

30 JULY 2004



Supply

REGIONAL SUPPLY PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: PACAF/LGRDM
(MSgt Benjamin R. D. Romualdo)
Supersedes PACAFI 23-206, 30 December 2000
and IC 01-1

Certified by: HQ PACAF/LGR (Debra S. Garves)

Pages: 28
Distribution: F

This instruction implements policy guidance found in AFD 23-2, *Supplies and Material Management*. It applies to all Pacific Air Forces (PACAF) Logistics Readiness Squadrons (LRS). 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 PACAF RSS/LGSPP, 75 A Street, Hickam AFB, HI, 96853-5409.

SUMMARY OF REVISIONS

This instruction added Procedures, Readiness, and Training area to clarify roles and responsibilities between PACAF RSS and base functions; updated instruction to include new responsibilities pertaining to Weapon Systems Support (MICAP), Equipment Management, Stock Control, and Funds Management responsibilities between the PACAF RSS and bases; and updated e-mail addresses, and telephone numbers. A bar (|) indicates revisions from a previous edition.

1.	Introduction.	3
2.	Organization Structure and Responsibilities.	3
3.	Computer Operations, Batch Mode Processing Procedures: Daily, Monthly, Quarterly, Semiannual, and Annual Reports and Listings.	4
4.	Reject Management.	10
5.	Reverse Post (RVP) Management	10
6.	Procedures, Readiness, and Training.	10
7.	Stock Control Requirements and Requisitioning.	11
8.	Funds Management.	16
9.	Records Maintenance.	18

10.	Post-Post	19
11.	Weapon System Support (MICAP).	23
12.	Weapon Systems Analysis.	25
13.	Equipment Management.	25

1. Introduction.

1.1. **Purpose.** The PACAF Regional Supply Squadron (RSS) prescribes a regionalized supply concept for mission support. This instruction applies to all PACAF Logistics Readiness Squadrons (LRS). These procedures reduce mobility footprint and consolidate functions at a regional location. This instruction outlines the section/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 base level which require the physical handling of property, or manual actions/research by either the LRS or the customer to complete a tasking. This instruction applies only to the following regionalized supply processes: equipment management, stock control, mission capability (MICAP), funds management, records maintenance, and the remote processing center.

1.3. **RSS Organization.** Decentralizes no functions at base level but rather realigns tasks, when possible, between an LRS and the PACAF RSS.

1.4. **Applicability.** This instruction is applicable to all LRS at host PACAF units and any deployed unit being supported by the PACAF RSS.

1.5. Relationship to Other Publications.

1.5.1. This instruction provides supplemental procedures for a regionalized supply operation and complements AFMAN 23-110, Volume 2, Part 2, USAF Standard Base Supply System. Squadrons will not change the basic intent without a waiver from Command Procedures and Policy Section. This instruction is the governing authority for PACAF regional policy and procedures. This instruction takes precedence over all other procedural conflicts arising from AFMAN 23-110.

1.6. Basic Objectives/Key Concepts.

1.6.1. Reduce the number of supply personnel that deploy to an area of responsibility.

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

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

2. Organization Structure and Responsibilities.

2.1. General.

2.1.1. The LRS commander will establish a Customer Service function using existing personnel resources. The Customer Service will perform the tasks outlined in this instruction.

2.1.2. Any section requiring after hours support can call DSN 449-7805/7806/7807, (Country Code 315), MICAP, or DSN 449-7744/7745, (Country Code 315), RPS, and they will direct your question accordingly.

2.2. Responsibilities.

2.2.1. Tasks may be assigned to Customer Service, the PACAF RSS, 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 PACAF RSS, the bases will assume processes/responsibilities when notified by the PACAF RSS to do so and continue doing those processes/responsibilities until told not to by the PACAF RSS.

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

3.1. PACAF RSS Responsibilities:

3.1.1. Operate the Unisys Remote Processing Station (RPS).

3.1.2. Make sure operating schedules are compatible with supported bases and satellites by working with the SBSS systems monitor chief of data processing, Defense Enterprise Computing Center (DECC-OKC).

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 DECC-OKC database manager for assistance, if needed.

3.1.7. Check the RPS tele-printer output printouts daily to make sure the following are properly and successfully completed:

3.1.7.1. Initialization.

3.1.7.2. Requisition date changes.

3.1.7.3. Re-leveling.

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 logistics readiness mission is scheduled with the supporting DECC-OKC manager. The regionalized activity will:

3.1.8.1. Be the central point of contact with the DECC-OKC.

3.1.8.2. Make sure all Standard Base Supply System (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 (SIFS) Inbound, Outbound, and Narrative Residue Files for any unprocessed images requiring action.

3.1.9.1. Forward images to Customer Service Center Section 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 system 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 (RAPCOM) information and AF Form 636, Systems Change Release Document information through an established chain 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 PACAF RSS Reports Distribution System web site is accessed through the AF Portal.

3.1.20. Standard Asset Tracking System (SATS).

3.1.20.1. Notify the Base SATS Administrator, (or after hours SATS POC), prior to taking the SBSS down to ensure the SATS/SBSS interface is properly shut down so that output labels/transactions will not be lost.

3.1.20.2. Notify the Base SATS Administrator, (or after hours SATS POC), when the SBSS is back in-line so that the SATS/SBSS interface can be reestablished.

3.1.20.3. Process Readiness Spares Package Upload Program, NGV466 and WRM Detail Record Deployment/Return, NGV471 for MRSP kit transfers.

3.1.21. PACAF RSS Contingency Processing.

3.1.21.1. In the event PACAF RSS cannot process reports due to extended power or network outages, each base, except Hickam and Andersen, will complete their own crossover and **minimum** reports processing.

3.1.21.1.1. Andersen's contract does not require the Base Systems Management Section to process SBSS reports.

3.1.21.1.2. Hickam's 15 LRD will also be without power and/or network connection and will be in post-post operations.

3.1.21.2. PACAF RSS Computer Operations will rely on 374 LRS Base Systems Management Section to process and manage Andersen's reports and console output during PACAF RSS contingencies.

3.1.21.3. PACAF RSS Reports Schedulers will provide applicable Base Systems Management Sections with an operator's schedule containing the minimum required reports.

3.1.21.4. PACAF RSS Computer Operations will provide each base with a terminal ID and SBSS UserID authorized to control the 057 main console page.

