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**Supply**

**AFSPC REGIONAL SUPPLY PROCEDURES**



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This instruction implements policy guidance found in AFD 23-2, **Supplies and Materiel Management**. It prescribes how to operate a regionalized supply concept. It applies to all Air Force Space Command (AFSPC) host supply units, except Patrick AFB FL and Los Angeles AFB CA. It does not apply to Air National Guard (ANG) or US Air Force Reserve (USAFR) field units and personnel. Send comments and recommended improvements to this publication on AF Form 847, Recommendation for Change of Publication, through channels, to HQ AFSPC/LCR, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4380. The reporting requirements in this publication are exempt from licensing in accordance with AFI 33-324, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.

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## 1. Introduction:

1.1. **Purpose.** The AFSPC Contractor Operated Regional Supply Center (CORSC) prescribes a regionalized supply concept for mission support. This instruction applies to AFSPC Supply units that fall under the authority of the Multi-Wing Logistics Support Service Contract, F05603-01-C-0001. IAW the contract requirements, this OI pertains to the following bases with projected effective date as indicated: Peterson AFB, Malmstrom AFB, FE Warren AFB and Vandenberg AFB, 1 Oct 05. This OI pronounces the element responsible for performing the tasks where AFMAN 23-110, *USAF Supply Manual*, directs the process.

1.2. **Scope.** Leaves all or portions of tasks at unit level, which requires the physical handling of property or manual actions/research by either base supply or the customer to complete a tasking. This instruction applies only to the following regionalized supply processes: Equipment Management, Stock Control, Mission Capability (MICAP), Records Maintenance and the Remote Processing Center.

1.3. **Applicability.** This instruction is applicable to all supply organizations at host AFSPC units and any deployed unit being supported by the AFSPCCORSC.

### 1.4. Relationship to Other Publications:

1.4.1. This instruction provides supplemental procedures for a regionalized supply operation and complements AFMAN 23-110, Volume 2, Part 2, *USAF Standard Base Supply System (SBSS)*. Units will not change the basic intent without a waiver from HQ AFSPC/LCR. This instruction is the governing authority for AFSPC regional policy and procedures. This instruction takes precedence over all other procedural conflicts arising from AFMAN 23-110.

### 1.5. Basic Objectives/Key Concepts:

1.5.1. Leverage technology by having computer transactions processed at a regionalized location versus from multiple bases.

1.5.2. Replace antiquated manual processes with technology to either reduce or eliminate manpower requirements.

## 2. Organization Structure and Responsibilities:

### 2.1. General:

2.1.1. Supply Managers at each location will establish a base-level customer service function using existing personnel resources. The customer service function will perform the tasks outlined in this instruction.

2.1.2. The AFSPCCORSC will perform the tasks outlined in this instruction.

2.1.3. Satellite accounts FB2502, 2505, 2507 will be treated as Peterson Base Supply on-base organizations.

### 2.2. Responsibilities:

2.2.1. Tasks may be assigned to Customer Service, the AFSPCCORSC, or to both as a joint effort.

2.2.2. Specific guidance to perform an assigned task is contained in AFMAN 23-110, Volume 2, Part 2, unless otherwise stated in this directive.

2.2.3. In the event of an emergency at AFSPCCORSC, the bases will assume processes/responsibilities when notified by the AFSPCCORSC.

**3. Computer Operations, Batch Mode Processing Procedures:** Daily, Monthly, Quarterly, Semianual and Annual Reports and Listings.

**3.1. AFSPCCORSC Responsibilities:**

3.1.1. Operate the Unisys RPS.

3.1.2. Make sure operating schedules are compatible with supported bases and satellites by working with the SBSS monitor, Oklahoma City Defense Mega Center, Tinker (DMC-OC) chief of data processing and satellite chiefs of supply.

3.1.3. Process approved AF Forms 2011, **Base Supply ADPE Work Requests.**

3.1.4. Notify the base whenever schedule changes or deviations prevent the programs from being processed as scheduled. Notify the user when the product will be rescheduled.

3.1.5. Inform the base of any problems concerning computer support to supply customers, including satellite accounts, Finance Support Office (FSO)/Operation Location (OPLOC), Base Contracting, etc. Resolve problems.

3.1.6. Review the NGV027 Fail-Safe Listing, DMU Data Base Verify Listing, and DMU Set Verify Listing. Correct errors. Contact satellite personnel if it appears an error will affect the satellite account. Contact DMC-OC database manager for assistance, if needed.

3.1.7. Check the RPS output printouts daily to ensure the following are properly and successfully completed:

3.1.7.1. Initialization.

3.1.7.2. Requisition date changes.

3.1.7.3. Requirements Computation.

3.1.7.4. Reject and management notices.

3.1.7.5. Inline/end-of-day restarts.

3.1.7.6. End-of-night processing.

3.1.7.7. Recoveries.

3.1.8. Ensure the computer support required to accomplish the supply mission is scheduled with the supporting DMC-OC manager. The regionalized activity will:

3.1.8.1. Be the central point of contact with the DMC-OC and DMC-O.

3.1.8.2. Make sure all SBSS processing is scheduled.

3.1.8.3. Perform all database recoveries.

3.1.8.4. Establish priorities for system processing.

3.1.8.5. Make sure computer runs are set up properly.

3.1.9. Review and distribute the Supply Interface System Inbound, Outbound and Narrative Residue Files for any unprocessed images requiring action.

