

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 21-123**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**9 MAY 2002**

**Maintenance**

**AIR FORCE REPAIR ENHANCEMENT  
PROGRAM (AFREP)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(MSgt Donald DeMone)  
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**AFI 21-123, 19 September 2001, is supplemented as follows:**

This supplement applies to all AETC flying, maintenance, engine repair facilities and training activities. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 37-139, Volume 4). This supplement is not applicable to Air National Guard and Air Force Reserve Command units. Recommendations for change, improvement, or waivers to this instruction should be annotated on AETC Form 1236, **Request for Improving/Changing AETC Maintenance Regulations/Instructions**. Requests must be approved by the appropriate group commander (or squadron commander, if not assigned to a group) before forwarding to HQ AETC/LGMMQ, 555 E Street East, Randolph AFB TX 78150-4440, for action by HQ AETC/LGM.

2.1. (Added) Procurement of commercial repair services for expendability, recoverability, reparability, category (ERRC) XD assets must be approved by the single manager (SM) and will be limited to the following:

2.1.1. Preventing or overcoming mission-limiting conditions (for example, mission capable [MICAP] conditions), determining the qualifications and capabilities of an alternate source, or testing new repair or support concepts.

2.1.2. Specifically, local procurement of commercial repair services for ERRC XD assets solely to avoid paying the material support division (MSD) exchange price is not authorized. Local procurement of ERRC XD assets requires approval of the depot item manager (IM).

2.2. (Added) Once the source maintenance recoverability (SMR) code is changed authorizing Air Force-wide repair, these items must be repaired using normal repair procedures not AFREP procedures.

3.1. Supply will not permit automatic changes to locally assigned ERRC designators without prior approval from the program, item, or equipment manager.

3.2. Shelf-life items should only be recovered to fill a MICAP requirement and when the shelf-life condition has been verified to be within limits (not expired) by the possessing Defense Reutilization Marketing Office (DRMO). MSD-funded items (ERRC code XD2) will only be recovered with written approval from the IM. Provide the supply representative a copy of the IM approval memorandum (via e-mail or fax) to process the asset from DRMO. The wing AFREP manager and supply will maintain a file copy of the approval for at least one year for audit purposes.

3.6. (Added) Consider alternate government sources (for example, Army or Navy depots, or Federal Prison Industries) ahead of commercial activities according to the Federal Acquisition Regulation (FAR), Part 8, AETC Supplement (AETCFARS).

3.7. (Added) Instead of organic capabilities, use value, qualifications, and best interest of the government as determining factors when considering alternate sources.

3.8. (Added) Ensure new ideas and innovations are presented directly to Air Force Materiel Command (AFMC) decision makers at a command aircraft and engine repair initiative conferences sponsored by other major commands (MAJCOM), such as Air Combat Command's Job Fair and Air Mobility Command's Fast Fix.

4.3.1. Every unit within AETC will participate in the AFREP program.

4.4.3. AETC will not delegate this authority. The HQ AETC functional manager will evaluate AFTO Form 135, **Source, Maintenance, and Recoverability Code Change Request**, for mission impacts, cost feasibility, training requirements, and technical merit. If the HQ AETC functional manager or requesting activity disagrees with an AFMC's single manager's rationale for disapproving a request, HQ AETC/LGM may challenge the disapproval with the applicable SM.

4.7.1.1. Forward designated wing AFREP monitor via e-mail, fax, or mail to HQ AETC/LGMMQ upon appointment.

4.7.1.2. Ensure AFREP office is properly manned. It is recommended that at least one supply person and one aircraft maintainer be assigned to the program. Work generated from the support group and/or medical group may justify a technician from these groups to assist AFREP.

4.8.3.1. (Added) Ensure AFREP funds and obligations are properly recorded and tracked. Assign a separate AFREP cost per flying hour (CPFH) supply account in a common or nonspecific mission design series (MDS) cost center. In addition, assign a separate non-CPFH supply account, using a non-CPFH cost center.

4.8.3.2. (Added) Credits earned from the repair of XB3/XF3 (consumable) items may be applied to a CPFH account or a non-CPFH account. Consumable AFREP credits applied to a non-CPFH account must remain in the mission area. Credits earned from the repair of XD2 (flying hour depot level reparable [DLR]) must be used for CPFH requirements. This will assist in funds accounting and ensure visibility of reparable assets.