3.1.21.4.1. Once notified by DECC-OKC personnel that PACAF RSS has lost connectivity, Base Systems Management Sections will sign on the 057 console and limit access IAW AFM 23-110, Vol 2, Pt 4, Ch 2, Para 2.14.

3.1.21.4.2. Base Systems Management will maintain a copy of the 057 console printout electronically IAW AFM 23-110, Vol 2, Pt 4, Ch 2, Para 2.12.

3.1.21.5. Base Systems Management will accomplish a daily crossover and complete the daily operator schedule IAW AFM 23-110, Vol 2, Pt 2, Ch 5 and Pt 4, Ch 2.

3.1.21.6. Base Systems Management will store SBSS output products and distribute copies to applicable LRS sections.

3.1.21.7. Once PACAF RSS Computer Operations is back in operation:

3.1.21.7.1. All output products will be emailed to the applicable RSS Reports Scheduler for placement on the PACAF RSS Reports web server.

3.1.21.7.2. Control of the 057 console will be returned to PACAF RSS Computer Operations.

3.1.21.7.3. Forward all copies of the 057 console printout to PACAF RSS Computer Operations.

3.1.22. Appoint an Air Force Supply Central Database (AFSCDB) Level 1 Administrator to serve as the alternate for the HQ PACAF Level 1 Administrator.

3.2. Base Systems Management Section (Computer Support) Responsibilities:

3.2.1. Responsible for all microcomputer related customer service calls (inside & outside of the LRS), i.e., Infoconnect problems, connectivity, PC configuration for access to the SBSS.

3.2.2. Print and distribute all reports, rejects, and management notices. Download to the Local Area Network (LAN) as required.

- 3.3.3.2. The base Systems Management Section and regionalized Computer Operations Element 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 Superintendent, Computer Operations and the Management Systems Flight Chief at both the base and PACAF RSS.
- 3.3.3.3. The PACAF RSS will process the NGVU02, Common Bank and the NGVU03, Common Bank Load.
- 3.3.3.4. Reset passwords when requested at their respective location.
- 3.3.3.5. Base Systems Management Section will manage the AFSCDB (Discoverer) users and applicable documentation (DISA 41, etc.) for that base.
 - 3.3.3.5.1. Base Systems Management Section will appoint 2 personnel as Level 2 Administrators and forward DD Form 2875 to the HQ PACAF/LGRDM Command Supply Systems Analyst.
- 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 Systems Management Section 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 Systems Management Section resolves all problems associated with the base.
 - 3.3.7.2. The regionalized computer operation resolves all problems associated with the mainframe.
- 3.3.8. General mailbox.
 - 3.3.8.1. The PACAF RSS and each base Systems Management Section will establish a general mailbox for information exchange.
- 3.3.9. Difficulty Reports (DIREPS).
 - 3.3.9.1. Each activity will research, document, and submit DIREPS when programming prob-

lems are found.

3.3.10. System Advisory Notices (SANS).

3.3.10.1. Each activity will receive and comply with SANS issued by SSG.

3.3.11. Forced Record Alterations (FIX) Routine and Emergency.

3.3.11.1. Routine FIX requests.

3.3.11.1.1. When either the PACAF RSS or a base identifies a condition, which requires a FIX action, a request will be submitted to the RSS/base's Systems Management Section.

3.3.11.1.2. FIX requests initiated by RSS personnel will be approved or disapproved by the RSS Commander or Management and Systems Officer / Flight Chief. FIX requests initiated by the base will either be approved or disapproved by the LRS commander or designated Management & Systems Officer. Approved requests will be routed to the PACAF RSS Procedures Element for further research. Procedures will coordinate with PACAF RSS Computer Operations Element for processing and filing.

3.3.11.1.3. The PACAF RSS will process the FIX and send a copy of all supporting documentation to the host base's Systems Management Section.

3.3.11.2. Emergency FIXs.

3.3.11.2.1. The PACAF RSS will contact their Superintendent, Computer Operations element and obtain verbal approval to process emergency FIXs.

3.3.11.2.2. The PACAF RSS Commander 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 and will be reviewed and signed by the host base's LRS commander or Management and Systems Officer.

3.3.11.2.3. The PACAF RSS will send a copy of all fix documentation to the host base's Systems Management Section for distribution.

3.3.11.2.4. Host base Systems Management Section should track all FIX requests submitted to RSS and make sure supporting documentation is included.

3.3.11.2.5. The M10, Consolidated Inventory Adjustment Document Register will be signed by the base's LRS commander.

3.3.12. AF Forms 2011, Base Supply Special Work Requests.

3.3.12.1. Require flight chief approval.

3.3.12.2. Approved AF Forms 2011 will be forwarded to the PACAF RSS computer operations for processing.

3.3.12.3. The PACAF RSS computer operations superintendent must coordinate on disapproved AF Forms 2011.

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

3.3.13. PACAF RSS Computer Operators and the base Systems Management Section. 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 Management.

4.1. PACAF RSS Responsibilities:

4.1.1. Clears all rejects generated from PACAF RSS computer terminals.

4.1.2. Clears all TRIC NOR rejects on function 000 and 449 when the document number has the Host stock record account number (SRAN).

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

4.2. Base Responsibilities:

4.2.1. Clears all rejects generated from their computer terminals.

4.2.2. Clears all TRIC NOR rejects on function 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., are not specific and do not 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 management notices to the appropriate office. Electronic mail and files may be used to forward management notices.

5. Reverse Post (RVP) Management

5.1. PACAF RSS Responsibilities:

5.1.1. Manage and accomplish their own reverse post (RVP) actions and forward documentation to the base affected by the RVP. PACAF RSS Procedures is the single point of contact for all RVP actions.

5.1.1.1. PACAF RSS will coordinate with the host LRS prior to processing any RVP actions that might affect warehouses balances which could potentially cause an out-of-balance condition at the local level.

5.2. Base Responsibilities:

5.2.1. Manage and accomplish their own RVP actions and file documentation.

6. Procedures, Readiness, and Training.

6.1. **Procedures.** The Procedures function is performed at both the PACAF RSS and base level supply accounts. PACAF RSS Procedures directly supports internal operations of the PACAF RSS and does not issue command policy. Command policy is the responsibility of HQ PACAF/LGRDM, Materiel Management.

6.2. **FIX Management.** See paragraph 3.3.11. for procedures.