- 3.1.9.1. Forward images to Customer Service or to the regionalized activity for resolution.
  - 3.1.10. Monitor the Automated Data Reports Submission System-Defense Data Network (ADRSS DDN) Outgoing Transmittal Screens to compare the approximate volume of outbound transactions to the SBSS daily activity.
  - 3.1.11. Notify the base and satellites when taking the SBSS down for unscheduled downtime.
  - 3.1.12. Process all base constant changes.
  - 3.1.13. Coordinate release loads and process all release procedures.
  - 3.1.14. Forward all Rapid Communication information and AF Form 636, Systems Change Release Document information to all base computer support activities.
  - 3.1.15. Develop and provide the base computer support personnel with an alternate processing plan.
  - 3.1.16. Establish operating schedules and maintain standards established by Air Force directives to control and operate Automated Data Processing Equipment (ADPE).
  - 3.1.17. Be the focal point for all problems with HQ Standard System Groups (SSG) released interfaces with the Standard Base Level Computer (SBLC).
  - 3.1.18. Conduct RPS operator On-The-Job (OJT) training and ADPE training for personnel assigned to the regionalized computer support activity.
  - 3.1.19. Internet Reports Processing Procedures.
    - 3.1.19.1. In addition to standard print queues, the regionalized activity will use an Internet web-based reports distribution system. This distribution system will allow customers to view supply reports and listings through a computer connected to the Internet. The listing or report file can be saved to the user's computer for further off-line viewing/editing.
    - 3.1.19.2. The AFSPCCORSC Reports Distribution System web site address is <https://www.ebasesupply.com>. Go to reports and click on the appropriate base.
  - 3.1.20. Incidents/Difficulty Reports (DIREPS).
    - 3.1.20.1. Provide HQ AFSPC/LCRPS and the Supply Systems Quality Assurance Person (QAP) (21LRS/LGRDS) a courtesy copy of incidents reported to SSG. Notify HQ AFSPC/LCRPS and the QAP prior to submitting a DIREP to SSG when program problems are identified.
- 3.2. Base Computer Support Responsibilities:**
- 3.2.1. Responsible for all supply microcomputer related customer service calls, i.e., problems, connectivity, PC configuration for access to the SBSS.
  - 3.2.2. Print and/or distribute all reports, rejects, and management notices. Download to the Local Area Network as required.
  - 3.2.3. Make sure all accountable/auditable documents outputs from the UNISYS 2200 System are controlled during all hours of operation.
  - 3.2.4. Conduct UNISYS 2200 system operator OJT training and ADPE training for personnel assigned to base computer support activity.

3.2.5. Notify the regionalized computer operations function when special in-line requirements arise such as, a special mission requirement, which requires deviation from the daily schedule.

3.2.6. Annually provide AFSPCCORSC Computer Operations a letter identifying the Standard Assets Tracking System (SATS) administrator and the after hours SATS POC. The letter must include name, office symbol, phone number, and e-mail address.

3.2.7. Difficulty Reports (DIREPS).

3.2.8. Each activity will research, document, and submit proposed DIREPS to AFSPCCORSC when programming problems are found.

### 3.3. Joint Responsibilities:

3.3.1. Monitor the accuracy and completeness of products and reports.

3.3.2. Perform quality control checks on input and output.

3.3.3. Security responsibilities are as follows:

3.3.3.1. The AFSPCCORSC may make non-controlled Transaction Identification Codes (TRIC) controlled. When the AFSPCCORSC chooses to use this option, they will contact the base's focal point for the security file to have them limit access to the controlled TRIC.

3.3.3.1.1. Controlled TRICs:

1AQ -1CK - 1CW - 1DE - 1DF - 1DO - 1EB - 1F3 - 1FN - 1GC - 1HM - 1KK - 1LK - 1ME - 1MK - 1NK - 1PC - 1PR - 1RD - 1RF - 1RL - 1RM - 1RP - 1RR - 1RS - 1SC - 1SP - 1SR - 1SZ - 1TK - 1UB - 2HQ - AE1 - AE2 - AS1 - AS2 - BIR - BMC - DOC - BSS - BST - BV4 - BVE - CIC - DIT - DOR - EIC - FCC - FCD - FCH - FCI - FCL - FCS - FCU - FEC - FED - FER - FET - FFC - FIC - FIL - FOR - FRC - FRR - FSP - FSU - IRC - ISU - LPA - LPS - MSI - OUT - PSU - RAR - REC - RVP - SEI - SHP - SPR - SRC - TAR - TIN - TRM - WPR - XSE

3.3.3.2. The base and regionalized computer support activity will handle security additions, changes, and deletions to the security file and TRIC updates for users at their respective location. The base will have two userids authorized to process TRIC "1SZ." Changing a non-controlled TRIC to a controlled TRIC requires approval from the Regional Supply Manager or designated representative.

3.3.3.3. The AFSPCCORSC will process the NGVU02, Common Bank and the NGVU03, Common Bank Load.

3.3.3.4. Reset passwords when requested at their respective location.

3.3.4. Scheduling forecasts:

3.3.4.1. The regionalized computer support activity will produce and distribute the forecast by the tenth workday of each month to the bases and their satellites.

3.3.4.2. The base computer support activity will send proposed changes to the monthly forecast to the regionalized activity by the fifteenth workday of each month. Note: Only proposed changes are required.

3.3.5. PSEUDO Loads:

3.3.5.1. The regionalized computer support activity will start all pseudo loads, restarts, deletes, and stops for all pseudo queues. However, under emergency conditions the local computer operations activity can start any PSEUDO jobs.

### 3.3.6. Query Language Program (QLP) and Supply User Report Generator (SURGE).

3.3.6.1. The local computer activity may develop QLP and SURGE products. However, the regionalized computer activity will be contacted prior to testing and starting all QLP and SURGE programs.

### 3.3.7. After-hours Responsibilities:

3.3.7.1. The base will resolve all problems peculiar to the base. (i.e. terminal problems, password resets, DIREP research; etc.)

3.3.7.2. The regionalized computer operation resolves all problems associated with the main-frame.

### 3.3.8. General Mailbox:

3.3.8.1. The AFSPCCORSC and each base computer support activity will establish a general mailbox for information exchange.

### 3.3.9. System Advisory Notices (SANS).

3.3.9.1. Each activity will receive and comply with SANs issued by SSG as applicable.

### 3.3.10. Forced Record Alterations (FIX) Routine and Emergency.

#### 3.3.10.1. Routine FIX requests.

3.3.10.1.1. When either the AFSPCCORSC or a base identifies a condition, which requires a FIX action, a request will be submitted to the CORSC/base's computer support activity.

3.3.10.1.2. FIX requests initiated by CORSC personnel will be approved or disapproved by the Regional Supply Manager. FIX requests initiated by the base will either be approved or disapproved by the Base's Supply Manager or designated representative. Approved requests will be routed to the AFSPCCORSC procedures element for further research. Procedures will coordinate with AFSPCCORSC computer operations function for processing.

3.3.10.1.3. The AFSPCCORSC will process the FIX and send a copy of all supporting documentation to the host base's computer support activity. The FIX is to be reviewed and signed by the Base Supply Accountable Officer or designated representative and forwarded to Document Control for filing.

#### 3.3.10.2. Emergency FIXs:

3.3.10.2.1. The AFSPCCORSC will contact CORSC Supervisor of Computer Operations and obtain verbal approval to process emergency FIXs.

