CHAPTER 22

EQUIPMENT MANAGEMENT

Section 22A—AIR FORCE EQUIPMENT MANAGEMENT SYSTEM (AFEMS).

22.1. Chapter Summary. This chapter contains procedures, policies, and documents for the management of equipment under the USAF integrated logistics systems whenever SBSS is used, for both organizationally owned budget code 9 equipment and for AFEMS reportable organizational equipment. Methods of developing and using equipment allowances, authorizations, accountable records, reports, and related management products are also set forth.

NOTE: Most supply personnel will find that only isolated sections of this chapter bear directly on their responsibilities. Even so, familiarity with **Section 22A** is encouraged, and a reading of other parts of the chapter will provide you with an idea of how the various parts of the Supply System fit together.

22.2. Conflicting Procedures. You should use this chapter in conjunction with applicable procedures in other chapters and volumes of this manual. If procedures specified in other volumes conflict with procedures described in this volume, you should follow the procedures in this volume until the discrepancies are resolved. Air Force policy governing AFEMS is contained in volume 4, part 1.

22.3. Equipment Management Codes (EMC). Definition. EMCs, which are distributed in SNUD, identify what equipment a base must account for and what kind of reporting (if any) is required. Although the EMC appears on the item record in the low order position of the ERRCD, it is not part of any ERRCD unit cost, or source of supply. Following are the five categories of EMC:

Table 22.1. Equipment Management Codes.

EMC	REQUIREMENTS
1	No in-use details required; no reporting.
2	Item coded EMC 1 in the cataloging systems for which MAJCOM has directed or approved the maintenance of EMC 2 will be assigned only at base level and will constitute an override of EMC 1; in-use details required; overlay reporting, asset reporting, and/or serial number reporting may apply.
3	In-use details required; overlay reporting.
4	In-use details required; asset reporting.
5	In-use details required; serial number reporting.

22.4. Overview. The AFEMS provides AF equipment managers with uniform ways of handling equipment in all commands. It specifies procedures for virtually all aspects of equipment handling and record keeping. On a daily basis, managers can authorize, account for, and report on the distribution of equipment on hand. In the long run, the system allows equipment managers to determine the kinds of equipment needed for different missions. These records help form a basis for budgeting and purchasing programs for the Air Force.

22.5. AFEMS (C001) Information.

22.5.1. The AFEMS designation is C001. Primary site for the AFEMS (C001) is Wright-Patterson AFB OH. The following information is pertinent to the AFEMS (C001):

22.5.2. Capabilities. The AFEMS (C001) is a relational database management system that provides worldwide online visibility of requirements and asset data; online capabilities to update selected information; recommends allowance changes and challenges EMCs; provides automated SBSS update transactions; initiates redistribution actions and provides redistribution orders for vehicles and excess base-funded assets; online visibility of allowance data; email notices to advise equipment managers of changes and required actions, and calculates and reports depreciation for capitalized assets in accordance with Statements of Federal Financial Accounting Standards (SFFAS) No. 6 (Chief Financial Officer Data). Detailed capabilities of the AFEMS (C001) are outlined in volume 4, part 2, chapter 3, and the AFEMS HELP screens.

22.5.3. Functions. The AFEMS (C001) will provide the users with ten functions (five on the classified system) after successfully logging on to the AFEMS (C001). These functions provide the users with the capability to view data in different media, output data to printers, transfer data to files, receive CBI training, input data online, and manipulate data to satisfy unique user needs. The AFEMS HELP screens provide detailed log on/log off procedures, an explanation of each function, and how to use the functions. The AFEMS (C001) provides an explanation of each predefined query/transaction to include its purpose, data element definitions, and value through its help options.

Table 22.2. AFEMS.

FUNCTION	SYSTEM	REFERRED TO AS
Data Transaction -	Class/ Unclass	AFEMS Facility Data Transaction
Email	Class/ Unclass	Email Facility Email
Ad Hoc Query	Class/ Unclass	Ad Hoc Query
Ad Hoc Report	Class/ Unclass	Ad Hoc Query
Online Documents -	Unclass	N/A
Output Products -	Class/ Unclass	Output Products
File Transfer -	Unclass	N/A
Training	Unclass	N/A

22.5.4. AFEMS Modernization Changes. The modernization of the AFEMS (C001) has changed some aspects of equipment management for the EME/Regionalized EME. Even though these new capabilities are described throughout this manual, you will have to use the AFEMS (C001) HELP screens which provide detailed instructions for using the various system options. The following are highlights of functions available with the AFEMS (C001):

22.5.4.1. The web based AFEMS is the single point of entry for the below listed transactions. Except for vehicles (201 details with a vehicle registration number and/or equipment code “L or V”), SPRAM (activity code “D”), and organizationally managed equipment items (modified 201 details with activity code“P”), the below listed transactions must be input first in AFEMS. If the transactions are entered successfully in AFEMS, AFEMS will generate and transmit images of the transactions to the SBSS for processing. A reject will occur whenever an attempt is made to manually process these TRICs in the SBSS before they are input in AFEMS. Vehicles, SPRAMS, and organizationally managed equipment items transactions will continue to be processed in SBSS.

Table 22.3. AFEMS Transactions.

TRIC	TYPE TRANSACTION
1ED	Equipment Deployment/Return Single selection
1ETT	Equipment Accountability Transfer Single Selection
1ETX	EAID Accountability Termination Single Selection
FCIL (Type1)	EAID/In-use Detail Load
FCIC (Types1 and 4)	EAID/In-Use/ Detail Change
FCIC-MER (Type 3)	EAID/In-Use/ Detail Change
FCID (Type 1)	EAID/In-Use/ Detail/Change/Delete
FEC	Terminate EAID Accounting
FEDE	Equipment/WRM Packages Receipt Transfer
FER	EAID/In-Use Identity Change
FET	EAID/In-Use Inter-Custody Receipt Transfer

22.5.4.1.1. AFEMS provides a cross-reference of SBSS transactions to the corresponding AFEMS screens through on-line help and search facilities. In addition, AFEMS provides intuitive navigation with drop down menus and interactive error detection. After transactions are successfully entered in AFEMS, images will be generated and transmitted to the SBSS for processing. Upon successful SBSS processing, the appropriate interface image will be transmitted to AFEMS for input.

22.5.4.1.2. AFEMS Inbound and Outbound files will be processed at least six times a day. For information concerning AFEMS flag numbers 1 and 2 , see volume 2, part 4, chapter 2.

22.5.4.1.3. If an SBSS reject occurs upon receipt of an AFEMS inbound image, correct the reject condition in SBSS and then resubmit the transaction from the AFEMS suspense screen. If the suspense file has been deleted, the transaction must be re-accomplished through the AFEMS terminal. Suspense records are cleared upon receipt and successful processing of the transaction images received from the SBSS. AFEMS will automatically retransmit images of the transactions to the SBSS at the fourth and seventh day after input. Suspense records will be deleted on the eleventh day.

22.5.4.2. The on-line web based AFEMS address is https://www.afems.wpafb.af.mil/ and the AFEMS SPO homepage address is https://www.ilspo.wpafb.af.mil/e-EM/.

22.5.4.3. Online allowance change request for recommending changes to allowance standards and obtaining approval for authorization changes which require approval above wing/base level.

22.5.4.4. Email notices to advise the EME/Regionalized EME of such things as allowance changes, allowance change request status, population of CFO data such as serial number, unit acquisition date, etc.

22.5.4.5. Online requests to change EMCs.

22.5.4.6. Base-funded equipment excess list.

22.5.5. AFEMS User Access. All personnel assigned to the COS who need access to the AFEMS (C001) will complete an AFEMS Access Request to obtain an AFEMS (C001) userID and passwords. A sample of the AFEMS Access Request and instructions on how to fill this form out can be found in part 13, chapter 8, or the AFEMS web site https://www.ilspo.wpafb.af.mil/e-EM/. This access

request is sent to the COS through your immediate supervisor. The COS completes part III and forwards it to the AFEMS PMO through your MAJCOM CEMO.

22.5.6. Standard Log On. Enter the following information once reaching the AFEMS (C001) environment. See **Attachment 22A-2** for quick reference list.

22.5.6.1. AFEMS (C001) Initiation Screen. This screen contains the date/time group in the upper right-hand corner and the prompt for initiating the AFEMS (C001) log on sequence. Key in AWPAFEMS in the enter code field in the lower left-hand corner of the screen and press the ENTER key.

22.5.6.2. AFEMS (C001) Log On Screen. Input your userID and password (use tab key to navigate between userID and password) and press the ENTER key.

22.5.6.3. AFEMS (C001) Informational Message Display. This screen provides user account information, such as the number of log on attempts made (count field) and the date and time of the last log on (last-used). Check these values to determine if any unauthorized access attempts were made and contact the local security representative if you believe unauthorized access has occurred. Press the ENTER key after checking these values.

22.5.6.4. AFEMS (C001) Main Menu. This screen lists the processing options available through the AFEMS (C001). Choose the desired option and input the corresponding number next to the system prompt (upper left-hand corner).

22.6. AFEMS Management.

22.6.1. At each MAJCOM, a CEMO is established. The following paragraphs contain a brief overview of the system.

22.6.2. CEMO. CEMO personnel are responsible for equipment programs for the command. They issue equipment authorizations and allowances based on war and peacetime needs of all AF units. They redistribute base funded items and conduct inspections to see that base-level management procedures are being carried out effectively.

22.6.3. Standardized Equipment. The CEMO or EME/Regionalized EME offices regularly review, validate, and report equipment requirements for approval by the Equipment Review Approval Authority. Through these reports and other activities, CEMO offices help to establish standard wartime and peacetime equipment requirements for the different AF units.

22.6.4. COS. The COS at each AF base has base level management responsibilities. The COS's conduct equipment inventories, keep records, authorize use and redistribution of equipment, and carry out related base management actions. They are responsible for management of expendable items as specified by this volume.

22.6.5. Mobility Equipment Authorizations. See volume 4, part 1, chapter 4, for specific mobility equipment procedures.

22.6.6. War Plans Additive Requirement Report (WPARR). See chapter 26, section 26D and AFI 25-101 for specific WPARR procedures.

22.7. Management Objectives.

22.7.1. The overall objective of AFEMS is to achieve organizational readiness within reasonable budgetary limits. This requires a common basis of understanding at all echelons, positive manage-

ment, and intensive planning (specific responsibilities are outlined in chapter 2). Specifically, the objectives are these:

22.7.2. To meet the requirements of the Base Supply System as outlined in chapter 1 and the USAF Equipment Management System as outlined in volume 4, part 1.

22.7.3. To validate and authorize all AF equipment items and prepare and record issues and turn-ins.

22.7.4. To account for equipment through custody receipts and due-in/due-out detail records.

22.7.5. To record authorization data and in-use/in-place asset data on official (EAID) in-use detail records.

22.7.6. To provide equipment support of other base accountable activities including those authorized under activity code P (non-EAID equipment items).

22.7.7. To manage on-base redistribution to prevent excessive accumulation of equipment. The objective is to maintain a system where assets are procured based on valid requirements.

22.7.8. To acquire equipment necessary for operational readiness and ensure that equipment authorizations are in accordance with AFI 25-101 and MAJCOM-directed equipment specifications.

22.8. Scope of Equipment Managed Under AFEMS.

22.8.1. Most nonexpendable and some expendable items in WRM allowance standards are subject to EAID accounting procedures. The items in the following list are NOT, however, subject to EAID accounting:

22.8.2. Medical and nonmedical items (except registration number controlled vehicles and nonmedical centrally procured equipment items) required in medical facilities.

22.8.3. Printing plant equipment programmed according to DODD 5330.3, AF Sup 1 to DODD 5330.3, and DODI 5330.1.

22.8.4. Items authorized and accounted for on Personal Clothing Records (AF Form 657, Female Airman, and AF Form 658, Male Airman).

22.8.5. Real Property accounted for according to AFI 32-9005.

22.8.6. Equipment furnished to individual Military Affiliate Radio System (MARS) members according to AFI 33-106 and items obtained from surplus.

NOTE: Equipment provided to the BASE MARS station will be accounted for in AFEMS.

22.8.7. Information systems processing equipment, (see AFI 33-112).

22.8.8. Nonappropriated fund property.

22.8.9. MRSP.

22.8.10. Museum exhibits and AF historical property, and MAJCOM and USAF orientation group displays and exhibits. See **Section 22K** for exceptions.

22.8.11. Equipment procured from reimbursable DRMO funds.

22.8.12. 463L system pallets, nets, and associated tie-down equipment are not managed through AFEMS.

22.8.13. All items with an EMC 1, except mobility, WRM, and EMC 1 items when either the preferred or substitute item is other than EMC 1.

22.8.14. OSI investigative equipment which must be obtained through FX4203 to preclude compromise of an investigation in progress, when approved by the AFOSI Director of Logistics or a designated representative.

22.8.15. Aircraft (including gliders, gyroplanes, helicopters, sailplanes, etc.), rockets and guided missiles.

22.8.16. Engine transportation trailers, trucks, adapters accounted for as described in AFI 21-104, and not in allowance standards.

22.8.17. Fixed Ground Communications-Electronics (C-E) equipment which is a component of a fixed ground C-E end item.

22.8.18. All base funded, budget code 9 LMRs and associated peripheral components.

22.9. Equipment Items Not Requiring Authorized/In-Use Detail Records.

22.9.1. EMC Equipment Requiring EAID Accounting. Equipment items that do not require authorized/in-use detail records are assigned EMC 1. EMC 1 equipment is included in allowance standards but as a general rule is not subject to EAID accounting. EMC 1 equipment that DOES require EAID accounting includes the following items:

22.9.1.1. Mobility items (use code A). The MAJCOMs have the option to waive this requirement for NF1 items stored in mobility bags.

22.9.1.2. WRM (use code D).

22.9.1.3. WRM joint use (use code C).

22.9.1.4. Weapons (controlled item code N).

22.9.1.5. EMC 1 equipment items that are related to a substitute or a preferred item that is not EMC 1. Relationship in this case is by document number since EMC items are assigned without regard to ISG relationship.

22.10. Processing of EMC 1 Equipment.

22.10.1. Identification. An Equipment Management Exception Flag (EMEF) is used to identify authorized/in-use detail records for EMC 1 equipment. The EMEFs are defined in chapter 3. Once an EMEF is added to the authorized/in-use detail record, it is listed as REM-EMC-FLAG, and maintained under program control based on indicative data changes or use code changes.

22.10.2. Reclassification. Sometimes a change will occur that reclassifies an item as EMC 1. When this occurs, program control will detect the authorized/in-use detail record that should be deleted. At this point, an EMEF will be assigned and an 093 management notice is provided. FEC inputs must be used to delete authorized/in-use detail records. But if a MAJCOM directive requires an authorized/in-use detail record of an EMC 1 item, then the EMEF will be changed from Z to 9. For most management products, authorized/in-use detail records will reflect the EMEF. (For details of FEC processing, see **Section 22E**.)

22.11. AFEMS Reports. AFEMS reports and associated audit and reconciliation products in **Section 22G** and in volume 4, part 2, chapter 3.

22.12. Document Processing Time. Maximum time limits for processing equipment transaction are at local discretion except where specifically stated elsewhere.

22.13. Isolated/Off-Base Activities. When a parent CEMO determines that an element is too large or isolated for designated Supply custodians to control, a separate Equipment Management System may be established and operated under the provisions of volume 4, part 1, chapter 5.

22.14. Storing Equipment Prior to Activation. In some cases, equipment may be received as many as 180 days prior to the time it is scheduled for use. Conversion dates of new weapons or facilities may also create situations where equipment may be on-hand before it is needed. Such equipment will be issued to the person in charge of the warehouse or to a custodian designated to receive it. The equipment must be recorded on authorized/in-use records. The records must cite the applicable ASC, the organization, the command code, and the organizational identity of the element(s) authorized to receive the equipment.

22.15. Statements of Federal Financial Accounting Standards (SFFAS) No. 6, and Accountability of Equipment, IAW the Chief Financial Officer (CFO) Act of 1990.

22.15.1. Assets. Statement of Federal Financial Accounting Standards (SFFAS) No. 6 outlines capitalization and depreciation of general property, plant, and equipment (PP&E). General PP&E consists of real property (such as land and buildings) and personal property (equipment and vehicles). General PP&E includes working capital fund and general fund assets. Personal property is accounted for on supply detail records and appears on the Custodian Authorization/Custody Receipt List (CA/CRL).

