays in the shipment of needed assets.

AIRCRAFT LOGISTICS SPECIALIST (ALS)—A standard aircraft repair position in the WSSC. The ALS is a member of the aircraft tail team and focuses on tail number scheduling. Among their many duties are to open and close JONs, process engineering and cannibalization requests, and resolve unpredictable requirements. The ALS joins the aircraft upon arrival and accompanies through Post-Dock. Refer to AFMCI 21-133.

AIRCRAFT REPAIR ENHANCEMENT PROGRAM (AREP)—AREP is the standardized AFMC repair process used for all depot level maintenance of aircraft. The key tenets of AREP are: standardized repair process, focus on throughput, supply support (WSSC) on the shop floor, standardized functions, defined roles and responsibilities, alignment of responsibility/authority of key players, standardized data systems, and customer driven performance measures.

AIR LOGISTIC CENTER (ALC)—An AFMC depot operational activity charged with organically accomplishing repair and modification tasks; contracting with industry for manufacture or repair, as directed by the System Program Manager and/or Materiel Manager (SPM/MM) for assigned weapon systems, equipment or items of supply; and providing worldwide technical and logistics support for Air Force operational units, Other Services/Agencies, and foreign military customers.

BACHELOR ITEMS—An item that has no interchangeable relationship to another item and which will receive no automatic substitution from distribution or the SSC stocks.

BACKORDER—Material that is not available for issue (same as a due-out). It is a D035K computer-recorded obligation to issue the material at a subsequent date when it becomes available.

BASE DELIVERY PRIORITY CODE—A numeric code that indicates the maximum time which distribution has to deliver the material to the requestor.

BENCH CHECK—A functional or operational check performed in a workshop to determine the condition, completeness or working order of a piece of equipment.

BENCH SETS—Bench set mockups constitute Expendability, Recoverability, Reparability Category (ERRC) designator "ND" and "NF" equipment required for use as support equipment for functional testing of production end items or their components. Bench set mockups will be issued through the Installation Equipment Management Office (IEMO) using Equipment Authorization Inventory Data (EAID) procedures on the D002A Standard Base Supply System (SBSS).

BENCH STOCK ITEMS—"N" and "P" ERRC coded indirect consumable material items authorized for free access in a production shop area to ensure an uninterrupted work flow.

BILL OF MATERIAL (BOM)—A descriptive and quantitative listing of components required to manufacture, overhaul or repair a designated end item, assembly or subassembly.

BULK MATERIAL—Material stored and issued by volume, footage, weight, or liquid measurement, such as petroleum, bar stock, and lumber.

CANNIBALIZATION—Removing an assembly, subassembly, component, or part from an end item by a maintenance activity for use on an end item undergoing depot repair. The appropriate inventory or supply manager must authorize and pay for this action. DMAG is not authorized to conduct cannibalizations without the proper authorizations and payments.

CARCASS COST—The value of an asset when the Latest Repair Cost and Center Direct/Indirect Allocable Cost Recovery plus General and Administrative Cost Recovery at the Latest Acquisition Cost have been removed from the Standard Price of the item.

CENTER DIRECT/INDIRECT COST RECOVERY AT LATEST ACQUISITION COST—The portion of the cost recovery element that the Air Logistics Centers can influence as applied to the Latest Acquisition Cost. Center Direct/Indirect Cost Recovery are expenses developed by the wholesale division with input from the Inventory Control Point. They are supply operations costs, DLA receipt costs, second destination transportation costs and depreciation (capital investment) costs.

CENTER DIRECT/INDIRECT COST RECOVERY AT LATEST REPAIR COST—The portion of the cost recovery element that the Air Logistics Centers can influence as applied to the Latest Repair Cost. Center Direct/Indirect Cost Recovery are expenses developed by the wholesale division with input from the Inventory Control Point. They are supply operations costs, DLA receipt costs, second destination transportation costs and depreciation (capital investment) costs.

CENTRALLY PROCURED (CP)—Stocklisted items supplied through one central agency, i.e., the Materiel Support Division (MSD), Air Force Stock Fund (AFSF), using fund code "64", and budget code "8" with a "CP" procurement code.

COMMON ITEM—An item of supply having application to two or more systems or subsystems, including components and spares.

COMPONENT ITEM—Material, usually stock numbered, which is an identifiable entity contained in the next level of assembly. A component item may be an end item.

CONTINGENCY—An alternate plan of operation put in use when a system computer is inoperative. Operations under a contingency plan will begin only at the direction of the system office of primary responsibility.

CONTRACTOR ACQUIRED PROPERTY (CAP)—The depot maintenance organic capability to obtain parts not available in the normal supply system to meet production requirements. Unlike local purchase procedures conducted using stock funds, CAP authorizes the use of DMAG funds.

CONTROLLED AREA—Any specifically designated building, area, or structure containing resources which are lucrative targets for theft, compromise, or destruction, and to which entry must be limited in order to provide more than routine protection.

CONTROLLED EXCEPTION—A transaction that contains a document number that fails to pass

computer edits. A serial number is assigned by the computer to this type of exception to permit computer control until corrective action is received.

CONTROLLED ITEM—Any item of supply for which distribution is monitored by a central authority. Controlled items are normally items which are scarce, exceptionally costly, highly technical, or peculiar to certain units or missions.

CREDIT DIFM—A D035K record of an item where a customer has turned in an asset on a replacement basis and has not requested a replacement or, if the replacement was requested, the customer did not use the same document number as the turn-in transaction.

CUSTODIAL RESPONSIBILITY—An individual designated to have direct accountability for specifically identified government property. This includes authorization for preparation of material requests; signing custody receipts or listings; and care, use, safekeeping and reporting of losses or irregularities. (Reference AFI 71-101, Volume I, Criminal Investigations).

CUSTODY RECEIPT—A document used by a responsible property officer to record the loan issue of property to an individual of the unit.

D002A STANDARD BASE SUPPLY SYSTEM (SBSS)—The data system used primarily at base level for equipment or supplies and base aviation fuels accounts throughout the Air Force. It is used at depot level for tools, fuels, lumber, country store items, etc. Management of material through the D002A (SBSS) system at the depot level should be minimized.

D035K WHOLESALE AND RETAIL RECEIVING/SHIPPING SYSTEM—(WARRS) - The primary data system used to provide material support for the Air Force depot level operations. Supply procedures may be found in AFMAN 23-110, Vol. III, Part II, and specific D035K computer screen information may be found in Chapter 9; D035K reports are located in Chapter 14; D035K supply tables/codes may be found in Chapter 21.

DEFENSE LOGISTICS AGENCY (DLA)—A central procurement agency of supply for material such as nuts, bolts, screws, electronic parts, etc., or common items with multiple applications, for all DOD agencies. Material may be stocked at various centers within the DLA complex. The DLA activity may be located at an ALC performing distribution functions as a depot supply activity.

DEMAND LEVEL—A term used to identify the stockage objective based upon demand history.

DEMILITARIZE—To mutilate, disarm or to prevent use of equipment and material intended for military or lethal purposes.

DEMILITARIZATION CODE—A code that tells how or to what extent an item must be destroyed before disposal action can be taken.

DENIAL—Action taken to systematically reverse a transaction.

DEPOT LEVEL MAINTENANCE (DLM)—The maintenance, repair or modification of an end item, equipment requiring major overhaul or complete rebuilding of certain parts, usually provided only at an Air Force depot or contractor overhaul facility.

DEPOT MAINTENANCE ACTIVITY GROUP (DMAG)—The AFMC depot maintenance function is financed by the Depot Maintenance Activity Group (DMAG), formerly called the Depot Maintenance Business Area (DMBA) of the Defense Working Capital Fund (DWCF). The DMAG (formerly DMBA) performs organic and contract repair services for its customers. Under the MSD of the stock fund,

DMAG is both a customer of and a supplier to the MSD. The MSD affects various maintenance processes when DMAG pays for MSD material that is commonly referred to as "exchangeables". See also definition for MSD.

DEPOT MAINTENANCE MANAGER (DMM)—Typically the Product Directorate Chief responsible for the following: day to day management of repair, maintenance, and modification of weapon systems and materiel (both organic and contract) by managing all elements of production within regulatory guidance.

DEPOT REPAIR ENHANCEMENT PROGRAM (DREP)—DREP is the standardized AFMC repair process used for all exchangeable type workloads. The key tenets of DREP are: standardized repair process, focus on throughput, daily repair based on greatest Air Force need, supply support (SSC) on the shop floor, standardized functions, defined roles and responsibilities, alignment of responsibility/authority of key players, standardized data systems, and customer driven performance measures.

DIRECT MATERIAL—Material required by and identifiable to a maintenance job order or end item. Direct material will become a part of the end item or other item which is undergoing maintenance, or it may be consumed in the maintenance production process (e.g., heat treating, plating, or painting) when the consumed material is peculiar to the item produced. Items that must be classified as direct material include serial number controlled, exchange, T.O. kit, organically manufactured, components for organic manufacture, those classified as direct material in the same cost center, and those considered peculiar, critical or which require increased control. See Figure 1-1. Although the G005M will attempt to set cost codes and material classification codes based on default logic, the planner/material planners has ultimate responsibility to ensure the G005M reflects reality and make changes where needed.

DISTRIBUTION—A depot activity or organization (e.g., DLA or a SSC/WSSC or depot supply) that performs storage, receipt, issue, transportation or other material related functions in support of stock funded material.

DOCUMENT IDENTIFIER (DOC ID)—A code used to identify the type of action to be accomplished by a particular transaction.

DOCUMENT NUMBER—A unique number assigned to a transaction to maintain control and accountability of material transactions.

DUE-IN—A D035K term for the material D035K has on backorder for depot maintenance. The quantity of items on order with a source of supply but not yet delivered.

DUE-IN FROM MAINTENANCE (DIFM)—A D035K computer detail record of an exchange item issued to a maintenance customer on a replacement basis from the SSC to the production line, for which the requesting organization has not turned in a like item, or issued from DLA as a direct line issue (not from the SSCs). The customer must turn in a like item using the same document number as the issue request to clear the DIFM detail.

DIFM DUE OUT—An item requested on a replacement basis by a maintenance customer and the D035K system has backordered the item. The requesting organization/customer has not turned in a like item using the same document number as the issue request.

DUE-IN FROM OVERHAUL (DIOH)—A D035K term for production end items due in from depot level maintenance (DLM).

DUE-OUT TO MAINTENANCE (DOTM)—A D035K computer record of the turn-in of an

investment item by a customer/production line and D035K has backordered the requisition due to the unavailability of the part. The customer/production line has turned in a like item using the same document number as the issue request transaction but has not received a like replacement part.