3.3.10.2.2. The AFSPCCORSC Regional Supply Manager or designated representative will endorse the emergency FIX document to be returned to base's computer support activity NLT the end of the next duty day to explain emergency FIX action taken. The FIX is to be reviewed and signed by the Base Supply Accountable Officer or designated representa-

tive and forwarded to Document Control for filing.

3.3.10.2.3. The AFSPCCORSC will send a copy of all Satellite FIX documentation to the host base's computer support activity for distribution.

3.3.10.2.4. Host base computer support activity should track ALL FIX requests submitted to CORSC and make sure supporting documentation is included.

3.3.10.2.5. The M10, Consolidated Inventory Adjustment Document Register will be signed by the appropriate Functional Director/Accountable Officer.

3.3.11. AF Forms 2011, Base Supply ADPE Work Requests.

3.3.11.1. Requires flight chief or equivalent approval.

3.3.11.2. Approved AF Forms 2011 will be forwarded to the AFSPCCORSC computer operations for processing.

3.3.11.3. The AFSPCCORSC Computer Operations Supervisor must coordinate on disapproved AF Forms 2011.

3.3.11.4. Intended recipients of documents will duplicate lost, damaged, destroyed or garbled documents.

3.3.12. AFSPCCORSC Computer Operators and the Base Computer Support Activity, Base SATS Administrator, or after hours SATS POC will maintain close communication to ensure the SATS/SBSS interface is always up or brought down in an orderly manner.

#### **4. Reject and Management Notices:**

##### **4.1. AFSPCCORSC Responsibilities:**

4.1.1. Clear all rejects generated from their computer terminals and any mainline reject applicable to the region under input device 000.

4.1.2. Clear all TRIC NOR rejects on input device 000 and 449 when the document number has the host SRAN.

4.1.3. If rejects are clear carded, clearly state the reason why. "Processed in error," "clear card," etc., aren't specific and don't help determine if underlying problems exist.

##### **4.2. Base Responsibilities:**

4.2.1. Clears all rejects generated from their computer terminals and any mainline reject applicable to the Base under input device 000.

4.2.2. Clears all TRIC NOR rejects on input device 000 and 449 when the document number has an activity code X, J, or R.

4.2.3. If rejects are clear carded, clearly state the reason why. "Processed in error," "clear card", etc. aren't specific and don't help determine if underlying problems exist.

##### **4.3. Joint Responsibilities:**

4.3.1. Current and future SBSS programming may not return management and reject notices to the appropriate computer output functions for resolution. Should this happen, forward the man-

agement notices to the appropriate office. Electronic mail and files may be used to forward management notices.

## **5. Stock Control Requirements and Requisitioning.**

### **5.1. AFSPCCORSC Requirements Unit Responsibilities:**

- 5.1.1. Manage the C-factor program and standard deviation assignments.
- 5.1.2. Manage the Initial Spare Support List and New Activation Spares Support List programs.
- 5.1.3. Manage the Mission Change program.
- 5.1.4. Monitor the Daily Recoverable Assembly Management Process System Report, (D28).
- 5.1.5. Manage the Numeric Parts Preference Code program.
- 5.1.6. Manage MICAP causes code and problem item management programs.
- 5.1.7. Manage the Funds Requirement Card program excluding local purchase.
- 5.1.8. Manage the Order and Shipping Time Program (Q05).
- 5.1.9. Manage the Readiness Based Leveling program.
- 5.1.10. Manage the Stockage Priority Code program.

### **5.2. Customer Service Requirements Units Responsibilities:**

- 5.2.1. Monitor items for Contractor Repair and Return (RAR).
- 5.2.2. CORSC requirements will provide I140 management notices to War Readiness and Customer Service Units to resolve all I140 Mgmt Notices.
- 5.2.3. Manage Materiel Deficiency Report (MDR) and Quality Deficiency Report (QDR) exhibits to include full compliance with disposition instructions received.

### **5.3. AFSPCCORSC Requisitioning Unit Responsibilities:**

- 5.3.1. Manage depot requisitions, cancellations, and status for cataloged/non-cataloged stock numbers. Do not process requisitions for local purchase or other items listed in paragraph **5.4.3**.
- 5.3.2. Manage the Requisition Modifier program.
- 5.3.3. Manage the Materiel Obligation Validation program.
- 5.3.4. CORSC requisitioning will use TAR "D" processing to correct erroneous ship details when required.
- 5.3.5. Reject management.
- 5.3.6. Process due-out cancellations in conjunction with actions required in paragraph **5.3.1**.

### **5.4. Customer Service Requisitioning Unit Responsibilities:**

- 5.4.1. Defense Reutilization Marketing Office withdrawals.
- 5.4.2. Manage field manufactured items (JBD and JBI).
- 5.4.3. Manage local purchase requisitions, cancellations and status. Also manage the following unique items: (paragraph **5.4.3.1** - 5.4.3.5.).

5.4.3.1. Military working dogs. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 9, *Requisitioning*, paragraph 9.38.

5.4.3.2. Flags, flagstaves, guidons, and streamers. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 9, paragraph 9.46 and AFMAN 23-110, Volume I, Part One, Chapter 10, Section L.

5.4.3.3. Maps, atlases, charts, and globes. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 9, paragraph 9.29.3.2.

5.4.4. Customer Service will provide the CORSC with information/action required for partial/complete cancellation of customer due-outs for discontinued/terminal items, determining acceptability of substitute/replacement NSNs, retrieving information requested by the Item Manager, validating minimum required quantities and unit of issue changes.

5.4.5. All local purchase rejects.

5.4.6. Monitor the exchange of Air Force property with commercial sources.

5.4.7. Manage the due-out validation program.

5.4.7.1. Electronic mail and files may be used to send the M09, Base Civil Engineering Status Listing and the M30, Due-Out Validation Listing to and from customers. Establish program(s) to ensure all UND C requests are validated and listings are returned from all customers.

5.4.7.2. Back-up files will be maintained to recover data should a hard drive failure occur.

5.4.8. Cancel customer due-outs (TRIC DOC) when requested locally or the result of M30 and M09 validations.

5.4.9. Manage the Airlift Challenge Program.

5.4.10. Reject management.

5.4.11. Manage the local purchase Standard Procurement System reconciliation program.

5.4.12. Assist FSO/OPLOC personnel in clearing reject/management notices in the A series by performing required research (transaction histories).

5.4.13. Supply Manager Option. At the option of the Supply Manager, Customer Service Requisitioning or the Receiving Section will manage the Tracer Action Reconciliation (TAR) program (CORSC Stock Control will use TAR "D" processing to correct erroneous ship details when required).