4.8.3.3. (Added) When recording AFREP obligations for CPFH and non-CPFH local purchase (AF Form 9, **Request for Purchase**) and government-wide purchase card (GPC) purchases, use the following:

4.8.3.3.1. Emergency and special program (ESP) code SW, and element of expense/investment code (EEIC) 61952 for purchases of budget code 9, CPFH consumable items. Use a CPFH common or nonspecific MSD cost center and EEIC 61952 on the AF Form 9 and the AF Form 4009, **Government Purchase Card Fund Cite Authorization**, for the GPC.

4.8.3.3.2. Use ESP Code SN, EEIC 61950, for purchases of budget code 9, non-CPFH consumable items. Use a non-CPFH common cost center and EEIC 61950 on the AF Form 9 and the AF Form 4009 for the GPC.

4.8.3.4. (Added) For items in base supply, use ESP code SW for CPFH AFREP purchases in EEIC 609, general support division (GSD) and EEIC 644, MSD. Use ESP code SN for all non-CPFH AFREP expenses in EEIC 609, GSD. Use of these ESP codes provides an indicator of AFREP's influence on all aspects of the flying hour and non-flying hour cost equations.

4.8.7. AFTO Form 135 must detail the process to be worked. For established MICAP and backordered parts, units may fax the completed forms to HQ AETC/LGMMQ. These forms must include the DSN and fax number of the SM or equipment specialist (ES). AFTO Form 135 must also be accompanied by local checklist procedures for base waivers if technical data is unavailable for the proposed procedure.

4.8.13. Ensures individuals have a five-skill level in their primary Air Force specialty code (AFSC).

4.8.17. (Added) Act as the wing focal point for repair initiative conferences.

4.8.18. (Added) Interfaces with other AFREP managers in AETC, other MAJCOM's, and units.

4.8.19. (Added) Manages supply and funds accounts for AFREP items to facilitate purchase of repair parts, contract repairs, turn-in of repaired assets, and due-in-from-maintenance (DIFM) items.

4.8.20. (Added) Establishes procedures to ensure proposals are not implemented until HQ AETC/LGMMQ and SM authorization are provided.

4.9.11. (Added) Ensures assets repaired or procured from alternate sources are inspected for serviceability and adequate completion of contract requirements prior to use or supply turn-in. A technician who specializes on the affected system and is certified to sign condition tags for the particular type of asset will perform these inspections. **NOTE:** Although most alternate sources check or inspect their work and may be spot-checked by onsite government inspector, this does not relieve the AFREP manager from verifying the asset's serviceability.

4.11.2.2. Self-adhesive labels affixed to the asset will identify the contract number, source of repair or supply with the telephone number, date repaired or fabricated, warranty period, and expiration date or period as a minimum. Additional label columns, which allow technicians to record the date or period of installation or initial use, are recommended.

4.11.2.3.1. (Added) When practical, standard warranties for the service performed must be stipulated as a requirement when procuring alternate source of repairs or supplies (FAR, Subpart 46.706). Consider extended warranties that may incur additional costs per the value determination procedures (FAR, Subpart 46.703). Base warranties on measurable criteria such as flying hours, sorties, or calendar days. To minimize the potential need for individual asset tracking or inspection (when cost-effective), warranties should not apply until an item is installed or used for its intended purpose instead of awaiting installation or use (that is, sitting on the shelf).

4.11.2.3.2. (Added) Use standard commercial warranties – typically 180 days or more as a starting point. Warranty requirements must also state if the repair or supply source will pay or reimburse for transportation costs. Normally, the source will insist damage or abuse of the asset voids any warranty.

4.12.3. Circuit card repair (CCR) units will have at least one technician certified to miniature/micro-miniature (2M) standards. **NOTE:** 2M repair requires recertification every 18 months. Information for certifi-

ation/recertification can be found at <http://www.dm.af.mil/det11/2m>. Additional information regarding 2M can be found at <http://www.crane.navy.mil/2m/2mpage.htm>.

4.12.5. (Added) Training, will as a minimum, address conformal coating removal or replacement, basic soldering, electrostatic discharge, corrosion identification and control, printed circuit board repair, installation of printed circuit board components, and safety. This minimum training can be accomplished either through formal course work or on-the-job- training.

4.12.6. (Added) Training will be documented in each individual's training record.