6.3. **PACAF RSS Supply Readiness Control Center (SRCC).** SRCC functions are performed at the PACAF RSS and Readiness functions are performed at LRS accounts. PACAF RSS SRCC directly supports the internal operations of the PACAF RSS. Bases desiring PACAF RSS participation in local exercise scenarios should contact PACAF RSS Procedures via SIPRNET e-mail account address: <mailto:pacaf.rss.lgspp@dms.hickam.af.smil.mil>.

6.4. **Readiness Spares Package (RSP) Transfer Procedures.** PACAF RSS Computer Operations will provide incoming units the parameters via message from PACAF RSS Procedures Element with step-by-step-instructions for the deploying commands RSS. These procedures must be followed and provided before PACAF Computer Operations section performs the actual file transfer. If a unit is deploying to another command the RSS of the gaining MAJCOM will provide requirements for transfer to PACAF RSS Computer Operations and Procedures section, also in the form of a step-by-step message.

6.5. **Readiness.** Readiness functions are performed at both the PACAF RSS and LRS accounts. PACAF RSS Readiness Element directly supports the internal operations of the PACAF RSS and does not issue command policy. Command policy is the responsibility of HQ PACAF/LGRDM, Materiel Management Branch.

6.6. **Training.** Training functions are performed at both the PACAF RSS and LRS accounts. PACAF RSS Training Element directly supports the internal operations of the PACAF RSS and does not issue command policy.

7. Stock Control Requirements and Requisitioning.

7.1. PACAF RSS Requirements Unit Responsibilities:

7.1.1. Manage the C-factor program and standard deviation assignments.

7.1.2. Manage the Initial Spare Support List (ISSL) and New Activation Spares Support List (NASSL) programs.

7.1.3. Manage the mission change program.

7.1.4. Monitor the Daily Recoverable Assembly Management Process System (RAMPS) Report, (D28).

7.1.5. Prepare justification reports to retain and reinstate disposal items.

7.1.6. Manage the Numeric Parts Preference Code program.

7.1.7. Manage Mission Capability (MICAP) cause code and problem item management programs. Exception; Due to recent changes in stockage policy, PACAF RSS will no longer work MICAP Cause Code A, and B.

7.1.7.1. Monthly, PACAF RSS Requirements will process and work a Problem Item List (R-29) for the previous months MICAP incidents. The stock numbers will be obtained using a local QLP/SURGE program.

7.1.8. Manage the Funds Requirement Card program.

7.1.9. Monitor Excess and Shipment Exception Codes (except local purchase).

- 7.1.10. Manage the Readiness Based Leveling program.
- 7.1.11. Manage Stockage Priority Code program.
- 7.1.12. Manage excess with the exception of equipment assets.

7.2. Base Customer Service Section Responsibilities:

- 7.2.1. Review unserviceable assets and determine the need for contract maintenance. Prepare necessary documents and keep records of items in contract maintenance.
- 7.2.2. Monitor items for Contractor Repair and Return.
- 7.2.3. Monitor local purchase Excess and Shipment Exception Codes.
- 7.2.4. Monitor the 444 function on the RSS reports web page for I140 MGT notices. (MSK authorized quantities exceed the requisitioning objective) Coordinate with Flight Service Center and Mission Support Kit monitors for resolution.

7.3. PACAF RSS Requisitioning Unit Responsibilities:

- 7.3.1. Manage depot requisitions, cancellations, and status for cataloged NSNs with the exception of 99S push due-ins and AWP's.
- 7.3.2. Monitor Issue Exception Code "D."
- 7.3.3. Monitor Requisition Exception Codes (except local purchase and REX '2').
- 7.3.4. Manage the Requisition Modifier program.
- 7.3.5. Manage the Materiel Obligation Validation (MOV) program.
- 7.3.6. Reject Management.
- 7.3.7. Process due-out cancellations in conjunction with actions required in para **5.3.1**.

7.4. Base Customer Service Section Responsibilities:

- 7.4.1. Defense Reutilization and Marketing Office (DRMO) withdrawals.
- 7.4.2. Manage non-cataloged local purchase requisitions, cancellations, and status. Also manage the following unique items: (**7.4.2.1. – 7.4.2.5.**)
 - 7.4.2.1. Military working dogs. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 9, paragraph 9.38.
 - 7.4.2.2. Flags, flagstaffs, guidons, and streamers. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 9, paragraph 9.46., and AFMAN 23-110, Volume 1, Part 1, Chapter 10, Section L.
 - 7.4.2.3. Part numbers equal to or less than ten digits with a valid cage code and T.O. reference using A02 procedures. Part numbers greater than ten digits using A05 procedures requiring exception data. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 9, paragraph 9.39.
 - 7.4.2.4. Manages all Desert Camouflage Uniform (DCU) requirements.
- 7.4.3. Customer Service Center Section will provide quarterly (Jan, Apr, Jul, Oct) excel spreadsheet with Maintenance Supply Liaison (MSL) and COSO/FSSS points of contact. The spreadsheet will contain name/rank, unit/squadron, email address, phone numbers, and org/shop codes supported. Also, provide RSS with a list of LRS personnel contacts for after-hours support. RSS

will use these POCs to obtain additional information to work customer requirements. If MSL or COSO/FSSS POCs are not available, RSS will contact Base Customer Service to obtain additional information. Forward your POC lists to: <mailto:pacaf.rss.lgspp@hickam.af.mil>, <mailto:pacaf.rss.lgsms@hickam.af.mil>, and <mailto:pacaf.rss.lgswx@hickam.af.mil>.

7.4.3.1. This requirement should be added to your After-Hours Support O.I.

7.4.3.2. Information/action required includes, but is not limited to the following: 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.

7.4.4. Local purchase rejects.

7.4.5. Manage 520 Rejects. Physically check balance prior to processing FTR.

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

7.4.7. Specialized requisitions. See paragraph 5.4.2 for specifics.

7.4.8. Manage the due-out validation program.

7.4.8.1. 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.

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

7.4.9. Cancel customer due-outs (TRIC DOC) when requested locally and from M30 and M09 validations.

7.4.10. Desert camouflage uniforms may be stocked at a nominal quantity to meet unexpected demands for deployments to the CENTAF AOR. DCU requirements outside of this short-notice window may be ordered through normal DLA channels or GSA.