5.4.14. Supply Manager Option. At the option of the Supply Manager, Customer Service Requisitioning or Receiving Section will manage the Supply Deficiency Report program.

5.4.15. Manage the receipt-not-due-in (356-reject) program.

## 5.5. Joint Responsibilities:

5.5.1. Lateral support.

5.5.1.1. The AFSPCCORSC processes lateral support shipment requests.

5.5.1.1.1. Verify Supply Point on-hand balance before processing lateral support shipments.

5.5.1.2. Customer Service will accept and process all lateral support shipment requests during

post-post.

5.5.1.3. Customer Service will notify AFSPCCORSC MICAP, DSN 834-4159 or other MAJ-COM bases when a lateral MICAP is a warehouse refusal and take action to correct the out of balance condition.

5.5.1.4. Bases performing manual follow-up on processed lateral shipments will be referred to Customer Service for assistance by the AFSPCCORSC when there is no shipment status loaded.

#### 5.5.2. Supply and Command Supply Assistance Request (SAR).

5.5.2.1. Customer Service will assist customers with preparing SARs for forwarding to the CORSC MICAP and Stock Control Offices. If the SAR cannot be resolved at the CORSC level, CORSC will combine base inputs and submit SARs quarterly for the entire region to the respective Numbered Air Force (NAF).

5.5.2.2. The AFSPCCORSC will accept and process requests and return responses to the initiator.

5.5.2.3. Unsatisfactory responses will be elevated for Command Assistance Requests.

#### 5.5.3. Excess, Free Issue, and Reduced Price sales.

5.5.3.1. The AFSPCCORSC is responsible for processing final disposition of excess.

5.5.3.2. Twice monthly the AFSPCCORSC will identify items that Base Supply may free issue or sell at a reduced price. AFSPCCORSC will process a program to select all non-weapon system materiel budget code (B/C) 9 and Z items that meet the criteria established in AFMAN 23-110, Vol 1, Part Three, Chap 6, and Vol II, Part Two, Chap 19. AFSPCCORSC will forward list to Base Supply Customer Service for advertisement to the customer. Base Supply must give consideration to the likelihood of subsequent recurring demands before approving free/reduced price issue. Once free/reduced price issue is approved, Base Supply will follow issue procedures in AFMAN 23-110, Vol II, Part Two, Chapter 11.

5.5.3.2.1. B/C 9 or Z items with ERRC NFX are eligible for free/reduced price sale at any time provided every effort has been made to recover at least part of the total cost of the item if the stock fund has not been reimbursed and line item value is less than \$3000.

5.5.3.2.2. B/C 9 items with ERRC XB3 are eligible for free/reduced price sale depending on the Mission Impact Code (MIC) and Date SPC: 5 assigned. Items with MIC 1 and 2 become eligible 730 days after SPC 5 assigned, items with MIC 3, 4 or Blank become eligible 365 days after SPC 5 assigned. Line item value must be less than \$3000 and not contain any adjusted stock levels (216-Detail with an application of RETPOLCYCHANG).

5.5.3.2.3. Selection criteria.

5.5.3.2.3.1. Equipment Items: (ITEM\_RECORD.BC IN ('9','Z') AND ITEM\_RECORD.ERC LIKE 'NF?' AND ITEM\_RECORD.SERVBAL > '000000' AND ITEM\_RECORD.SD = '01' AND ITEM\_RECORD.SRAN = 'FB2500')

5.5.3.2.3.2. MIC 1 and 2: (ITEM\_RECORD.MI IN ('1','2') AND ITEM\_RECORD.SPCD = '5' AND ITEM\_RECORD.ERC = 'XB3' AND ITEM\_RECORD.SERVBAL > '000000' AND ITEM\_RECORD.BC = '9' AND

ITEM\_RECORD.DMDLVL = '000000' AND ITEM\_RECORD.PRICE < '0000300000' AND 216.APPLICATION\_SRRAN\_TASKING NOT IN ('RETPOLICY-CHANG') AND ITEM\_RECORD.SPCDATE < '2002027' AND ITEM\_RECORD.SD NOT IN ('A1','A2','A3','A5') AND ITEM\_RECORD.SRRAN IN ('FB2500','FB2502','FB2505','FB2507'))

5.5.3.2.3.3. MIC 3, 4, or blank: (ITEM\_RECORD.MI IN ('3','4',' ') AND ITEM\_RECORD.SPCD = '5' AND ITEM\_RECORD.ERC = 'XB3' AND ITEM\_RECORD.SRRBAL > '000000' AND ITEM\_RECORD.BC = '9' AND ITEM\_RECORD.DMDLVL = '000000' AND ITEM\_RECORD.PRICE < '0000300000' AND 216.APPLICATION\_SRRAN\_TASKING NOT IN ('RETPOLICY-CHANG') AND ITEM\_RECORD.SPCDATE < '2003027' AND ITEM\_RECORD.SD NOT IN ('A1','A2','A3','A5') AND ITEM\_RECORD.SRRAN IN ('FB2500','FB2502','FB2505','FB2507'))

**NOTE:** Item record SRRAN needs to be modified when running for other Base Supply's (Malmstrom (FB 4626) and FE Warren (FB 4613)).

5.5.3.2.4. The AFSPCCORSC will not hold any TRM images for any item on this list. Process all TRM images received from file status.

5.5.3.2.5. AFSPCCORSC will obtain disposition instructions and process all shipments for all unserviceable condition code "F" and all "H" condition other service managed excess appearing on the D-23 report. Bases must notify AFSPCCORSC Requirements Unit if they have items in either "F" or "H" condition that have extenuating circumstances, i.e., an SDR has been submitted, etc. The storing activity at each base will be responsible for the inspection and shipment preparation process.

5.5.3.2.6. IAW AFMAN23-110, V2, P2, Ch15, Para 15.48, bases may authorize disposal of items prior to meeting normal disposal criteria. Bases will identify the items and confirm with base customers they won't be used. Base Customer Service will identify them to CORSC Requirements, who will use TEX 5 or E to force items to DRMO, and file the base's justification for audit purposes.