DOTM DUE-IN—A requesting organization or maintenance customer has not turned in a like item using the same document number as the issue transaction; commonly referred to as a DIFM.

END ITEM (EI)—Equipment or material of distinct identity, handled as an identifiable workload and assigned a control number.

ESTIMATED DELIVERY DATE (EDD)—The date the material is expected to be delivered to the base for issue to local customers.

EXCESS—Any amount of material determined to be over the amount required to support current (workload already inducted) and projected (workload scheduled to be inducted within six months) requirements.

EXCHANGE ITEM—A serviceable replacement for a reparable item, which is turned in to the supply account. (See Investment Material).

EXCHANGE PRICE—The price charged to customers exchanging a reparable item for a serviceable one. This price is the Latest Repair Cost plus the Center Direct/Indirect Allocable Cost Recovery at the Latest Repair Cost and the General and Administrative Cost Recovery at the Latest Repair Cost plus Material Cost Recovery.

EXPENDABILITY, RECOVERABILITY, REPAIRABILITY CATEGORY (ERRC) CODE— A single- or three-digit code used to classify the level of repair of Air Force items.

EXPENSE MATERIAL—Material financed and managed under the Depot Maintenance Activity Group (DMAG). It is recorded as an expense to the DMAG upon issuance to maintenance.

FIXER—The Fixer is responsible for ensuring depot repairs are accomplished in a timely manner by using DREP, workloading, planning, management analysis, financial management, scheduling, quality control, and materiel support functions in support of repair, production, and manufacturing. The Fixer supervises the Shop Chief, Production Planner, and Management Analyst. The SSC Chief is matrixed to the Fixer.

FLOATING SPARES—Investment items purchased for retention in maintenance in support of production. Floating spares support automatic test equipment (ATE), initial or final test organizations, fault isolation assets, shop standard assets, training assets, stand alone assets, test station assets, and -21 Technical Order (T.O.) assets.

FLOATING STOCK—Investment items purchased for retention by depot maintenance to support repair of the next level of assembly when they also are repaired on the same production number (job routed repair). Floating stock may be at the assembly, subassembly, or component level of the end item being repaired. (Also called production line-fill floating stock.).

FORCE/ACTIVITY DESIGNATOR (FAD)—This is part of the priority established for requesting material. The FAD is determined based on the relative importance of the work done by a particular activity. The FAD is a single-digit numeric and is used in conjunction with the urgency-of-need designator (UND). The FAD is assigned by the Joint Chiefs of Staff (JCS). Refer to Attachment 8.

FORWARD LOGISTICS SPECIALIST (FLS)—A standard aircraft position located in the WSSC.

Among the many functions of the FLS are to participate in supportability reviews of parts availability, process serviceable and repairable turn-ins, order material, and backorder and cannibalization reconciliation. Refer to AFMCI 21-133.

FUND CODE—A code designating financial management responsibilities. Examples include the following:

(1) **"6C"**—General Support Division (GSD) of the AFSF managed by DLA/GSA. Refers to items that cannot be directly tied to an Air Force managed system.

(2) **"64"**—Materiel Support Division (MSD) of the AFSF managed by Air Force Prime or Other Agencies/Services.

G004H (MAINTENANCE ACTUAL MATERIAL COST SYSTEMS—(MAMCS)) - This system collects costs and performs error checks on material consumed by depot maintenance. The system also collects cost for local manufacturing and recycles suspended material errors.

G004L (JOB ORDER PRODUCTION MASTER SYSTEM (JOPMS))—This system provides support for management of production workloads. This includes such functions as customer work request tracking, work authorizations, temporary job order plans, recording end item production, and standard direct labor hours earned during DLM. Refer also to AFMCR 66-60, Operational Workload Control; AFMCR 66-61, Operational Planning, and AFMCR 66-62, Operational Scheduling.

G005M (DEPOT MAINTENANCE MATERIAL SUPPORT SYSTEM)—This system is used to maintain material standards data and project the future material required by Depot Maintenance through established bills of material (BOMs). Refer to AFMCM 66-52, Depot Maintenance Material Support System Users Manual for procedures on maintaining material standards.

G019C (MISTR REQUIREMENTS SCHEDULING AND ANALYSIS—SYSTEM) - This system produces the MISTR consolidated schedule and is used to identify end item quantities for the quarterly MISTR drive. Refer to AFMCM 65-296, Management of Items Subject to Repair (MISTR) G019C Users Manual.

GENERAL AND ADMINISTRATIVE COST RECOVERY AT LATEST ACQUISITION

COST—The portion of the cost recovery element that the ALCs cannot influence as applied to the Latest Acquisition Cost. General and Administrative Cost Recovery is downward directed aggregate expense that is shared by all Air Logistics Centers. Examples are DISA, DFAS, DAASO, DRMS, DLSC, JLSC, AOR, and Loss and Obsolescence. The costs are prorated to an Inventory Control Point (ICP) based on the ICP's total sales.

GENERAL AND ADMINISTRATIVE COST RECOVERY AT LATEST REPAIR COST—The portion of the cost recovery element that the ALCs cannot influence as applied to the Latest Repair Cost. General and Administrative Cost Recovery is downward directed aggregate expense that is shared by all Air Logistics Centers. Examples are DISA, DFAS, DAASO, DRMS, DLSC, JLSC, AOR, and Loss and Obsolescence. The costs are prorated to an Inventory Control Point (ICP) based on the ICP's total sales.

GENERAL SERVICES ADMINISTRATION (GSA)—A central source of supply for material such as paints, cleaners, office supplies, etc., for all federal agencies. Material is stocked at various centers within a GSA complex.

HAZARDOUS MATERIAL—Material identified in EPS by a "7M" Advice Code and processed through the D002A system which requires unique storage and handling procedures to protect life, health

and property. This material is categorized as one or more of the following:

(1) **Explosives.**—Flammable liquids.

(2) **Gaseous (compressed or cryogenic).**—Liquified petroleum, and other compressed gases.

(3) **Flammable or Combustible.**—Solids that are liable to produce fire spontaneously by exposure to air, moisture, friction, or moderate warmth.

(4) **Oxidizing.**—

(5) **Corrosive.**—

(6) **Poisonous.**—

(7) **Radioactive.**—

INDIRECT MATERIAL—Material that is costed to an overhead U-control number (UXXXX) because it cannot be easily identified to a particular end item or system.

INTERCHANGEABILITY and SUBSTITUTABILITY (I&S) CODE—A code used to identify the relationship of one item with another. This means it can be used in place of or as a substitute for a like item.

INTERCONDITION OR INTERBALANCE TRANSFER—Either a manual or a computer-generated transfer from one condition classification to another. This will affect the balances in each condition.

INVENTORY—Material stored in an assigned (physical or computer) location. The term "inventory" also is used as a physical count of material to compare the amount stored in the assigned location with the amount shown on the accountable records in the D035K system.

INVESTMENT MATERIAL—Recoverable assemblies, modification kits, and other materials procured with investment (Central Procurement CP) appropriations and assigned ERRC codes "C" and "T". (See Figure 1-1).

ISSUE—A transfer of accountability and movement of material to a requesting organization.

ISSUE DOCUMENT—A form that is generated as a result of a material issue from depot supply, a SSC or courtesy storage.

JOB DESIGNATOR (JD)—The sixth-position alpha code assigned to a job order number (JON) to signify the type and extent of depot maintenance authorized. (See AFMCR 66-60 for definition of job designators).

JOB ORDER NUMBER (JON)—A nine-position number used to control workload for the project order period during which funding is provided. The number consists of a five-position control number, a one-position job designator, and a three-position JON suffix.

JON SUFFIX—A three-position alpha-numeric suffix that is added to the six-position production number to form the job order number. The first position denotes the fiscal year or the first character of the weapon system identification, if it's serialized. The second position denotes the fiscal quarter or month, or second position of the weapon system identification. The third position denotes the ownership/purpose code or the last position of the weapon system.

LATENT DEFECT—A flaw or other imperfection in an article discovered after delivery to the government. Such defects are inherent weaknesses which are normally not detected by routine

examination or tests but which are present at time of manufacture and are aggravated by use.

LATEST ACQUISITION COST (LAC)—The price paid for an item the last time it was procured from a supplier. The LAC is generally the latest representative contract price obtained from the Acquisition and Due-In System; however, it can be based on an earlier buy if that latest procurement is considered non-representative. The LAC does not include any cost recovery or inflation.

LATEST REPAIR COST (LRC)—The current year depot repair End Item Sales Price. The LRC is either obtained from the Depot Maintenance pricing systems or is a value adjusted by the Inventory Manager based on updated information. When a new item with no reparable history is established, the LRC is systematically calculated at 10% of the Latest Acquisition Cost.

LINE ISSUE—Movement of material from depot supply, a SSC/WSSC, or courtesy storage to the production shops.

LINKAGE—The process by which the computer system will allow for the automatic release of the substitutable item based on the I & S code.

LOAN PROPERTY—That property which local organizations request on a temporary basis.

LOCAL PURCHASE—A source of supply from which material is procured through a local procurement agency. Although sources may be far away, local procurement is used because DOD decided it would be more economical to purchase some items on an "as-needed" basis rather than keeping them stocked at DOD agencies worldwide.

MAJOR ASSEMBLY—An item made up of component items, some of which may be end items.

MANAGEMENT OF ITEMS SUBJECT TO REPAIR (MISTR)—A process developed to control and schedule the repair of investment items on a recurring basis utilizing the G019C system. Exchangeables and reparables are commonly termed MISTR items.

MANAGEMENT REVIEW CODE—A two-position code assigned to an item that warrants review according to specific procedures or instructions before authorization is given to issue or order. (Reference AFMAN 23-110, Volume III, Part Two, Chapter 21).

MANAGER CODE—A two-position alpha code (any combination of the letters "A" through "Z" in both the first and second positions) used primarily to identify and route computer products to the specific wholesale or retail Item Manager.

MARK-UP PRICE (MUP)—The difference between the Standard Price and the Exchange Price that is added to the exchange price customer account if an unserviceable asset is not returned to the supply inventory. This price is a penalty paid by a customer if a Due-In From Maintenance (DIFM) asset is not returned within 60 days. The MUP will be reimbursed upon receipt of a reparable asset to clear the DIFM detail record after 60 days.

MASTER ITEM—An item which is coded in base support records as the most preferred item in the I&S group. Substitution of items coded as interchangeable to the master item will be made automatically.