7.4.11. Manage the Airlift Challenge Program.

7.4.12. LRS commander option. At the option of the LRS commander, Customer Service Center Section or the Inbound Element will manage the Tracer Action Reconciliation (TAR) program (RSS Stock Control will use TAR "D" processing to correct erroneous ship details when required).

7.4.13. LRS commander option. At the option of the LRS commander, Customer Service Center Section or the Inbound Element will manage the Supply Deficiency Report (SDR) program.

7.4.14. Reject management.

7.4.15. Manage the local purchase BCAS reconciliation program.

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

7.4.17. LRS commander option. At the option of the LRS commander, Receipt-not-due-in (356-reject) program will be managed by Customer Service Center Section or Inbound Element.

7.5. Joint Responsibilities:

7.5.1. Lateral support and redistribution orders (RDO).

7.5.1.1. Customer Service Center Section will work all 520 rejects (retail outlet item – verify

on-hand balance) IAW AFMAN 23-110, Volume 2, Part 2, Chapter 7. If the retail outlet verifies the quantity is available for shipment and the input rejects because the shipping destination is not loaded, PACAF RSS Requirements will work the reject from that point.

7.5.1.2. Customer Service Center Section will perform RVP action on RDOs resulting from Single Point Failure, Mated Item, and Warehouse Refusals. (PACAF RSS will RVP RDOs directed by PACAF RSS.)

7.5.1.2.1. Customer Service Center Section will contact PACAF RSS Requirements on all RVP'd RDOs.

7.5.1.3. Lateral support. Bases such as Hickam and Kadena have unique sources available to them in the local area. These bases should verify these sources prior to submitting a MICAP requirement to the Regional Supply Squadron (RSS). Hickam (i.e. Pearl Harbor Depot, Marine, Coast Guard) Kadena (OO-ALC Support Center Pacific, FB2316)

7.5.1.3.1. The PACAF RSS performs lateral support checks to satisfy requirements IAW AFMAN 23-110 Volume 2, Part 2 Chapter 17 PACAFSUP1

7.5.1.3.1.1. Verify on-hand balances on local base stocks and forward supply point items before processing lateral support shipments.

7.5.1.3.2. The PACAF RSS processes lateral support shipment requests.

7.5.1.3.2.1. Customer Service Center Section will perform lateral support to and from satellite accounts supported by that base.

7.5.1.3.3. Customer Service Center Section will accept and process all lateral support shipment requests during post-post.

7.5.1.3.4. Customer Service Center Section/applicable storage warehouse will notify PACAF RSS MICAP when a lateral MICAP is a warehouse refusal and they will take action to correct the out of balance condition.

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

7.5.2. Supply Difficulty and Command Supply Assistance.

7.5.2.1. Customer Service Center Section will assist customers with preparing supply difficulty and command supply assistance requests for forwarding to the RSS MICAP and Stock Control Offices. PACAF RSS will combine base inputs and submit assistance requests for the entire region to the appropriate action ALC/ICP.

7.5.2.2. The PACAF RSS will accept and process requests and return responses to the initiator.

7.5.3. Excess, Free Issue, and Reduced Price sales.

7.5.3.1. The PACAF RSS is responsible for processing the final disposition of excess with the exception of Chemical Warfare Defense Equipment, local purchase and part numbered equipment assets.

7.5.3.1.1. The PACAF RSS Equipment Management Element (EME) will manage equip-

ment excess, with the exception of local purchase and part numbered assets, utilizing the PACAF Excess Equipment Program (PEEP). The PEEP will be processed, coordinated, and distributed on a monthly basis. PACAF RSS EME will provide base Customer Service Center Section a list of local purchase equipment excess from the PEEP list.

7.5.3.2. Base Customer Service Center Section will research, coordinate, and transfer (TRM) excess local purchase and part numbered equipment assets.

7.5.3.3. Monthly, the PACAF RSS will identify items that the base may sell as free issue or at a reduced price. The PACAF RSS will process programs to select all budget code (B/C) 9 items meeting the following criteria and forward the output to the base Customer Service Center Section for advertisement to customers as follows:

7.5.3.3.1. Mission impact code (MIC) equal to 3, 4, and blank; serviceable balance greater than zero (0); demand level equal to zero (0); no bench stock authorizations; no adjusted stock levels; no due-outs, date stockage priority code 5 assigned is greater than 320 days from the current date; if item is with-in an interchangeable and substitute group, all items with-in the group must meet this criteria.

7.5.3.3.2. Mission impact code (MIC) equal to 1 or 2; serviceable balance greater than zero (0); demand level equal to zero (0); no bench stock authorizations; no adjusted stock levels; no due-outs, date stockage priority code 5 assigned is greater than 700 days from the current date; if item is within an interchangeable and substitute group, all items within the group must meet this criteria.

7.5.3.3.3. The base may sell items on this list for free or at a reduced price after coordinating with the PACAF RSS Funds Management Section.

7.5.3.3.4. The PACAF RSS will not hold any TRM images for any item on this list. Process all TRM images received from file status.

7.5.3.3.5. Base Flight Service Center will obtain disposition instructions and process all shipments for all unserviceable excess appearing on the D-23 report. The storing activity at each base will be responsible for the inspection and shipment preparation process.

7.5.3.3.6. IAW AFMAN 23-110, Volume 2, Part 2, Chapter 15, paragraph 15.5.2.1.2.2., bases may authorize disposal of items prior to meeting normal disposal criteria only if the base is experiencing storage constraints. Bases will identify the items and confirm with base customers they won't be used. The Program Management Flight Chief or Stock Control supervisor will then approve items for disposal. Base Customer Service will identify them to RSS Requirements, who will use TEX 5 or E to force items to DRMO, and file the base's justification for audit purposes.

7.5.4. Adjusted Stock Levels.

7.5.4.1. PACAF RSS will manage the Adjusted Stock Level Review and Validation Program.

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

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

7.5.4.2. The LRS commander is the final approval authority for establishing adjusted levels for all budget code 9 ERRC XB3 and XF3 items. Even though the Stock Control and Funds Management functions have been regionalized, each LRS commander 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, it will be forwarded to PACAF RSS using one of the following methods: mail to PACAF RSS/RSSMS, 75 A Street, Hickam AFB, HI 96853; FAX: DSN 449-7855 (country code 315), e-mail attachment: <mailto:pacaf.rss.lgsms@hickam.af.mil>. PACAF RSS Stock Control will process TRIC 1F3L. Once accomplished, PACAF RSS will forward the approved AF Form 1996 back to the original requestor.