22.15.2. According to SFFAS No. 6, any CA/CRL asset that meets the following criteria must be capitalized, depreciated, and reported on the annual financial statements:

22.15.2.1. Estimated useful life of two years or more.

22.15.2.2. Not intended for sale in the ordinary course of business.

22.15.2.3. Intended to be used by the Air Force or available for use by the Air Force.

22.15.2.4. Original acquisition cost equal to or greater than the defined capitalization threshold (currently $100,000).

NOTE: For assets meeting the capitalization threshold, see **Table 22.4.** for applicable "must fill fields" in AFEMS DCFI screen.

22.15.3. If the combined cost of the components comprising a system exceeds $100,000, the personal property must be capitalized and depreciated. For example, a bench mockup consists of dedicated equipment or components linked together to be used in the performance of a particular service or function toward achieving a particular mission. These systems shall be capitalized and depreciated when (taking their components as a whole) their cost equals or exceeds the DOD capitalization threshold, and they have an expected useful life of two or more years.

22.15.4. If the General PP&E acquisition costs do not meet the requirements for capitalization above, it is not considered a system and is therefore not reported on annual financial statements. Instead, we consider this an expensed item.

22.15.5. Depreciation. Depreciation for capitalized assets is calculated in AFEMS and is based on a straight-line depreciation method over a ten-year life for equipment and a five-year life for vehicles. Depreciation is based on unique asset identification which, for the Air Force, is by serial number. (See **Section 22A**.)

22.15.6. SFFAS No. 6 states that property systems maintaining accountable records for general PP&E must contain the following data on each individual asset for as long as the asset remains in the custody of the Air Force:

22.15.6.1. History of asset activity (transaction-based, including additions and deletions). The AFEMS accomplishes this.

22.15.6.2. File Maintenance. Documentation for all PP&E transactions should be kept in physical files throughout the life of the asset (e.g., invoices for purchased assets). Extra care should be taken to keep documentation related to the asset. This is a custodian responsibility.

22.15.6.3. Original acquisition cost (what depreciation is based on). Original acquisition cost includes all costs incurred to bring general PP&E to a form and location suitable for its intended use (e.g., amounts paid to vendors, transportation to point of initial use, handling and storage costs, interest costs paid, and direct and indirect production costs). Usually found on accompanying invoice.

22.15.6.3.1. If historical cost information for existing general PP&E is not available, it should be valued/recorded at estimated fair market value. The estimates should be based on the costs of similar assets at the time of acquisition, or the current costs of similar assets discounted since the time of acquisition (i.e., by deflating current costs to costs at the time of acquisition by the general price index). Contact the manufacturer to assist in obtaining this data.

22.15.6.3.2. General PP&E transferred from other federal entities should be recorded at the transferring entity's net book value, or if the transferring entity's net book is not provided by the transferor, general PP&E is recorded at the fair market value at the time of transfer. For example, if the Navy transfers an asset to the Air Force, attempt to obtain the net book value (original acquisition cost less accumulated depreciation) from the Navy. If this information is not available, contact the manufacturer or use other means such as contacting EME/Regionalized EME or the item manager to obtain the estimated fair market value of the asset for input into the acquisition cost field in AFEMS. This information should be maintained for year-end reporting of gains.

22.15.6.4. Capital leases. Capital leases mainly apply to vehicles, but are not limited to vehicles. Capital leases substantially transfer all the benefits and risks of ownership to the lessee. To be classified as a capital lease (as opposed to an operating lease), the lease must meet one of the following criteria:

22.15.6.4.1. The lease transfers ownership of the property to the lessee by the end of the lease term.

22.15.6.4.2. The lease contains an option to purchase the leased property at a bargain price.

22.15.6.4.3. The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property.

22.15.6.4.4. The present value of rental and other minimum lease payments, excluding that portion of the payments representing executory cost, equals or exceeds 90 percent of the fair value of the leased property.

22.15.6.4.5. The last two criteria are not applicable when the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property. If a lease does not meet one of the above four criteria then it should be classified as an operating lease. Operating leases of PP&E are leases in which the entity does not assume the risks of ownership of the PP&E. Multi-year service contracts and multi-year purchase contracts for expendable commodities are not capital leases.

22.15.6.4.6. A capital lease should be recorded at the lower of either the net present value of minimum lease payments, excluding that portion of the payments representing executory costs such as insurance, maintenance, and taxes paid to the lessor, or the fair market value of leased property at the inception of the lease. Capital leases should be depreciated over the life of the lease or the depreciation term, whichever is shorter.

22.15.6.5. Property in the custody of contractors (government-furnished equipment, (GFE)) should be recorded as individual PP&E assets.

22.15.6.6. Improvements. PP&E enhancements that either extend the useful life of existing general PP&E or enlarge/improve its capacity are classified as improvements. These do not include repair and maintenance activities. Improvements mainly apply to vehicles.

22.15.6.6.1. Improvements greater than the capitalization threshold ($100,000) should be capitalized as an asset.

22.15.6.7. Leasehold improvements. “Leasehold improvements” are used to record the value of improvements to leased property. As a general rule, most improvements to leased facilities shall be treated as a current operating expense. However, leasehold improvements that meet or exceed the DOD capitalization criteria above shall be capitalized and depreciated over the term of the lease.

22.15.6.8. Original acquisition (in service) date (another factor in calculating depreciation):

22.15.6.8.1. General PP&E should be recorded when the title passes to the Air Force. Normally the item manager maintains this data based on a contract number.

22.15.6.8.2. General PP&E acquired under a capital lease should be recorded as an asset at lease inception.

22.15.6.8.3. For constructed assets (local manufacture) that meet the capitalization requirements, the “acquisition date” should be the date that the asset is placed in service.

22.15.6.9. Serial number (unique item identification). When practical, labels provided by EME/Regionalized EME should be affixed to equipment items on the custodian's account. This is mandatory for capitalized assets. Most capitalized assets contain an identaplate that reflects the manufacturer's serial number. If no serial number can be found, the custodian should contact EME/Regionalized EME for assignment of a number. If EME/Regionalized EME provides a locally assigned serial number to a capital asset, the custodian must engrave the serial number on the asset where it is visible. The custodian should advise the EME/Regionalized EME when replacement labels are required. When no serial number is found, EME/Regionalized EME will assign a serial number for the custodian. EME/Regionalized EME must maintain a central log for all

serial numbers assigned to the custodian. EME/Regionalized EME will assign a 13-position serial numbers as follows:

Table 22.4. Serial Numbers.

POSITIONS	SERIAL NUMBER DATA
Positions 1-4	Base SRAN
Positions 5-11	Four digit calendar year, three digit Julian date
Positions 12, 13	Two digit number beginning with 01 each day

22.15.6.10. Contract, Purchase Order, or other Procurement Item Identification number should be entered.

22.15.6.11. Disposal date. General PP&E should be removed from the asset accounts along with associated accumulated depreciation or amortization in the period of disposal, retirement, or removal from service. This occurs automatically in AFEMS upon asset removal.

22.15.6.12. Disposal and transfer. The difference between the net book value of the general PP&E and the amount realized (nothing) should be recorded as a loss in the period that the general PP&E is disposed of, retired, or removed from service. Loss information will be provided for year-end reporting. AFEMS will capture this data upon processing of disposals and transfers.

22.15.6.13. Useful life. The useful life for AFEMS PP&E is ten years for equipment assets and five years for vehicles.

Section 22B—EQUIPMENT ALLOWANCES AND AUTHORIZATIONS.

22.16. Overview. This section explains the equipment allowance standards, online AFEMS (C001) capabilities, and procedures used by the AFEMS (C001)to equip each organization to accomplish its mission. This section provides general information about ISG, nonexpendable items, end items, basis of issue (BOI), published allowance standards, and allowance changes. It also explains how to prepare and process allowance change requests. Finally, it describes configuration data.

CAUTION: Air Force policy establishes equipment allowance standards; each AF organization should be authorized only the equipment needed. The COS insures effective use of equipment for maximum readiness and capability at minimum cost. The COS assures that authorizations are valid to meet the minimum needs of each organization.

22.17. Allowance Documents.

22.17.1. Equipment allowance standards describe the items and quantities of equipment required to perform the missions and duties of AF organizations and individual specialists. The first three positions of the allowance identification is the ASC. Allowance standards provide information about AF equipment and ensure uniform equipment for similar functions. Equipment authorizations are allowances converted to quantities of items for a unit. Use authorized in-use detail records as the authority for what may be acquired and retained under the AFEMS.

22.17.2. Allowance Standards. The AFEMS (C001) provides allowance information online to all users. Allowances are established by end item and mission application, with the capability to compute maximum allowance quantities by organization. The AFEMS (C001):

22.17.2.1. Allows users online query capabilities to determine maximum quantities allowed for item(s) for a given organization's mission.

22.17.2.2. Validates all base authorizations to ensure they do not exceed maximum allowances.

22.17.2.3. Requests allowance standard hard copy reports using the online query allowance standard inquiry (TINQ). The results are output to the AFEMS (C001) output product facilities.

22.17.2.4. Provides allowance changes to all effected users through email notices.

22.17.2.5. Identifies in-use substitutes with questionable suitability for the preferred item.

22.17.3. Substitutions. Centrally procured items within allowance standards (AS) will not be substituted unless they are within the same interchangeable and substitute groupings (I&SG). Normally, the item that is ordered/requested is the authorized item. All substitutes not linked in an I&SG will be carried with an item code "U" (unsatisfactory), and have the same prime NSN on requisition. If an item meets the capabilities, and is not within the same I&SG, one of the following actions will be taken: (1) Submit an AF Form 86 to establish an I&SG relationship; or (2) submit an AF Form 601/TACR to have the item added to the appropriate allowance standard.

22.17.4. Other Relevant Documents. Certain documents may be used to request changes in allowance and authorization but are NOT allowance standards or authorization documents for acquiring or retaining EAID equipment.

22.17.4.1. The following are NOT equipment allowance or authorization documents, but they can be used as justification to request changes:

22.17.4.1.1. Regulations, manuals, instructions, and other numbered administrative rules.

22.17.4.1.2. Technical orders.

22.17.4.1.3. Operations orders, plans, etc.

22.17.4.1.4. Messages, letters (except those from the Department of the Air Force, HQ USAF, and HQ AFMC for this particular purpose), oral instructions, etc.

22.17.4.1.5. AFI 25-201 agreements.

22.17.4.2. Before publishing the documents above, the personnel publishing them must coordinate with the AFEMS (C001) allowance manager if the documents require additional equipment or equipment in excess of existing allowances.

22.17.5. Approval. The allowance standard manager is responsible for the final review and approval of items of organizational and individual equipment, quantities and basis of issue in allowance standards, and for nonroutine requests. (For medical and nonmedical items required in medical facilities.) Only HQ USAF approves USAF controlled items, for WRM items; AFMC controls all other items.

22.18. Allowance Standard Items.

22.18.1. Master Item. Allowance standards normally list the master item in the ISG. All prime authorization records should reflect the stock number prescribed in the allowance standard. A prime NSN should not be substituted for another prime. If another prime meets your requirement, submit a TACR through AFEMS to get it added to the appropriate allowance.

22.18.2. Nonexpendable Items. Generally, only nonexpendable items will be listed in allowance standards. (Expendable items may be listed for the user's information.) Personnel may request quan-

tities of expendable items that exceed the basis of issue in applicable allowance standards, except for specialized tools, personal retention and survival items, components of bench sets, and WRM. EMC 1 items are normally excluded from EAID accountable records, but may be included in allowance standards. Base Equipment Management Sections may change EMC 1 items to EMC 2 when the MAJCOM approves or directs this designation.

22.18.3. End Items. Except in unusual circumstances approved by USAF, allowances of end items are not included in allowance standards for standby, backup, or maintenance attrition. Spare parts used to maintain, repair, or assemble end items are not listed in most allowance standards.

22.19. Allowance Standards - Issue and Control.

22.19.1. Basis of Issue (BOI). The BOI in allowance standards is normally the maximum quantity for a nonexpendable item which may be authorized if properly substantiated by workload, use data, or other adequate justification. When possible, allowances are stated in flexible terms so they can be easily applied to specific situations. Hold authorizations to the minimum essential and do not exceed allowances except under the conditions specified below. See Note below.

22.19.1.1. BOI Funded (Budget Code 9) Equipment. BOI found in base and shop support allowance standards are advisory only and are not restricted to the identified users. These BOIs may be used by any organization identified as an authorized user according to the end item, mission application, and mission exception, and the requirement deemed necessary by the organizational commander. This policy excludes allowances in ASC 016 (Parts C, D, F, G, and H); governing weapons systems; depot support; controlled items; mobility and WRM equipment; special ASCs (041, 048, etc.); items which require SAF A, C, T, or U; and allowances requiring approval above wing/ base level (IAW chapter 3, table 3A1.46.).

NOTE: The commander is authorized to exceed the BOI in weapons system support allowance standards if the prime authorization is base funded (budget code 9). It does not apply if the prime authorization is centrally procured. This does not remove the requirement for commanders to meet mandatory authorizations. This policy is subordinate to other policy direction when there is a conflict between the two.

22.19.1.2. Exceeding the BOI for Base Funded Equipment. The organizational commander may exceed the basis of issue quantities where allowances/basis of issue already exist in non-weapon system allowance standards (use code B). This policy does not include the exclusions referenced above, except expendable for allowance standard 016.

22.19.1.2.1. For EAID accountable items, assign SAF L if required by chapter 3.

22.19.1.2.2. Change the SAF to W and process, if the budget code/ERRC changes or the approval authority is elevated above wing level.

22.19.1.3. Preparing and forwarding the request. The custodian will prepare the appropriate request, obtain all required special base coordination, plus the signature of the approval authority, and forward all approval requests to EME/Regionalized EME. EME/Regionalized EME will process all requests that meet the above criteria and are approved by the appropriate authority.

22.19.2. Approval/Coordination By Other Organizations. Additionally, requests for equipment which require approval/coordination by other organizations must receive the mandatory approval/ coordination prior to the commander's decision to increase the BOI. For details in the SAF L category, use SAF L if required by chapter 3.

22.19.3. Document Control. Current allowance standards are published and maintained by the allowance standard managers in the AFEMS (C001).

22.19.3.1. Allowance changes are provided to all users through the AFEMS (C001) email facility. Additionally, an automated base authorization update (XSJ) is provided in selected cases to update the authorized in-use detail.

22.19.3.2. Allowance information is available to all users online in the AFEMS (C001) using the Data Transaction Sessions allowance standard inquiry (TINQ) screen. This query will compute the maximum allowance quantity by organization.

22.19.4. The EME/Regionalized EME may request hard copies of allowance standards through the AFEMS (C001) using the Data Transaction Sessions allowance standard inquiry (TINQ) screen. The results are output to the AFEMS (C001) output products facility.

22.19.5. The prices listed for prime NSN items which have fund code LP in the AFEMS (C001) are advisory only and should not be compared to the price of the actual in-use item.

22.20. Allowance Updates.

22.20.1. The AFEMS (C001) will use email to notify the EME/Regionalized EME and equipment custodian of allowance changes on a daily basis. An automated base authorization update (XSJ) will be provided to the SBSS in certain instances.

22.20.2. Email Notices. The AFEMS (C001) will provide an allowance change notice daily to the EME/Regionalized EME and equipment custodian to advise them of changes to allowances applicable to their base or organization. These notices will be consolidated by SRAN for the EME/Regionalized EME and by organization ID for equipment custodians so each recipient will not have to read multiple messages each day.

22.20.3. Automated SBSS Updates. The AFEMS (C001) will provide an automated base authorization update (DOC ID XSJ) which will permit the updating of the authorized/in-use detail record without human intervention. This transaction will be provided when:

22.20.3.1. The allowance basis of issue for a stock number is decreased, and the current authorization will exceed the maximum allowance quantity.

22.20.3.2. The stock number in the allowance standard is changed, and the authorization is citing the change from stock number.

22.20.3.3. The stock number is transferred to a new allowance and the organization is allowed to use it.

22.20.3.4. The stock number is deleted from the allowance standard. The authorization will be changed to ASC 000.

22.20.3.5. There are changes effecting mandatory mobility allowances.

22.20.3.6. There are organization configuration changes which cause the maximum allowance quantity to change. This includes deletions, reductions, and mandatory mobility.

22.20.4. Allowance Notice Use.

22.20.4.1. Allowance Change Notices. Upon receipt, the notices must be reviewed to determine if the change affects a current base authorization. These notices will also include new items added to an allowance standard.

22.20.4.2. Equipment Record Changes. Equipment records should be changed based upon the information contained in these notices.

22.21. Allowance Standard Changes.

22.21.1. The custodian submits change requests when allowances are inadequate or excessive, or when the equipment is unsuitable for the required function.