MATERIAL COST RECOVERY (MCR)—The portion of each Exchange Price sale that will pay for items needed to be purchased for customer support. The MCR represents the constrained Budget Year buy portion; the constraint being that it can not be more than the customer is funded.

MATERIEL MANAGEMENT AGGREGATION CODE (MMAC)—A two-position suffix assigned to a stock number used to identify the system for which the item will be used. Also called a "MAC" code.

MATERIEL MANAGER (MM)—The Prime MM has worldwide (wholesale) control over procurement and distribution of a certain designated group of National Stock Numbers (NSNs). The base MM has local (retail) control over procurement and distribution of a designated group of NSNs.

MATERIAL REQUIREMENTS PLANNING (MRP)—The basic principle that identifies stock requirements for a future time frame. Gross requirements are equal to parts requirements per end items, as indicated by the material standard items multiplied by the expected workload. The net parts requirement equals the gross requirements minus expected on-hand balance.

MATERIAL STANDARD (or BILL OF MATERIAL)—A G005M product containing standard material requirements which, when combined with other management data, enables development of standard costs, material requirements planning (projections), and supportability determinations for permanent bills of material. The G004L system generates products to review management data for temporary bills of material. Accuracy of the material standards is mandatory to ensure compliance with the Uniform Cost Accounting System (CAS).

Materiel Support Division—The Supply Management Activity Group (SMAG) contains the MSD. The MSD is the consolidation of the divisions formerly known as the Repairable Support Division (RSD), the System Support Division (SSD), and the Cost of Operations Divisions (COD). These divisions are referred to as the Repairable, Consumable, and Business Operations areas of the MSD. The MSD is responsible for the management of the wholesale inventories that are held and sold to customers. The customers pay the SMAG with Operations and Maintenance (O&M) funding or case country funding for Foreign Military Sales (FMS). Income from sales is used to maintain inventory either through depot level repair or procurement action.

MATERIEL DEFICIENCY REPORT (MDR)—A report for which an unsatisfactory item has been received and must be tested to determine reason for failure. More commonly called a PQDR or Product Quality Deficiency Report.

MATERIAL SUPPORT—This is an individual or organization directly involved in the movement of material or who performs any material support function.

MILITARY STANDARD REQUISITION AND ISSUE PROCEDURE—(MILSTRIP) - The priority system developed for the issue and requisition of material to assure that uniform processing is realized.

MISSION CAPABLE (MICAP)—A code used to identify those components that make weapon systems unable to perform the mission for which they were designed.

MISSION, DESIGN, SERIES (MDS)—A standard seven position nomenclature assigned to identify specific aircraft/missiles and end items by mission type, model number, and different versions within the model number.

NONRECURRING DEMAND—A one-time request for issue of equipment modification, special planned programs, or repair or rebuild requirements.

NONSTOCKLISTED (NSL)—Items that don't have assigned NSNs, including items identified under one of the Air Force control numbers.

NOT MISSION CAPABLE MAINTENANCE (NMCM)—A condition status of a major item of equipment or weapon system requiring production to make it operational.

NOT MISSION CAPABLE SUPPLY (NMCS)—A condition status of a weapon system or piece of equipment that can't perform all of its assigned missions due to a lack of parts.

NOT REPARABLE THIS STATION (NRTS)—Status determined during base level shop processing of an item; it is the condition status on an item that can't be repaired at the base level station due to lack of authorization, technical skill, parts, facilities, manpower, etc.

ON WORK ORDER (OWO)—Items in the maintenance repair cycle that have direct relationship to the DIOH record in D035K. (See Due-In From Overhaul).

ORDER OF USE (OOU)—I&S linkage term, also called order of preference code. The order of preference is established in each subgroup of an I&S family to accommodate management decisions. See Chapter 2.

ORGANIC DEPOT MANUFACTURING—Term that denotes an in-house government production maintenance facility as the source of supply and where manufacture is accomplished in the maintenance repair shop. Previously known as local manufacture.

PART NUMBER (P/N) — A number assigned by the items' manufacturer.

PARTS KIT— Supporting items packaged in kit form, which are required for the maintenance or repair of selected reparable end items.

PILFERABLE—Material which is especially subject to theft because of value, civilian utility, or personal application. Pilferable material requires a higher degree of control and than other material.

PLANNED MATERIAL—Indicates that material is planned by NSN, Units Per Assembly (UPA), and replacement percent on a maintenance BOM.

PLANNED WORKLOAD —Indicates that appropriate standards (labor and material, as required) are established for a workload.

POSTING SUFFIX CODE—A predetermined code assigned to a locally generated transaction used in conjunction with document identifier and type transaction code to identify additional actions to be taken by the computer. (See Atch 11, Action Suffix Codes, of this regulation).

POST-POST — Updating (posting) a transaction to a record after the material has been received, e.g., when material is moved prior to processing and updating computer records.

PRE-POST— Updating (posting) records prior to moving material. The computer is updated and a shipping document is received before the material is released.

PRIORITY DESIGNATOR— A two-digit numeric code, from 01 to 13, which results from the combination of an assigned FAD and a locally determined UND. See also Attachments 7 and 8.

PRODUCT DIRECTORATE (PD) — A depot maintenance organization which accomplishes organic repair in support of end items and components.

PRODUCTION CONTROL NUMBER (PCN)— A five-position alphanumeric code assigned to a specific end item of workload within the depot maintenance production process. When combined with the job designator it is called a Production Number.

PRODUCTION ITEM — Item processed through a repair facility for repair, modification, manufacture, etc.

PRODUCTION MATERIAL TECHNICIANS — Provides comprehensive and effective materiel

support to designated maintenance shops in the form of item research, order placement, and material handling through the SSC. Performs customer order, front-end job order number (JON) edits on all requirements submitted by supported maintenance shops. Maintains appropriate on-hand stock levels to support production. Takes action to ensure SSC stocks are replenished when required. Manages SSC/shop stocks including bench stocks and floating stocks/spares.

PRODUCTION NUMBER (PDN) — A number consisting of a five-position control number and a one-alpha job designator assigned to each end item. Purpose of this unique number is to allow proper costing of labor and material to each item through definitive labor and material standards for each production number.

PRODUCT QUALITY DEFICIENCY REPORT (PQDR) — A report of quality defects originating from a field activity for which the item received must be tested for repair or modification.

PROGRAMMED WORKLOADS — Workloads which are repetitive and negotiated, and for which standards (labor, material, and flow time) are developed.

PROJECTION — The processing of programmed workload and material standards data to determine material requirements.

QUALITY CONTROL — A function by which conformance to established standards is assured, performance is measured, and in the event of defects, corrective action is initiated.

QUANTITY UNIT PACK (QUP) — The number of units of issue bound or packaged in a unit pack or shipping container.

RECLAMATION—The authorized process of disassembling excess end items to recover serviceable or economically repairable spare parts for which requirements still exist. Reclamation involves only the removal of parts and does not include inspecting, cleaning, repairing, packing, or shipping.

RECURRING DEMAND — A periodic or potentially repetitive request by an authorized requisitioner for material for consumption or for stock replenishment.

RELIABILITY — The probability that a system, subsystem, or equipment will perform a required function under specified conditions, without failure, for a specified period of time.

REORDER LEVEL — The stock position when replenishment is required.

REPAIR — Restoring or replacing worn or damaged parts or components to make them serviceable. Unserviceable items that can be repaired for reuse are referred to as repairables.

REQUEST FOR ISSUE—A transaction initiated by a customer to obtain material from a source of supply.

REQUIRED DELIVERY DATE (RDD)— The required delivery date of materiel as requested by a customer.

REQUISITION—A transaction initiated by the SSC to obtain material from a wholesale level supply source.

REQUISITIONING OBJECTIVE—The sum of the reorder point, special levels, safety level and any DMSK additive level. Also known as stockage objective.

RESOURCE CONTROL CENTER (RCC)—The lowest organized unit within depot maintenance at which costs are collected.

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REVERSAL—A transaction which reverses the original computer action.

ROB-BACK—A production-authorized removal of an assembly, subassembly, or component part from an inducted aircraft or end item, within the maintenance repair process, to repair a like inducted aircraft or end item, for the purpose of meeting specific schedules. Rob-backs will be initiated by the scheduler after all other sources of supply have been exhausted. Rob-backs are internal to maintenance and do not generate revenue to offset the cost of performing the action.

ROUTING IDENTIFIER (RID)—A computer code used to identify ownership and location of a specific source of supply. It may be used to identify local purchase or organic manufacture. A three-position alpha code may be used in a request for issue.

SAFETY LEVEL—That quantity of an item needed to permit continuous operation during stock replenishment cycle with a specified level of confidence, providing normal supply lead time is uninterrupted and or demand remains fairly constant.

SENSITIVE ITEM—Material which requires a high degree of protection and control due to statutory requirements or regulations. (See AFMAN 23-110, Volume I, Part 1, Chapter 9 for codes.).

SHOP SERVICE CENTER (SSC)—The SSC is the standard materiel support function for DREP shops in AFMC. The SSC is an aggregate of functional components involved in providing materiel to the Fixer, acting as a trouble shooter for solving parts problems, or if possible, preventing them. It also serves as a mini-supply storage area located in or near the Fixer's work area. Frequently used materiel is physically located as close to the Fixer as practical. This materiel is owned and managed by a depot supply account. Unserviceable end items (Consolidated Repair Inventory (CRI)) are also prepositioned to expedite repair. This materiel will be stored in the SSC based on need and available storage space. New SSCs based on the requirements of the Fixer, will be established after negotiations with the Fixer. During negotiations, the Fixer and SSC Chief will decide NSNs to be stored, levels required, and the size of the CRI. All actions are performed to provide comprehensive and effective support in the form of materiel planning, production scheduling, workloading, retail item management, item research, order placement, materiel storage, inventory, and distribution, local procurement, process analysis, and other key materiel related processes.

SOURCE OF SUPPLY (SOS)—The agency to which requisitions are sent for supply action.

SPECIAL LEVEL—A manually assigned stock level. The minimum or maximum quantity required to be on hand or on order for specific purposes.

SPECIAL PURPOSE RECOVERABLES AUTHORIZED MAINTENANCE (SPRAM)—An SBSS computer detail record denoting certain ERRC designator XF3 and XD2 test equipment items IAW AFMAN 23-110, Volume II, Part Two, USAF Supply Manual.