7.5.5. Adjusting Demand Data.

7.5.5.1. PACAF RSS Requirements will process NSN items.

7.5.5.2. Base Customer Service Center Section will process locally managed items.

7.5.6. Special Requirements Indicator "R". Base Customer Service Center Section forwards requests for Spec "R" requisitions justification letters to PACAF RSS Funds Manager for funds approval. If approved, RSS Funds will forward the request to RSS Stock Control Superintendent for justification approval. RSS Requisitioning Element will process the requisition and advise the base. Requisitioning will retain approved justification letters on file for monthly validation.

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

7.5.7. Base Customer Service Center Section will coordinate with the appropriate local agency on matters of warranty, Repair and Return Asset Record (RAR) for modification, TCTO, and Suspect Item programs.

8. Funds Management.

8.1. PACAF RSS Funds Management will:

8.1.1. Manage the GSD and monitor the MSD divisions' of the Air Force Supply Management Activity Group (SMAG).

8.1.1.1. Provide the base level LRS Commander, info copy to Numbered Air Force, a formal status update on GSD SMAG, at minimum, once a month (the monthly SMAG analysis report provided to MAJCOM satisfies the minimum requirement. The LRS Commander determines frequency of any additional updates required.

8.1.2. Manage the SMAG Operating Program.

8.1.3. Develop and submit the Operating Program to the MAJCOM.

8.1.4. Compile historical data for trend analysis of the SMAG operation.

8.1.5. Manage and analyze applicable supply reports and financial data. (Ref: AFM 23-110, Volume 2, Part 10, Chapter 1. Stock fund reports include (but are not limited to):

8.1.5.1. D07/EOD IMR and GLA update.

8.1.5.2. D08/Materiel Acquisition Status.

- 8.1.5.3. D20/ Parts 1,4,5 and 7.
- 8.1.5.4. D29, MILSTRIP Billing Transaction List.
- 8.1.5.5. D32/SF FIA Code Listing.
- 8.1.5.6. M01/SF On-order, In-transit & Payable.
- 8.1.5.7. M20/SF Stratification Program.
- 8.1.5.8. Q07/WRM Processing.
- 8.1.5.9. R45/MACR Factor.
- 8.1.5.10. Trial Balance.
- 8.1.5.11. GSD Trend Analysis and Operating Program (GSDTOP).
- 8.1.5.12. Ratio Worksheet.
- 8.1.5.13. MACR Adjustments.
- 8.1.5.14. FRC Management.
- 8.1.6. Approve credit code Y turn-ins (except IEE) and free issues of excess in stock.
- 8.1.7. Maintain surveillance, in coordination with Stock Control, on the impact of adjusted stock levels on the SMAG program.
- 8.1.8. Monitor the impact of program-generated non-reimbursable issues on the SMAG operating program.
- 8.1.9. Provide monthly reports/analysis data for submission to Command Resource and Funds Branch.
- 8.1.10. Manage available stock fund obligation authority needed for requisitioning FRC images.
- 8.1.11. Coordinate with appropriate Field Site and assist in clearing A001-A999 Management Notices.
- 8.1.12. Primary point of contact (POC) for all stock fund end of year (EOY) processing.
- 8.1.13. Prepare and manage RSS organization and maintenance operating budget, perform Resource Advisor duties for RSS commander.
- 8.2. Base Level Resource Management Section and or Unit Resource Advisor Responsibilities:**
 - 8.2.1. Prepare and manage the operating budget and LRS cost centers.
 - 8.2.2. D11/Daily PFMR/OCCR Reconciliation.
 - 8.2.3. M36/Org Center Reconciliation and Obligated Due-out List.
 - 8.2.4. M07 (Budget Code Z) Base Procured Investment Equipment.
 - 8.2.4.1. Monitor the funds provided to base-level activities to purchase investment equipment.
 - 8.2.5. Be a member of the Base Financial Working Group and when designated by the LRS commander, technical advisor to the Financial Management Board.
 - 8.2.6. Provide funds related customer service to all base customers.

8.2.7. Coordinate with Base Comptroller activities during end of year (EOY).

8.2.8. Monitor local purchase obligations and commitments at end of year and ensure that all local purchase transactions that affect the unit cost ratio are approved by the PACAF RSS Funds Management element.

8.2.9. Approve free issues for Contractor Operated Parts Store (COPARS) issues and unserviceable items under the Air Force Repair Enhancement (AFREP) program.

8.3. Joint Responsibilities:

8.3.1. Coordinate on EOY closeout procedures.

8.3.2. M37/LP and MILSTRIP. Customer Service Center Section /Unit Resource Advisor will handle all local purchase. The MILSTRIP portion will be worked by PACAF RSS Stock Control.

8.3.3. Researching erroneous transactions. Depending on the type of erroneous transaction will determine whether Customer Service Center Section or RSS will research and correct.

8.3.4. Special Requirements Indicator "R". Customer Service Center Section forwards requests for Spec "R" requisitions justification letters to PACAF RSS Funds Manager for funds approval. If approved, RSS Funds will forward the request to RSS Stock Control Superintendent for justification approval. RSS Requisitioning Element will process the requisition and advise the base. Requisitioning will retain approved justification letters on file for monthly validation.

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

9. Records Maintenance.

9.1. PACAF RSS Records Maintenance Responsibilities:

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

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

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

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

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

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

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

9.1.8. Research and prepare inputs to load, change, or inquire Standard Reporting Designator (SRDs).

9.1.9. Research and prepare inputs to change, or delete item record indicative data with TRICs FIC and FID for Air Force Catalogued NSNs.

9.1.10. Control, process, and follow-up on all AF Form 86 submitted through the D143C program due to erroneous SNUD changes only.

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

9.1.12. Monitor all numeric parts preference code assignments.

9.2. Base Customer Service Center Section Records Maintenance Responsibilities:

9.2.1. Research, will prepare, and process inputs to add, change, or delete organization records.

9.2.2. Research, prepare, and process all new item record and part number record loads with use of TRIC FIL and 1AALOD.

9.2.3. Prepare, process and control AF Forms 86 for NSNs requiring action based on local unit's request. **Note:** The D143C, Air Force Edit and Routing System, is the only method for submitting these actions.