**4.13. (Added) Units Accomplishing CCR.** Units accomplishing CCR will have at least one technician formally trained in the development and use of commercial-off-the-shelf (COTS) diagnostic equipment.

**4.14. (Added) CCR Instruction.** Units repairing any type of circuit card or board will establish a local instruction addressing CCR historical data tracking, routing, repair, quality process evaluation requirements, and turn-in procedures. Because many of the repairs will be on circuit card assembly (CCA) previously discarded, it is important to track initial repairs and costs avoided/saved. Send this information to the wing AFREP manager for inclusion in the quarterly report.

**4.15. (Added) Safety-of-Flight CCA.** Safety-of-flight CCAs will not be repaired unless authorized by the Air Logistics Center (ALC). Upon authorization, units must have the ability to operationally bench check at the next higher assembly with the repaired CCA.

**4.16. (Added) CCR Equipment.** CCR equipment is authorized in Allowance Standard 783, Part F. Equivalent COTS equipment may be used with training provided.

**4.17. (Added) Repair Activity Responsibilities:**

4.17.1. Evaluate repair capability in relation to available technical data, tools, test equipment, training, and parts required for repair of the item.

4.17.2. Obtain or provide necessary resources to properly evaluate the initiative.

4.17.3. Notify the AFREP technician of any limitations.

4.17.4. Return items and all applicable documentation (to include detailed repair procedures and cost analysis [work hours and materials], or a statement citing the reason the item cannot be repaired) to the AFREP manager when the evaluation is completed.

5.5.2. The type of exception code used to identify an AFREP item will be locally determined by each individual wing AFREP manager and the appropriate base supply representative.

5.5.6. For DIFM assets under AFREP organization and shop code control, DIFM status Z01 may be assigned to prevent repair cycle days from accumulating.

5.5.7. The AFREP manager and the repair cycle support section (RCSS) noncommissioned officer in charge (NCOIC) should coordinate local procedures to validate requirements and hold assets for issue to AFREP. The AFREP assets will be processed as a paperwork transaction only. RCSS will attach the withdrawal, transfer documents, and forward them to DRMO.

5.5.9.1.1. (Added) Maintenance activities may store repaired ERRC XB assets in a bin labeled as "AFREP Recovered Items, Serviceable." Once an item is verified as serviceable, it must be turned in to supply within 180 days.

5.5.9.1.2. (Added) At least weekly, maintenance activities must provide a listing of stored serviceable ERRC XB assets to supply. Coordinate these procedures with base supply. Items may be maintained awaiting parts (AWP) when a valid supply requirement is ordered to repair the unserviceable asset. A copy of the parts list is forwarded monthly to HQ AETC/LGSWA.

5.5.9.2.1. (Added) Maintenance activities may store unserviceable recovered assets in the same manner as work order residue. Label storage bins as "AFREP Recovered Items, Unserviceable." Wing AFREP managers will ensure all assets recovered are controlled and monitored.

5.5.9.2.2. (Added) In addition, assets that cannot be repaired within 180 days will be turned in to DRMO through supply channels.

8. **NOTE:** Wing/unit AFREP managers will prepare and transmit the quarterly AFREP data to HQ AETC/LGMMQ no later than the 10<sup>th</sup> of the month following each quarter, using the format provided on the AFREP web page (<https://lg.acc.af.mil/lgq/lgqm/AFREP/U.S.AFREP/usaf.afrep.htm>).

9. AETC Form 271, **Repair Fair Item.**

#### **10. (Added) Mission Capable (MICAP) Actions:**

**10.1. Memo MICAP.** This is a non-requisitioned dueout established by a supply customer to show visibility of a partial mission capable supply (PMCS) or not mission capable supply (NMCS) condition. This supply non-requisition will report usage against supply demand levels. The condition will be used when an asset has base-level repair capability; for example, a hydraulic shop, electrical-environmental shop, or CCR. Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 17, *USAF Supply Manual*.

**10.2. MICAP Avoidance.** This occurs when an organization does not officially order a part through supply, but acquires the part through unofficial channels, thereby avoiding the MICAP. Avoiding a MICAP has a negative effect on the supply system, because the system does not show any usage of the particular item. MICAP avoidance is an unauthorized process in AETC.