STANDARD PRICE—The price customers are charged which, for DoD Inventory Control Point managed items (excluding subsistence), remains constant throughout a fiscal year except for the correction of significant errors. This price includes the Latest Acquisition Cost plus the General and Administrative Overhead Cost Recovery at Latest Acquisition Cost and Center Direct/Indirect Allocable Cost Recovery at Latest Acquisition Cost. A Standard Price is computed for each Air Force-managed RSD I&S subgroup master NSN. This same price is applied to all NSNs in that subgroup. If the subgroup is two-way interchangeable, it could have a different price than the family master.

STANDARD REPORTING DESIGNATOR (SRD)—Required for all DM material issue and backorder requisitions. Workload Managers will input SRD code on all G402A EPS "D7X" transactions. The SRD code is developed by base level maintenance via the Air Force Technical Order (AFTO) Form 350 card. This card is attached to the material and stays with the material until removed by DM personnel. The SRD entry will greatly improve bit/piece subassembly supportability to maintenance by linking these parts to a specific end item or system. The SRD converts to a Weapon System Designator Code that DLA uses in its buy policy for depot support.

STATUS CODE—A series of codes used for transmitting the status from the material manager or source of supply to the requisitioner.

STOCK FUND—A stock fund is a revolving fund established to finance inventories of supplies and other stores. It is authorized by specific provision of law to finance a continuing cycle of operations. Receipts derived from maintenance operations are then available for further use.

STOCK LEVEL—A computer requirement for stockage.

STOCK LIST CHANGE (SLC)—Used to correct or update elements of management data on material system records.

SUFFIX CODE—Purpose of the suffix code on a supply transaction is to relate and identify requisitions for partial quantities to the original requisition.

SUITABLE SUBSTITUTE—An item that meets or exceeds the original items' requirements for form, fit, function, etc.

SUPPLY CHAIN MANAGER (SCM)—Supply Chain Managers are typically the highest level SES, Colonel or GS-15 at the Directorate level that manages NSNs. SCMs are responsible for the following : ensuring the entire customer base is supported in accordance with command priorities and resources, evaluating pipeline performance characteristics and responding before supportability problems develop, identifying root causes of systemic NSN shortages and building command-wide, process-fixing solutions, communicating supply chain focus and philosophy to all supporting functions, utilizing automated management tools to prioritize work flows and meet customer needs, and taking responsibility/ownership for all relationships to effectively form partnerships that meet command objectives.

SUPPLY MANAGEMENT ACTIVITY GROUP (SMAG)—An activity of the Supply Management Business Area responsible for providing serviceable spare parts to combat units, training units, depot maintenance units and other approved customers on demand, at the customer's site. SMAG is composed of three Air Force working capital fund activity groups: Material Support Division (MSD), General Support Division (GSD), and Fuels Division.

SYSTEM PROGRAM MANAGER (SPM)—The individual appointed by the ALC system manager to ensure that logistic actions within AFMC are in consonance with program objectives and support requirements of commands that will use the weapon system.

TEARDOWN DEFICIENCY REPORTING (TDR)—The process in which a technical or engineering analysis is performed on equipment to determine a cause of material deficiency.

TECHNICAL ORDER COMPLIANCE (TOC)—Periodic inspection, ownership and location of a specific source of supply. It may be used to identify local purchase or organic manufacture.

TECHNOLOGY REPAIR CENTER (TRC) —An activity within the Air Force or authorized by the Air Force to repair or modify specific items.

TEMPORARY JOB RECORD—The G004L-L3A product that serves as the work control document (WCD) on temporary JONs. AFMC Form 237 is authorized for interim use pending receipt of the -L3A product.

TEMPORARY STOCK NUMBER—This is a locally assigned stock number (e.g., P-Number) used for issuing material until a permanent NSN is assigned.

TIME CHANGE ITEM—These are components of weapon systems which have been identified as having some fixed service life expectancy, and which must be replaced with a new or overhauled item after accrual of a specified number of hours or cycles of operation, or at the expiration of a given calendar time period.

TIME COMPLIANCE TECHNICAL ORDER (TCTO)—An authorized directive issued to provide instructions to Air Force activities for accomplishing one-time changes, modifications, inspection of equipment, or installation of new equipment within a given timeframe.

TURN-IN—A transaction whereby property is moved from the maintenance production line to supply.

TYPE, MODEL, SERIES (TMS)—A combination of alpha characters and numbers used to identify a specific engine by type, model, and series. The first alpha designator identifies the type of engine as turbojet, turbofan, turboprop, etc. The first numeric designator identifies the engine model. The second alpha designator indicates the engine manufacturer and the second numeric designator identifies the series. The series is used to identify a particular configuration of a given engine model (ex: J57-P-29).

UNIFORM MATERIEL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)—DOD established priority system for movement and requisitioning of material from the DOD distribution system. Reference Attachment 7, "Urgency of Need Designator (UND)" and Attachment 8, "Force/Activity Designator (FAD)".

UNIT OF ISSUE—Denotes the physical measurement or count, or when neither is applicable the container or shape, of an item for issue to the end user. It is that element of management data to which the unit price is ascribed.

UNSERVICEABLE (CONDEMNED)—An item in a condition unfit for use, but which cannot be restored to a serviceable condition after repair, rework, or overhaul. Materiel which has been determined to be unserviceable and does not meet repair criteria, or condemned items which are radioactively contaminated. Commonly referred to as condemned assets.

UNSERVICEABLE (REPARABLE)—An item in a condition unfit for use but which can be restored to a serviceable condition after repair, rework, or overhaul. This condition includes items requiring calibration, test, modification, assembly, or the addition of components.

URGENCY OF NEED DESIGNATOR (UND)—An alpha designator which signifies the degree of need for the material requisitioned.

WASHPOST (WP)—The transfer of material accountability from one account to another within production maintenance without physically moving material through distribution. This is a paperwork transaction only in which a corresponding issue and turn-in posts as a two-legged or four-legged process.

WEAPON SYSTEM SUPPORT CENTER (WSSC)—The WSSC is the standard materiel support function for AREP shops in AFMC. The WSSC is an aggregate of functional components involved in providing materiel to the Fixer, acting as a trouble shooter for solving parts problems, or if possible, preventing them. It also serves as a mini-supply storage area located in or near the Fixer's work area. All

actions are performed to provide comprehensive and effective support in the form of materiel planning, production scheduling, workload management, retail item management, item research, order placement, materiel storage, inventory, and distribution, local procurement, process analysis, and other key materiel related processes.

WORK STOPPAGE (DUE TO PARTS UNAVAILABILITY)—A condition that exists when sufficient parts or material are not available to allow for the continuation of work within a production area. When this occurs, expedited supply actions are required.

WAR RESERVE SPARES KIT (WRSK)—Refer to AFMAN 23-110, Vol. 1, Part One, Chap 14.

Attachment 2

STATUS CODES AND REJECT TRANSACTION CODES

(Status codes for base requisitions are contained in AFMAN 23-110, Vol. I, Part Four, Chapter 1, Attachment 18, and AFMAN 23-110, Vol. III, Part Two, Chapter 21, Attachment 1. Local base (customer) status codes for "Issue Requests" and notices are listed below. This attachment is intended for use as supplemental guidance and is not intended to replace the policy in the prescribing regulations).

A2.1. The following status codes (indicated by a "B" in column 65) predict shipment on time as specified by the standard delivery date (SDD) or the required delivery date (RDD); delayed supply action; information on follow-up; or change in data submitted on requisition. The latest status can be determined by the transaction date entered in cols. 62-64.

Code	Description
BA	Item being processed for release and shipment.
BB	Item backordered against a due-in to stock.
BC	Item on original request containing this document number has been back ordered. Long delay is anticipated and estimated shipping date is in cols. 70-73. Item in the stock number field can be furnished as a substitute.
BD	Action on this request is being delayed to verify requirement relative to authorized application, item identification, or technical data. When review is completed, additional status will be provided.
BG	One or more of the following fields have been changed: stock number changed due to stocklist change (SLC) processing; NSN is assigned to part number that was requisitioned; Federal Stock Class (FSC) has changed but NIIN remains the same as originally requisitioned (applies only to "DZ9" status); unit of issue changed; or requisitioned P/N has been identified to be replaced. Adjust records accordingly.
BH	Cancellation of backorder due to substitute or interchangeable item being supplied.
BI	Item backordered in an I&S family.
BJ	Quantity changed to conform to unit pack; adjust records accordingly. Unit of issue is not changed.
BK	Requisition data elements have been modified as requested. Examine data field in this status document for current requisition data.
BQ	Deferred issue backorder cancelled as requested by customer.
BR	Cancelled. Requisitioning activity authorized cancellation in response to materiel obligation validation (MOV) request furnished by processing point.
BS	Cancelled. Requisitioning activity failed to respond to materiel obligation validation (MOV) request furnished by processing point.
BY	Assets on-hand (partial or total). Status provided to support deferred issue backorders after normal offbase receipt and mechanical backorder release processing from the IM. (Notification of long supply material received in distribution).
BZ	Deferred issue backorder, quarterly asset availability status. The quantity indicated is available or on backorder, whichever is smaller.
B7	Unit price change. The latest unit price for the item is in the last position of the operation number field and extends through the cost code and action suffix fields, i.e., cols. 74-80.

A2.2. The following status codes (indicated by a "C" in column 65) designate rejected action and will terminate further supply action. The code assigned in column 66 will furnish the appropriate reason for rejection. When still required, resubmit under a new document number, which in turn, may require a more detailed explanation on the new requisition.

<u>Code</u>	<u>Description</u>
C_	Rejected. Material condition code of transaction is invalid. Prepare new input transaction with correct condition code and retransmit.
CA	Requisition rejected. Explanation for rejection is stated in the remarks field.
CB	Requisition rejected. Initial requisition requested rejection of that quantity not available for immediate release. This code is specifically applicable in response to requisitions submitted with advice codes "2C" and "2J".
CC	Deferred issue, backorder cancelled as a result of source of supply cancellation of distribution-deferred issue MILSTRIP requisition.
CD	Cancelled due-out, unit of issues not converted by computer. The new unit of issue is shown in the last position of the operation number and extends through the cost code and action suffix code fields.
CE	Item requested is an item of equipment and is not authorized for SSC/WSSC stock. (Managed in the D002A (SBSS) system.
CF	Rejected. Erroneous job designator, category code, document identifier, type transaction code, or demand code. Correct erroneous element of data and resubmit request.
CG	Rejected. Unable to identify requested item. Submit new requisition using a new document number with a current Julian date and furnish correct NSN or part number.
CH	Item requested isn't authorized for use by the customer submitting the request. Status manually prepared and mailed to the customer.
CJ	Item coded with "N" exception requisition code (formerly disposed). No advice code in local request.
CK	Rejected. Unable to procure. No substitute/interchangeable item is available. Returned for supply by local issue of next higher assembly (NHA), kit, or component. Suggest fabrication or cannibalization. If not available, requisition with current Julian date for next higher assembly, component, or kit.
CL	Rejected. Contractor requisition or related transaction is to be processed initially by an MCA (material control authority). Transaction entries indicate direct submission. Submit a new requisition using a new document number with a current Julian date.
CM	Rejected. Fund code was not cited and/or item is not, or is no longer, free-issue. If still required, submit new requisition using a new document number with current Julian date with appropriate fund code and signal code other than "I" or "M".