9.2.3.1. Use the following control numbers when submitting AF Forms 86: 5000-9999. PACAF RSS Records Maintenance will use 0001-4999.

9.2.4. Research and prepare inputs to change, or delete item record indicative data with TRICs FIC and FID for local non-catalogued stock records

9.2.5. Prepare and process inputs to load, change, or delete Interchangeable Substitute Group (ISG) records for all "L" and "P" stock numbered items.

9.3. Joint Responsibilities:

9.3.1. Accuracy of Repair Cycle Records: The PACAF RSS 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 PACAF RSS will advise the applicable AFMC Item Manager when the error occurred because of Reparable Item Movement Control Reports, BDR and BV8 received through SNUD.

9.3.2. Maintain Shipping Destination Listing, (R08). The PACAF RSS will process the annual validation of the R08.

9.3.3. Maintain Interchangeable & Substitute Listing, (R02).

9.3.4. Maintain the Stock Number Directory, (M14).

9.3.5. Maintain an updated copy of the Organization Effectiveness Report, (M24).

9.3.6. Maintain an updated copy of Routing Identifier Listing, (Q05).

9.3.7. Maintain an updated copy of Exception Phrase List, (R03).

9.3.8. Maintain an updated copy of the Repair Cycle Data List, (Q04).

10. Post-Post

10.1. **Chapter Summary.** This chapter explains the actions LRS and the PACAF RSS 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 PACAF 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.** The LRS performs all appropriate phases of post-post operations IAW AFMAN 23-110, Volume 2, Part 2, Chapter 32 and AFMAN 23-110, Volume 2, Part 11.

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

10.5. **Tailoring Post-Post to PACAF 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. The LRS 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 PACAF RSS will send off-line requisitions (AOx) for all MICAP conditions.

10.5.1.4. The LRS will process repairable turn-ins and unserviceable shipments for lean logistic items. (Two-Level (2LM) unserviceable shipments) (Process unserviceable MICAP Shipments). Note: for return to the depot for repair to fill a valid MICAP requirement. Normally requested by the Item Manager.

10.5.1.5. PACAF RSS MICAP will direct MICAP lateral support requests to the Base Customer Service Center Section during declared Post-Post phases or extended downtime.

10.5.1.6. The LRS will process receipts for MICAP due-outs after coordination with the PACAF RSS.

10.5.2. Phase II.

10.5.2.1. The LRS 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. PACAF RSS will send off-line requisitions (AOx) for all MICAP conditions.

10.5.2.3. LRS will process shipments for unserviceable Agile Logistics items and the PACAF RSS will process MICAP Redistribution Order (RDO). (Two Level (2LM) unserviceable shipments).

10.5.2.4. The LRS will process receipts for UND A and MICAP due-outs.

10.5.3. Phase III.

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

10.5.3.2. PACAF RSS will send off-line requisitions (AOx) for all MICAP conditions and for verified UND A and B due-outs. Forward all A01 images to PACAF RSS by fastest means available (email, fax, etc.).

10.5.3.3. The LRS will process priority 1 through 3 shipments of all unserviceable items.

10.5.3.4. The LRS will process receipts related to UND A or B due-outs.

10.5.3.5. The LRS will process redistribution referral orders for priority 1 through 3 after coordination with PACAF RSS.

10.5.4. Phase IV.

10.5.4.1. The LRS will accept and process all issue requests.

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

10.5.4.2.1. Forward all A01 images to PACAF RSS Stock Control by fastest means available (email, fax, FTP, etc.).

10.5.4.3. The LRS will process all receipts. The LRS will process all shipments and the PACAF RSS will process MICAP RDOs.

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

10.5.5.1. Post-Post processing responsibility will remain with each LRS with the exception that PACAF RSS Computer Operations Section will notify each LRS Post-Post Control Team (PPCT) Chief when PACAF RSS EOY recovery is completed.

10.5.6. PACAF RSS/LRS downtime processing.

10.5.6.1. Normal PACAF supply regionalization post-post procedures will be utilized.

10.6. Computer System and File Processing.

10.6.1. The LRS Commander and PACAF RSS Commander have the option to use CPS as its automated post-post program. If the LRS Commander 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 LRS Commander or PPCT Chief should decide which functions outside of the LRS 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 LRS PPCT Chief during post-post operations.

10.6.2. The MICAP Asset Sourcing System (MASS) will be used. Specific procedures are provided to handle post-post operations when MASS is down.

10.6.3. Each day the bases PPCT will maintain a single recovery file on a stand-alone microcomputer. The recovery file will not be maintained on the SBSS platform. If the PACAF RSS system is down, recovery will be done when it comes back on-line.

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

10.7. Additional LRS Responsibilities During Post-Post Operations.

10.7.1. Research part number requests.

10.7.2. Call availability checks into the base's Logistics Readiness Squadron central point of call in.

10.7.3. Create new item record load transactions (FIL) 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, the LRS 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 PACAF RSS Customer Checklist into the PACAF RSS MICAP when MASS is down. Maintenance units without MASS capability will call requirement (s) into the LRS central point of call in, who will then input requirement into MASS when MASS is up or FAX requirements into the PACAF RSS MICAP when MASS is down. The LRS central point of call in will create the corresponding TEX code 7 issue backorder transactions for the recovery file and will forward transactions to the PPCT as directed by the PPCT Chief.

10.8. The LRS Central Point Of Call In Responsibilities.

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

10.9. The PACAF RSS Requisitioning Responsibilities.

10.9.1. PACAF RSS will provide all MICAP and stock replenishment off-line requisitions to the post-post control team for inclusion on the SBSS recovery.

10.9.1.1. PACAF RSS will continue to use off-line serial numbers 9336-9399 for stock replenishment, and 9500-9799 for MICAP requisitions.

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

10.9.3. The PACAF RSS will prepare and transceive MICAP start cards when post-post exceeds four (4) days. Reference AFMAN 23-110, Volume 2, Part 2, Chapter 17, paragraph 17.5.2.

10.10. The LRS Inbound Element 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 PPCT.

10.11. The Flight Service Center Element 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 PPCT.

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 PPCT.