22.21.2. Allowance Change Requests. To request changes in allowance standards, the equipment custodian may submit AF Form 601, Equipment Action Request, to the EME/Regionalized EME, or they may input their allowance change request online into the AFEMS (C001). The Data Transaction Sessions (TACR) screen, in the allowances menu (FALL), will be used to enter an allowance change request electronically.

22.21.2.1. If the custodian submits an AF Form 601, the EME/Regionalized EME will review the request and input it with evaluation comments into the AFEMS (C001) using the online allowance change request (TACR). Do not include classified information.

22.21.2.2. If the custodian submits the allowance change request into the AFEMS (C001), the EME/Regionalized EME will receive an evaluate allowance change request email notice which notifies them to evaluate an allowance change request initiated by an equipment custodian. This notice will provide the AFEMS (C001) request number so the EME/Regionalized EME can retrieve the online allowance change request (TACR) and record their evaluation comments. Do not include classified information in the evaluator comments.

22.21.2.3. The AFEMS (C001) will notify through email the next evaluator after EME/Regionalized EME has recorded their comments.

22.21.2.4. The AFEMS (C001) will send allowance change requests directly to the allowance standard manager when both of the following conditions exist.

22.21.2.4.1. The request is to add a budget code 9 item as a substitute for an item authorized in the allowance standard.

22.21.2.4.2. The requested item is an item which is approvable by the organization commander, that is, not an ASC 012 item; a direct weapon system support item; or an item requiring approval above wing/base level, and it is a base support (use code B) item.

22.21.2.5. Certain allowance change requests will not be input into the AFEMS (C001). Submit an AF Form 601 to request allowance changes and authorization approvals for:

22.21.2.5.1. Explosive ordnance disposal equipment (FSCs 1385 and 1386).

22.21.2.5.2. Special weapons.

22.21.2.5.3. Multiple item requests.

22.21.2.5.4. Requests with classified information.

22.21.3. MAJCOM Approval Request. The AFEMS (C001) will forward MAJCOM approval requests to the appropriate evaluator responsible for the allowance standards.

22.21.3.1. Chapel equipment. The AFEMS (C001) will forward requests for changes to chapel and chaplain's equipment to AFMC/HC.

22.21.3.2. Explosive Ordnance Disposal Equipment. Forward requests for changes to stock classes 1385 and 1386 to Detachment 63/CC (AFMC), Indian Head MD 20640-5099. Do not input into the AFEMS (C001).

22.21.3.3. Special weapons equipment. Request changes for special weapons equipment by:

22.21.3.3.1. Indicating the special unit affected when HQ AFMC approves changes not applicable to all units.

22.21.3.3.2. Forwarding all change requests in triplicate to the applicable ALC which manages that stock number. Do not input into the AFEMS (C001).

22.21.4. Requests for Changes. Accompany requests for changes with the following that apply:

22.21.4.1. The appropriate allowance identification or end item, mission application, and mission exception.

22.21.4.2. Nomenclature, stock number, and cost of item(s) involved. Stock number only required for automated allowance change request.

22.21.4.3. Recommended BOI of items.

22.21.4.4. Title and numerical unit designation of the requesting activity. Not required for automated allowance change requests.

22.21.4.5. Base location.

22.21.4.6. Functional and organizational charts of the requester. Automated allowance change requests will include in the justification a reference to each mail-in attachment.

22.21.4.7. Directives about equipment requirement including page, paragraph, figure, or index number, as appropriate. Include technical order, command directives, operating orders, and plans.

22.21.4.8. Detailed, complete justification for the increased allowance, including information about the suitability of similar items in current allowances.

22.21.4.9. Complete description of what the item will be used for, how often it will be used, and why it is required (or no longer required, if recommending deletion).

22.21.4.10. Effect of the change request on personnel who will use and maintain the equipment. When an equipment change is based on a personnel change, give the correct reference number of the personnel change request and indicate its status.

22.21.4.11. Applicability to other similar units.

22.21.4.12. Other pertinent information, such as level of maintenance to be performed, turnaround requirements, volume of work, etc.

22.21.5. Non-Stock Listed Commercial Item. When requesting a non-stock listed commercial item, include the part number (if available) in the allowance change request which will be forwarded to the MAJCOM via the electronic AF Form 601 in the AFEMS (C001). If it is appropriate, also furnish any available military, federal, or adopted industrial specification standard so that it can be listed in an allowance standard. When specification standards are not applicable, give a composite description including.

22.21.5.1. New item description with all available information so that it can be correctly identified.

22.21.5.2. Essential characteristics of the item.

22.21.5.2.1. Materiel.

22.21.5.2.2. Electrical data, if any.

22.21.5.2.3. Dimensions.

22.21.5.2.4. Principles of operation.

22.21.5.2.5. Essential operating conditions.

22.21.5.2.6. Special features.

22.21.5.2.7. Restrictive or significant environmental conditions.

22.21.5.2.8. Manufacturer's name, address, part number, and brochure, if available. The brochure will be a mail-in attachment.

22.21.5.3. Application and use.

22.21.5.3.1. Intended use.

22.21.5.3.2. Operation to be performed.

22.21.5.3.3. Equipment with which the item is to be used.

22.21.6. COS-Directed Change. When the COS directs an authorization change to a specific unit, EME/Regionalized EME will prepare and process all required inputs to adjust the authorized/in-use detail records. Log in on AF Form 600. Notify the custodian by forwarding a copy of the output DD Form 1348-1A or a letter with the reason for change annotated. Authorized/in-use detail records with EMEF Z that are deleted by FEC do not require AF Form 601. Use organization and shop code 020 EA on changes directed by the COS.

NOTE: It is a MAJCOM/Chief of Supply option whether or not to use AF Form 600 as a document control register.

22.21.7. CEMO-Directed Change. When a CEMO directs a change to a specific unit's authorization, the CEMO will input an allowance change request into the AFEMS (C001) which will be forwarded to the COS's EME/Regionalized EME AFEMS terminal. EME/Regionalized EME will prepare and process all required inputs to adjust the authorized/in-use detail records. EME/Regionalized EME will prepare and process all required inputs to adjust the authorized/in-use detail records. EME/Regionalized EME will notify the custodian by forwarding a copy of 1) the output DD Form 1348-1A with the reason for change annotated, 2) a letter, or 3) a copy of the CEMO initiated allowance change request. The COS will ensure that the custodian initiates turn-in action. Listings may be included as a mailed attachment to the allowance change request.

22.21.8. Automated Base Authorization (XSJ) Updates. The AFEMS (C001) provides automated changes to authorized/in-use detail records based on allowance standard format changes (for example, allowance identifications, stock number changes, BOI changes, mandatory mobility, and authorization changes due to configuration data updates). No additional action are required by the EME/Regionalized EME other than normal action resulting from rejects and SBSS management notices. The AFEMS (C001) also provides these automated base authorization updates (XSJ) when an allowance change request input into the AFEMS (C001) is approved. The Daily Document Register (D04/

NGV804) and the allowance change notice provided by the AFEMS (C001) through email will be used to notify the custodian of these changes.

22.21.9. Allowance Change Request Status. The EME/Regionalized EME or equipment custodian may obtain the latest status of allowance change requests submitted through the AFEMS (C001) by using the Data Transaction Sessions allowance document status (TDSI) query screen. This query will provide the current evaluator, the estimated release date by that evaluator, and an option to review the allowance change request. Status may be requested by AFEMS request number, stock number, allowance ID, SRAN, organization code, and/or shop code.

22.21.10. Final Disposition Notice. The AFEMS (C001) will provide an email notice to the initiator and all evaluators of the final disposition of an allowance change request. This notice will include the AFEMS (C001) request number so the recipient can retrieve the appropriate allowance change request for review.

22.22. Equipment Review and Authorization (ERAA).

22.22.1. Prior to withdrawing or requisitioning equipment items from DRMO, the requesting organization must have a valid equipment authorization established. Current procedures outlining the establishment of equipment authorizations will be complied with.

22.22.2. Technical Advisors. EME/Regionalized EME, at the option of the Major Command, will keep a list of technical advisors from specialized staff so that they can obtain technical advice and recommendations. The COS may consult technical advisors before recommending action. Base ERAA authority for approval or disapproval of authorization requests includes the following:

22.22.3. Parent Command Units.

22.22.3.1. Authorization change requests within an allowance standard. EME/Regionalized EME can approve or disapprove changes within an allowance standard. Input approved recommended changes to established item allowances into the AFEMS (C001) using the Data Transaction Sessions allowance change request (TACR) screen and include recommendations/evaluator comments. The AFEMS (C001) will forward to the next evaluator. Return disapproved requests to the originator.

NOTE: Items which are MAJCOM or higher headquarters controlled cannot be approved at base level.

22.22.3.2. Allowance change requests that exceed the allowance standards. EME/Regionalized EME can disapprove changes that exceed the allowance standard. Input approved recommended changes to establish item allowances into the AFEMS (C001) using the Data Transaction Sessions allowance change request (TACR) screen and include recommendations/evaluator comments. The AFEMS (C001) will forward to the next evaluator. Return disapproved requests to the originator.

22.22.4. Supported Tenant Units of Other Commands.

22.22.4.1. Authorization change requests within an allowance standard. EME/Regionalized EME can approve or disapprove a change within a allowance standard. Items that are controlled by MAJCOM or higher headquarters and cannot be approved at base level, will be input into the AFEMS (C001) with appropriate recommendations using the Data Transaction Sessions allowance change request (TACR) screen. The AFEMS (C001) will send the request to the parent command of the tenant unit.

22.22.4.2. Allowance change requests that exceed the allowance standard. Will be input into the AFEMS (C001) with recommendations for approval or disapproval. Also, input with recommendations, all requests which are not approved, and all requests requiring MAJCOM or higher level approval.

22.22.5. USAF Controlled Items.

22.22.5.1. Allowance change requests. Input into the AFEMS (C001) all requests to change the allowance standards or special allowance for HQ USAF controlled items. The AFEMS (C001) will forward the request to the parent MAJCOM for approval and submission to the appropriate allowance manager. **EXCEPTION:** Submit special weapons to the Prime Item Manager.

22.23. Allowance Source Code (ASC) Listing (Q09/NGV901).

22.23.1. The ASC Listing. The EME/Regionalized EME uses the ASC list to ensure the following:

22.23.1.1. Equipment authorizations are within required allowance standards.

22.23.1.2. Units are requesting minimum quantities of equipment.

22.23.1.3. The ASC applies to the requester.

22.23.2. Special Allowance Flags. During reviews, all special allowance flags will be validated annually in August and the certifying official will sign the listing indicating approval. MAJCOM may assign this duty to the NCOIC, EME/Regionalized EME; otherwise, the Flight Chief of the EME/Regionalized EME is the certifying official. AF Forms 601 which were approved under Rule 1 of **Attachment 22B-3** may be destroyed after certification if the option for a certified listing is used according to **Attachment 22B-3**.

22.23.3. Elevating Levels for Approval Authorization. Approval authority for items currently prescribed in allowance standards may be elevated to CEMO, WR-ALC/LETA, or HQ USAF level.

22.23.3.1. Procedures for elevating level of approval. Authorization will be reviewed by the EME/Regionalized EME, and if approval is still required, an AF Form 601 will be prepared (do not input into the AFEMS (C001)) for each authorization with the annotation "approval authority elevated above base level (date)." The AF Form 601 will be filed according to **Attachment 22B-3**.

22.23.3.2. Notification of higher level approval. The AFEMS (C001) will provide the EME/Regionalized EME and CEMO an allowance change email notice when existing allowances approval authority is elevated to a higher level.

NOTE: In instances where approval authority for items currently prescribed in allowance standards is later elevated to CEMO, WR-ALC/LETA, or HQ USAF level, those authorizations which already exist do not require retroactive higher level approval unless action is directed by that authority through the allowance standard manager.

22.23.4. ASC Listing (Q09/NGV901) File. An ASC listing (Q09/GV901) must be kept on file until replaced by an updated review. Update the current ASC listing on file as directed by the MAJCOM. If adding these changes makes the ASC listing difficult to read, request a new Q09 for the appropriate ASC after you make the changes. (Program logic and additional management uses of Q09 are listed in chapter 5, attachment 5D-9.)

22.24. Equipment Out-of-Balance List (Q10/NGV906).

22.24.1. The Equipment Out-of-Balance List compares the authorized quantity with the in-use and due-out quantity. Replacement due-outs are not counted as due-outs, as there is no way to determine if the in-use quantity includes the old item or if the old item has been turned in.

22.24.2. Quarterly Processing. Process the Q10/NGV906 quarterly, noting corrective action taken or justification for the out-of-balance conditions.

22.24.3. Corrective Action. Take these corrective actions to eliminate out-of-balance conditions:

22.24.3.1. Excesses.

22.24.3.1.1. Excess ASC 000. Begin action to have the item turned in or submit AF Form 601, justifying requirement. Justification or turn-in must be completed within 30 calendar days of the assignment of ASC 000 except for non-CP items which have 90 calendar days. Excess vehicles (budget code V) are managed by the Chief of Transportation's REMS monitor. (See **Section 22I**.)

22.24.3.1.2. Excess ASC 000 and due-out exists. Begin action to have the item turned in for subsequent FET to satisfy the due-out, or submit AF Form 601 justifying the requirement.

22.24.3.2. Quantity errors.

22.24.3.2.1. Quantity in-use less than authorized. Begin action to reduce authorization or establish due-out.

22.24.3.2.2. Quantity in-use plus due-outs less than authorized. Begin action to reduce authorization or establish due-outs.

22.24.3.2.3. Quantity in-use exceeds quantity authorized. Begin action to increase authorization or transfer excess quantity to ASC 000.

22.24.3.2.4. Quantity in-use plus due-outs exceeds quantity authorized. Begin action to increase authorization, cancel excess due-outs, except for those reflecting demand code R. (Equipment is not really out of balance if there is an R.) There are no data available from internal records to determine if the old item has been turned in or is being retained by the custodian until receipt of the new item.

22.24.3.2.5. Quantity authorized and quantity in-use unequal for ASC 048 or 000A. Begin action to ensure that the quantity agrees.

22.24.3.2.6. Quantity authorized and quantity in-use unequal for ASC 048 or 000A plus due-out exists. Begin action to ensure the quantity authorized and quantity in-use agree. If an asset is available and not required, initiate action to transfer FET to requiring custodian.

22.24.3.2.7. Quantity authorized and on-hand equal ASC 048 or 000A plus due-out exists. Begin action to cancel due-out or increase authorization.

22.24.3.2.8. Quantity authorized and in-use equal zero; no due-out. Begin action to delete or establish authorized/in-use detail and due-out detail records.

22.24.3.3. Duplicate document number. Inquire about the number to be sure that two or more prime records are loaded. Begin action to delete one of the duplicate prime authorized/in-use detail records.

22.24.3.4. No authorized detail loaded for this document number. Inquire by document number to see if a prime authorized in/use detail record is loaded. Establish an authorized/in-use detail record or transfer the item to another authorized/in-use detail record.

22.24.3.5. Loan date expired; due-out exists. Begin action to update the expiration date, or transfer the item to satisfy the due-out.

22.24.3.6. EMEF equals Z; manual review required. Authorized/in-use detail records should not be maintained. Begin action to delete this record or change the EMEF.

22.24.3.7. Multiple errors. Review this document to determine the multiple errors. Make the necessary corrections.

22.25. Processing Custodian Request.

22.25.1. Equipment Requests. Custodians will use one of the following forms and methods to request equipment actions (ISU, TIN, etc.) from EME/Regionalized EME:

22.25.1.1. AF Form 601/ Allowance Change Request. Prepare and submit AF Form 601 and/or an allowance change request online into the AFEMS (C001) to request:

NOTE: The EME/Regionalized EME will input all AF Forms 601 received from equipment custodians into the AFEMS (C001) using the online allowance change request (TACR) if the request requires action above wing/base level.

22.25.1.1.1. A change to an allowance standard.

22.25.1.1.2. An item in an allowance standard where the approval level is above wing/base level.

22.25.1.1.3. An item which requires approval under miscellaneous ASCs (excludes 987).

22.25.1.1.4. All fixed ground C-E equipment (see **Section 22J**).

22.25.1.1.5. Centrally procured small computers (see AFI 33-103 for local purchase of small computers).

22.25.1.1.6. A change to the allowance standard (formerly TA) for local purchase small computers (see **Section 22O**).

22.25.1.2. AF Form 2005, or letter. Prepare and submit AF Form 2005, or letter to request an item when both of the following conditions exist:

22.25.1.2.1. Item is in an allowance standard where the approval level is at wing/base level or below.

22.25.1.2.2. The allowance standard preface, or other directive requires special base level coordination, that is, CSRB, Civil Engineer, IM, etc. Coordination can either be documented on an AF Form 2005, or a letter by base level coordinating activity or by attaching a signed requirements documentation document to the original request document. The signed requirements document can be AF Form 3215, AF Form 332, or some other base level requirement form.