<u>Code</u>	<u>Description</u>
CO	Rejected. Item has been identified as a Contract Operated Civil Engineering Supply Store (COCESS) item.
CP	Rejected. Source of Supply (SOS) is organic manufacture, fabrication, or procurement. If not available locally, or activity lacks procurement authority, submit a new requisition with Advice Code "2A".
CS	Deferred issue backorder cancellation. Quantity indicated (cancelled) is greater than the quantity on backorder.
CU	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in stock number field can be furnished as a substitute. Unit price of the substitute item is in positions 74-80.
CV	Rejected. Item prematurely requisitioned. The effective date for requisitioning is contained in positions 70-73.
CW	Rejected. Item is not available or is a nonconsumable item whose transportation costs are uneconomical. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition using Advice code "2A" with a new document number and a current Julian date.
CX	Rejected. Unable to identify the "Bill To" and/or "Ship To" address as designated by the signal code, or the requisition with a new document number and current Julian date and with valid data field entries.
DC	Duplicate cancellation.
DD	Transaction S/N is unmatched to DIFM suspense S/N and all I&S stock numbers controlled. Check document number for transposition of digits. Then correct or contact office of primary responsibility OPR for new document number. Prepare new input after error is detected and resubmit.
DF	Intransit due-in or due-out overhaul quantity is less than the reversal.
DH	Quantity of turn-in or receipt acknowledgement exceeds the DIOH balance record.
DL	Quantity of the G004L receipt acknowledgement ("RA") is less than the DIOH in-transit record.
DT	Duplicate Transaction.
EC	Rejected. Unfilled portion of SSC/WSSC replenishment by system. Killed back to SSC/WSSC. If quantity still required, input (manually) new replenishment card.
ED	Rejected. (Prepost issues and SSC/WSSC post-post issues and turn-ins.) Invalid document number and day received. Correct erroneous elements of data and resubmit.
EI	End Item document quantity is greater than one.
EQ	Rejected. (Prepost issues and SSC/WSSC post-post issues and turn-ins.) Invalid quantity (alphas, blank columns, or all zeroes). Correct quantity field and resubmit.
ES	Quantity in the INT (intransit) receipt notification is greater than the suspense detail record or unmatched on intransit detail record.

<u>Code</u>	<u>Description</u>
F_	Rejected. Format of input transaction is incorrect. Check input document for missing elements of data, keypunch errors, invalid routing identifier (i.e., F*B on a SSC/WSSC replenishment request), invalid DOC ID (when all three positions are assigned manually), type transaction code (when manually assigned), ownership and purpose (O/P) code, and project code. When error is detected, prepare a new input document with correct data elements and retransmit. Also, trying to order 5100 and 5200 class (tools) on other than U6610 production number.
FC	Rejected. Cost code incompatible with ERRC code. Routine material was ordered exchange or exchange material was ordered routine. Product Directorate "D7" prepost request for a SSC backorder containing cost codes "A", "R", "N", "W", or "L" for ERRC code "C", "T", and "U" items, or cost codes "B", "D", "E", "J", "M", "T", or "Y" for ERRC code "N" or "P".
FH	Rejected. Input function code and scheduling designator unmatched on D035K organization table. Correct and resubmit.
FK	Rejected. Local request is a duplicate.
FL	Item delayed. Supply action being continued. A controlled exception has been generated to distribution component for review of the transaction. Normal reasons for "FL" status are that the stock number isn't recorded on the depot supply master record or the requested item requires review by the distribution item manager, etc.
FP	Rejected. Unauthorized use of base delivery priority designator "01" and "02".
FR	Cancelled. Invalid MICAP requirement.
FS	Rejected. Floating stock quantity requested greater than floating stock authorization.
FZ	Rejected. Force or activity designator used in the transaction is lower than the one in the organization detail record.
II	Fill or kill request ("2C" or "2J" advice code) or issue cancelled. Partial or total quantity available; however, the master balance record contains a freeze or blockage code.
IR	No routing identifier.
JN	Job order number (JON) either missing or invalid.
MI	Rejected. SSC/WSSC request for other-than-serviceable material.
N_	No master balance record established.
NB	Rejected. No backorder detail record.
ND	Rejected. No DIFM/DOTM record.
NM	Rejected. No SSC/WSSC detail record.
NN	Rejected. Erroneous MICAP identity. If the first position of the JON field is "9", the next two positions must be "99". If the JON field is "N" or "E", the next two positions must be "AA", "AB", "AC", "AE", "AF", "AG", "AH", "AM", or "AY".

<u>Code</u>	<u>Description</u>
P_	Transaction quantity exceeds item record balance. Quantity that could be processed has been posted to decrease the SSC/WSSC detail record balance. Partial or total quantity, which when posted, is rejected and shown in quantity field. This status may be received in response to a post-post issue transaction or in response to a turn-in from the SSC/WSSC to distribution. When this status is generated, the SSC/WSSC balance is frozen with a numeric "1" blockage code.
*R	Invalid Document Date.
U_	Unit of issue invalid.
WN	Indicates an output "ZFA-X" transaction because of a backorder cancellation request. Requires an input of a "ZFA-Y" transaction (indicating, yes, maintenance wants the material), or a "ZFA-X" transaction (indicating, no, maintenance does not want the material).
WR	Rejected. Invalid input from sending remote terminal. Normally, the SSC/WSSC designator code isn't compatible with the functional code or scheduling designator.
WW	Rejected. Turn-in quantity exceeds the DIOH quantity, or "D7" receipt acknowledgement greater than intransit to maintenance quantity.
AK	End Item is sold with backorders pending in D035K.

Attachment 3**ADVICE CODES**

(Advice codes for base requisitions are contained in AFMAN 23-110, Vol. I, Part Four, Chapter 1, Attachment 18, and AFMAN 23-110, Vol. III, Part Two, Chapter 21, Attachment 48. This attachment is provided as supplemental guidance only and is not intended to replace policy in the prescribing regulations).

Code	Description
2A	Item can't be obtained locally through manufacture, fabrication, or procurement.
2B	No substitute allowed. Also applies to obsolete items previously rejected with status code "CJ."
2C	Fill or kill requisition. Do not back order. Reject any unfilled quantity not available to meet SDD or RDD. Suitable substitute acceptable.
2D	Furnish exact quantity requested. Do not adjust to unit pack quantity.
2E	Free issue. Stock lists or other publications offer this material without reimbursement. (To be used with signal codes "D" or "M" on interservice requisitions).
2F	Item known to be coded "obsolete," but still required for immediate consumption. Service coordinated or approved substitute is acceptable. If unable to procure, reject requisition with status code "CJ".
2H	Special textile requirements for use in airborne operations where personal safety is involved.
2J	Do not substitute or backorder any unfilled quantities.
2L	Quantity reflected in quantity field exceeds normal demands, however, this is a confirmed requirement.
2N	Item required in one continuous length. No other unit pack acceptable.
2P	Item required in one continuous length as expressed in fields 25-29 and the unit of issue in fields 23-24. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable.
2T	Deliver to the ultimate consignee by the SDD or RDD entered or cancel requirement.
6A	Request for shipment of reparable material (fill or kill).
6B	Request for shipment of Technical Order Compliance (TOC) material (fill or kill).
6C	If unable to ensure availability before expiration of priority or RDD, reject and furnish a supply source from which purchase may be made from funds of requisitioner.
6D	Request for shipment of incomplete (INC) material (fill or kill).
6F	Required for issue to non-EAID reporting function or agency, such as AF Form 2691/2692, CE real property, training device, bench mock-up or other governmental agencies (e.g., Army, Navy, etc., and contractors).
6G	Required as replacement issue for EAID, authorized for substitute asset due to condemnation or other loss of required asset.
6K	Item is required for an awaiting parts (AWP) end item (fill or kill).

- 6L Item is required for an AWP end item (do not kill/cancel requisition).
- 6N Organic maintenance parts shortage related to production items. (ALC distribution only).
- 6P Specifies "New and Unused Material Only" will be shipped to satisfy this specific requirement. This code will be used by Air Force for selected FMS case requisitions and will cause the phrase "New and Unused Materiel Only" to be printed on the DD Form 1348-1, DOD Single Line Item Release/Receipt Document, shipment documentation.
- 6Q Item requires calibration, repair, and return.
- 6R Complete overhaul of ND2 item required to ensure performance, safety, and maximum use. Replacement item must be available before the item can be released.
- 6S Repair costs for "NF2" items exceed economic repair criteria. Operational requirement prevents condemnation until replacement is received.
- 6X Used to request backorder of lateral requests authorized only for lateral (base-to-base) actions.
- 6Y Fill or backorder requested quantity and update cumulative recurring demands economic order quantity (EOQ items only).
- 6Z Routed repair replacement quantity (RRRQ) (fill or kill) (for Air Force Recoverable Asset Management System (AFRAMS) only).
- 7N Rejected. "D7" input for item having a duplicate NIIN on the master balance record.
- 7M Health Hazard Item. Must have bioenvironmental engineering approval prior to requisitioning.
- 22 Combination of 2L and 2C.
- 26 Combination of 2L and 2B.
- 33 Combination of 2L and 2J.