10.11.3. Route unserviceable property to LRS outbound element for processing.

10.12. **Due-Out Release.**

10.12.1. LRS PPCT will coordinate with PACAF RSS on MICAP receipts and serviceable turn-ins. Each LRS PPCT Team Chief will ensure Due-Out Release (DOR) match processes at periodic intervals during Phase III and IV. The LRS PPCT Chief will notify the RSS of all MICAP DOR as a result of the DOR match program.

10.13. **Lateral Requests and Shipments.**

10.13.1. The PACAF RSS will direct all bases requiring MICAP lateral support to contact the LRS central point of call in on all lateral checks.

10.13.2. When stock is available for shipment, the LRS will prepare the appropriate documentation for LRS Outbound Element and create corresponding TEX code 6 shipment transaction and enter the transaction into the recovery file as directed by the base's PPCT.

10.14. **Recovery.**

10.14.1. LRS PPCT responsibilities.

10.14.1.1. Notify PACAF RSS's Computer Operations Section when recovery will begin.

10.14.1.2. Coordinate with MSL to provide the LRS PPCT POC with a recovery file.

10.14.1.3. Bases will send a flat file to RSS RPS for recovery. Base will notify RPS of terminals being used for recovery. Base will also identify who their PPCT POC will be. As rejects occur, they will be cleared promptly by base and RSS (whoever is responsible for the transaction that rejected).

10.14.1.4. Provide MICAP Element a text file of ISU TEX 7. MICAP will ensure ISU file is matched with SPR file. MICAP will reconcile with the base for any unmatched document.

10.14.1.5. Notify MICAP to process SPR file after the successful completion of ISU TEX 7. MICAP will notify base PPCT POC upon completion of SPR transactions.

10.14.2. PACAF RSS Computer Operations Section and the LRS PPCT Chief must maintain close coordination for all post-post recovery transactions.

11. **Weapon System Support (MICAP).**

11.1. **PACAF RSS Responsibilities:**

11.1.1. The Weapon Systems Flight will be manned 24 hours a day.

11.1.2. Ensure all base level resources have been exhausted prior to an off base requisition being input into MICAP Asset Sourcing System (MASS). Utilize a MICAP checklist to verify MICAP requirements when MASS is off-line.

11.1.3. Source all MICAP requirements.

11.1.4. Process all requisitions and requisition cancellations when in-line and off-line for all MICAP conditions.

11.1.5. Policy and procedures for MICAP post-post operations are included in chapter 8 of this instruction.

11.1.6. Provide status via MASS inputs. Keep status current while acting as the central point of contact for all MICAP related questions. Under no circumstances will the unit call depot item managers, system managers, or system project officers (SPO) to inquire about MICAP status, problems, shipment times, etc... All questions regarding MICAP status, problems, or parts shipment need to be forwarded to PACAF RSS Weapons Systems Support Flight for resolution.

11.1.7. Process lateral supports as outlined in Chapter 5 of this instruction and AFMAN 23-110, Volume 2, Part 2, Chapter 17, PACAFSUP1.

11.1.8. Manage the MICAP start, stop, and change images until the D165B, Avionics and Selected Equipment MICAP and Awaiting Parts (AWP) Reporting system is turned off. Clear all rejects generated by PACAF RSS Weapon Systems Support Flight personnel and actions outlined in Chapter 4 of this instruction.

11.1.9. Manage the AWP program to include processing requisitions and follow-up status.

11.1.10. Verify start/stop times in WSMIS weekly for each base.

11.1.11. Serve as the MASS host administrator.

11.1.12. Will work MASS bullets with the following statement, "PACAF RSS PLEASE WORK."

11.1.13. Will downgrade all MICAPS after 24 hours if the technical order/figure/index and next higher assembly is not provided by the requesting activity.

11.2. **Maintenance Supply Liaison MICAP Responsibilities:**

11.2.1. Exhaust all possible base-level resources using the MICAP checklist prior to a MICAP requirement being entered into MASS. Input due-outs as memo (TEX 7) in the MASS/SBSS. Contact PACAF RSS once actions are completed. Note for Kunsan and Osan: Ensure MOUI 2038, USAF/ROKAF Memorandum of Understanding is utilized to full extent to prevent MICAP situations before TEX 7 due-out is input. When all actions are complete update the MASS bullet with the following statement, "PACAF RSS PLEASE WORK."

11.2.2. Ensure bullet, "LOADED BY END OF DAY RECONCILIATION" is updated to "PACAF RSS PLEASE WORK" within 24 hours if requirement is a valid MICAP. If not updated within 24 hours, the requisition will be downgraded.

11.2.3. Ensure bullet, "MEMO MICAP" is updated to "PACAF RSS PLEASE WORK" when it is determined the repairable asset cannot be repaired to satisfy the MICAP requirement.

11.2.4. Cancel MICAP due-outs when no longer required.

11.2.5. Compile MICAP data utilizing MASS and provide briefings as required.

11.2.6. Conduct Post-Post procedures as outlined in section 8 of this instruction.

11.2.7. Track your own memo MICAP's. PACAF RSS will track once local repair has been exhausted and a MICAP due-out has been requisitioned.

11.2.8. Process MICAP cannibalization actions and administrative mark for changes. Upgrade non-MICAP due-out to MICAP and downgrade MICAP due-out to non-MICAP into SBSS/MASS. Reference PACAF 23-203 for additional information.

11.3. Base Customer Service Center Section Responsibilities:

11.3.1. Create memo due-outs for units not having access to CAMS/SBSS/MASS. Input MICAP requirement into the MASS for units without CAMS/SBSS/MASS. Process MICAP cannibalization actions and administrative mark for changes. Upgrade non-MICAP D/O to MICAP and downgrade MICAP D/O to non-MICAP into SBSS/MASS.

11.3.2. For units without MASS access capabilities:

11.3.2.1. Update MASS bullets to authorize PACAF RSS to work MICAP requirements.

11.3.2.1.1. Ensure bullet, "LOADED BY END OF DAY RECONCILIATION" is updated to "PACAF RSS PLEASE WORK" within 24 hours if requirement is a valid MICAP. If not updated within 24 hours, the requisition will be downgraded.

11.3.2.1.2. Ensure bullet, "MEMO MICAP" is updated to "PACAF RSS PLEASE WORK" when it is determined the reparable cannot be repaired to satisfy the MICAP requirement.

11.3.3. Customer Service Center Section will ensure supply personnel assigned to Maintenance Units are properly trained/qualified in the use of MASS and the MICAP verification checklists.