22.25.1.3. Telephone, radio, walk-in, or email requests. Submit requests by telephone, radio, walk in, or email for items in an allowance standard where approval authority is wing/base level

or below and special coordination is not required. AF Form 2005, or letter may be submitted if custodian prefers not to use call-in service.

22.25.2. Processing Equipment Requests. EME/Regionalized EME will process these requests as follows:

22.25.2.1. For AF Form 601, complete these steps:

22.25.2.1.1. Assign an EME/Regionalized EME control number. Record the AF Form 601 on the AF Form 600 log and place a copy in a suspense file.

NOTE: It is a MAJCOM/Chief of Supply's option whether or not to use AF Form 600 as a document control register.

22.25.2.1.2. Screen the AF Form 601 for essential data. If required data are missing, obtain them from the custodian by telephone. If the required data cannot be obtained, disapprove the request, enter the reason for disapproval, and return the AF Form 601 to the custodian.

22.25.2.1.3. Complete EME/Regionalized EME entries on AF Form 601 (see **Attachment 22B-1**) and input the request into the AFEMS (C001) using the Data Transactions Sessions allowance change request (TACR) screen.

22.25.2.1.3.1. If the request is disapproved, complete the EME/Regionalized EME control register and return the request to the custodian.

22.25.2.1.3.2. If the request is approved, the AFEMS (C001) will provide an automated base authorization update (XSJ) to load, change, or delete the authorization. Process required inputs to complete the transaction (that is, issue, due-out/due-in, turn-in, etc.) Complete the EME/Regionalized control register. Return a copy of the request to the custodian.

22.25.2.1.4. File the completed AF Form 601 according to **Attachment 22B-3**.

NOTE: The AFEMS (C001) will provide an allowance change request email notice advising the EME/Regionalized EME of the final disposition. The email notice will be used as authority to complete the AF Form 601.

22.25.2.2. For AF Forms 2005, letter, or email complete the following steps:

22.25.2.2.1. Process requests received via AF Form 2005. A suspense copy is not required.

22.25.2.2.2. Process the equipment action requests received by a letter if they are not for turn-in of equipment. Turn-ins require preparation of an AF Form 2005 for each NSN being turned in.

22.25.2.2.3. Ensure special coordination approval has been obtained. If not, disapprove the request and return it to the custodian, indicating what action is required. The request need not be returned if telephone contact with the custodian can resolve the problem.

22.25.2.2.4. Process necessary file maintenance inputs to load, change or delete the authorization and process inputs to complete the transaction (that is, issue, due-out/due-in, turn-in, etc.).

22.25.2.2.5. File the completed request according to **Attachment 22B-3**.

22.25.2.3. Telephone, radio, walk-in or email requests. For ISU and TIN requests, record the request on AF Form 2005 and process. For other types of requests refer to applicable references within this chapter.

22.25.3. Processing More than One Item. When one request (AF Form 601 or letter) is used to process more than one item, record the total number of items being requested on the AF Form 600 log.

NOTE: It is a MAJCOM/Chief of Supply's option whether or not to use AF Form 600 as a document control register.

22.25.4. Items not Managed by EME/Regionalized EME. Custodian requests received for items not managed by the EME/Regionalized EME will be returned to the custodian. Indicate on the request what action is necessary. The request need not be returned if telephone contact with the custodian results in enough additional information is provided to be acceptable by Demand Processing. If this is the case, forward the request to Demand Processing. Otherwise, return the request to the custodian.

22.25.5. Filing AF Form 601. File AF Forms 601 and 2005 (see **Attachment 22B-3**). Review suspense files periodically to ensure the receipt of completed copies. (An AF Form 601 is completed when the authorization load, change, or delete has been processed.)

22.25.6. Using Microcomputer Files for Log Information. Personnel may use disk files on microcomputers to maintain control log information, such as the AF Form 600, instead of the printed form. If you use this option, the disk file must have at least the same data entries as the form, and other data is a base option.

22.26. Configuration Data. The only configuration data required is the information requested by the AFEMS (C001) to support automated calculations of maximum allowance quantities. The EME/Regionalized EME or equipment custodian may review the current configuration questions and answers by using the AFEMS (C001) Data Transaction Sessions organization configuration (TORC) screen. They may answer or change answers to configuration questions applicable to their SRAN (EME/Regionalized EME) or organization (custodian). The selection criteria options for this transaction are organization ID, allowance ID, and/or configuration code. To determine if your configuration data is loaded compare the following ASC, NSN, and Organization Identification Number using the (TINQ) screen.

Section 22C—PROPERTY CUSTODIANS.

22.27. Overview. Property custodians must have a basic knowledge of and interest in equipment management. They must also develop controls to enforce Supply discipline. This section explains the procedures property custodians need to know about custody accounts, requests for changes to authorizations and allowances, and the controls they need to develop for managing in-use equipment. The major portion of this section lists responsibilities of the property custodian. Since Regionalized and Base Supply equipment responsibilities are distinguished only in applicable MAJCOM supplements and not all base supply accounts are Regionalized, all references to EME refers to either base level EME or Regionalized EME, whichever applies.

NOTE: AFI 23-111, Responsibilities for Management of Government Property in Possession of the Air Force prescribes basic policy and responsibilities for managing public property under Air Force control.

22.28. Custody Accounts and Custodians.

22.28.1. Requests for Establishment, Cancellation, or Changes.

22.28.1.1. Custody accounts. The organization commander will submit requests to establish, cancel, or change custody accounts to the EME.

NOTE: Individuals designated as organization or unit commander in this case include deputy chiefs of staff, staff agency chiefs, senior members of Separate Operating Agencies (SOA), and chiefs of special staff offices.

22.28.1.2. Custodians.

22.28.1.2.1. The organization commander will submit requests to appoint and/or change property custodians or alternates to EME. The commander has the option to appoint a designated representative to act in his/her behalf to appoint and/ or change custodians or alternates. The commander's appointment of a designated representative and/or a request to assign or change custodians is submitted by formal letter to the EME. The EME will, upon request, provide to the SATS security administrator the names of equipment custodians. (**Attachment 22C-1** lists the information required for custodian change requests.)

22.28.1.2.2. EME will verify information in the letters of request. For accounts with classified equipment, EME will verify with Document Control that the custodian is authorized to receipt for classified equipment. If the changes are approved, EME will send a copy of each letter to the Pick-Up and Delivery and Document Control and update the equipment custodian directory in the AFEMS (C001) using the Data Transaction Sessions equipment custodian directory (IECD) screen online transaction. EME will then file the original or a copy of the letter in a Custodian Authorization/Custody Receipt Listing (CA/CRL) folder.

NOTE: At MAJCOM option, an electronic folder system may be used for the storage and retrieval of equipment management data that is normally maintained in the CA/CRL folder.

22.28.2. Personnel.

22.28.2.1. Eligible personnel. Custodians may be commissioned officers, noncommissioned officers (NCO), warrant officers, airmen, or civilians.

22.28.2.1.1. Local wage rate (LWR) employees (foreign employees in host countries) may be appointed primary or alternate custodian ONLY if the host country's laws hold them financially liable.

NOTE: Some host country laws do not hold foreign employees financially responsible for lost or damaged equipment.

22.28.2.1.2. An Airman (SrA or below) may be appointed primary or alternate custodian by the organization commander, if the commander believes the airman is mature enough to handle the responsibility.

22.28.2.2. Ineligible personnel. Officers directly involved with the readiness of combat forces are NOT eligible for custodian assignment. This restriction applies to all personnel on active duty or reserve.

NOTE: MAJCOMs may waive this restriction.

22.28.3. Management of Custodian Absences. A new primary custodian or alternate is appointed when both the primary and alternate custodian will be absent simultaneously for 45 or more calendar days, or when either custodian is transferred due to PCS or PCA. However, if an activity or function has only one person assigned, the appointment of an alternate equipment custodian is not required.

Organizations are allowed more than one alternate custodian to ensure account continuity during absences.

22.28.4. Unsigned Equipment Accounts. If a commander allows a primary equipment custodian to depart a duty station PCS without designating a new replacement to receipt for the equipment account within 45 calendar days prior to the PCS, the commander will immediately sign CA/CRL and accept responsibility. This procedure also applies when both the primary and alternate custodians are absent for more than 45 calendar days and no new custodians have been appointed.

22.29. Training and Responsibilities of Property Custodians.

22.29.1. Property custodian training. Before assuming custodial responsibility, new custodians will contact EME to schedule Block III training. At a minimum, EME will ensure that the following items are included in the Block III Equipment Custodian training:

22.29.1.1. Introduction: Explain purpose for attending, cite requirements in chapter 2, section 2F. Provide web site http://afpubs.hq.af.mil/ to download AFMAN 23-110 for future reference. Provide custodians with AFEMS web site address "http://www.ilspo.wpafb.af.mil/afems2000" for future reference.

22.29.1.2. Definition of equipment assets in accordance with chapter 3, attachment 3A-5; chapter 22**,** and part 13, chapter 8, section 8A. Also include explanation of Equipment Management Codes (EMC) in part 13, chapter 8, attachment 8A-1.

22.29.1.3. Explain basic information regarding Chief Financial Officer (CFO) Act compliance and the Statement of Federal Financial Accounting Standards (SFFAS) No. 6 compliance established by the Federal Financial Accounting Board. See paragraph below entitled, "DOD Financial Management Reporting of Capitalized Assets."

22.29.1.4. Responsibilities. Emphasize conducting annual CA/CRL inventories in a "floor to book" style, which refers to physically checking their entire work area and identifying all equipment over $2500 to confirm that they are on their CA/CRL. Ensure the listing is not used to find items to add to the CA/CRL, but to ensure accountability is established for all applicable equipment items in the work place. Once identified the custodian should contact EME to establish accountability by adding them to their equipment account. See chapter 20, section 20E, this chapter, and part 13, chapter 8, section 8A, and AFI 23-111. Also stress transfer and relief of custodial responsibility in regard to Chief Financial Officer (CFO) assets (i.e., transfer of documentation, update of AFEMS DCFI screens, etc.) See paragraph below for additional guidance for updating CFO Act compliance data.

22.29.1.5. Air Force Equipment Management System (AFEMS) provides worldwide visibility and central management. Explain **Attachment 22A-1** through **Attachment 22A-3** and part 13, chapter 8, section 8B. Explain procedures for gaining access to AFEMS per part 13, chapter 8, attachment 8B-1**,** and volume 4, part 1, chapter 1**.**

22.29.1.6. Accounting for organizational equipment. Explain **Section 22D**, **Section 22F,** and **Section 22H**; part 13, chapter 8, section 8C; and AFI 23-220, Reports of Survey for Air Force Property. Explain that the Government-Wide Purchase Card (GPC) is not normally used to purchase accountable equipment and **cannot** be used to purchase controlled cryptographic items, weapons, small arms, nor ammunition per AFI 64-117, Air Force Government-wide Purchase Card Program.

22.29.1.7. Equipment allowance standards. Explain **Section 22B**; part 13, chapter 8, section 8D; and volume 4, part 1, chapter 4.

22.29.1.8. Equipment review and authorization. Explain **Section 22B**, and volume 4, part 1, chapter 5.

22.29.1.9. Submitting equipment requests. Explain **Section 22B**, **Attachment 22B-1** and **Attachment 22B-2**, and part 13, chapter 8, section 8E and section 8F.

22.29.1.10. Special equipment requests. Explain **Section 22K**, part 13, chapter 8, section 8E.

22.29.1.11. File maintenance. **Section 22E**; part 13, chapter 8, section 8F. For CFO Act compliance, see paragraph entitled DOD Financial Management Reporting of Capitalized Assets.

22.29.1.12. Individual clothing. Explain part 13, chapter 8, section 8G and decentralization of AF Forms 538. Suggest methods of tracking (i.e., automated 538 program, commander letters in PIF, etc.) Only those items that used to be on 538s are ones that require tracking (e.g., parkas, flyers' helmets, flak vests, sunglasses, and leather jackets). Unserviceable items will be turned into Base Supply. For audit trail purposes, units must maintain receipts from GPC buys three (3) years after the final payments are made IAW AFMAN 37-139, Table 64-1.

22.29.1.13. Miscellaneous equipment issues. Briefly describe these topics as outlined in part 13, chapter 8, section 8H through section 8L. When teaching section 8I concerning the warranty and exchange program refer to the items that are listed as exclusions in attachment 8I-1.

22.29.2. Responsibilities after Training. Once completing Block III training, custodians have the following responsibilities:

22.29.2.1. Assume custodial responsibility for equipment on his or her account.

22.29.2.2. Receipt for property (done ONLY by designated custodians or alternates). In the absence of custodians, organization commanders are authorized to sign for the receipt of property.

22.29.2.3. Assist Base Supply in conducting small arms inventories, and ensure that all items are present and serviceable.

22.29.2.4. Submit requests to the EME for equipment in allowance standards when the level of approval is wing/base or lower.

22.29.2.5. Prepare and submit AF Form 601 requests to EME for authorization and allowance changes and for equipment in allowance standards when the level of approval is above wing/base. Requests submitted for fixed ground C-E (ASC 654) equipment will contain the coordination of the appropriate Base Communications Plans and Programs Office and the number of the approved requirement document (CRSD or PMD) in block 22 of AF Form 601. Submit requests for non-EAID (activity code P) items by telephone, AF Form 2005, AF Form 1445, or email (if available).

NOTE: Organization commanders or their representatives will sign requests they have approved.

22.29.2.6. The equipment custodian may input into AFEMS (C001) allowance change requests for recommended changes to allowance standards and authorizations when the allowance standard requires approval above wing/base level (except for those noted below). The custodian may use the AFEMS online Data Transaction Sessions allowance change request (TACR) screen or call their request into EME.

22.29.2.7. Certain allowance change requests will not be input into the AFEMS (C001). AF Form 601 must be submitted to the EME for:

22.29.2.7.1. Explosive ordnance disposal equipment (FSCs 1385 and 1386).

22.29.2.7.2. Special weapons.

22.29.2.7.3. Multiple item requests.

22.29.2.7.4. Requests with classified information.

22.29.2.8. Maintain a record on AF Form 126, Custodian Request Log, when submitting or calling in requests to EME or inputting allowance change requests into the AFEMS (C001). Maintain a suspense and completed AF Form 601 file to ensure status of the account. A copy of an allowance change request is not required in the suspense or completed file if input into the AFEMS (C001). Reference the AFEMS (C001) request number.

22.29.2.9. Coordinate with pertinent activities (that is, Ground Safety Officer; Records Management Officer; Director of Base Medical Services; Civil Engineering Officer; Communications Officer; and other planning elements), before submitting requests to EME or inputting them into the AFEMS (C001). In certain circumstances, coordination/validation of activities such as the Vehicle Utilization Board (for vehicles), may be obtained after submitting the requirement to EME. However, these coordination/validations must be completed prior to input into the AFEMS (C001). Appliances requiring connection to water, gas, or electricity or modification of facilities must be coordinated with the BCE before being submitted to EME or input into the AFEMS (C001).

22.29.2.10. At least annually, review CA/CRL received from the EME/Regionalized EME to ensure that the information is complete and accurate by performing a complete inventory (see paragraph above on responsibilities). The purpose of the inventory is to ensure that all items denoted as being in use, are actually on hand. Take immediate action to locate any missing items and inform supervisor/commander if the items cannot be located so that report of survey action can be initiated. After the inventory is completed, sign the acknowledgment of responsibility block and return the CA/CRL to the EME/Regionalized EME within 15 working days. Off-base organizations are allowed 30 working days.

NOTE: On-base activities, by exception, may be granted more than 15 workdays by the EME Supervisor when requested and justified in writing by the equipment custodian/ organization commander. Copies of all correspondence or documentation extending the time frame will be filed in the custodian jacket file.

22.29.2.11. Inform base repair personnel of items requiring inspection, repair, calibration, adjustment, or other work. Retain these items (except kitchen equipment, appliances, individual equipment and clothing) requiring contract repair (warranty or contract maintenance) until notified by the contractor, who will determine whether the item(s) will be repaired on-site or transported to the contractor's repair facility.

22.29.2.12. Report any excess authorizations, allowances, or in-use assets to EME.

22.29.2.13. Review, with EME, ASCs peculiar to or specifically related to the organization's operation. Recommend to EME changes, additions, or deletions, as necessary.