Attachment 4

LOCAL ISSUE DOCUMENT (AFMC FORM 95)

Block	Column	Description
1	1-3	<p>Document Identifier. A three-position alpha-numeric code which acts as an action and financial accounting indicator. Each transaction must contain a document identifier code. Entry in field one will always be "D". Entry in field two will be either alpha or numerical:</p> <p>a. An alpha entry field two denotes management action that doesn't affect the D035K accountable balance record. Code "G" in this position indicates a backorder is to be adjusted. The "G" is computer assigned when an item is backordered and will be manually assigned by PD personnel when the back-order is to be cancelled.</p> <p>b. A numeric entry in field two indicates that the transaction will affect the D035K accountable balance. A "7" in this position indicates a request for issue; a "6" indicates the turn-in to supply by the PD. The third position entry, an alpha code, is related to the Type Transaction code. Normally, this code is left blank for mechanical assignment based on the Cost Code and Job Designator. The PD personnel always will make an entry in this block for back-order cancellation.</p>
2	4-6	<p>Routing Identifier. This is a three-position alpha designator that indicates the source of supply to which the transaction will be transmitted. All request transactions submitted will reflect the appropriate SSC/WSSC routing designator. All PD turn-in transactions, other than turn-ins to the SSC/WSSC or turn-ins from the SSC/WSSC to depot supply, will contain the local distribution routing identifier.</p>
3	7	<p>Type Transaction Code. A one-position alpha code which is normally mechanically assigned on PD issue and turn-in transactions. Manual assignment will be required when requisitioning or turning in non-EAID equipment (Type Transaction code "N"), or floating stock items (Type Transaction code "F"). This code is used to relate and identify category of items or customers.</p>
4	8-22	<p>Stock Number. Enter the stock number of the item being requested or turned in.</p>
5	23-24	<p>Unit of Issue. Enter the physical measurement, count, or when neither is applicable, that element of data to which the unit price is ascribed.</p>
6	25-29	<p>Quantity. Enter the number of units of issue involved in the transaction.</p>
7	30-43	<p>Document Number. In fields 30-35, enter the six position functional code of the organization requisitioning or turning in the material. Leave fields 36-43 blank or manually insert the assigned Julian date and serial number. The RCC must be used when requesting indirect material and when washposting organically manufactured material for SSC/WSSC.</p>

Block	Column	Description
8	44	Demand Suffix. A single-digit alpha code designating the item as being applicable to initial installation, a nonrecurring requirement, a recurring requirement, or a nonrecurring maintenance programmed, planned, or projected requirement. Demand codes will be assigned according to Attachment 5. When condemned items are being turned in, a disposal authority code of either an "H" (for directed condemnation and will reflect the T.O. number) or a "T" (for condition condemned in inspection and supported by the inspection number) will be entered in this field.
9	45-50	Building or Station Number. The first four positions of this code are provided for use, as locally directed, to indicate the building location (by number) to which the material is to be delivered. The last two positions are to be used to indicate the point in the building to which the material will be delivered to the PD personnel.
10	51-56	Production Number. Consists of the Control Number and Job Designator. The first five positions are used for the end item control number; the last position is used for the one-position alpha job designator. Requisitions for indirect production material, shop operating and housekeeping, and office supplies will carry U6100, U6300 and U6400, respectively. Enter U6800/6812 for defective work and spoilage. Leave blank on requests for slave and loan equipment.
11	57-59	Project Code. A list of approved codes and applicable account codes will be provided at ALC level. These codes will be assigned (when applicable) to work being accomplished by a PD. Otherwise, leave blank
12	60	Urgency of Need Designator (UND). An alpha character used to signify the degree of urgency or conditions that cause the initiation of the request. This block should show UND on a request for issue (see Attachment 7). Credit indicator, if appropriate, is entered on turn-ins. Enter "X" for organically manufactured turn-ins to show the item is for serviceable operating stock.
13	61	Force Activity Designator (FAD). A numeric entry used to signify relative importance of user activities. This block shouldn't be blank on a request (see Attachment 8). If requesting organization is servicing another activity, the higher of the two FADs may be used. No entry required for turn-ins.
14	62-64	JON Suffix. Enter the suffix that applies to the appropriate job order. Leave blank when a job order isn't required.
15	65-66	Advice Code. Enter applicable advice code to stipulate action desired. This field may be left blank (see Attachment 3). For production item turn-ins, leave position 65 blank and enter "T" in position 66. Leave blank for all other turn-ins. For critical items, enter "CC".
16	67	Base Delivery Priority. A one-position numeric code, assigned by the requisitioner to stipulate the time frame in which the material is to be delivered. The PD isn't normally authorized a delivery priority higher than 4. Leave blank for turn-ins.

Block	Column	Description
17	68	ERRC code. Leave blank.
18	69	Blank, or Credit Indicator on turn-ins.
19	70	Ownership/Purpose (O/P) Code. The inventory account against which the transaction is to be processed. Transactions normally will carry an "A" designation. Other ownership accounts may be associated with approved projects and should be included in ALC publications.
20	71	Material Condition Code. A one-position alpha code which indicates the condition of the item being requested or turned in. Each transaction must be coded with one of the codes listed in Attachment 8.
21	72	Management Code. This field will normally be left blank.
22	73-77	Operation or Facility Number. When a workload is planned by operation within the control number, a five-position number is assigned to the operation breakout. The operation number will be entered on all line issue and line turn-in documents.
23	78	Cost Code. A material Cost Code will be entered on each line or line turn-in transaction. No Cost Code will be entered on SSC/WSSC replenishment requests; SSC/WSSC transactions for turning in material to the supply account; floating stock; and loan transactions (see Attachment 10).
24	79-80	Action or Suffix Code. A predetermined two-position alpha code assigned to an input transaction for the purpose of identifying the computer action. Action/Suffix codes applicable to PD input transactions are as follows: "CC", "PP", "RP", and "WF". An "XX" is DIFM/DOTM follow-up actions that are computer-generated. A "C" in field 79 indicates critical.
		Note: On wash-post transactions, enter current date in fields 67-69. For SSC/WSSC replenishment transactions leave fields 36-44, 51-69, 72-80 blank.

Attachment 5

**DEPOT MAINTENANCE COST CODE-JOB DESIGNATOR-TYPE TRANSACTION CODE
CROSS REFERENCE TABLE**

PART I (Expense)

Cost Code	Job Designator	Document ID		Type Trans	Definition of Transaction	DMS, AFIF
<i>Col. 78</i>	<i>Col. 56</i>	<i>Cols. 1-2</i>	<i>Col. 3</i>	<i>Col. 7</i>		<i>Credit</i>
A, R	A,B,C,D,E F,G,H,I,K, M,N,T,U	D7,D6,DG	A	M	1. Issue or turn-in of material, parts or supplies to or from production shops. Excludes floating stock, end items from repair, test, modification, assembly or disassembly, exchange items, organically manufactured items, and loan items. Includes production bench stock.	YES
N	A,B,C,D,E H,I,K,M,N, T,U	D6	A	M		NO
W	I,K,T,U	D7,D6,DG	A	M		YES
L	BLANK	D7,D6,DG	A	M		YES
W	BLANK	D7,D6,DG	A	M		YES
X	A,B,C,D,E, F,H,I,K,N, BLANK	D7,D6,DG	A	M		NO
Z	A,B,C,H,I, K,M,N,T,U	D7,D6,DG	A	M		NO
M	BLANK	D6	A	X	2. Turn-in of material on base for which there is no record.	NO
N	BLANK	D6	A	X		

PART II (Investment, Unfunded)

Cost Code	Job Designator	Document ID		Type Trans	Definition of Transaction	DMS, AFIF
<i>Col. 78</i>	<i>Col. 56</i>	<i>Cols. 1-2</i>	<i>Col. 3</i>	<i>Col. 7</i>		<i>Credit</i>
E,J	A,B,C,D,E, G,H,I,M,N, T,U	D7,D6,DG	R	M	3. Issue or turn-in of exchange material, to or from production shops using DIFM/DOTM control procedures. Excludes EAID equipment, loan items, and items from or for repair, testing floating stock, and work other than repair due to testing.	NO
Y	A,B,C, H,I,T,U	D6	R	M		NO
M	A,B,C,D,E H,I,K,M,N, T,U	D7,D6,DG	A	M	Part I	NO
M	BLANK	D6	A	X	Part I	NO
T	A,B,C,D,E, I,M,N,T,U	D7,D6,DG	A	M	Part I	NO
D	A,B,C,D,E H,I,M,N,T, U	D7,D6,DG	A	M	Part I	NO

PART III (Production)

Cost Code	Job Designator	Document ID		Type Trans	Definition of Transaction	DMS, AFIF
<i>Col. 78</i>	<i>Col. 56</i>	<i>Cols. 1-2</i>	<i>Col. 3</i>	<i>Col. 7</i>		<i>Credit</i>
F,V	E,G	D7,D6,DG	M	P	4. Issue or turn-in of end items for or from repair or testing by production shops.	NO
F	BLANK	D7,D6,DG	G	BLANK	5. Issue or turn-in of end items for or from renovation testing.	NO
F,P,V	C,D,T,U	D7,D6,DG	L	P	6. Issue or turn-in of end items for or from maintenance production shops for conversion or modification/repair. Excludes testing, assembly, disassembly or reclamation.	NO
P,V	A,B,E,G,J, N	D7,D6,DG	M	P	See definition 4. above.	NO
P,V	K	D6	Z	P	7. Turn-in of organically manufactured or fabricated items from production shops.	NO
H,V	F	D7,D6,DG	G	M	8. Issue or turn-in of end items for or from renovation testing by production shops.	NO
H,V	L	D7,D6,DG	L	R	9. Issue or turn-in of end items for or from reclamation projects by production shops. Applicable to IM-directed projects only.	NO

PART IV (Manual Assignment of Columns 3 and 7)

Cost Code	Job Designator	Document ID		Type Trans	Definition of Transaction	DMS, AFIF
<i>Col 78</i>	<i>Col. 56</i>	<i>Cols 1-2</i>	<i>Col. 3</i>	<i>Col 7</i>		Credit
BLANK	BLANK	D7, D6, DG	A	N	10. Issue or turn-in of non-EAID equipment to or from all sources. Excludes test, mock-ups, and material on loan, lease, or bailment.	YES
BLANK	BLANK	D7, D6, DG	A	N	11. Issue or turn-in of floating stock. Use only when a floating stock level is authorized to be maintained.	NO
BLANK	BLANK	D7, D6, DG	N	BLANK	12. Issue or turn-in of loan, lease, or bailment items to or from production shops.	NO
BLANK	BLANK	D7, D6, DG	A	C	13. Issue or turn-in of EAID equipment to or from SBSS. Includes test sets, mock-ups, and similar equipment.	YES
BLANK	BLANK	D7, D6, DG	Q	BLANK	14. Issue or turn-in of installed service-designed items for or from removal by maintenance shops.	NO

- Note:**
1. Charge or credit status relates only to issue (D7) and turn-in (D6) transactions.
 2. Cost code "V" applies only to turn-in (D6) transactions.
 3. Backorders apply only to serviceable material.