#### 5.5.4. Adjusted Stock Levels.

5.5.4.1. AFSPCCORSC will manage the Adjusted Stock Level Review and Validation Program.

5.5.4.1.1. Electronic mail and files may be used to send the R35, Special Level Review List, to and from the customer.

5.5.4.1.2. Back-up files will be maintained to recover data should a hard drive failure occur.

5.5.4.2. Final approval authority for BC 8 XB3/XF3 is ALC. Final Approval authority for BC 9 XB3/XF3 over \$5000 is AFSPC. Even though the Stock Control function has been regionalized, each Base Level Functional Director/Accountable Officer must review/approve customer requests for adjusted levels. Availability of stock fund and adequate storage space should be the main considerations. Customer Service will assist customers, as necessary, in preparing AF Form 1996. Once a customer has completed AF Form 1996, Adjusted Stock Level, it will be forwarded to AFSPCCORSC using one of the following methods: mail to

AFSPCCORSC/LGRSS, 950 Otis St., Peterson AFB CO 80914-2332 or FAX to DSN 834-9420. AFSPCCORSC Stock Control will process TRIC 1F3L. Once accomplished, AFSPCCORSC will forward the approved AF Form 1996 back to the original requestor.

#### 5.5.5. Adjusting Demand Data.

5.5.5.1. AFSPCCORSC Requirements Unit will process NSN items.

5.5.5.2. Base Supply Customer Service will process locally managed items.

#### 5.5.6. Special Requirements Indicator "R".

5.5.6.1. The base Customer Service Unit forwards requests for Spec "R" requisitions with all justification letters to the Base Stock Fund Manager for funds approval. (Note: Complete justification is needed by the Stock Fund Manager to make final decision). If approved, the Base Stock Fund Manager will return the request to Stock Control for processing. Justification will be provided if request is denied. The Requisitioning Unit will process the requisition and advise the base, if required. The Requisitioning Unit will retain approved justification letters on file for monthly validation.

5.5.6.2. Letter of justification will include: NSN, Qty/UI, Budget Code, Project Code, Unit Price, and Total Price.

#### 5.5.7. Exception Code Management (Issue, Shipment, Excess, and Requisition).

5.5.7.1. The AFSPCCORSC Stock Control is responsible for maintaining Exception Control Cards (ECC) supporting the use of each code (EEX, IEX, REX and SEX) as required in AFMAN 23-110, Volume Two, Part 2. After each review and validation, CORSC Stock Control will delete the unauthorized codes from the item records and update the ECC database as required.

5.5.7.1.1. Each code will be reviewed and validated as follows:

5.5.7.1.1.1. Excess Exception Codes (EEX): Semiannually in Jan/Jul. AFSPCCORSC Stock Control will provide a list of item records with EEX assigned to bases. Bases will forward portions of list to respective OPRs who will ensure each EEX is justified and report results to CORSC Stock Control.

5.5.7.1.1.2. Issue Exception Codes (IEX): Semiannually in Apr/Oct. AFSPCCORSC will provide a list of items with IEX codes assigned. Bases will forward this list to the individual IEX managers prescribed in AFMAN 23-110, Volume II, Part Two, Chapter 11A-9. These managers will ensure each IEX is justified and report the results to CORSC.

5.5.7.1.1.3. Requisition Exception Codes (REX): REX 1 Weekly, REX 3 monthly, REX 4 and 5 quarterly, all others semi-annually (Apr/Oct). AFSPCCORSC Stock Control will provide a list of item records with REX codes assigned. Bases will forward list to OPRs designated in AFMAN 23-110, Volume 2, Part Two, Chapter 9C-6. The OPRs will ensure each REX is justified and report results to CORSC for review.

5.5.7.1.1.4. Shipment Exception Codes (SEX): Semiannually (Jan/Jul). AFSPCCORSC will provide list of item records with SEX codes assigned. Bases will forward list to OPR who ensures each SEX code is justified and report the results to CORSC for

review.

5.5.7.2. Bases will forward requests to establish exception codes to AFSPCCORSC Stock Control for processing. The AFSPCCORSC Stock Control may either establish a new exception code or direct the base to use an existing one.

5.5.7.3. Bases may assign exception codes to any stock number as long as they do not override an existing exception code on the stock number. Override requests will be forwarded to the AFSPCCORSC Stock Control for processing. Provide a courtesy copy of any updated local supplement to AFMAN 23-110 affecting IEX/REX/EEX/SEX codes or override records to include interim letter changes (ILC). The AFSPCCORSC Stock Control will determine if an exception control image is required. Bases will publish locally assigned exception codes in their supplements to AFMAN 23-110 to avoid unnecessary telephone queries to the AFSPCCORSC and possible duplication.

5.5.8. Offline Requisition Serial Numbers. Base Customer Services are assigned serial numbers 9000-9099. Serial numbers 9300-9399 will be utilized at each base for Serialized Control and Reporting System (SCARS).

## **6. Records Maintenance:**

### **6.1. AFSPCCORSC Records Maintenance Responsibilities:**

6.1.1. Maintain internal item records. Process stock list changes received from any Air Force Materiel Command data systems to make sure internal records are updated properly. Process inputs to update the internal records accordingly.

6.1.2. Research and prepare inputs to add, change, or delete Federal Stock Class (FSC) and Materiel Management Code records.

6.1.3. Maintain Freeze Code "A", "P", and "R" file.

6.1.4. Process requisition status notices received which indicate there are incorrect data in the item or support records. Take corrective action.

6.1.5. Research and prepare inputs to add, change, or delete Exception Phrase records.

6.1.6. Research and prepare inputs to add, change, or delete Routing Identifier records.

6.1.7. Research and prepare inputs to add, change, or delete Routing Identifier to Department of Defense Activity Address Code conversion record.

6.1.8. Research and prepare inputs to change or delete item record indicative data with TRIC's FIC and FID for Air Force Catalogued NSNs. This action is taken on any NSN prior to deleting from the system.

6.1.9. Control, process, and follow-up on all AF Form 86, **Request for Cataloging Data/Action**, submitted through the D143C program.

6.1.10. Prepare inputs to load, change, or delete Interchangeable Substitute Group (ISG) records for all NSN items.

6.1.11. Monitor all numeric parts preference code assignments.

### **6.2. Customer Service Records Maintenance Responsibilities:**

- 6.2.1. Research, prepare, and process inputs to add, change, or delete organization records.
- 6.2.2. Research, prepare, and process all new item record and part number record loads with use of TRIC FIL and 1AALOD.
- 6.2.3. Assist customers in the preparation of AF Forms 86 for NSNs requiring action based on local unit's request and submit to the CORSC Records Maintenance Unit.
- 6.2.4. Research and prepare inputs to change or delete item record indicative data with TRICs FIC and FID for local Non-Catalogued Stock records.
- 6.2.5. Manage "L" and "P" serialized registers.
  - 6.2.5.1. Prepare and process inputs to load, change, or delete ISG records for all "L" and "P" stock numbered items.
- 6.2.6. Prepare and process ISR inputs to load, change, or delete SRD records. Conduct quarterly SRD validations, to include a validation with base maintenance organizations and the processing of the SBSS/CAMS SRD Reconciliation Program (NGV567).