22.29.2.14. Obtain relief from accountability and/or responsibility for items lost or destroyed. Submit the necessary paperwork to support administrative changes in authorized/in-use detail records (EAID), when applicable.

22.29.2.15. Ensure, upon relinquishing custodial responsibility, that the custody account has been properly transferred to the new custodian, and then been officially cleared by EME (see part 13, chapter 8, section 8C).

22.29.2.16. Prepare AF Forms 601 and supporting documents for equipment requiring EAID management that is 1) transferred or shipped to another activity or 2) received from sources other than COS. Such requests and documents MUST be prepared and forwarded to EME within 10 working days of having been discovered.

22.29.2.17. Follow up any requests submitted to EME, as required. The equipment custodian may request status through the AFEMS (C001) using the online Data Transactions Sessions allowance document status (TDSI) if he/she or EME inputs the request into the AFEMS (C001).

22.29.2.18. Report to EME all equipment found that is not listed on the CA/CRL. Protect this property until EME provides disposition instructions. EME personnel will find the owning custodian for EAID items (by review of CA/CRL, Q09, transaction history, etc.). If EME personnel cannot find the owning custodian, annotate the AF Form 2005 with action to be taken and turn in the property in accordance with found-on-base (FOB) procedures in chapter 14, section 14E. If EME personnel can determine who was the previous user, then process the item as outlined in chapter 20, section 20E.

22.29.2.19. Perform due-out review and validation in conjunction with Stock Control, as prescribed by chapter 12.

22.29.2.20. Conduct spot checks and periodic inventory to ensure the following: 1) that property in the custodian's possession or under their jurisdiction is properly charged to their account; 2) that property charged to their account is on hand, and; 3) that they are relieved from responsibility for missing or damaged items.

22.29.2.21. Ensure equipment is clean before turn-in.

22.29.2.22. Affix labels on equipment, when practical, while conducting physical inventories.

22.29.2.23. Prepare rental requests when advised by EME.

22.29.2.24. Notify the COS when known or forecasted equipment changes will cause future demands for supply to increase/decrease. Notify the COS by letter or AF Form 601. Notification MUST include the following information: projected date for equipment installation or deactivation, known or suspected support requirements, and special levels to be established or deleted.

22.29.2.25. Coordinate turn-in of combination lock safes and filing cabinets with the Top Secret Control Officer and persons responsible for safeguarding secret and confidential materiel.

22.29.2.26. Record updates to organization configuration answers maintained in the AFEMS (C001) using the organization configuration (TORC) online transaction. If the AFEMS terminal is not available, provide information to EME when requested for input.

22.29.2.27. Recommend EMC changes when it is believed that the current EMC is wrong using the AFEMS (C001) Data Transactions Sessions EMC challenge (IREC) screen. When the AFEMS terminal is not available, provide information to EME for input.

22.29.2.28. Update CFO Act compliance data for those assets whose initial acquisition cost exceeds the DOD capitalization threshold (currently $100,000) in the AFEMS (C001) (DCFI)

screen. "Must fill" fields are serial number, fund designator, acquisition cost, and in-service date in accordance with the paragraph on Capitalized Assets (see below).

22.30. Transfer of Property. See SFFAS No. 6 requirements in the paragraph below entitled DOD Financial Management Reporting of Capitalized Assets.

22.30.1. Between Organizations. Transfer accountable property to another organization ONLY when authorized by EME, or as directed by the CEMO. All necessary supporting documentation should also be transferred to gaining custodian.

22.30.2. Within an Organization. Relocate and transfer property to a custodian within an organization ONLY after EME has agreed to the transfer.

22.30.3. Transfer of equipment between custodians. The gaining custodian coordinates with the losing custodian and the gaining custodian submits a request for transfer to the EME/Regionalized EME or inputs the requesting AFEMS. The EME/Regionalized EME or the custodian processes an inter-custody receipt transfer (TRIC FET)in AFEMS to transfer the item and preclude expenditure of funds. If the FET is input by the custodian, it must be input by the gaining custodian. Also, the FET input must be the transfer of a use code B asset to fill a use code A, B, C, or D requirement.

22.31. Off-Base Organizations. See SFFAS No. 6 requirements as outlined in the paragraphs below.

22.31.1. Custody Accounts. The EME and off-base organization commander will determine the number of custody accounts assigned. Based on the organization's requirements, individual custody accounts may be assigned for office, shop, food service equipment, and vehicles.

22.31.2. Single Custodian Appointment. The organization commander may appoint the primary or alternate custodian as the single point of contact.

NOTE: A consolidated Custody Receipt Listing (R23/NGV839) MUST be used when a single organization custodian is appointed.

22.31.3. Single Custodian's Duties.

22.31.3.1. Pick up and deliver items, as stated in AFI 25-201, Support Agreement Procedures.

EXCEPTION: The agreement may state that base transportation will pick up and deliver the items.

22.31.3.2. Conduct inventories of EAID equipment according to chapter 20, section 20E. Complete inventories of EAID accounts must be performed at least annually to include custodian signature on the CA/CRL and on file in EME. These inventories must be performed in conjunction with a third party or by a third party (third party to be named).

22.31.3.3. AF Forms. If an organization located off base is supported by the COS, EME and the off-base organization commander will determine whether the organization can maintain AF Forms 657, and 658, Personnel Clothing Records (Female and Male Air Force Reserve and Air National Guard). (The COS will include this information in the support agreement.)

22.32. DOD Financial Management Reporting of Capitalized Assets.

22.32.1. Chief Financial Officer (CFO) Act. Under Public Law 101-576 passed by Congress in November 1990, the CFO Act was enacted. It requires all federal agencies to establish accurate

financial reporting and internal control of capitalized assets, which includes EAID assets accounted for in AFEMS. See criteria for capitalized assets in the paragraph below titled Capital Leases.

22.32.2. Statement of Federal Financial Accounting Standards (SFFAS) No. 6. In order to meet the CFO reporting requirement SFFAS No. 6 was published describing the categories of Property, Plant, and Equipment (PP&E): General Property, National Defense, Heritage Assets, and Stewardship Land. SFFAS outlines accounting standards for these federally owned PP&E assets. For more information reference the web site located at http://financenet.gov/financenet/fed/fasab/pdf/sffas-6.pdf.

22.32.2.1. National Defense PP&E is identified in the AFEMS as budget code A, E, H, P, and Q.

22.32.2.2. General PP&E are broken down into two sub-categories: real property and personal property. Real property is land and real estate. Personal property consists of various types of equipment and vehicles. From a property custodian perspective, the focus is on personal property because it appears on the Custodian Authorization/Custody Receipt List (CA/CRL).

NOTE: General PP&E includes revolving fund assets. General PP&E may be depreciated, whereas national defense PP&E is not because it is expensed in the period incurred. AFEMS calculates and reports depreciation on qualifying capital assets to Defense Finance and Accounting Service (DFAS).

22.32.3. Capitalized Assets. Financial reporting and accountability come together when the asset is considered capitalized. A capitalized asset is an asset that meets the following criteria: estimated useful life of 2 years or more; not intended for sale in the ordinary course of business; intended to be used by the Air Force or available for use by the Air Force; and original acquisition cost equal to or greater than the defined capitalization threshold established by DOD (currently $100,000).

22.32.3.1. All assets meeting these criteria must be recorded in AFEMS using the DCFI screen with the following data: the acquisition cost, acquisition date, serial number/unique identifier, and the fund designator.

22.32.3.2. If the cost of any single component comprising a system exceeds $100,000, the personal property must be capitalized and depreciated. An automated data processing (ADP) System (such as bench mock ups and diagnostics equipment) is physical in nature and consists of dedicated equipment or components linked together to be used in the performance of a particular service or function toward achieving the missions of that DOD Component, command or installation. ADP systems shall be capitalized and depreciated when the cost of any single, sub-component or unit (as opposed to the total dollar value of all the sub-components) equals or exceeds the DOD capitalization threshold, and they have an expected useful life of two or more years.

22.32.3.3. If the General PP&E acquisition costs do not meet the requirements for capitalization above, the costs are expensed in the period they are incurred.

22.32.4. Depreciation**.** Depreciation for these assets is calculated in AFEMS based on a straight-line depreciation method over a ten-year life for equipment and a five-year life for vehicles. Depreciation is based on unique asset identification, which for the Air Force is either a serial number/unique identifier or an AFEMS assigned serial number.

22.32.5. File Maintenance. Documentation for all PP&E transactions should be kept in physical files (e.g., invoices for purchased assets) or in an electronic data based, (e.g., scanned documents). These documents must support the data required by SFFAS No. 6 (e.g., acquisition cost, acquisition date, disposal date, etc.) Extra care should be taken to keep all original acquisition documentation related to the asset for the life of the asset or as long as the asset is Air Force owned.

NOTE: See part 13, chapter 8, section 8F for general File Maintenance requirements and guidance accountable equipment.

22.32.5.1. The mandatory inputs to AFEMS for capitalized assets are: Acquisition cost, Original acquisition date, Serial number/unique identifier, and Fund designator.

22.32.6. Acquisition Cost**.**

22.32.6.1. Original acquisition cost includes all costs incurred to bring general PP&E to a form and location suitable for its intended use (e.g., amounts paid to vendors, transportation to point of initial use, handling and storage costs, interest costs paid, and direct and indirect production costs). This information is usually found on the vendor invoice that should accompany the asset.

22.32.6.2. If historical cost information for existing general PP&E is not available, it should be valued/recorded at estimated fair market value. The estimates should be based on the costs of similar assets at the time of acquisition, or the current costs of similar assets discounted since the time of acquisition (i.e., by deflating current costs to costs at the time of acquisition by the general price index). Contact the manufacturer when this information is required.

22.32.6.3. General PP&E transferred from other federal activities should be recorded at the transferring activity's net book value, if provided, or the fair market value at the time of transfer. This information should be maintained for year-end reporting of gains. To obtain net book value (acquisition cost less depreciation), contact the transferring activity. If that is not available, determine the fair market value of the asset. Maintain documentation that demonstrates the process by which the transferred asset net book value was determined for the life of the transferred equipment item.

22.32.6.4. Capital leases.

NOTE: The information below is for reference only. Capital leases are leases that substantially transfer all the benefits and risks of ownership to the activity leasing the asset. To be classified as a capital lease (as opposed to an operating lease), the lease must meet ONE of the following criteria:

22.32.6.4.1. The lease transfers ownership of the property to the lessee by the end of the lease term.

22.32.6.4.2. The lease contains an option to purchase the leased property at a bargain price.

22.32.6.4.3. The lease term is equal to or greater than 75 percent of the estimated economic life of the leased property.

22.32.6.4.4. The present value of rental and other minimum lease payments, excluding that portion of the payments representing administrative (insurance, taxes, maintenance, etc) costs, equals or exceeds 90 percent of the fair value of the leased property.

22.32.6.4.5. A capital lease should be recorded at the lower of either the (1) net present value of minimum lease payments, excluding that portion of the payments representing administrative costs paid to the lessor, or (2) the fair market value of the leased property when the lease began. Capital leases should be depreciated over the life of the lease or the depreciation term, whichever is shorter.

22.32.6.4.6. The last two criteria listed above are not applicable when the beginning of the lease term falls within the last 25 percent of the total estimated economic life of the leased property.

22.32.6.4.7. If a lease does not meet one of the above four criteria then it should be classified as an operating lease. Operating leases of PP&E are leases in which the activity does not assume the risks of ownership of the PP&E.

22.32.7. Improvements are considered PP&E enhancements that either extend the useful life of existing general PP&E or enlarge/improve its capacity. (Mainly applies to vehicles) This does not include repair and maintenance activities.

22.32.7.1. The asset is considered capitalized if improvements are greater than the capitalization threshold ($100,000).

22.32.7.2. A leasehold improvement is used to record the value of an improvements leased property. As a general rule, most improvements to leased facilities shall be treated as a current operating expense. However, leasehold improvements that meets or exceeds the DOD capitalization criteria above shall be capitalized and depreciated over the term of the lease.

22.32.8. Original Acquisition Date.

22.32.8.1. General PP&E should be recorded when the title passes to the Air Force and is usually recorded on the vendor invoice that accompanies the asset.

22.32.8.2. General PP&E acquired under a capital lease should be recorded when the lease begins.

22.32.8.3. For constructed assets that meet the capitalization requirements, the “acquisition date” should be the date the asset is placed in service.

22.32.9. Serial/Unique Identifier Number. When practical, all items on an equipment account will be affixed with labels provided by EME. This is mandatory for capitalized assets. Most capitalized assets contain an identaplate that reflects the manufacturer's serial number. If no serial number can be found, EME will provide a locally assigned serial number. This serial number or unique item identification must be engraved on the asset in a visible location. Custodians are responsible for notifying EME when replacement EAID equipment labels are required.

22.32.9.1. Contract, Purchase Order, or other Procurement Item Identification number. This information should be entered into the AFEMS DCFI screen for all equipment items obtained after October 2000.

22.32.10. Fund Designator. The fund designator identifies the asset as Working Capital fund or General fund. Base Supply or Base Finance may be contacted to determine the source of funds used to purchase the asset. If the asset was purchased with General funds, enter “GF” in the fund designator field on the DCFI screen. If the asset is part of the Working Capital fund, use the appropriate code in the ‘must fill’ field listed in **Table 22.4.**.

22.32.11. Transfers/Exchanges. As mentioned earlier in this chapter, there are occasions where an asset is transferred in from another federal agency. When this occurs, take the following steps to determine net book value or fair market value.

22.32.11.1. The transferring organization should provide the net book value. If that is not available, efforts should be made to contact the manufacturer of the asset to obtain the cost of the asset at the time of acquisition. An estimate of the age of the asset is required to complete this task. If the manufacturer cannot provide this data, a price can be obtained from a similar asset already in the supply system. This should provide the estimated fair market value of the asset and is entered in the acquisition cost field of the AFEMS DCFI screen. The in-service date is the date the item

was acquired. The two other mandatory fill fields on the DCFI screen are the serial /unique identifier number and fund designator. See the paragraph above to determine the fund designator. The serial/unique item identification number can be obtained from the identaplate affixed to the asset. If no serial/unique identifier number can be found, EME assigns one. Documentation of all decisions and calculations made must be maintained for the life of the asset or until it's properly disposed of.

22.32.12. PP&E Enhancements and Improvements. Any improvements or enhancements made to capitalized assets must be recorded and kept on file. This involves any modifications to a capitalized asset that increases its useful life and overall value. For example, if a vehicle receives a modification that will improve its functionality, capability, and overall value, you must maintain all documentation that itemizes this enhancement. See this section for further requirements and guidance.

22.32.13. AFEMS is currently the property system that satisfies all of these requirements. Custodians play a key role in ensuring accurate financial data is maintained in AFEMS. For all assets on the CA/CRL with an acquisition cost of $100,000 or more, custodians must enter the following information:

Table 22.5. AFEMS SFFAS No. 6 Data Fields on DCFI Screen.

MUST FILL FIELD	WHERE OBTAINED FROM
Serial/unique identifier number	Asset identaplate. If asset has no identaplate, EME assigns a serial/ unique identifier number
Acquisition date (In-service date)	Original invoice, or date from contract number on asset identaplate
Acquisition Cost	Original invoice

MUST FILL FIELD	WHERE OBTAINED FROM
Fund designator	Finance office. If asset is general fund, enter "GF". This fund designator applies to the majority of (if not all) capital equipment assets at base level, excluding any Working Capital Fund Organizations (WCF). If the capital equipment asset is in the possession of a WCF organization , then one of the following codes applies: Transportation Working Capital Fund (TWCF) 68-AF TRANSCOM-Residual only (moved to FD 68 in FY 98) 6F- US TRANSCOM HQ 6J- US TRANSCOM Defense Courier Service Information Systems Activity Group (ISAG) 6W- Material Systems Group (MSG) 6X- Standard Systems Group (SSG) Depot Maintenance Activity Group (DMAG)) 6L - Hill Organic 6M- Tinker Organic 6Z - Robins Organic 6U - Hill Contract 6S - Tinker Contract 6P – Robins Contract 6R – Davis Monthan Supply Management Activity Group (SMAG) 6C- SMAG (Budget Code 9) NOTE: All capital equipment should have an alpha budget code and any budget code "Z" capital equipment in the possession of a WCF organization should be questioned since they should all fall in the "GF" category.

22.32.14. AFEMS will provide email follow-ups in 10-day increments until these fields are fully populated. For all newly acquired assets that meet the capitalization threshold, custodians must populate the DCFI screen as well as maintain records of original acquisition cost and date for audit trail purposes for the life of the asset or until it's properly disposed of.

Section 22D—RESPONSIBILITY AND ACCOUNTABILITY FOR ORGANIZATIONAL EQUIPMENT.