11.3.4. Conduct Post-Post procedures as outlined in section 8 of this instruction.

11.4. Joint Responsibilities:

11.4.1. Bases and PACAF RSS need to notify each other promptly of all MICAP actions taken.

12. Weapon Systems Analysis.

12.1. Weapon Systems Analysis Element Responsibilities:

12.1.1. Conduct detailed weapon system analyses on all PACAF weapon systems at least annually.

12.1.2. Determine top drivers by MICAP hours, incidents, cause codes, delete codes, and cannibalization data.

12.1.3. Coordinate with wholesale activities to improve support on problem items.

12.1.4. Post monthly MICAP drivers and aircraft/ground metrics on the PACAF RSS Weapon Systems Flight home page.

12.1.4.1. MICAP drivers will be posted by the 5th calendar day of each month.

12.1.4.2. Aircraft and ground support metrics will be posted by the 15th calendar day of each month.

12.1.5. Perform special analysis projects for customers to determine causes and corrective actions of any identified problems or conditions that affect mission accomplishment.

12.1.6. Conduct performance/trend analyses and special studies when directed.

13. Equipment Management.

13.1. PACAF RSS Equipment Management Element Responsibilities:

13.1.1. Manage/validate Air Force Equipment Management System (AFEMS) and SBSS equipment management processing and reporting to include clearing AFEMS rejects/variances (excluding REMS), and processing all SBSS transactions not assigned to base Customer Service Center Section which include FET, and FED for equipment assets.

13.1.2. Validate and evaluate initial/change equipment allowance requests (Allowance Change Request or AF Form 601) prior to submission to Command Equipment Management Section. Upon submission, provide base Customer Service Center Section with AFEMS request number.

13.1.3. Maintain the Allowance Source Code List/Equipment Excess List (Q09) and Equipment Out-of-Balance List (Q10).

13.1.4. Perform an annual validation of special allowance flags. The Regional Equipment Management Chief/Superintendent will act as certifying official.

13.1.5. Accomplish necessary actions for establishing/terminating /transferring equipment records. All transfers between bases, to include Special Purpose Recoverable Authorized Maintenance (SPRAMS) will be coordinated through PACAF Command Equipment Management Section, and any other MAJCOM involved upon receipt of redistribution order request.

13.1.6. Notify base Customer Service Center Section to assume equipment processing in the event of an emergency situation (i.e., hurricane, flooding, etc.). Notify Customer Service Center Section when to terminate equipment processing after the emergency situation concludes.

13.1.7. PACAF RSS will contact the base Customer Service Center Section when processing TRICs requiring a document control copy at base level.

13.1.8. Manage all 99S push due-ins using the Z16 report in SBSS.

13.2. Base Customer Service Center Section Responsibilities:

13.2.1. Provide customer assistance to include interpreting allowances, maintaining Custodian Authorization/Custodian Receipt Listing (CA/CRL) and SPRAMS jacket files/folders, clearing custodian accounts, assisting custodians with obtaining AFEMS pass-words, updating customer R-15 listings, providing Allowance Change Request status, and AFEMS customer assistance. Responsible for doing a quality control check on all documents for completeness, and correctness prior to submitting to PACAF RSS.

13.2.2. Provide Block III Equipment Custodian Training. Brief as a minimum Air Force Equipment Policy, command supplements, local policy, AFEMS, and deployment actions.

13.2.3. Process equipment turn-ins, and replacement issues for equipment within authorized basis of issue.

13.2.4. In conjunction with Procedures and Accountability Section, accomplish appropriate actions associated with Report of Survey and/or valid relief documentation for the purpose of adjusting supply accountable records.

13.2.5. Coordinate deployment processing with deploying units.

13.2.5.1. Schedule a pre-deployment planning meeting with the equipment custodian and designated deployment custodian.

13.2.5.2. Review the CA/CRL with the custodians to ensure all items subject to deployment are identified.

13.2.5.3. 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 base Customer Service Center Section.

13.2.5.4. 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, Volume 2, Part 2, Chapter 22, Section H.

13.2.6. Ensure all AFEMS base level custodial data is current and is updated in AFEMS as required(i.e. equipment custodian directory screen, organizational configuration screen, etc).

13.2.7. Re-accomplish/duplicate output documents that are lost, damaged, destroyed, or garbled in the printer.

13.2.8. Base Customer Service Center Section will be responsible for collecting data from equipment custodians and populating the In-use Asset Serialized screen in AFEMS on Chief Financial Officer (CFO) items.

13.2.9. LRS commander option. At the option of the LRS commander, Customer Service Center Section or Repair Cycle Support will manage SPRAMS IAW Chapter 22.

13.2.10. All transactions to adjust accountability for found-on-base (FOB) or missing equipment items will be resolved at base level. Customer Service Center Section will contact PACAF RSS EME to establish authorization detail (FCIL) prior to adding FOB equipment to custodial accounts.

13.3. Joint Responsibilities:

13.3.1. PACAF RSS Equipment Management Element and the base Customer Service Center Section will maintain close communication to ensure all appropriate actions are taken to clear transactions processed by the PACAF RSS from SATS and the SBSS.

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

13.3.2.1. Upon receipt of WPARR from the Command Equipment Management Section, the base has 30 days to complete all actions required IAW PACAFI 25-101 and return completed product.

13.3.2.2. The host LRS will send WPARR Part 2 to the Command Equipment Management Section with the following data: The organization/shop data, detail number, joint use candidates, and recommended validated changes in remarks column of WPARR as well as the Peacetime Allowance Source Code data for joint use candidates.

13.3.2.3. Command Equipment Management Section will validate, correct discrepancies, and update AFEMS.

13.3.2.4. Upon receipt of WPARR from the Command Equipment Management Section, the RSS has 60 days to load details to the SBSS and coordinate with the base for any changes or questions.

13.3.2.5. After all requirements identified on the WPARR are loaded the RSS will review

excess and shortages and redistribute assets only after receiving approval from the Command Equipment Management Section. RSS will not use TEX code H to requisition shortages. RSS will requisition shortages only when directed by the Command Equipment Management Section. RSS will monitor AFEMS rejects and take actions to resolve or forward them to the Command Equipment Management Section as necessary.

POLLY A. PEYER, Brig Gen, USAF
Director of Logistics