### 6.3. Joint Responsibilities:

- 6.3.1. Accuracy of Repair Cycle Records: The AFSPCCORSC will be responsible to obtain data and prepare load or change inputs to maintain reparable processing center and reparable destination/disposition codes on repair cycle records. The base will initiate SF 364, Report of Discrepancy when required. The AFSPCCORSC will advise the applicable AFMC Item Manager when the error occurred because of Repairable Item Movement Control Reports, BDR and BV8 received through SNUD.
- 6.3.2. Maintain Shipping Destination Listing, (R08). The AFSPCCORSC will process the annual validation of the R08.
- 6.3.3. Maintain Interchangeable & Substitute Listing, (R02).
- 6.3.4. Maintain the Stock Number Directory, (M14).
- 6.3.5. Maintain an updated copy of the Organization Effectiveness Report, (M24).
- 6.3.6. Maintain an updated copy of Routing Identifier Listing, (Q05).
- 6.3.7. Maintain an updated copy of Exception Phrase List, (R03).
- 6.3.8. Maintain an updated copy of the Repair Cycle Data List, (Q04).

## 7. Mission Support (MICAP) :

### 7.1. Base Customer Service Responsibilities:

- 7.1.1. If suitable assets are not available, obtain UND validation and confirmation of those demands that resulted in a kill (UND A) from the applicable Maintenance Materiel Control or requesting activity. In the MASS program, reinput the request with a TEX code 7 and enter an N in position 54 of the ISU to establish a memo due out. FOR PETERSON ONLY. Use TEX code Z to establish memo due outs for FB2502 and FB2505, when assets are available in other site supply points.

7.1.2. Prepare an AFSPC Form 142, MICAP Data, and FAX it along with a copy of the AF Form 2005, to AFSPCCORSC MICAP, DSN 834-1726. Alternate FAX: DSN 834-4094. Form is available on Web site <http://www.ebasesupply.com> and by clicking buttons Centralize/MICAP/AFSPC Form 142. Call MICAP to confirm receipt of FAX.

#### **7.2. Maintenance Unit MICAP Responsibilities:**

7.2.1. Advise units using G081/CAMS/IMMP to input their MICAP due-outs as memo (TEX 7) and immediately provide Base Customer Service with a copy of their input acceptance output. Customer Service will complete an AFSPC Form 142 and FAX it, along with the Maintenance Unit documentation to AFSPCCORSC MICAP.

7.2.2. Process MICAP cannibalization actions, administrative mark for changes and cancel MICAP due-outs when no longer required. Upgrade non-MICAP D/O's to MICAP and downgrade MICAP D/O's to non-MICAP. Maintenance immediately FAXes Base Customer Service a copy of their input acceptance output. Customer Service completes an AFSPC Form 142 and FAXes it and/or the Maintenance documentation to AFSPCCORSC MICAP. Call MICAP to confirm receipt of FAX.

#### **7.3. AFSPCCORSC Responsibilities:**

7.3.1. MICAP (DSN 834-4091 or Cell phone, commercial 719-439-5583) will be operational 24 hours a day.

7.3.2. Query the Source of Supply (SOS) (i.e., AF/DLA depot). If asset is available submit requisition to the SOS. If no serviceable asset is available at the SOS, then input into MICAP Asset Sourcing System (MASS). If no assets are available for shipment, submit the requisition to the SOS. Utilize AFSPC Form 142 to verify MICAPs when MASS is offline.

7.3.3. Process all non-G081/CAMS/IMMP Maintenance Unit upgrades/downgrades, cancellations and administrative mark for changes when in-line and off-line for all MICAPs.

7.3.4. Provide status via MASS inputs. For Geographically Separated Units (GSU's), status will be provided via the Internet or electronic mail.

7.3.5. Manage the MICAP start, stop, and change images. Clear all rejects generated by AFSPCCORSC MICAP personnel and actions outlined in Chapter 4 of this instruction.

7.3.6. Manage the AWP program.

7.3.7. Serve as the MASS host administrator.

#### **7.4. Joint Responsibilities:**

7.4.1. Bases and AFSPCCORSC need to notify each other promptly of all MICAP actions taken.

### **8. Equipment Management:**

#### **8.1. AFSPCCORSC Equipment Management Element Responsibilities:**

8.1.1. Manage/validate AFEMS and SBSS equipment management processing and reporting to include clearing AFEMS rejects/variances (excluding REMS).

- 8.1.2. Validate and evaluate initial/change equipment allowance requests (TACRs or AF Form 601, Equipment Action Request) prior to submission to Command Equipment Management Office.
- 8.1.3. Upon receipt of approved TACRs or AF Forms 601, process required SBSS transactions to support the approved requests.
- 8.1.4. Maintain the Allowance Source Code List/Equipment Excess List (Q09) and Equipment Out-of-Balance List (Q10).
- 8.1.5. Perform an annual validation of special allowance flags. The Regional Equipment Management supervisor will act as certifying official.
- 8.1.6. Notify the Equipment Liaison Office (ELO) to assume equipment processing in the event of an emergency situation (i.e., hurricane, flooding, etc.). Notify ELOs so they can terminate equipment processing after the emergency situation concludes.
- 8.1.7. Process transactions applicable to all new or increase of EAID authorizations and/or changes thereto including initial issue of assets. Accomplish all other SBSS/AFEMS equipment management actions and functions not specifically assigned to the ELO in **paragraph 8.2**.
- 8.1.8. AFSPCCORSC equipment management element will be responsible for processing all SBSS inputs to create separate details on Chief Financial Officers (CFO) action items (over \$100,000.00). They will notify the base ELO when this action is completed.