PART V (Investment, Funded)

Cost Code	Job Designator	Document ID		Type Trans	Definition of Transaction	DMS, AFIF
<i>Col. 78</i>	<i>Col. 56</i>	<i>Cols. 1-2</i>	<i>Col. 3</i>	<i>Col. 7</i>		<i>Credit</i>
B,G	A,B,C,D,E H,I,M,N,T, U	D7,D6,DG	R	M	15. Issue or turn-in of exchange material to or from production shops using DIFM/DOTM control procedures.	YES
K	A,B,C, H,I	D7,D6,DG	R	M		YES
S,U	A,B,C,D,E H,I,K,M,N, T	D7,D6,DG	A	M	Part I	YES
S,U	BLANK	D6	A	X	Part I	YES

Work Performance Codes (WPC) or Job Designator Codes O, P, Q, R and S are no longer valid for accumulating or reporting cost. The replacement WPC code is "T" for other work. Software support workloads will use the WPC of "U".

Attachment 6

DEMAND CODES

(A complete list of demand codes may be found in AFMAN 23-110, Vol. III, Part III. This attachment is to be used as supplemental guidance only).

Code	Description
A	<p>Initial Installation (Nonrecurring):</p> <ul style="list-style-type: none"> a. Request for serviceable replacements for recoverable components missing from items received in an incomplete status or replacement for turn-in of dissimilar or obsolete recoverable items. b. Request for serviceable replacements for recoverable components missing from repair cycle items, holes in aircraft, initial issue of new requirements, or increased requirements. c. Turn-in of exchange items that are removed and not replaced by exchange items. d. Turn-in of excess recoverable components received on unserviceable end items or serviceable items excess to requirements. e. Turn-in of dissimilar or obsolete recoverable items that were replaced with dissimilar items. f. Turn-in of recoverable material resulting from organizational deactivation.
N	<p>Nonrecurring:</p> <ul style="list-style-type: none"> a. Request for one-time requirement (unplanned program), loan, assembly, and floating stock. b. Request for spares and spare parts for modification of equipment, special, planned programs and one-time repair or rebuild requirements, non-EAID equipment (includes initial build-up of test sets and similar equipment). c. Turn-in of components from reclamation of disassembly.
P	<p>Special Program Requirements (Nonrecurring): This code is used to indicate that the request is for material previously forecast as a Special Program Requirement (SPR). Detailed guidance on the use of SPRs is contained in AFMAN 23-110, Vol I, Part One.</p>
R	<p>Recurring:</p> <ul style="list-style-type: none"> a. Request for material (spares, spare parts or supplies) made periodically or anticipated to be repetitive for consumption or for stock replenishment. b. The "R" demand code represents both programmed and nonprogrammed requirements which, due to the nature of the work, will be requested again in the near future. Therefore, a PD request with an "R" demand code is processed as a recurring transaction and will establish a distribution level that will be adjusted accordingly on the basis of future "R" demand coded requests.

Attachment 7

URGENCY OF NEED DESIGNATOR (UND)

Designator	Conditions
A	(1) Can't perform mission. (2) An existing production line stoppage.
B	(1) Mission capability is impaired. (2) An anticipated production line stoppage.
C	(1) All other requirements. (2) Routine requests.

(The prescribing regulation for UND and FAD codes is AFMAN 23-110, Vol. 1, Part 1. Please refer to that source for official guidance. Additional guidance may be found in AFMAN 23-110, Vol. III, Part Two. This attachment is provided as supplemental guidance only and is not intended to replace policy/guidance contained in AFMAN 23-110).

A7.1. The initial request for serviceable direct or indirect material with UND "A" or "B" must have advice code "2C" or "2J," as appropriate, entered in advice code field or blank, as outlined in paragraph 1d. below.

A7.1.1. If the demand can't be met from available assets, distribution will provide a status card to the PD with advice code "CO," signifying rejection of the unfilled quantity.

A7.1.2. Upon receipt of a status card indicating partial or full cancellation of the original request, the originator will review the requirement to determine if a priority requisition should be forwarded offbase for the unfilled quantity. If so, the requestor will have the requirement certified by the maintenance product division chief or designated representative and resubmit his request omitting advice code "2C" or "2J." If not, the request will be resubmitted using UND "C."

A7.1.3. Justification for high priority requests and evidence of certification as applicable, will be maintained according to standard procedures.

A7.1.4. When certification by the product division chief or designated representative is obtained prior to submitting an initial request, it won't be necessary to use advice code 2C" or "2J."

A7.2. The PD will conduct a review of high priority requisitions to ensure intent of the UND isn't abused.

A7.3. When FAD I or II is entered in the request, a "Z" override code must be placed in the management field to prevent rejection of the requisition.

Attachment 8

FORCE/ACTIVITY DESIGNATOR (FAD)

	UND		
	A	B	C
FAD	Issue Priority Designator		
I	01	04	11
II	02	05	12
III	03	06	13
IV	07	09	14
V	08	10	15

(The prescribing regulation for FAD and UND codes is AFMAN 23-110, Vol. 1, Part One. Additional guidance may be found in AFMAN 23-110, Vol. III, Part Two. This attachment is provided as supplemental guidance only and is not intended to replace policy/guidance contained in AFMAN 23-110).

A8.1. Depot level maintenance is assigned FAD III and must use this FAD in determining priority in all cases except the following:

A8.1.1. The FAD of the using activity may be used when maintenance is accomplished in direct support of the using organization (area support) or when using activity will suffer reduced mission capability because the PD won't meet delivery commitments to the user (slippage of aircraft and missile schedule).

A8.1.2. Work stoppage material requests should, where possible, be related to the FAD of the activity being supported. This should result in the use of a FAD II or I for demands to alleviate a work stoppage provided the requirements can be associated with a user with a lower number FAD (resulting in a higher priority) than FAD III.

A8.1.3. Special projects may carry a FAD other than IV when so specified in programming documents.

A8.2. The chief of the maintenance product division will stipulate in writing to his scheduling activities when a FAD other than III is authorized for certain workloads and the duration of such authorization.

A8.3. Should the field be left blank on a material request document, designator FAD V will be mechanically assigned. This block will be left blank on production requests, wash-post entries, and turn-in documents.

Attachment 9

SUPPLY CONDITION/BALANCE CODES (PART I)

(Refer to AFMAN 23-110, Vol. III, Part Three, Chapter 24, for a complete list of supply condition codes. This attachment is provided as supplemental guidance only and is not intended to replace policy in AFMAN 23-110).

Code	Description	Definition
A	Serviceable balance (issued without qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restriction.
B	Serviceable balance (issuable without qualification)	New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose, but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy.
C	Serviceable balance (priority balance)	Items which are serviceable and issuable to selected customers but which must be issued prior to issuing material condition coded "A" and "B" to avoid loss as a usable asset.
D	Technical Order Compliance (TOC) balance	Serviceable material which requires test, alteration, modification, conversion, or disassembly. This doesn't include items that must be inspected or tested immediately prior to issue.
E	Unserviceable balance (limited restoration)	Material which involves only limited expense or effort to restore to serviceable condition, which is accomplished in the storage activity where the stock is located. May be issued to support ammunition requisitions coded to indicate acceptability of usable condition "E" stock.
F	Unserviceable balance (reparable)	Economically reparable material which requires repair, overhaul, or reconditioning. Includes reparable items that are radioactively contaminated.
G	Unserviceable balance (incomplete)	Material requiring additional parts or components to complete the end item prior to issue.
H	Unserviceable (no balance) (condemned)	Material determined to be unserviceable and is uneconomical to repair. Includes condemned items that are radioactively contaminated.
J	Suspended balance (in stock)	Material in stock that has been suspended from issue pending condition classification or analysis, where the true condition isn't known.
K	Suspended balance (returns)	Material returned from customers or users and awaiting condition classification.

Code	Description	Definition
L	Suspended balance (litigation)	Stocks held pending litigation or negotiation with contractors or common carriers.
M	Suspended in-work balance (due-in from overhaul - DIOH)	Material identified on inventory control records but which has been turned over to a maintenance facility or contractor for processing.
P	Unserviceable balance (reclamation)	Material determined to be unserviceable or uneconomically repairable as a result of physical inspection, tear down, or engineering decision. Item contains serviceable components or assemblies to be reclaimed.
Q	Suspended balance (Material Deficiency Report - MDR exhibit)	MDR exhibits returned by customers/users as directed by the IM as a result of reported material deficiency.
R	Suspended balance (reclaimed items awaiting condition determination)	Assets turned in by reclamation activities which do not have the capability to determine the material condition.
X	Unserviceable balance (IM hold)	Unserviceable material placed in condition "X" by inter-condition transfer only, as directed by the item manager (IM). (Reference AFMAN 23-110, Volume I, Part One, for further definition, control, and handling.)
Y		Intransit to Maintenance
Z	Condition A, B, C	Intransit from Maintenance
Z1	Condition E, F, G, J, K, L	Intransit from Maintenance
Z2	Condition H, P, S	Intransit from Maintenance
Z3	Condition D, Q, R	Intransit from Maintenance

SUPPLY CONDITION/BALANCE CODES (PART II)

Code	Description	Definition
1	Serviceable excess balance (issuable without qualification)	Same as serviceable "A" condition, but excess to requirements.
2	Serviceable excess balance (issuable without qualification)	Same as serviceable "B" condition, but excess to requirements.
3	Serviceable excess balance (priority issue)	Same as serviceable "C" condition, but excess to requirements.
4	Serviceable project balance	Similar to serviceable "A" condition, but carried as project balance instead of operating balance. It equals the total of the individual detail record for a particular stock number.
5	Serviceable loan balance	Serviceable "A", "B", or "C" condition carried as on-loan balance instead of operating balance.
6	Exchange item DIFM balance	Quantity of serviceable material issued to a local product directorate/organization for which an exchange item is due in to distribution.
7	Serviceable floating stock balance	Serviceable "A", "B", or "C" condition carried as floating stock balance instead of operating balance.

Attachment 10**COST CODES**

(The prescribing regulation for cost codes is AFMCR 170-10, Depot Maintenance Service, Air Force Industrial Fund Financial Procedures. Please refer to that source for official guidance/policy concerning material cost codes. The information provided in this attachment is to be used as supplemental guidance).

A10.1. Investment (direct) material includes all recoverable assemblies, installed equipment items, and modification kits from investment appropriations. This paragraph is for maintenance use only when the using activity has supplied a funds citation to reimburse the Depot Maintenance Activity Group (DMAG) the cost.

