

9 JULY 2004

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENTS LIST (C&SRL)
LOGISTICS READINESS SQUADRON (LRS)
CUSTOMER SERVICE**

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This publication implements Air Force Policy Directive (AFPD) 90-2, *The Inspection System*, and is applicable to all Air National Guard (ANG) Logistics Readiness Squadrons (LRS). This C&SRL supports guidance in Air Force Manual (AFMAN) 23-110, *USAF Supply Manual*. Send all **Recommendations for Change of Publication** to ANG Supply Policy and Procedures section (ANG/LGSPP), 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

For purposes of this publication the term Operations Officer will be taken to mean Chief of Supply.

1. General. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directive in conjunction with unit self-assessments. To add additional internal compliance items units will supplement this policy directive. The Inspector General (IG) may use this publication in whole or in part during evaluations and exercises.

1.1. An asterisk (*), when used indicates a key inspection item/area as identified by ANG functional areas. These key areas are the keys to a successful mission and/or items that are required by public laws. In addition, these are items where non-compliance could result in injury of personnel, unnecessary cost, or possible litigation.

Table 1. Functional Area Customer Service (Demand Processing and Records Maintenance).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1.	To assist in research and file maintenance are necessary listings, suspense files, publications, and current files maintained and utilized? Chapter 2, Paragraph 2.62.3., Paragraph 2.62.3.5., and Paragraph 2.62.4.6. thru Paragraph 2.62.9.			
2.	Are Standard Reporting Designators (SRD) verified quarterly? Chapter 2, Paragraph 2.62.3.11. and Chapter 27, Paragraph 27.127.			
3.	When loading National Stock Numbers (NSNs), are Acquisition Advice Codes (AAC) researched and verified to prevent requisitioning delays? Chapter 27, Paragraph 27.10.			
4.	Are Records Maintenance personnel completely familiar with the following references and its content: Volume 1, Part 4, Chapter 1 (Standard Supply Codes) and Volume 1, Part 1, Chapter 7 (USAF Cataloging)? Chapter 27, Paragraph 27.72.			

Table 2. Functional Area Customer Service (Awaiting Parts (AWP)).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1.*	Has the Operations Officer appointed primary and alternate Awaiting Parts (AWP) monitors to manage the base AWP program? Chapter 17, Paragraph 17.21.1. and Attachment 17B-6.			
1.1.	Have all base AWP monitors attended repair cycle training (Supply Block Course IIB), been certified in AWP management core tasks and documented in the CFETP? Chapter 17, Paragraph 17.21.1. and Attachment 17B-6.			
2.	Has a viable program been developed to effectively monitor the AWP program to ensure that assets are returned to serviceable condition as quickly as possible? Chapter 17, Paragraph 17.22.3.			
3.	Is the AWP monitor familiar with and utilizing the checklist in AFMAN 23-110, Volume 2, Part 2, Chapter 17, Attachment 17B-6? Chapter 17, Paragraph 17.23.1.			
4.	Have special efforts to obtain parts and perform authorized maintenance been exhausted prior to utilizing AWP evacuation procedures? Chapter 17, Paragraph 17.28.			

Table 3. Functional Area Customer Service (Mission Capable (MICAP)).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1.*	Are Mission Capable (MICAP) assets controlled and requisitioned as outlined in Chapter 17, Section A and Volume 1, Part 1, Chapter 2?			
2.	Are MICAP procedures being utilized only after all efforts are made to resolve materiel shortage problems through base level resources to include War Reserve Materiel? Chapter 17, Paragraph 17.2.2. and 17.12.1.			
2.1.	Are MICAPs verified to the lowest indentured part needed to repair the end item? Chapter 17, Paragraph 17.3.			
3.	Are MICAPs being sourced laterally only when it has been determined the wholesale system materiel is not readily available to fill an immediate requirement? Chapter 17, Paragraph 17.8.1.			
3.1.	When lateral support is used, is a Special Requisition/Due-In Detail Update (SPR) being processed with the new (lateral) due-in with the MICAP due-out document number in card column 67-80? Chapter 17, Paragraph 17.8.6.1.			
4.	Is the appropriate Start/Stop (NOR) transaction processed with the correct advice code when upgrading, downgrading, or changing a MICAP incident? Chapter 17, Paragraph 17.9.			
4.1.	Are the correct delete code and advice code on MICAP due-out cancellations used? Chapter 17, Paragraph 17.10.2.			
5.	Are cannibalization actions to satisfy MICAP conditions reported as described in Volume 1, Part 1, Chapter 2? Chapter 17, Paragraph 17. 11.1.			
6.	Are MICAP boards in MICAP Asset Sourcing System (MASS) being reviewed and MICAP records updated daily with current comments or bullet statements? Volume 2, Part 9, Chapter 3.			
7.*	Are rejected NOR or B9(x) transactions from the D818 listing corrected and processed in a timely manner? Chapter 17, Paragraph 17.14.			
8.	Are personnel reviewing the cause codes to identify circumstances that caused the MICAP condition and taking actions to prevent recurrence? Chapter 17, Paragraph 17.18.			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
9.	Are personnel ensuring that a unique DIFM location code is used along with DIFM status code Aircraft cross-country (AXC) to indicate that the asset is off station when a home base maintenance team has been dispatched to repair an aircraft? Chapter 17, Paragraph 17.16.2.			