**10.3. MICAP Filled.** This occurs when an asset is turned in to base supply and results in a due-out release (DOR) to a MICAP dueout. The DOR will clear the MICAP document number. This will establish a MICAP suspense detail that identifies the asset as terminating a MICAP condition. The record will be established in the SBSS and may be accessed for future reference (AFMAN 23-110, Volume 2, Part 2, Chapter 17).

#### **11. (Added) Determining Value:**

11.1. Value may be based on urgency of need, quality, and/or cost, depending on the circumstances or situation. Normally, cost is the deciding factor, but urgency of need and quality considerations may justify a higher cost. The total cost to acquire alternate sources of repair, overhaul, or supplies should not exceed in-house (government) costs. As a rule, base-level repair costs for ERRC XD assets should not exceed the exchange price.

11.2. The decision to repair assets for specific discrepancies rather than doing a complete overhaul is also based on cost. As a minimum, the general repair or overhaul cost determination factors listed in TO 00-20-3, *Maintenance Processing of Repairable Property and Repair Cycle Asset Control System*, should be used. Both labor and overhead costs specified in TO 00-20-3 must be included when making cost calculations. Military and civil service organizations will use the E-5 hourly wage rate specified in AFI 65-503, *US Air Force Cost and Planning Factors*, to calculate the labor cost. Contractors will use the

hourly wage specified in the contract plus labor burden, general, administrative, and profit costs specified in the contract to calculate the labor cost.

11.3. When comparing commercial to government repair costs, ensure all elements of cost are included. For example, logistics center replacement and exchange prices include all costs. However, visible on-base costs only include operation and maintenance fund expenditures, *not* direct labor, transportation, handling, overhead, profit, and fringe benefit costs.

**12. (Added) Acquisition Planning.** Formal acquisition plans are generally not required for acquisitions that do not exceed \$5 million (FAR, Part 7). Whether or not a formal acquisition plan has been prepared, contact the operational contracting squadron as early as possible during the planning stages of each proposed acquisition to prevent potential problems. Any informal acquisition planning should begin as soon as the requesting activity identifies a need to contract for supplies or services, and should involve all agencies responsible for significant aspects of the acquisition.

**13. (Added) Simplified Acquisition Procedures:**

13.1. Micro purchases and other simplified acquisition procedures will be used to acquire supplies and services, including contract repair services (FAR, Part 13). Requirements totaling more than the small purchase dollar threshold must *not* be divided (split) into several smaller actions to permit negotiation under small purchase procedures.

13.2. Requirements for centralized acquisition of repair services will be submitted by the requesting activity on an AF Form 9 to the contracting squadron for action. An AF Form 9 will be prepared according to the instructions in **Attachment 4 (Added)**, this supplement. Requirements for procuring supplies will be submitted to contracting, using an AF Form 9.

13.3. Customers must use the GPC for purchases not exceeding \$2,500 as authorized. Units must establish separate GPC accounts for each fund site used for AFREP purchases. For specifics, refer to the FAR (Part 13) as supplemented; *AFI 64-117, Government-Wide Purchase Card Program*; *HQ AETC Procedures for Using the IMPAC*; and AFMAN 23-110, Volume 2, Part 2, Chapter 9. **NOTE:** Use of an AF Form 9 or GPC does not relieve inspection or quality requirements.

**14. (Added) Blanket Purchase Agreement (BPA).** A BPA is a simplified method of filling anticipated repetitive needs for services or supplies by establishing charge accounts with qualified sources. Requesting activities should consider working with the local contracting squadron to establish centralized BPAs as a method of filling low-cost recurring needs.

**15. (Added) Indefinite Delivery Contracts:**

15.1. If anticipated needs, based on historical consumption data (for example, volume, complexity, time-frame, etc.), exceed simplified purchase procedures or are unknown, consider local competitive indefinite delivery contracts. Contact the base contracting squadron to obtain assistance.

15.2. After reviewing the requesting activity's requirements and recommendations, the contracting officer (CO) will determine the acquisition method. To achieve the best possible value, quality requirements should be standardized and, if local procurement action is estimated to exceed the small purchase threshold, the AETC Contracting Squadron (for items commonly purchased or repaired by more than one base), may award competitive command-wide indefinite delivery contracts. The requesting activity will provide funding, and the base contracting squadron will award delivery orders.

15.3. Units may forward recommendations for additions and deletions, as appropriate, to the applicable AETC functional manager. Approved recommendations will be included at the next recompetition.