## **8.2. Base Level Equipment Liaison Office Responsibilities:**

- 8.2.1. Provide customer assistance to include interpreting allowances, maintaining CA/CRL jacket files/folders, clearing custodian accounts, assisting custodians with obtaining AFEMS passwords, updating customer R14/R15 listings, and provide AFEMS customer assistance.
- 8.2.2. Provide Block III Equipment Custodian Training. Brief, as a minimum Air Force Equipment Policy, command supplements, local policy, AFEMS, and deployment actions.
- 8.2.3. Process equipment turn-ins and replacement issues for equipment and reduce or delete authorizations as requested by custodians.
- 8.2.4. In conjunction with inventory, accomplish appropriate actions associated with Reports of Survey for equipment items.
- 8.2.5. Coordinate deployment processing with deploying units.
  - 8.2.5.1. Schedule a pre-deployment planning meeting with the equipment custodian and designated deployment custodian.
  - 8.2.5.2. Review the CA/CRL with the custodians to ensure all items subject to deployment are identified.
  - 8.2.5.3. Schedule 1RB581 (FME Review Listing) to list items identified for deployment. This listing will be processed as required and forwarded to custodian. Old 1RB581 products may be discarded upon receipt of new 1RB581. The custodian will review the listing for changes (i.e., UTC, WRM codes, Use Codes, qty, etc). The custodian will forward any changes to ELO.
  - 8.2.5.4. After 1ED/FME images are processed, maintain a copy of the signed output documents/listings in the CA/CRL jacket file as a record of deployed equipment and forward

remaining signed copies as prescribed in AFMAN 23-110, Vol 2, Part 2, Chap 22, *Equipment Management*, Section H.

8.2.6. Ensure all AFEMS base-level custodial data is current and is updated in AFEMS using the equipment custodian directory screen IECD.

8.2.7. Reaccomplish/duplicate output documents that are lost, damaged, destroyed or garbled in the printer.

8.2.8. Base ELO will be responsible for collecting data from equipment custodians and populating the DCFI screen in AFEMS on CFO items.

### 8.3. Joint Responsibilities:

8.3.1. AFSPCCORSC EME and the base ELO will maintain close communication to ensure all appropriate actions are taken to clear transactions processed by the AFSPCCORSC from SATS and the SBSS.

8.3.2. War Plans Additive Requirements Report (WPARR) Process.

8.3.2.1. Upon receipt of WPARR from HQ AFSPC/LCRPW, the base has 30 days to complete all actions required IAW AFSPCI25-101 and return completed product to HQ AFSPC/LCRPW.

8.3.2.2. Upon receipt of WPARR from HQ AFSPC/LCRPW, the CORSC has 30 days to load details to the SBSS and coordinate with the base for any changes or questions.

8.3.2.3. After all requirements identified on the WPARR are loaded the CORSC will review excess and shortages and redistribute assets only after receiving approval from HQ AFSPC/LCRPW. AFSPCCORSC will not use TEX code H to requisition shortages. AFSPCCORSC will requisition shortages only when directed by HQ AFSPC/LCRPW. AFSPCCORSC will monitor AFEMS rejects and take actions to resolve or forward them to HQ AFSPC/LCRPW as necessary.

## 9. Communication Outage Procedures:

9.1. If a Base loses connectivity. The base will follow post-post procedures. The AFSPCCORSC will suspend print SATS documents and FAX them to the base. Satellite bases will be unaffected if their connectivity is not through the host base. Regionalized DFAS (Accounting and Finance) operations will not be affected.

9.2. If the Region loses connectivity. The regionalized supply databases will remain in the mode that they were in at the time the Region lost connectivity. If a database is inline, it will remain inline and processing will continue. If the database is not inline, post-post procedures will apply. If this condition exceeds 24 hours, the Region will contact the MAJCOM for further guidance.

## 10. Post-Post:

10.1. **Chapter Summary.** This chapter explains the actions bases and the AFSPCCORSC take when the SBSS is temporarily inoperative or when other circumstances impose significant limitations on normal processing capabilities. Computer outages, wartime priorities, and normal off-line processing constraints require procedures tailored specifically to an individual base's mission and workload.

Therefore, bases must be prepared in advance to make transition to alternate organizational structures and to modify normal processing when the need to do so arises.

10.2. **Overview.** The RPS main system or SBLC system may go down temporarily due to a power failure, an environmental condition, a hardware problem, or during normal off-line periods. This section explains the phase of post-post AFSPC uses, provides an organizational structure, and outlines post-post procedures to be used during SBLC downtimes. The responsibilities explained in this section include demand processing, requisitioning, receipts, due-out releases, turn-ins, storage and issue, shipments, and transfers.

10.3. **Scope.** Base supply performs all appropriate phases of post-post operations IAW AFMAN 23-110, Vol 2, Part 2, Chap 32, *Contingency Processing-Manual Post-Post, Automated Post Post, Wartime Processing, and Contingency Planning* and AFMAN 23-110, Vol 2, Part 2.

10.4. **Supplements.** Each Supply Manager will supplement this instruction to provide unique base processing rules. The supplement will include an organizational structure that includes a BASE SUPPLY CENTRAL POINT OF CALL IN for Base Supply and a post-post control team.

#### 10.5. **Tailoring Post-Post to AFSPC Regionalization Operations:**

##### 10.5.1. Phase I:

10.5.1.1. The following limited Phase I operations will be performed when the estimated down time is eight hours or less.

10.5.1.2. Base Supply will accept and process issue requests with delivery priority 1 through 3 and priority 4 for Vehicle Maintenance when used with UJC AF.

10.5.1.3. The AFSPCCORSC will send off-line requisitions (AOx) for all MICAP conditions.

10.5.1.4. Base Supply will process shipments for unserviceable critical items and MICAP RDOs.

10.5.1.5. AFSPCCORSC MICAP will direct MICAP Lateral Support requests to the Base Customer Service Unit during declared post-post phases or extended down time.

10.5.1.6. Base Supply will process receipts for MICAP due-outs after coordination with the AFSPCCORSC.

##### 10.5.2. Phase II:

10.5.2.1. Base Supply will accept and process issue requests with delivery priority 1 through 3 and priority 4 for Vehicle Maintenance when used with UJC AF.

10.5.2.2. AFSPCCORSC will send off-line requisitions (AOx) for all MICAP conditions.

10.5.2.3. Base Supply will process shipments for unserviceable critical items and for MICAP RDOs

10.5.2.4. Base Supply will process receipts for UND A and MICAP due-outs.

##### 10.5.3. Phase III:

10.5.3.1. Base Supply will accept and process issue requests with UND A or B and delivery priority 1 through 5.

10.5.3.2. AFSPCCORSC will send off-line requisitions (AOx) for all MICAP conditions and

for verified UND A and B due-outs. Forward all A01 images to AFSPCCORSC by the fastest means available (email, fax, etc.).