Table 4. Functional Area Customer Service (Repair Cycle Support).

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
1.*	Is repair cycle support being provided to maintenance to control all items in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 24?			
1.1.	Are accurate computer records of location and status for all unserviceable assets being tracked and maintained to ensure that spares are (1) repaired, (2) designated Not Repairable This Station (NRTS), or (3) condemned as quickly as possible? Chapter 24, Paragraph 24.3.1.			
1.2.	Are Due In From Maintenance (DIFM) suspense files being maintained? Chapter 24, Paragraph 24.7.1.3.			
1.3.	Is daily coordination with the production scheduler or appropriate function within maintenance being maintained, to ensure the continuous flow of reparable? Chapter 24, Paragraph 24.7.1.4.			
2.	Is part 2 of the base supply surveillance report (D20/NGV821) being utilized to assure proper accounting for repair cycle items? Chapter 24, Paragraph 24.18.1.			
3.	Is a justification file being maintained for approved initial issue letters and supporting documentation for 12 months in report date sequence? Chapter 24, Paragraph 24.18.1.4.			
4.	Are DIFM reconciliations between base supply and the maintenance activities being conducted utilizing the D23/NGV905 report and are current item locations and DIFM status being provided by the maintenance activities to ensure proper accounting and physical control? Chapter 24, Paragraph 24.19.			
5.	Has a primary and alternate Turn-Around (TRN) manager been appointed by either the Operations Officer or the Flight Chief? Chapter 24, Paragraph 24.11.1.			
5.1.	Is maintenance and supply working together to process TRNs? Chapter 24, Paragraph 24.10. and 24.33.			
6.	Does the repair cycle support element maintain and monitor all listings as appropriate (i.e., D23, Q13, D20 Part 2)? Chapter 24, Paragraph 24.17, Paragraph 24.18. and Paragraph 24.31.1.			
7.*	Are semiannual supply point reconciliations being conducted and discrepancies corrected as required? Chapter 24, Paragraph 24.31.1.			

ITEM NO.	ITEM AND REFERENCES <i>(All references are to AFMAN 23-110 unless otherwise indicated.)</i>	YES	NO	N/A
8.	Are requirements for calendar time change items processed IAW Volume 1, Part 1 Chapter 10, Section M? Chapter 24, Paragraph 24.45.			
9.	Are Time Compliance Technical Order (TCTO) kits managed and jacket files established? Chapter 24, Section C and Paragraph 24.58.			
9.1.	Has a locally developed program been established to reconcile TCTO requirements? Chapter 24, Paragraph 24.61.			

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

AAC—Acquisition Advice Code

AWP—Awaiting Parts

AXC—Aircraft cross-country

B9(x)—Base Interrogation

CFETP—Career Field Education Training Program

DIFM—Due-in From Maintenance

IAW—in accordance with

MASS—MICAP Asset Sourcing System

MICAP—Mission Capable

NOR—Start/Stop

NRTS—Not Repairable This Station

NSN—National Stock Number

SPR—Special Requisition/Due-In Detail Update

SRD—Standard Reporting Designator

TCTO—Time Compliance Technical Order

TOC—Technical Order Compliance

TRN—Maintenance Turn-Around Record