**16. (Added) Qualifications of Repair and Supply Sources.** Regardless of the need, an alternate source must be able to provide proof that adequate facilities, tooling, support equipment, and qualified personnel are available to perform the required repair or fabrication actions (FAR, Parts 9 and 46). End use of the repaired or procured asset will determine the degree of qualification. As a minimum, qualification standards for non-DoD sources are as follows:

**16.1. Flight-Critical Assets:**

16.1.1. Flight critical applies to all parts found in an aircraft. Its application requires that it be more reliable and consequently dictates that any repair be performed to MIL I 45208A and MIL Q 9868 or ISO 9002 standards. There are two categories of parts, fly to fail and safety of flight. Fly to fail items are those items that are replaced when they fail. Safety of flight parts are parts deemed critical and whose failure could injure personnel, damage property or compromise safety of the aircraft. These parts are typically time change, periodic inspection, or have a redundant system as backup.

16.1.2. Repair of fly to fail items must meet the MIL I 45208A and MIL Q 9868 or ISO 9002 standards criteria defined in paragraph 17.1.1. Requesting activity provides approval at the local level for those fly to fail items with a source, maintenance, recoverability (SMR)-code authorizing repair. Follow paragraph 17.2 when the item has a no-repair SMR code or no SMR code.

16.1.3. Acquisition of all items (new end items or repair services) requires commercial sources to be qualified by the engineering support activity for the single manager of the item. The single manager must approve repair sources prior to any contract with a repair source. This excludes first article, but the item will not be used until the single manager authorizes the approval.

**16.2. Requesting Repair.** Units or activities requesting repair for items with SMR codes that do not authorize repair or don't have SMR codes must coordinate with the single manager to gain repair and test approval from the engineering support activity IAW TO 00-25-195. An AFTO 135 (for not authorized code) or AFTO Form 22, **Technical Order Improvement Report and Reply**, (for no SMR code) will be submitted with sufficient information to allow the engineering staff to validate and approve the repair and test process, and change the SMR code or approve a base waiver. Approval is required before the requesting activity can contract a repair source to repair the item; the single manager must also approve the repair source before a contract is allowed.

**16.3. Safety-Critical Determination.** By default, all aircraft or aircraft-related items are defined as safety-critical components until determined otherwise. The unit or activity requesting local contract repair or procurement must coordinate with and receive approval from the applicable system engineer prior to local procurement or commercial repair action. Organic repair will follow established TO procedures. If no procedures exist, the requesting activity will submit the proposed repair action to the system engineer on an AF Form 135 or AFTO Form 22. The system engineer must provide approval of the AF Form 135 or AFTO Form 22 before the requesting activity places the proposed reparable item back into serviceable condition.

**17. (Added) Government-Furnished Material (GFM) and Technical Data:**

17.1. Requesting activities may provide sources with the necessary material (for example, stock metal, seals, fasteners, washers, etc.) and should provide technical data (for example, TOs, drawings, military specifications, original equipment manufacturer specifications, etc.) to accomplish the repair or fabrica-

tion action. However, GFM may provide a contractor with grounds to dispute warranty claims; therefore, providing GFM is not recommended.

17.2. If the requesting activity elects not to provide GFM or technical data, the requirements must be identified to the alternate source. Where possible, this identification will include part numbers, national stock numbers (NSN) and/or technical data for the material, along with a detailed description. This description must include general characteristics, and address any power requirements, operating limitations, environmental conditions, and interoperability with other systems.

17.3. Before providing technical data to an alternate source, the requesting activity must review the data for currency, adequacy, release authority, proprietary rights, and any initial source qualification requirements. If the required technical data is not available or releasable, the requesting activity will request assistance through the HQ AETC functional manager. When the only recourse is to fabricate the necessary material and/or develop the technical data, the source must provide proof of engineering capability. This can be accomplished as follows:

17.3.1. Through demonstration and concurrence of depot personnel.

17.3.2. Certification from the source that internal engineering capability exists (or that a recognized outside engineering agency can reverse engineer, design, build, and/or calibrate the needed asset without government assistance).

17.3.3. In either case, requesting activities must forward requests for AFMC engineering support and source certification, or depot approval through the HQ AETC functional manager.