22.33. Overview.

22.33.1. This section describes the policy, procedures and management responsibility for accountable, organizationally-owned budget code 9 equipment items and AFEMS reportable organizational equipment.

22.33.2. Accountable Organizational Budget Code 9 Equipment Policy. DOD 7000.14-R, Financial Management Regulation, Accounting Policy and Procedures, volume 4, establishes policy requirements for Department of Defense agencies regarding government owned assets whenever public funds are invested. The Department of Defense has an obligation to safeguard property from theft, abuse, waste, and unauthorized use. This obligation is imposed even though the property may not meet the capitalization criteria or may not be expendable or sensitive. AFI 23-111, Management of Government Property In Possession of the Air Force, prescribes at all levels, basic policy and responsibility for managing property under Air Force Control. In cases where theft of government property is suspected, organizational commanders should initiate appropriate actions in accordance with AFMAN 23-220, Reports of Survey for Air Force Property. Based on cited guidance, HQ USAF directed that Organizational Commanders be responsible for the control and accountability of all Budget Code 9 items that meet the established criteria that is issued or backorder to their organization.

22.33.3. Management Responsibility. Organizational Commanders must establish local procedures for managing and controlling items issued to his/her organization. It is highly recommended that assigned custodians use management products to monitor assets issued within the organization (i.e., AF Form 1297, Temporary Issue Receipt). The Organizational Visibility List (R15) is an as required product created specifically for this program. Organizations requiring this product will should submit an AF Form 2011, Base Supply ADPE Work Request, to request this product on an annual basis. This guidance is also listed in part 13, chapter 8**,** section 8L. Bases which have the capability to provide this report via the local area network (LAN) have the option for the Equipment Management Office to submit an AF Form 2011 requesting this product on a recurring basis for all customers on base.

22.33.3.1. Budget code 9 items purchased using the GPC which meet the established criteria for accountability must be reported to the Equipment Management Element (EME/Regionalized EME) supply if organizational accountability is to be established using the R15.

22.33.4. Procedures.

22.33.4.1. Customers may order items meeting the criteria listed below using ordering procedures established by the supporting base supply. The SBSS will automatically create a modified 201 in-use detail record upon issue of an item to an organization and shop code. If a request is backordered the modified 201 in-use detail will be created when the item is due-out released to the organization. Subsequent orders for the same item against the same organization and shop code will result only in an increase to the on-hand quantity upon issue or due-out release to the organization. The 201 in-use detail will be established for GPC purchases when reported to EME/Regionalized EME. EME/Regionalized EME will process an "FEDX" to create/increase the detail. The SBSS will programmatically assign a document number beginning with 0001 for each stock number regardless of the organization and shop code (example organization 409 SM has five different modified 201 in-use details against five different stock numbers all five document numbers will be 0001). The modified 201 in-use detail record created for this process allows organizational commanders to identify items purchased using organizational funds and total quantities on hand. Asset tracking and custodial responsibilities for these items is the responsibility of the organizational commander or designated representative. Base Supply personnel have no responsibility to manage, inventory or monitor these items.

22.33.5. Criteria.

22.33.5.1. Order using activity code “P”.

22.33.5.2. ERRC code equal to “NF1”.

22.33.5.3. Budget code equal to “9”.

22.33.5.4. Dollar value equal to $2,500 (twenty five hundred) or more.

22.33.5.5. ERRC code equal to “NF1”; Budget code equal to “9” designated with one of the following pilferable controlled item codes assigned by the Stock Number User directory (SNUD).

NOTES:

Pilferable items do not have a minimum dollar threshold).

Table 22.6. Code and Explanation.

CODE	EXPLANATION
J	Code J is assigned to items requiring special control to prevent pilferage but which do not meet the definition of any other pilferage code. This may include items of the narcotics paraphernalia type. The coding activity may designate pilferage controls to items having the code U (unclassified) by recording the items as J. Coding activities may reassign one of the following pilferage codes to items previously coded as J or U.
I	Aircraft engine equipment and parts
M	Handtools and shop equipment
N	Firearms
P	Ammunition and explosives
Y	Communication/Electronic equipment and parts (except budget code 9 land mobile radios (LMR) and associated peripheral components).
Z	Vehicular equipment and parts

22.33.5.6. The following items are excluded from this program.

22.33.5.6.1. Pilferable Controlled Item Codes.

Table 22.7. Pilferable CIC.

CODE	EXPLANATION
V	Individual clothing and equipment
W	Office machines
X	Photographer equipment and supplies

22.33.5.6.2. Federal Supply Groups.

Table 22.8. FSG.

FSG	EXPLANATION
62	Electrical Items (Lamps)
71	Furniture Items
84	Clothing items

22.33.5.6.3. Stock Numbers.

Table 22.9. NSN.

NSN	EXPLANATION
1670-00-820-4896	Pallet
1670-00-969-4103	Net
1670-00-996-2780	Net

22.33.5.6.4. Air Force News Agency radio and television broadcasting and support equipment (all FSGs).

22.33.6. Transactions that impact the modified 201 in-use details (see applicable attachment for processing details).

22.33.6.1. Issue (ISU) will create detail.

22.33.6.2. Accountability Transfer (FED). Transactions will create/delete details.

22.33.6.3. Turn-in (TIN) transaction will decrease the in-use quantity by the input quantity or delete the modified 201 in-use details when input quantity reduces on-hand quantity to zero.

22.33.6.4. Reverse Post (RVP update) will re-establish the modified 201 in-use detail and or increase transaction quantity when turn-in is reverse posted; decrease the on-hand quantity and or delete the modified 201 in-use detail when the issue transaction is reverse posted; decrease the on hand quantity when the due-out release is reverse posted.

22.33.6.5. Due-out release (DOR) will create the 201 detail or increase the on-hand quantity.

22.33.7. AFEMS Reportable Organizational Equipment**.**

22.33.7.1. Property Responsibility. Property custodians are responsible for equipment on their account. Custodians may be held financially liable for such equipment if it becomes lost, damaged, or destroyed. Custodians can be relieved from responsibility for the lost or damaged property by processing the appropriate relief documents. This section explains custodial duties to accept, relinquish, and obtain relief from property responsibility.

22.33.7.2. Property Accountability. Policies and procedures concerning 1) unauthorized use of property, 2) recovery of property unlawfully detained, and 3) accounting for property lost or destroyed by causes other than fair wear and tear are contained in volume 1, part 1, chapter 10, section 10I and AFI 23-220.

22.34. Property Liability and Accountability. Air Force policy states that military and civilian personnel, including local wage rate (LWR) employees, are responsible for property (as defined in AFI 23-111). These personnel have financial liability to compensate for property lost, destroyed, or damaged because of their mismanagement or negligence (as defined in AFI 23-220) in its use, care, custody, or safeguarding. When Reports of Survey determine financial liability, process claims according to AFI 51-501, where applicable.

NOTE: Property responsibility is normally established according to local, state, or federal laws. However, some host country laws do not hold foreign employees financially responsible for lost or damaged equipment. LWR employees MUST be held financially liable under host country laws in order to serve as primary or alternate custodian.

22.35. Signing Custody Receipts.

22.35.1. Correcting Errors. EME/Regionalized EME will ensure that a custody receipt is signed by the appointed custodian and filed. EME/Regionalized EME will correct errors they find on the custody receipt. They must contact the organization commander or officer in charge of function (as in staff agencies) for instructions to correct the errors.

22.35.1.1. Signed CA/CRLS will not exceed 365 days from the production date. CA/CRLS produced for change of custodians or inventory purposes may be used to fulfill this annual validation requirement.

22.35.2. Accepting and Relinquishing Custodial Responsibility for Organizational Property.

22.35.2.1. Accepting property responsibility.

22.35.2.1.1. EME/Regionalized EME's duties. EME/Regionalized EME will give the designated custodian two copies of an updated Custodian Authorization/Custody Receipt Listing (CA/CRL) on an annual basis at a minimum.

22.35.2.1.2. Custodian's duties. After receiving the updated CA/CRL, the custodian has the following duties:

22.35.2.1.2.1. Verify that items and quantities on the listing represent property he or she is responsible for and are accurate.

22.35.2.1.2.2. Sign this statement on the last page: I ACKNOWLEDGE RESPONSIBILITY FOR ALL PROPERTY ON CUSTODY RECEIPT CONSISTING OF PAGES 1 THROUGH ___.

22.35.2.1.2.3. Keep one copy.

22.35.2.1.2.4. Return a copy to the EME/Regionalized EME. The copy must be legible with a legible signature. It cannot be a copy produced by a duplicating machine unless it contains an original signature.

22.35.2.2. Relinquishing property responsibility.

22.35.2.2.1. EME/Regionalized EME's duties. EME/Regionalized EME will process a new CA/CRL when accounts are transferred between custodians.

22.35.2.2.2. Custodians' duties. The relinquishing and gaining custodians must take a physical inventory. They must account for lost, damaged, or destroyed property according to the provisions in AFMAN 23-220 and this manual before the relinquishing custodian is relieved of custodial responsibility.

22.35.2.2.3. Officer's duties. When the relinquishing custodian cannot settle his or her account before leaving the base, an impartial officer or board of officers will settle the account. The officer(s) will be appointed by the base commander or his or her designee. The officer(s) will NOT be responsible for the account's condition.

22.35.3. Accepting and Relinquishing Custodial Responsibility for Remote Prepositioned Satellite Supply Operation CA/CRL Accounts.

22.35.3.1. When to use these procedures. These procedures are to be used when property is prepositioned at remote localities, are accounted for on a CA/CRL, and personnel assigned to the

prepositioned sites are rotated at a frequency which makes normal CA/CRL procedures impractical.

22.35.3.2. Approval to use these procedures. MAJCOM or theater LGS will approve the use of these procedures.

22.35.3.3. Change of custodian. The procedures in volume 1, part 2, chapter 1 are to be followed when custodians change. For the purpose of these procedures, the CA/CRL custodian is deemed the accountable officer.

22.35.3.4. Inventories. Custodians are to maintain a schedule which ensures 100 percent of the account is inventoried over a 12-month period. Extensions to this frequency will be approved by the MAJCOM or theater LGS.

22.35.3.5. Deployments. When assets are deployed from the prepositioned satellite supply operation CA/CRL account, they are to be transferred to a deployed CA/CRL. These deployed CA/CRLs are to be signed by the receiving custodian. A 100 percent inventory of the deployed CA/CRL is to be performed before transferring the assets back to the satellite supply operation account.

22.36. Relief from Responsibility for Public Property Lost, Damaged, or Destroyed by Causes Other Than Fair Wear and Tear.

22.36.1. DD Form 1131, Cash Collection Voucher. When 1) the custodian admits to financial liability and 2) damage to, market value of, or depreciated value of the article is under $500, relief from responsibility can be obtained by processing DD Form 1131, Cash Collection Voucher. The custodian must follow these procedures:

22.36.1.1. The squadron or detachment commander will prepare five copies of DD Form 1131. The commander will then write on each form: USED INSTEAD OF REPORT OF SURVEY.

22.36.1.2. The liable custodian will personally deliver DD Form 1131 to Accounting and Finance for payment.

22.36.1.3. The assistant United States Property and Fiscal Officer (USPFO) or his or her designated representative may accept payment for Air National Guard activities. Payment will NOT be accepted by COS personnel.

22.36.1.4. Accounting and Finance will annotate two copies of DD Form 1131 to verify payment and then return both copies to the liable custodian.

22.36.1.5. The liable custodian will give one copy of DD Form 1131 to the COS and keep the second copy for his or her records.

22.36.1.6. The COS will file DD Form 1131 in a suspense file until inputs to adjust accountable records have been processed. After accountable records have been adjusted, the COS will file DD Form 1131 with the M10 (Consolidated Inventory Adjustment Document Register).

22.36.2. Article's Valued at $500 or more (DD Form 200, Financial Liability, Investigation of Property Loss). When the custodian admits to financial liability and the article is valued at $500 or more, relief from responsibility can be obtained by processing DD Form 200, Financial Liability, Investigation of Property Loss, according to AFMAN 23-220.

22.36.2.1. Uses for Report of Survey (ROS). Use Report of Survey as follows:

22.36.2.1.1. Assess financial liability when Air Force property is lost, damaged, or destroyed.

22.36.2.1.2. Relieve responsible persons from financial liability when there is no evidence of negligence, willful misconduct, or deliberate unauthorized use of property.

NOTE: A Motor Vehicle Accident Report can be used instead of a Report of Survey when the accident report indicates no negligence, willful misconduct, or unauthorized use. A transmittal letter MUST be sent with the accident report forwarding it to the Report of Survey approving/appointing authority. The letter MUST indicate the accident investigation report is being submitted instead of a Report of Survey.

22.36.2.1.3. Authorize adjustment of property control records.

22.36.2.1.4. Document action taken to ensure against the recurrence of property loss, damage, or destruction:

22.36.2.1.4.1. The commander will appoint an initial investigating official to prepare the Report of Survey.

22.36.2.1.4.2. The investigating official will determine, then document the facts and circumstances pertinent to the loss, damage, or destruction of property. Process the Report of Survey IMMEDIATELY after the loss, damage, or destruction is discovered.

22.36.2.1.4.3. The commander must, if the investigation and Report of Survey are not begun within 30 days after the loss or damage is discovered, explain the delay and estimate the date the report will be prepared.

22.36.2.1.4.4. The Report of Survey will be prepared on DD Form 200 (Original and three copies), and forwarded to the Report of Survey Program Manager for assignment of a survey number. Once the survey number is assigned, the ROS program manager will be forward copy 3 to base supply for adjustment of accountable records pending receipt of copy 2 with final action. See AFI 23-220 for initiation, preparation, and responsibilities for Reports of Survey.

22.36.2.2. Property categories. A Report of Survey MUST be processed for these categories of property:

22.36.2.2.1. Controlled items (these are classified, sensitive, or pilferable items).

22.36.2.2.2. All weapons.

22.36.2.2.3. Items with a security classification.

22.36.3. Disaster Relief Operations/Combat Actions. Relief for AF personnel participating in disaster relief operations or combat actions from responsibility for property lost, damaged, destroyed, or abandoned is outlined in volume 1, part 1, chapter 10, section I, and chapter 11, section 11I.

22.36.4. Financial Charges. Determine and compute financial charges as set forth in AFMAN 23-220. The investigating official will determine the charges; Accounting and Finance will compute them.

22.36.5. Disciplinary Action. When appropriate, disciplinary action may be taken against the liable custodian despite relief from financial liability (approved Report of Survey), IAW AFMAN 23-220/AFI 23-111.

22.36.6. Record Adjustment Procedures. Follow these procedures to adjust records for property lost, damaged, or destroyed:

22.36.6.1. Inventory personnel will:

22.36.6.1.1. Adjust, by Inventory Adjustment Document (IAD), lost or destroyed items on authorized /in-use detail records. Attach the COS copy of the relief document to IAD as supporting documentation.

22.36.6.1.2. Turn-in and adjust, by IAD, non-EAID lost or destroyed items. Use the COS copy of the relief document to clear receipt files, if maintained. Attach the COS copy to the turn-in as supporting documentation.

22.36.6.2. The custodian will:

22.36.6.2.1. Turn-in damaged EAID and non-EAID items. Use normal turn-in procedures.

NOTE: EMS/Regionalized EMS will attach the COS copy of the relief document to the turn-in.

22.36.6.2.2. Request replacements for lost, damaged, or destroyed EAID and non-EAID items. Use normal issue procedures.

Section 22E—FILE MAINTENANCE FOR EQUIPMENT MANAGEMENT.

22.37. Overview.

22.37.1. Section Summary. This section explains the procedures for establishing, changing, and deleting internal records, document flow, and external records for equipment management. It also specifies procedures for preparing external records.

22.37.2. Attachments. The attachments explain the general logic of the SBSS ADS programs, the processing of the programs, where and how to locate the data, and the input and output products.

22.38. Quality Control. EME/Regionalized EME personnel will examine all documents and products to determine that they have been prepared, processed, and signed as required. All processing points will check documents for validity. EME/Regionalized EME personnel will correct errors or omissions.

22.39. Reject Control.

22.39.1. Errors. If the computer detects an error in input data or on an internal record, it assigns a reject number. The reject routine procedure must then be followed. All internal records are restored, and a printed reject notice is output to the input function or RPS/main system.

22.39.2. Rejects. The reject notice must be corrected. Chapter 7 lists rejects and corrective action.

22.39.2.1. Certain rejects are suspended and printed on the Daily Reject Suspense Listing (D818). This listing is a tool for positive and continuing control of rejected data. Supervisors will check this list daily to verify that rejected input data are being corrected for reinput.