Code	Description
B	Exchange Material (Planned, Funded). Planned, serviceable MSD investment material issued on an exchange basis to replace like unserviceable items, i.e., DIFM/DOTM. <ul style="list-style-type: none"> a. Used for the turn-in of planned, unserviceable MSD item to clear a DIFM detail or to establish a DOTM detail in the D035K system. b. Used for the turn-in of excess serviceable MSD items originally issued under cost code "B". c. Used for the turn-in of items received under this cost that were misidentified as the NSN when supply initiated a warehouse denial (reversal) action.
D	Modification Kits. Kits which change the configuration or operating capability of an end item. <ul style="list-style-type: none"> a. Includes overhaul kits, TCTO kits, etc., which make repair easier or maintain the serviceable status of an end item. b. Used for turning in modification kits originally issued under cost code "D" that are intact and excess to immediate requirements, and the processing of distribution warehouse denial transactions.
E	Exchange Material (Planned, Unfunded). Planned, serviceable, recoverable material that is issued to replace like unserviceable items. Used for turning in unserviceable items, returning excess serviceable items originally issued under cost code "E" and processing supply warehouse denial transactions.
G	Exchange Material (Unplanned, Funded). Unplanned, serviceable investment items issued on an exchange basis under DIFM/DOTM procedures. <ul style="list-style-type: none"> a. Used for the turn-in of unplanned, unserviceable MSD items to clear a DIFM detail or establish a DOTM detail. b. Used for the turn-in of excess serviceable MSD items originally issued under cost code "G". c. Used for the turn-in of items received under this cost code that were misidentified as to NSN when supply initiated a warehouse denial (reversal) action.
J	Exchange Material (Unplanned, Unfunded). Unplanned serviceable material issued to replace like unserviceable items. Used for turning in unserviceable items, returning excess serviceable assets originally issued under cost code "J", and processing supply warehouse denial transactions.

Code	Description
K	<p>Exchange Material (Maintenance of Depot Maintenance Equipment (DME), Funded). Serviceable MSD investment material issued on an exchange basis (i.e., DIFM/DOTM) for the repair of depot maintenance shop and test equipment.</p> <ul style="list-style-type: none"> a. Used for the turn-in of similar unserviceable MSD items to clear a DIFM detail or to establish a DOTM detail. b. Used for the turn-in of excess serviceable MSD items originally issued under cost code "K". Used for the turn-in of items originally received under "K" cost code that are misidentified as to NSN when supply initiates a warehouse denial (reversal) action.
M	<p>Nonexchange Material (Unfunded). Missing or excess material, or initial installation components. Serviceable, recoverable material issued on an other-than-exchange basis.</p> <ul style="list-style-type: none"> a. Includes issues for initial installation, modification (other than mod kits) and for replacing missing recoverable components on exchangeable items received in an incomplete condition used for turning in recoverable items on an other-than-exchange basis. b. Includes turning in excess recoverable material received on reparable or serviceable assets, turning in dissimilar or obsolete recoverable items replaced by serviceable items issued on a nonexchange basis, turning in of excess serviceable items originally issued under cost code "M", and processing distribution warehouse denial transactions. c. Used for turn-in of MSD, AFSF material, without credit, from project directives for reclamation, save lists, or crash/battle damage repair of AFMC-owned systems, and turn-in of material fitting the category of "Found-on-Base" (FOB) assets. d. Excludes installation or removal of items covered by cost code "T". Demand code "A" (initial installation) will always be used in conjunction with the assignment of the "M" cost code. (This will ensure exclusion from DIFM or DOTM control).
S	<p>Nonexchange Material (Planned, Funded, Credit Indicator Turn-ins). Planned, serviceable MSD investment material issued on an other-than-exchange basis for initial installation or modification (other than mod kits).</p> <ul style="list-style-type: none"> a. Used for the turn-in of specified categories of MSD items on an other-than-exchange basis, with credit automatically determined based on the stock listed credit indicator. b. Used for turn-in of excess serviceable items originally issued under this cost code and for the return of items received under this cost code that were misidentified as to NSN when supply initiated a warehouse denial (reversal) action.
T	<p>Aircraft/Missile Replacements (AF Form 2692, Aircraft/Missile Equipment Transfer/Shipping Listing). Items issued to replace items previously removed and not reinstalled. Used for turning in aircraft items recorded on AF Form 2692, that were removed and not reinstalled, and the processing of supply warehouse denial transactions.</p>
U	<p>Non-Exchange Material (Unplanned, Reclamation Turn-Ins). For issue of serviceable investment material on an other-than-exchange basis to replace missing MSD components discovered on end items received in an incomplete condition. Applies to turn-in of excess MSD items originally issued under "U" cost code and the return of items, with credit reversal, received under this cost code that are misidentified as to NSN when supply initiates warehouse denial (reversal) action.</p>

Code	Description
Y	Exchange Material (Maintenance of Depot Maintenance Equipment (DME), Unfunded). Direct, serviceable, recoverable material issued on an exchange basis for repair of production maintenance shop and test equipment. Used for turning in unserviceable recoverable items generated from exchange, includes turn-in of excess serviceable items originally issued under cost code "Y", and the processing of supply warehouse denial transactions.

A10.2. Production issue or turn-in transactions are for issuing items for depot repair and for turning in these items after completing repair. Production items that are returned in a nonserviceable condition also are coded as production turn-in transactions. Transactions bearing production cost codes won't result in charges or credits in actual material cost accumulation.

Code	Description
F	Quality Control or Prototype Analysis. Items issued for quality control, inspection, analysis, Unsatisfactory Report (UR) exhibits, prototype analysis, and returning items previously issued for these purposes. This code will be used in conjunction with the appropriate production resource control center (RCC) code. Items removed from the production line for quality analysis and returned to the line will be returned using cost code "P" rather than cost code "F".
H	Disassembly or Renovation Testing. Recoverable assets issued for disassembly or reclamation and returning reclaimed components. Applies to issuing assets for renovation proof testing purposes and for turning in the remaining items following test evaluation.
P	Production. Repairable, TOC or incomplete assets issued to be made serviceable. Used for turning in resulting serviceable, repairable, TOC and condemned assets.
V	Production Correction. Returned production items that were received misidentified as to stock number or condition. Incorrect item is turned in as a cost code "V" under control number of item originally requested. Correction issues require cost codes "P", "F", or "H", as appropriate.

A10.3. Expense material consists of all material and parts used in the PDs and not categorized by investment or production cost codes.

Code	Description
A	Expense Material (Planned). Planned serviceable expense material issued for use in depot maintenance repair, modification, assembly or manufacture operations. Used for turning in excess serviceable material originally issued under cost code "A" and for the processing of supply warehouse denial transactions.
L	Expense Material (Indirect or Overhead). Material issued for use as indirect or overhead material. Used for turning in excess serviceable and excess expense material originally issued under cost code "L" and for processing distribution warehouse denial transactions. Identification of these issues to appropriate accounts is accomplished by entering the applicable "U-account" control number on the material documents.
N	Expense Material (Not applicable to Repair Costs). Serviceable expense material, originally removed as excess from assets undergoing maintenance, which is turned in as removed unserviceable items specifically requested by distribution. <ul style="list-style-type: none"> a. Includes removed serviceable or unserviceable expense material of a dissimilar, obsolete, or alien nature. b. Excludes turn-ins of serviceable expense items initially issued under expense material cost codes "A", "R", "L", or "W", or initially issued under special purpose code "X". c. Excludes turn-ins of expense material received in other-than-serviceable condition or misidentified as to its National Stock Number (NSN). Note: Items returned under cost code "N" will not be considered for credit by the Air Force Stock Fund (AFSF) divisions.
R	Expense Material (Unplanned). Unplanned serviceable expense material issued for use in depot maintenance repair, modification, assembly, or manufacture operations. Used for turning in excess serviceable expense material originally issued under cost code "R" and for processing supply warehouse denial transactions.
W	Expense Material (Maintenance of Depot Maintenance Equipment (DME)). Direct serviceable expense material issued for repair, modification, assembly, and manufacture of depot maintenance shop and test equipment. Used for turning in excess serviceable expense material originally issued under Cost Code "W", and processing supply warehouse denial transactions. Cost code "W" is limited to requesting or turning in direct material, not for material planning.
X	Expense Material (Not Charged to the Depot Maintenance Activity Group (DMAG)). Stock fund and non-stock fund expense material issued without charge to the DMAG, for use in depot maintenance repair, modification, assembly or manufacture operations. Used for turn-in of expense material previously issued under cost code "X".
Z	Customer Furnished Material (Unfunded, Direct Material). Material furnished by customers is to be included in the depot maintenance work as specified by the customer. Costs will be determined by the customer and accountability maintained as directed by the customer. This material is costed as unfunded direct material.

Attachment 11

ACTION SUFFIX CODE TABLE

Category	Transaction Description	Turn-In	Request
Wash Entry	Production to Non-production	WP	WP
Line Consumption	Equipment to Production (reparable to overhaul C/N)	WP	WP
Line Retention	Production to Equipment	WP	WP
	Production to Production (overhaul C/N to Mod C/N)	RP	RP
	Production to Production (reparable or TOC, i.e., one control number to another)	WP	WP
	Production to Production (wash-entry of misidentified, C/C-V, i.e., one control number to another)	WP	WP
	Found on Base (FOB) to Production (other-than-serviceable and condemned condition)	WP	WP
	Nonproduction to Production (reparable, one control number to another)	WP	WP
	Nonproduction to Floating Stock (serviceable exchange to floating stock)	WP	WP
	Floating Stock to nonproduction (serviceable floating stock to exchange)	WP	WP
Other	Backorder Cancellation		CC
	Walk-through or SSC Issue (post-post)		PP
	DIFM Follow-up		XX
	DOTM Follow-up	XX	
	Intransit Follow-up		XX

A11.1. Action suffix codes won't be entered on normal (prepost) requests and turn-in documents when the item is physically returned to supply.

A11.2. Only five suffix codes normally apply to PD transactions: "CC", "PP", "RP", "WP", "XX". The following action suffix codes will be used on maintenance PD-initiated requests:

A11.2.1. Code "CC" denotes manual request for due-in or backorder cancellation.

A11.2.2. Code "PP" denotes post-post, input to D035K only.

A11.2.3. Code "RP" denotes records transaction and passes to the D035J system, Financial Accounting and Billing System (FIABS).

A11.2.4. Code "WP" denotes wash-post inventory balances or adjusts DIOH.

A11.2.5. Code "XX" denotes follow-up for line issue of exchange items (DIFM) or follow-up for receipt of local turn-in with no matching debit (DOTM).

A11.3. The action suffix code and "as received" stock number will be omitted on the turn-in document for a misidentified asset received on a reclamation or disassembly work order.