**18. (Added) Identification and Historical Documents.** Repair contracts must require the use of AFTO Form 350, **Reparable Item Processing Tag**, as the source document for asset identification, condition, removal date, and description of deficiency or modification. If the asset to be repaired or modified requires historical documentation (such as AFTO Form 95, **Significant Historical Data**, or AFTO Form 44, **Turbine Wheel Historical Record**), the contract must include provisions for providing or annotating the required data.

**19. (Added) Configuration Control.** To ensure asset configuration control, repair, and spare part acquisition, contracts must require the source to comply with MIL-HDBK-965, *Parts Control Program*, as follows:

**19.1. Program Parts Selection List (PPSL).** The current configuration of an asset will serve as the PPSL (baseline) for required parts. Prior approval is necessary for the use of any substitute items required to repair or fabricate an asset not specifically identified in the contract.

**19.2. Approval Process.** Changes to the PPSL require the source to receive requesting activity approval for items identified in the interchangeable and substitute group list for that particular asset. The request and approval may be by telephone. For all other requests, sources must provide written requests to the requesting activity. In turn, the requesting activity will forward the recommended substitution to the applicable HQ AETC functional manager for approval or action. For items that require Air Logistics Center (ALC) engineering review, the HQ AETC functional manager will coordinate the request, and forward the decision to the requesting activity. The requesting activity will provide the request to the CO who will, in turn, provide it to the source.

**20. (Added) Shipping and Handling:**

20.1. The requesting activity will fund and arrange for packing and shipping of assets to alternate repair sources, through base transportation, within 30 calendar days after receiving authorization to ship from the CO. Specify in the contract that the source will send or return assets (including those the source determines to be unrepairable, beyond the economical repair or overhaul threshold, or a discrepancy reported as cannot be duplicated) to the requesting activity at government expense as arranged or directed by the base transportation officer of the requesting activity. Shipment of unserviceable assets under a warranty should be at no additional cost when possible. The contract must include a maximum timeframe for sending or returning assets, and should specify a single receiving location (address).

20.2. For electronic items, the transportation officer will specify packaging and marking requirements according to applicable instructions; MIL-STD-130, *Identification and Marking of Air Force Property*; acceptable commercial standards; and FAR (Part 47, Subpart 47.104, and Subpart 47.104-1).

**21. (Added) Recommendation Processing.** Acquisition or repair of safety-critical assets, such as aircraft safety-of-flight items and ERRC XD items from alternate sources, will require coordination with the appropriate HQ AETC division (for example, HQ AETC/LGM for aircraft or the Systems Management Division [HQ AETC/SCM] for communications-electronics) and approval by the applicable SM.

21.1. Non-critical ERRC XB and XF assets, communications-electronics systems, training devices, vehicles, and support equipment will require approval by the applicable squadron commander; civil service director of maintenance; or, for contractor-operated maintenance units, the chief quality assurance evaluator or authority specified in the contract.

21.2. If the recommendation involves changes or additions to technical data, SMR codes, or asset configuration, the applicable Air Force or AFTO form specified in TOs 00-5-1 and/or 00-25-195 will also be forwarded.

**22. (Added) Repairable Asset Processing for Alternate Source Repair.** Repair cycle assets will be processed to the applicable on-base repair activity. (**NOTE:** Before forwarding an asset to an alternate source, the applicable repair activity must screen components to determine if the repair action is necessary). If the decision is to use an alternate source:

22.1. The repair activity will annotate the AFTO Form 350 and use action taken code D to show the asset is deferred to contract maintenance, and ensure the SBSS is updated.

22.2. Change the DIFM status code to the AETC-unique code "Z01" (Z-zero-one) when the asset is forwarded to transportation for shipment to the alternate repair site. This code will prevent maintenance repair cycle days from accumulating, but it does not affect total issue days. Specifically, if an ERRC XD asset is not returned to base supply within 60 calendar (issue) days, the requester will be charged both the exchange and carcass price regardless of asset serviceability. **NOTE:** Kirtland AFB may establish a separate code.

22.3. Monitor the total issue days, using the D-23, *Repair Cycle Asset Management Listing*.

22.4. Upon asset return enter the appropriate DIFM status code (for example, in work or awaiting maintenance) into the SBSS. Determine the asset's serviceability and, if serviceable, annotate and attach the applicable condition tag with the appropriate action taken code (for example, A, F, G, etc.). Complete the turn-in action through the SBSS, and forward the completed purchase order to the CO.