22.39.2.2. Rejected input data which require research and/or file maintenance action to correct or load internal records will be referred to the appropriate section for action. See chapter 7.

22.39.3. AFEMS (C001) Edits/Rejects. EME/Regionalized EME personnel will access AFEMS daily. After access is obtained, enter the Data Transaction Session and enter AREJ to select the AREJ screen. Enter your SRAN at the indicated position on the AREJ screen to pull up the edits charged against your SRAN and to do the following:

22.39.3.1. EME/Regionalized EME will work the edits as instructed by **Attachment 22G-2**.

22.39.3.2. If need be, remind the vehicle management personnel, who make SBSS inputs on vehicles, to work the vehicle edits as instructed by **Attachment 22G-2**. **Section 22I** directs them to access AFEMS.

22.39.3.3. Provide access or printouts to other elements which need to work other edits in the AREJ area. For example, edits on DOC Ids DS(x) or XHA should be provided to whomever is managing serialized reporting on small arms and COMSEC assets.

NOTE: Personnel, particularly ones working the edits, should become familiar with the DOC Ids referenced in the edits, and learn what SBSS transaction input triggers the transactions that end up at AFEMS (see chapter 8, attachment 8F-3).

22.40. Authorized/In-Use Detail Record.

22.40.1. Purpose. Authorized/in-use detail records are established for items that qualify as EAID and are subject to equipment management accounting.

22.40.2. Procedure. Load these records only after the item record for the applicable stock number has been established. Load a separate record for each authorized/in-use stock number, allowance identification, and custody receipt account. For assets at or above $100,000.00 unit price, establish a separate detail record reflecting a quantity of one (1) each. For example, if there are five (5) assets as one account, establish five (5) separate details of one (1) each.

22.40.3. Restrictions. These records are restricted to nonexpendable, non-EMC 1 items, except where EMEF or equipment code W applies.

22.41. Due-Out Detail Record. The due-out detail record is created by processing FCI or issue when the quantity in-use (plus substitutes and due-outs) is less than the quantity authorized. The due-out detail document number is the same as the authorized/in-use document number, except that the date portion is a Julian date rather than zeros.

22.42. Authorized/In-Use and REM-Vehicles-Only Detail Record Document Numbers.

22.42.1. Procedure. The detail record document number is 14 digits in length and is constructed as specified in chapter 3, attachment 3A-3 and as shown below.

Table 22.10. Item Numbered Document Numbers.

Activity Code	Org Code	Shop Code	*Zeros	Item Number
A	NNN	XX	0000	NNNN

NOTES:

1. Enter the Julian date of preparation in this field for issues, turn-ins, etc., until output. For file maintenance transactions, use zeros which are stored on the detail records.
2. This Shop Code must be A/A if the activity code is E.
3. This does not apply to leased or rental vehicles.

22.42.1.1. Item number. The last four digits of the document number are the item number. An alpha character (A-Z) in the first position of the item number indicates a detail created as a result of the AFEMS (C001) allowance conversion process.

22.42.1.2. Restrictions. Assign different document numbers to each authorized item whenever any of the following data elements are different.

Table 22.11. Title.

TITLE
Organization.
Custody receipt account.
Stock number.
Allowance identification.
Composition.
Use.
Using/gaining command.
Base of planned use.
Alternate storage location.
WRM reporting application code.
Unit type code.
Increment code/number.
End item identification code/standard reporting designator.

22.42.2. Example. If the same stock number is authorized under two or more allowance identifications within the same custody receipt account, different item numbers will be assigned for each authorization. All substitute and REM-vehicles-only detail records have the same number as that assigned to the authorized item. Item numbers will begin with 0001 and cannot exceed 9999 for each custody receipt account. Item numbers with alphas at the beginning, that is, A001, are assigned from AFEMS (C001).

22.43. WRM Reporting Application Code/Deployment Selection Code. The WRM reporting application code/deployment selection code is a two-digit (A/N) code. It identifies all items for deployment with a specific unit type code (UTC). The custodian assigns these codes, coordinates with the logistics plans officer according to MAJCOM supplements, and gives them to the COS to load against applicable in-use details. Once the code is assigned, it can be used in conjunction with the system designator, organization/shop code, use code, and/or allowance identification in the FME process. This produces a deployment listing which the deploying custodian signs. Correctly assigning and using the codes eliminates the need to manually, selectively structure a deployment listing for each deployment unless a partial UTC is deploying. A single item listing can automatically be prepared for all items to be deployed while in garrison regardless of the assigned equipment organization or shop code. Using these codes eliminates the manual process of selecting the deployment items.

22.44. EAID Location Code Assignment. The EAID location code (8 position A/N) can be assigned to an authorized in-use detail record by the processing of an FCS input. This code will identify where an item of equipment is physically stored. This code can be any meaningful data and does not have to conform to the current structure of a warehouse location. This code is applicable to WRM/Mobility equipment primarily, but is not limited in any way to only use code A, C, or D. The format for an FCS input is contained in chapter 14.

22.45. FCI Uses/Options and Processing.

22.45.1. The FCI program uses four input formats. The REM monitor will initiate FCI inputs that change established REM-vehicles-only records and that affect REM item authorized/in-use detail records. The EME/Regionalized EME will initiate all FCI inputs except those that affect REM records. Each unit listed below is responsible for accomplishing all tasks, as stated. (See **Attachment 22E-1** through **Attachment 22E-9** for preparation.)

22.45.2. FCI Format Number 1. This format will load, change, or delete authorized/in-use detail records. FCI Format Number 1 will also cause automatic processing of the issue program when loading or changing a prime detail if the on-hand quantity plus due-outs is less than the authorized quantity. If the automatic interface is not desired, an option to override is provided. These options and interfaces are not applicable to vehicles (equipment code V).

22.45.2.1. EME/Regionalized EME.

22.45.2.1.1. Enter the detail document number from the Custodian Document Register in block 6 on all copies of AF Form 601 or positions 40-43 of the AF Form 2005, or on the letter. If the transaction is for a new authorization, assign the next available detail document number and post it in the register.

NOTE: EME/Regionalized EME will not assign detail document numbers prefixed with an alpha character. These detail document numbers are reserved for use by the AFEMS (C001) to provide the SBSS with automated base authorization updates and forecast conversions.

22.45.2.1.2. Prepare FCI input from data on the request using the appropriate creation sheet. Enter the detail document number from the request in positions 36-49 of the FCI.

22.45.2.1.2.1. Forward one copy of the creation sheet to the input terminal.

22.45.2.1.2.2. If an AF Form 601 was required, file a copy in suspense in control number sequence.

22.45.2.1.2.3. Prepare other inputs, such as ISU, TIN, etc., if necessary, and process according to applicable chapters in this volume. Proper preparation of the FCI input will cause automatic processing by the issue (ISU) or due-out (DOR) program (except vehicles).

22.45.2.2. Terminal operator.

22.45.2.2.1. Input FCI through the terminal upon receipt of the input creation sheet.

22.45.2.2.2. Hold the creation sheet until receipt of the output DD Form 1348-1A.

22.45.2.2.3. Attach all copies of DD Form 1348-1A, when received, to the creation sheet. Send to EME/Regionalized EME personnel.

22.45.2.3. EME/Regionalized EME personnel.

22.45.2.3.1. Verify quality control to ensure correct processing upon receipt of the output DD Forms 1348-1 and the copy of the creation sheet.

22.45.2.3.2. Attach copy 1, DD Form 1348-1A to copy 1, AF Form 601, if the FCI input processes correctly.

22.45.2.3.2.1. File the request according to **Attachment 22B-3**.

22.45.2.3.2.2. Destroy the request and any copies of the DD Form 1348-1A if not required, or use as locally desired.

22.45.2.4. See **Attachment 22E-1** through **Attachment 22E-5** for load, change, and delete formats; document flow; and output document.

22.45.3. FCI Format Number 2. This format will only change specific data on REM-vehicle-only detail records. See **Section 22I**.

22.45.4. FCI Format Number 3.

22.45.4.1. FCI Format Number 3 is different from 1 and 2 in that 1 and 2 are results of requests from the customer and 3 is an EME/Regionalized EME action to change document numbers on authorized/in-use detail records. These actions are required when organization and/or custody receipt account codes are changed or consolidated.

NOTE: Do not use this input to transfer equipment between custodians.

22.45.4.2. EME/Regionalized EME personnel prepare 1RB555 input and send it to RPS for processing.

NOTE: If single FCI 3 inputs are being prepared, EME/Regionalized EME will prepare them and send to Computer Operations for entering and input through RPS.

22.45.4.3. Terminal operator.

22.45.4.3.1. Enter and send through RPS.

22.45.4.3.2. Return output DD Form 1348-1A to EME/Regionalized EME.

22.45.4.3.3. See **Attachment 22E-6** through **Attachment 22E-8** for FCI input, notice, and document format.

22.45.4.4. FCI Format Number 3 processing.

22.45.4.4.1. Procedure. FCI Format Number 3 inputs are normally obtained by processing a 1RB555 input to program NGV555 during end-of-day processing. Outputs produced by the 1RB555 routine contain prime stock numbers only.

22.45.4.4.1.1. When allowance identification is changed resulting in two details with the same stock number, organization code, shop code, WRM-reporting application code, BASS composition code, base of planned use, alternate storage location, use code, equipment code, UTC, increment code/number, EIIC and ASC, an FCI-3C will be processed automatically to merge the details.

22.45.4.4.1.2. The document number on related due-out detail records as well as the mark-for field on the due-in detail records when applicable will be changed automatically by the SBSS ADS.

22.45.4.4.1.3. The 1RB555 routine. The 1RB555 routine prints a listing of the FCIs in the order that they are produced. Use this listing as required for offline processing and as a suspense when the FCIs are input directly inline.

22.45.4.4.2. Uses. Obtain FCI Format Number 3 inputs by processing a 1RB555 when the following occur:

22.45.4.4.2.1. The organization code is changed. Prepare the 1RB555 with an R merge/ retain code. The FCI output will then be ready for inline processing.

22.45.4.4.2.2. One organization code is consolidated (merged) with another. Prepare the 1RB555 input with an M merge/retain code. Item numbers (the last four positions of the document number) must be entered into the FCI output before they are entered into the computer. If an authorized/in-use detail record is found available for merging by the computer, then the change-to document number field of the FCI output will contain the complete document number of the authorized/in-use detail record that is available for merging. The FCI output will be blank in the last four positions of the change-to document number field when no record is available in the Database Record Area (DBRA) for merging. When the FCI output is processed inline the merge/change-to detail record must already be loaded or the program will reject. This particular FCI format will not load a new detail for you. If the FCI output is blank in the last four positions of the merge/change-to document number field, you must assign a detail number prior to input.

NOTE: Authorized/ in-use detail records are selected for merging when the prime (authorized) stock number, system designator, custody receipt account code, equipment code, UTC, increment code/number, EIIC, WRM reporting application code, BASS composition code, base of planned use code, alternate storage location code, and allowance identification codes are identical on authorized/in-use records selected by change-to and -from organization codes obtained from the 1RB555 input. These FCI outputs may be entered into the computer without further editing action.

22.45.4.4.2.3. A custody receipt account code is changed. The FCI Format Number 3 output produced by the 1RB555 routine should be ready for entering into the computer without additional processing.

22.45.4.4.2.4. One custody receipt account is consolidated with another. The FCI output produced by the FME routine should be ready for entering into the computer without additional processing.

22.45.4.4.3. Prepare FCI Format Number 3 input manually if two prime authorized/in-use records under the same stock number, system designator, and custodian are found to be in the DBRA along with the equipment, allowance identification, composition, use, base of planned use, alternate storage location, UTC, increment code/number, EIIC, and WRM reporting application code. The FCI will be prepared to consolidate the detail records with these two document numbers.

22.45.5. FCI Format Number 4 will establish a new prime authorized/in-use detail record and will change the existing prime to a substitute. In establishing the new prime, EME/Regionalized EME personnel may change the authorized quantity. If EME/Regionalized EME enters issue interface data in the input, the computer will automatically call the issue program for processing.

22.45.5.1. EME/Regionalized EME personnel change a substitute to the prime when a substitute exists for the input stock number and the document number. Otherwise, a new prime detail will be loaded. EME/Regionalized EME personnel change the prime to a substitute when assets are on hand or due-out for the existing prime. Otherwise, the existing prime will be deleted.

22.45.5.2. When the item code is changed, an automatic interface with program NGV438(XJE) will occur to process AFEMS (C001) inquiry and to create database reload transactions.

22.46. SPC E Coded Items.

22.46.1. Purpose. Stock Control assigns code E (chapter 19) to items which vary by physical characteristics, such as color, size, special features, etc.

22.46.2. Procedure. Some turn-ins and receipts create an output I023 management notice. Stock Control selects a due-out to force release (DOR) from the due-outs appearing on the notice (see chapter 12, attachment 12A-3 for forced DOR format).

22.47. Accounting for EMC 1, 2, or Expendable Items.

22.47.1. The Stock Number User Directory (SNUD) assigns EMC 1 to nonexpendable items. This EMC 1 appears in the low order position of the expendability recoverability reparability cost designator (ERRCD) field. Authorized/in-use detail records are not normally maintained on EMC 1 or expendable items. EMC 2 items are EMC 1 items which require EAID accounting. The MAJCOM directs or approves this designation (see **Attachment 22E-9** for FEC input format; see **Attachment 22E-10** and **Attachment 22E-11** for FEC output formats).

22.47.2. Equipment Management Exception Flags. The program assigns EMEFs to the authorized/in-use detail record (201-REM-EMC-FLG) when data result in one of the following changes: a change from or to EMC 1, a change from or to EMC 2, or ERRCD change from or to expendable.

22.47.2.1. EMC 1.

22.47.2.1.1. EMEF R. When an EMC 1 item is a prime/substitute item for an EMC 3, 4, or 5 item, the program assigns an EMEF R to the EMC 1 details. This indicates that the authorized/in-use detail record must be maintained and reported.

22.47.2.1.2. Use codes. Based on use code, the program assigns EMEF to EMC 1 bachelor items or EMC 1 authorized/in-use detail records that are prime/substitute items for an EMC 1 detail record. The program assigns an EMEF R to use code A or D because these detail records are required for WRM reports. The program assigns an EMEF Z and outputs a 093 management notice when the use code is B, C, or E.

22.47.2.1.3. Processing non-EAID equipment (NF1) items. NF1 items with activity code P will be loaded to the SBSS using TRIC FEDX (Screen 495). There is no authorization quantity for this type 201 detail and no edit for on-hand quantity. See format in **Attachment 22H-8**.

22.47.2.2. EMC 2.

22.47.2.2.1. EMEF 9. The program assigns an EMEF 9 to EMC 2 detail records when the paragraph above does not apply.

22.47.2.2.2. EMEF R. The program assigns an EMEF R to use code A or D because these details records are required for WRM reports. When an EMC 2 item is in a prime/substitute relationship with an EMC 3, 4, or 5 item, the program assigns an EMEF R to the EMC 2 detail. This indicates that the authorized/in-use detail record must be maintained and reported.

22.47.2.3. Expendables.

22.47.2.3.1. EMEF Z -- use code B or C. When the use code is B or C and the items are expendable, the authorized/in-use detail record is assigned EMEF Z.

22.47.2.3.2. EMEF Z -- use code A. When the use code is A and the item is an expendable bachelor detail record or expendable items are in a prime/substitute relationship with an expendable item, the code is EMEF Z.

22.47.2.3.3. EMEF R -- use code B or C. When the use code is B or C and the expendable items are in a prime/substitute relationship with a nonexpendable item, the expendable item's authorized/in-use detail record is EMEF R.

22.47.2.3.4. EMEF R -- use code A. When the use code is A and the expendable items are in a prime/substitute relationship with nonexpendable items, the code is EMEF R.

22.47.2.3.5. EMEF R and equipment code W -- use code D. All expendable authorized/in-use detail records with the use code D will have an EMEF R and equipment code W. Equipment code W allows MSI processing against the detail record.

22.47.3. Assigning EMC 2. By processing an FIC, EMC 2 can be assigned to item records which presently have an EMC 1 assigned to them.

22.47.3.1. FIC with applicable system designator. When loaded in more than one system designator, you can change the EMC to/from 1 or 2 on selective system designator by input of an FIC with the applicable system designator. EMC 2 on the item record will not allow processing on an activity code P issue with an authority for-issue-flag Z.

22.47.3.2. EMEF 9. When more than one MAJCOM or host-satellite accounts have authorized/in-use detail records for a stock number and they cannot agree on assigning EMC 2, the detail records that require local control can have an EMEF 9 by entering an FEC against the specific detail record.