10.5.3.3. Base Supply will process priority 1 through 3 shipments of all unserviceable items.

10.5.3.4. Base Supply will process receipts related to UND A or B due-outs.

10.5.3.5. Base Supply will process redistribution referral orders for priority 1 through 3 after coordination with AFSPCCORSC.

10.5.4. Phase IV:

10.5.4.1. Base Supply will accept and process all issue requests.

10.5.4.2. AFSPCCORSC will send off-line requisitions (AOx) for all due-out and stock replenishment requirements.

10.5.4.2.1. Forward all A01's images to AFSPCCORSC stock control by fastest means available (email, fax, FTP, etc.).

10.5.4.3. Base Supply will process all receipts. Base Supply will process all shipments and the AFSPCCORSC will process MICAP RDOs.

10.5.5. End-of- Year (EOY) processing.

10.5.5.1. Post-Post processing responsibility will remain with each AFSPC base supply with the exception that AFSPCCORSC Computer Operations Section will notify each AFSPC base supply PPCT Chief when AFSPCCORSC EOY recovery is completed.

10.5.6. AFSPCCORSC/Base Supply downtime processing.

10.5.6.1. Normal AFSPC supply Regionalization post-post procedures will be utilized.

**10.6. Computer System and File Processing.**

10.6.1. The Supply Manager/AFSPCCORSC Manager has the option to use CPS as its automated post-post program. If the Supply Manager chooses not to use CPS, then another automated post-post tool must be used (i.e., MS Word, Notepad, Q-Edit or Full Screen Format (FSF)). Each Supply Manager or post-post control team chief should decide which functions outside of Base Supply will have post-post workstations. The PPCT Chief or their designated representative will load software and train assigned personnel as necessary. All functions with post-post workstations will follow directions from the Supply PPCT Chief during post-post operations.

10.6.2. The MASS will be used. Specific procedures are provided to handle post-post operations when MASS is down.

10.6.3. Each day the base's post-post control team will maintain a single recovery file on a stand-alone microcomputer. The recovery file will not be maintained on the SBSS platform. If the AFSPCCORSC system is down, recovery will be done when it comes back on-line.

10.6.4. The Supply Manager will supplement this paragraph to provide instructions for entering recovery transactions into the file as they occur.

**10.7. Additional Base Supply Responsibilities During Post-Post Operations:**

10.7.1. Research part number requests.

10.7.2. Call availability checks into the bases supply central point of call in.

10.7.3. Create new item record load transactions (FILS) and part number loads (1AA) when necessary and enter transactions into the recovery file as directed by the base's supplement to this chapter.

10.7.4. When stock is available for the issue, base supply central point of call in will prepare the necessary transactions to update SBSS during recovery.

10.7.5. Instructions to use when MASS is not available.

10.7.5.1. Flying Squadron Support Section (FSSS), Propulsion, Avionics and Aerospace Ground Equipment Flight Support Sections assigned to Maintenance Units with MASS capabilities will FAX MICAP requirement(s) using the AFSPCCORSC Customer Checklist into the AFSPCCORSC MICAP when MASS is down. Maintenance units without MASS capability will call requirement(s) into the base supply central point of call in and FAX requirements into the AFSPCCORSC MICAP when MASS is down. The base supply central point of call in will create the corresponding TEX code 7 issue backorder transaction for the recovery file and will forward transactions to the post-post control team as directed by the post-post control team chief.

#### 10.8. **Base Supply Central Point of Call in Responsibilities:**

10.8.1. When stock is available for issue, create corresponding TEX code 6 issue transactions for the recovery file and forward the transaction to the base's post-post control team.

#### 10.9. **The AFSPCCORSC Requisitioning Responsibilities:**

10.9.1. AFSPCCORSC MICAP will provide all MICAP off-line requisitions to the post-post control team for inclusion on the SBSS recovery.

10.9.1.1. Post-Post off-line serial numbers 9500-9699 will be used IAW 21 SW supplement to AFMAN23-110, Vol. 2, Pt 2, Chap 9, Atch 9C-2.

10.9.2. Enter MICAP requirements into MASS. There are no unique instructions when MASS is in-line.

10.9.3. The AFSPCCORSC will prepare and transcribe MICAP start cards when post-post exceeds four (4) days. Reference AFMAN 23-110, Vol. 2, Pt 2, Chap 17, *Mission Capable (MICAP) and Awaiting Parts (AWP) Procedures*, paragraph 5.2.

#### 10.10. **The Base's Receiving Unit Activities Responsibilities:**

10.10.1. In check all property.

10.10.2. Create receipt transactions with appropriate data elements. Enter transactions into the recovery file as directed by the base's post-post control team.

#### 10.11. **Operations Support Responsibilities for Serviceable Turn-Ins:**

10.11.1. Create serviceable turn-in transactions with appropriate data. Enter transactions into the recovery file as directed by the base's post-post control team.

10.11.2. Create unserviceable turn-in transactions with appropriate shipping document number and TEX code and enter transactions into the recovery file as directed by the base's post-post control team.

10.11.3. Route unserviceable property to transportation for processing.

**10.12. Due-Out Release:**

10.12.1. Base post-post control team will coordinate with AFSPCCORSC on MICAP receipts and serviceable turn-ins. Each Base Post-Post Control Team Chief will ensure DOR Match will process at periodic intervals during Phase III and IV. The base post-post control team will notify the CORSC of all MICAP Due-Out Releases as a result of the DOR Match program.

**10.13. Lateral Requests and Shipments:**

10.13.1. The AFSPCCORSC will direct all bases requiring MICAP lateral support to contact the base supply central point of call in on all lateral checks.

10.13.2. When stock is available for shipment, base supply will prepare the appropriate documentation for transportation and create corresponding TEX code 6 shipment transactions and enter the transaction into the recovery file as directed by the base's post-post control team.

**10.14. Recovery:**

10.14.1. Base post-post control team responsibilities.

10.14.1.1. Bases will send a flat file to CORSC RPS for recovery. The base will notify RPS of terminals being used for recovery. The base will also identify who their post-post control team POC will be. As rejects occur, they will be cleared promptly by base and CORSC.

10.14.1.2. Notify AFSPCCORSC Computer Operations Section when recovery will begin.

10.14.2. AFSPCCORSC computer operations section and base supply post-post control team chief must maintain close coordination for all post-post recovery transactions.

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