22.5. If the asset is unserviceable and under warranty, notify the CO, return the asset to the repair source for action, and enter the DIFM status code CTR for ERRC code XD assets or Z01 for ERRC code XF assets.

22.6. Use the DIFM status code CTR when ERRC XD assets will be (or are expected not to be) returned to base supply within 60 issue days due to unexpected delays, extraordinary repair time, alternate source qualification determination requirements, or testing. **NOTE:** Code CTR will prevent issue days from accumulating, but it does not affect total maintenance repair cycle days.

**23. (Added) Forms Adopted.** DD Form 1149, AF Form 9, AF Form 4009, AFTO Form 22, AFTO Form 44, AFTO Form 95, AFTO Form 135, AFTO Form 350, and AETC Form 1236.

**NOTE: The following are added to Attachment 1:**

### ***References***

AFI 65-503, *US Air Force Cost and Planning Factors*

FAR, Parts 9 and 6

FAR, (Part 46, Subpart 46.703 and Subpart 46.706)

FAR (Part 47, Subpart 47.104, and Subpart 47.104-1)

MIL-STD-130, *Identification and Marking of Air Force Property*

MIL-HDBK-965, *Parts Control Program*

### ***Abbreviations and Acronyms***

**AFSC**—Air Force specialty code

**BPA**—blanket purchase agreement

**COTS**—commercial of the shelf

**CPFH**—cost per flying hour

**DCMA**—Defense Contracting Management Agency

**EEIC**—element of expense/investment code

**ESP**—emergency and special program

**FAR**—federal acquisition regulation

**GFM**—government furnished material

**GFP**—government furnished property

**GSD**—general support division

**MRA**—maximum repair allowance

**MSD**—material support division

**NCOIC**—noncommissioned officer in charge

**PMCS**—partial mission capable supply

**PPSL**—program parts selection list

**Attachment 4 (Added)****COMPLETION INSTRUCTIONS FOR AF FORM 9, REQUEST FOR PURCHASE**

**NOTE:** The following instructions apply to specific blocks of AF Form 9:

**A4.1. No.** The stock record account number or PR number is 14 positions long and should designate the organization, type of commodity purchased or repaired, and Julian date of the request. Contact the organizational resource advisor for additional information.

**A4.2. Installation.** Enter the installation name; for example, Randolph AFB TX 78150-4429.

**A4.3. Date.** Enter the date the AF Form 9 is prepared.

**A4.4. To: Contracting Officer.** Enter the organizational address of the servicing contracting activity (office symbol), street address, and telephone number.

**A4.5. Class.** Enter first four positions of the federal stock number of the item.

**A4.6. Through.** Enter the office symbol of each office the form will be coordinated through.

**A4.7. From.** Enter the requesting activity's office symbol; POC's name, grade, and duty phone, and resource cost control center.

**A4.8. Contract, Purchase Order or Delivery Order Number.** Leave blank.

**A4.9. Purchased For.** Enter the office symbol, POC, and duty phone of the office the repair or item is being purchased for.

**A4.10. For Delivery To.** Enter the office symbol, building number, POC, and duty phone of the organization that will receive the item.

**A4.11. Not Later Than.** Enter the required delivery date.

**A4.12. Item.** Enter a four-position line item number starting with 0001. Assign numbers sequentially when multiple line items are being requested. Do not commingle items from different contractors on the same form; a separate AF Form 9 is required for each.

**A4.13. Description of Material or Services To Be Purchased:**

A4.13.1. Enter the NSN (if known), appropriate federal supply stock class or local stock number, part number, and manufacturer. Describe each item as safety critical or noncritical. For contract repair of items not managed by a depot (for example, land mobile radio, computer, or telephone parts), enter the NSN or federal stock number of the item to be repaired. Also enter the following statement, "Nonpersonal services: Furnish all labor, tools, parts (if applicable), materials (if applicable), facilities, and transportation (if applicable) necessary to tear down, inspect, quote, and repair each item listed below." **NOTE:** Contract repair of items managed by a depot (for example, aircraft, aerospace ground equipment, or ground radar parts) is not considered "nonpersonal services." Therefore, the requester must omit the words "nonpersonal services," but the remainder of the above statement must be entered.

A4.13.2. Enter a brief description of work to be performed or the statement "See attached statement of work." The statement of work or brief description of work must list the work to be done, applicable military specifications and standards, hazardous material identification and handling requirements, repair TOs, technical data and/or engineering data, source qualification and quality control (inspection, accep-

tance and warranty) requirements, anticipated or historical workload data for recurring requirements, and packaging, labeling, and shipping requirements.

A4.13.3. For commodities, enter the description of the item to be purchased. The requesting activity must ensure the item description is complete and accurate. Attach specifications. Items to be shipped off-site to an alternate source for repair require the following statement: "Upon receipt of an asset to be repaired, the source must immediately notify the servicing Defense Contracting Management Agency (DCMA). The contractor shall forward a status report to the CO providing the date assets were received and the quantity. If the contractor has not received complete delivery of assets, as stated in the contractual document, the contractor shall promptly notify the CO. Upon notification from the contractor, the CO may unilaterally cancel the quantities not received by the contractor." If the assets also require DCMC inspection, the following statement will be included: "Prior to the return of any refurbished or repaired part, the contractor shall notify the DCMC to allow the agency to accomplish an evaluation and certification of the end product."

A4.13.4. Enter the estimated replacement cost \$ \_\_\_\_ (what the item would cost to replace). Enter the maximum repair allowance (MRA) \$ \_\_\_\_ . **NOTE:** If the estimated repair cost exceeds the MRA, the requesting activity must submit a written authorization to repair signed by the squadron commander.

A4.13.5. Enter the warranty expiration date, if applicable. If the item is still under warranty, enter the contract or order number under which the item was purchased or repaired.

A4.13.6. Enter the following statement: "I certify that government in-house organic repair capabilities are not and/or cannot be made available for the item listed."

A4.13.7. Enter the following statement if applicable: "I certify the technical orders and technical data provided in support of this repair are current and legible."

A4.13.8. Enter "Onsite repair required: Yes \_\_\_\_ No \_\_\_\_." Place an "X" in the appropriate blank. If onsite repair (for example, repair of an asset at a location other than the customer's facility) is requested, identify the location of the item to be repaired, POC's name and phone number, and hours the item will be available for inspection and repair.

A4.13.9. Enter GFM and/or GFP applicability as follows:

GFM will be provided: Yes \_\_\_\_ No \_\_\_\_.

GFP will be provided: Yes \_\_\_\_ No \_\_\_\_.

A4.13.10. Enter ship-to and mark-for instructions.

A4.13.11. Enter special packaging instructions. List applicable MIL-STDs.

A4.13.12. Enter suggested source of repair or supply. Attach documentation justifying any brand name or sole source acquisition.

**A4.14. Quantity.** Enter exact quantity.

**A4.15. Unit.** Enter unit of issue.

**A4.16. Estimated Unit Price.** Enter estimated item procurement or repair cost.

**A4.17. Estimated Total Cost.** Enter total estimated cost as follows: quantity by estimated unit price equals estimated total cost.

**A4.18. Total.** Enter the total estimated amount to be committed on this PR. Add all figures in the estimated total cost column.

**A4.19. Purpose.** Enter the purpose of the PR.

**A4.20. Date, Typed Name and Grade of Requesting Official, Signature, and Telephone No.** Self-explanatory. **NOTE:** By signing the form, the requesting official is certifying that all information contained in the PR, to include any attachments, is true, current, valid, and complete.

**A4.21. Date, Typed Name and Grade of Approving Official, and Signature.** Self-explanatory. **NOTE:** The resource advisor may sign as the approving official if the estimated repair cost is less than \$2,500; the requestor's commander must sign this block if the estimated repair cost will exceed \$2,500. By signing the form, the approving official is certifying that all information contained in the PR to include any attachments, is true, correct, valid, and complete.

**A4.22. Accounting Classification.** Enter the accounting classification number (fund cite).

**A4.23. Amount, Date, Typed Name and Grade of Certifying Official, and Signature.** Leave blank. This block will be completed by the fund certification official. **NOTE:** Items to be shipped off-site to an alternate source must be shipped with the applicable transportation documentation. Contact the base transportation officer for assistance. Prior to submitting the PR, coordinate with the base contracting squadron to ensure local contracting requirements, such as preparation of the DD Form 1149, **Requisition and Invoice/Shipping Document**, are met. Do not ship assets to a contract source unless authorized by the CO.

JOHN C. CULPEPPER, Colonel, USAF  
Deputy Director of Logistics