22.47.4. Processing 093 Management Notice. This 093 management notice is produced when program NGV412 assigns an EMEF Z to an authorized/in-use detail record. It allows EME/Regionalized EME to challenge new management coding before deleting the detail record.

22.47.4.1. Challenges. To verify the management data change, use the item record data provided on the affected detail record. To make a challenge on the stock number, provide Records Maintenance full justification for the challenge and a copy of the 093 management notice. Input the challenge into the AFEMS (C001) using the Data Transactions Sessions EMC challenge (IREC) online screen. The AFEMS (C001) will provide an email notice of the final disposition. Hold a copy of the notice in suspense until the proper coding has been determined.

22.47.4.2. SPRAM Accountability. If the ERRCD was changed from NF/ND to XF/XD, the EME/Regionalized EME must determine if SPRAM accountability is applicable according to **Section 22L**. Contact the using organization to determine if the item is still required. If it is -- and SPRAM accountability is applicable -- the organization must submit a request for the item under SPRAM procedures. After EAID accountability is discontinued, follow the SPRAM procedures in **Section 22L**.

22.47.4.3. AIQ. An AIQ will be output when the ERRCD changes from X to N or from N to X and no authorized/in-use details are affected. EME/Regionalized EME must research external files and process additional inquiries to determine if any due-out detail records exist. Cancel and record these under EAID accountability. Also review and cancel due-ins if appropriate. If the ERRCD was changed to XF/XD, and there are due-out detail records on file, follow the procedures above.

22.47.4.4. Verification. Records Maintenance will verify the Stock Number User Directory (SNUD) input. If it is required, Records Maintenance will also prepare an AF Form 86 or other correspondence necessary to verify the management data. In the meantime, item records will have an ERRCD NF2 or ND2, and Records Maintenance will place an asterisk (*) in the first position of the nomenclature field. (See chapter 27, on assigning ERRCD.) When you receive notification of the management data, process a data change if it is required and notify appropriate EME/Regionalized EME personnel.

22.47.4.5. 094 Management notice. An 094 management notice will be output if the management data change back to an accountable condition. Upon notification that an item is being changed from EMC 1 to EMC 3, 4, 5, or that expendability recoverability reparability cost designator (ERRCD) is being changed from expendable to equipment, begin immediately to establish proper EAID accountability. This includes reviewing Custodian Authorization/Custody Receipt Listing (CA/CRL) files, transaction history registers, and other management products. EME/Regionalized EME informs the supported custodians to conduct the appropriate inventory. (See **Section 22F** for procedures to reestablish EAID accounting.)

22.47.5. FEC Input Processing. You can use FEC input processing to delete or change certain authorized/in-use detail records.

22.47.5.1. Deletions (D in position 4). Either delete the authorized/in-use detail record for the input stock number, system designator, and document number which contains an EMEF equal to the input EMEF (9, Z, or R), or delete all authorized/in-use detail records for the input stock number and system designator that have an EMEF equal to Z. If you enter a D, the computer will make the following changes:

22.47.5.1.1. Change all related activity code E due-outs to activity code P and assign authority-for-issue-flag Z (program decision flag) on the due-out detail record.

22.47.5.1.2. Change the due-out document number on those due-in detail records relating to an updated due-out.

22.47.5.1.3. Produce an auditable document for each quantity deleted.

22.47.5.1.4. Create applicable transaction history records for updated detail records.

22.47.5.1.5. Checks the prime detail for possible deletion after a substitute detail has been successfully terminated. This only applies for the FEC input that includes the stock number, system designator, and document number. The edits for the prime detail are as follows:

22.47.5.1.5.1. All quantity fields must be zero (on-hand, calibration, maintenance, and deployed).

22.47.5.1.5.2. Detail record must have a EMEF code of 9, R, or Z assigned.

22.47.5.1.5.3. No other details records in the document number set.

22.47.5.2. Changes (C in position 4). Change the authorized/ in-use detail record for the input stock number, system designator, and document number with an EMEF Z to an EMEF 9. This change indicates that EAID accounting is required by the MAJCOM or is required because of a local decision.

22.47.6. FEC Output Processing. FEC output documents will be signed and distributed.

22.47.6.1. Approval. The MMO will sign each document to reflect approval. During his or her absence, the individual who has assumed the responsibilities of the MMO may sign the FEC. The MMO may delegate this authority to the EME/Regionalized EME supervisor.

22.47.6.2. Distribution.

22.47.6.2.1. Forward copy 1 to Document Control.

22.47.6.2.2. Forward copy 2 to the applicable custodian.

22.47.6.2.3. Destroy the remaining copies.

22.48. Processing FER In-Use Identity Changes.

22.48.1. Use FER in-use identity change processing to re-identify a specific item or quantity of equipment from one stock number to another when it is recorded on an authorized/in-use detail record. The FER program will create a substitute detail (item code "S") under the "change-to" stock number using the input action quantity as the quantity on hand. The "change-from" stock number detail will remain as the prime detail (item code "P") with a quantity on hand of zero. (If there is already a prime detail loaded on the "change-to" stock number for the same organization and shop code, then the program will add the input quantity to that detail.) If external review determines that the "change-to" stock number can be used for authorization, then complete the transaction by processing an FCIC (**Attachment 22E-3**) to change the authorized quantity and item code on the "change-to" stock number. This will delete the detail on the "change-from stock number. (See **Attachment 22E-13** for the FER document flow, **Attachment 22E-14** for the FER input format, and **Attachment 22E-16** for the FER output format.)

CAUTION: FER cannot be used to re-identify vehicles. Use only a TIN followed by ISU (screen #134) for vehicle re-identification. Authorized in-use details with use code D cannot be re-identified using a FER input. The item must be turned in, re-identified with an FCH, and re-issued to the appropriate detail.

22.48.2. Responsibilities. The COS, inspectors, and certain personnel have the following responsibilities:

22.48.2.1. The Chief of Supply (COS).

22.48.2.1.1. Appoint inspectors. The COS will appoint individuals of the EME/Regionalized EME to act as inspectors. The COS may (but does not have to) make a special appointment of individuals in Inspection. In addition, the COS may appoint and train individuals in supported Geographically Separated Units (GSU) when the travel time to the GSU is more than one duty day by the most economical means of transportation. Individuals appointed in GSUs cannot serve as an FER inspector for equipment accounts where they serve as custodian (either primary or alternate). The specific individuals and number of individuals will be at the discretion of the COS.

22.48.2.1.2. Provide written notification. The COS will use written notification to delegate this authority to individuals. The COS will furnish copies of the delegated authorization to the EME/Regionalized EME, to each individual concerned, and to the supervisor of the Inventory, Inspection, and Document Control.

22.48.2.1.3. Require signatures. The COS can determine whether or not to require signatures from an approving official. Unless the COS supplements this paragraph otherwise, the signa-

ture of an approving official is not required. Local written policy will indicate the selected option and delegation of authority and responsibility for signatures.

22.48.2.2. Inspectors.

22.48.2.2.1. Re-identify and/or re-label equipment. Inspectors will re-identify and/or re-label EAID equipment. At the discretion of the COS, if sufficient information is provided to the COS activity by mail, fax, or other means, the equipment being considered for reidentification will not need to be physically inspected by the COS inspector.

22.48.2.2.2. Sign FER documents. Inspectors will sign equipment-identity-change (FER) documents (DD Form 1348-1A).

22.48.2.3. Inventory.

22.48.2.3.1. Notify EME/Regionalized EME. Inventory personnel will notify EME/Regionalized EME of all misidentified items of equipment disclosed while they were inventorying a custodial account.

22.48.2.3.2. Prepare forms. They will prepare AF Form 1991 in FER format (see **Attachment 22E-14**) and furnish one copy to EME/Regionalized EME.

22.48.2.4. EME/Regionalized EME. EME/Regionalized EME processes all FER inputs and obtains signatures as required.

22.48.2.5. Document Control. Document Control personnel will be responsible for final quality control of equipment identity change (FER) documents before filing them in the document control file. This includes ensuring that the signatures on the document are authorized.

22.48.2.6. Other personnel. Any individual who discovers misidentified EAID equipment is responsible for notifying EME/Regionalized EME personnel.

22.48.3. Reidentifying Items with 000, 000A, or 048 ASC. Complete in-use or partial quantities may be reidentified.

22.48.3.1. A complete in-use quantity. If the complete in-use quantity on a detail is being reidentified and the ASC is 000, 000A or 048, the computer will delete the existing detail and load an authorized/in-use detail record with the change-to stock number. The new detail will have the same document number and authorized quantity as the deleted detail.

22.48.3.2. A partial quantity. If a partial quantity is being reidentified and the ASC is 000, 000A or 048, EME/Regionalized EME personnel will enter in the FER input the next available item number (the last four positions of the detail document number) for the applicable custodian. The program will subtract the input action quantity from the in-use quantity (and the authorized quantity if the ASC is 000A or 048) on the losing detail record. The computer will load a new detail record with the change-to stock number and new document number. The action quantity will become the authorized quantity, as well as the in-use quantity, if the ASC is 000A or 048.

CAUTION: If the ASC is 000A or 048, the in-use and authorized quantities on the change-from detail must be equal or the program will reject the input.

22.49. Processing 1RB555 EAID Record Select/Change Inputs.

22.49.1. The 1RB555 input procedures produce FCI number 1 and 3 formats. 1RB555 EAID record select/change processing also searches the ATHINU-AREA of the SBSS database. It then produces

FCI outputs from authorized (prime)/ in-use detail records based on selection data. The selection data are entered in positions 7-34 of the 1RB555 inputs. Action data produced on the FCI output are based upon entries in positions 40-67 of the 1RB555 input. (See **Attachment 22E-18** for the 1RB555 document flow, **Attachment 22E-19** for the 1RB555 input format, and **Attachment 22E-20** for the 1RB555 output.)

CAUTION: Entries in positions 7-9 or positions 7-11 will cause FCI format number 3 outputs to be produced. Entries in positions 12-34 will produce FCI number 1 outputs. However, if any data are entered in positions 7-11, the program will produce only FCI format number 3 and will ignore any data in positions 12-34. Therefore, make separate 1RB555 inputs for organization and shop code changes and indicative data changes.

22.49.2. Processing Modes. The 1RB555 inputs may be processed in any mode on either the primary or secondary gang.

22.49.3. Limitations. This program provides for the most common changes. However, if it does not provide the desired capability, use a SURGE program to obtain FCI outputs.

22.49.4. Input Preparation for EME/Regionalized EME.

22.49.4.1. Initiate 1RB555 input processing.

22.49.4.2. Schedule processing with the Management and Systems Flight.

22.49.4.3. Prepare two copies of AF Form 1991 or 1530.

22.49.4.4. Hand-carry all 1RB555 inputs to the ADPE.

22.49.4.5. Never process 1RB555 inputs inline or input through the terminal.

22.49.4.6. Prepare 1RB555 inputs as shown in **Attachment 22E-16**.

22.49.5. FCI Output. FCI will be output only for authorized/in-use detail prime records since to reinput them would cause all substitute records to change. The FCI transactions are loaded to pseudo under program control when position 72 of the 1RB555 select image contains a P. When the pseudo option is used and the program is being processed on the secondary gang, ensure that the primary system is available to accept the pseudo load. If the pseudo option is not used, the FCI images are written to a BPS file. This file must be reviewed and any necessary changes made before processing. A pseudo load must be processed to start pseudo processing. Any FCIs that are rejected should be manually reviewed and action taken to correct or complete information and reprocess.

22.49.6. FCI Output Listing. The 1RB555 routine will produce this listing. It will contain the image of each FCI in the sequence it is produced. The first line will be the image of the input 1RB555. Use this listing as required for processing of the FCI output, and use it as the suspense document until rejected FCIs are corrected and reprocessed.

22.50. Processing FET Inputs.

22.50.1. FET inputs allow the transfer of an equipment item from one custodian to another or from one authorized/in-use detail record to another with a single input. You can also use the FET to decrease the authorized quantity on the losing account and/or to increase the authorized quantity on the gaining account with the same input. Adjustment of authorized quantities is optional with each FET input. (See **Attachment 22E-22** for the FET input format. Also, see **Attachment 22E-21** for the FET flowchart, **Attachment 22E-23**, **Attachment 22E-24**, or **Attachment 22E-25** for the FET

output format, and **Attachment 22E-28** for the FET output notice.) Documentation for Chief Financial Officer (CFO) assets (i.e., invoice, original cost paperwork, etc.) must be given to gaining custodian.

22.50.2. Substitute and Prime Records. The FET will also create any necessary substitute authorized/in-use detail records for the gaining account. However, it will not create the prime authorized/in-use detail record for the gaining account. Therefore, establish the prime record first. You cannot create substitute records if the ASC on the prime record is 000, 048, 985, or 987.

CAUTION: The input will be rejected if it is not under the prime stock number for these ASC.

22.50.3. Satellites. Satellite equipment managers having direct input capability will not input FET transactions involving organization codes that are not assigned to satellite base-supported activities.

22.50.4. Financial Record Update. The FET process bypasses all financial record update. Therefore, end-of-day credits or changes are not applied to losing or gaining organizations.

22.50.5. Transfers. DO NOT use FET input to transfer equipment between Fixed Ground Communications-Electronics (C-E) Equipment (ASC 654) and non-C-E organizations. Also DO NOT use this input to transfer assets between ASC 987 and other allowance identifications. Transfers from details with use code D are not allowed. However, you can use the transfer option in the following ways:

22.50.5.1. Vehicles. FET can be used to transfer vehicles if the equipment code is V on the losing and gaining detail records.

22.50.5.2. Cancellations. When an FET satisfies a due-out, you may cancel the due-out on the transfer input. You do this by entering the due-out document number in the date field of the gaining document number.

CAUTION: When you use this option, the input will reject if the applicable due-out record is not located.

22.50.6. Deletions. The FET routine will delete an authorized/in-use detail record which becomes inactive as a result of an FET input (that is, zero in-use quantity on substitute records and zero in-use and authorized quantities on prime records). The FET program will also load and delete registered equipment management (REM)-vehicle-only detail records as required.

22.50.7. Control of On-Hand Versus Authorized Quantities. The computer will print a management notice if a quantity comparison reveals variances.

22.50.7.1. Quantity comparison The computer will do a quantity comparison unless the allowance identification is 000. If on-hand and authorized quantities are invalid, the input will reject unless the allowance identification is 000.

22.50.7.2. Management notice. A management notice (O/H and/or D/O QTYs AUTH QTY: O/H D/O AUTH D/N) is printed when the computer detects quantity variances. Separate notices are printed for the losing and gaining document numbers, if applicable. This computation and notice include replacement due-outs and multiple substitutes.

22.50.8. Turn-In and Issue Documents. The FET routine will produce DD Form 1348-1A turn-in and issue documents only when there is a difference between the losing and gaining organization and/or custody receipt account codes (see **Attachment 22E-23** for the FET output format.)

NOTE: When the losing and gaining organization and/or custody receipt account codes are the same (such as when items are transferred from an authorized detail record to an excess in-use detail, ASC 000),

the program will produce an output notice. (See **Attachment 22E-28** for the output notice). This notice is for clearing suspenses. Do not forward them to Document Control.

22.50.8.1. Issue documents. The gaining custodian will sign DD Form 1348-1A issue documents.

22.50.8.2. Turn-in documents. If the transaction is post-post, an authorized EME/Regionalized EME representative will sign the DD Form 1348-1A turn-in documents. If the transaction is pre-post, Pickup and Delivery personnel will sign the turn-in documents when they pick up the equipment (otherwise, EME/Regionalized EME will sign the turn-in document).

22.50.9. Rejected Inputs. The program will reject FET inputs that do not meet internal edits. See chapter 7, section 7D to correct the data and reprocess it.

Section 22F—ESTABLISHMENT/TERMINATION OF EAID ACCOUNTABILITY.

22.51. Overview. This section explains when to use 1ETX/FED procedures to establish and/or terminate accountability for EAID accountability. Instructions for 1ETX/FED preparation and processing are also given.

22.52. 1ETX/FED Procedures.

22.52.1. Financial Records Not Updated. Use 1ETX/FED procedures when financial records are NOT to be updated to accomplish these tasks:

22.52.1.1. Establish EAID accountability for the following:

22.52.1.1.1. Buying equipment being rented by USAF. See **Section 22K**.

22.52.1.1.2. Items provided by a contractor as part of a facility project. See **Section 22K**.

22.52.1.1.3. Initial load of a satellite. See chapter 28.

22.52.1.1.4. Items withdrawn from DRMO. See chapter 9.

22.52.1.1.5. Items previously dropped because of changes in 1) EMC or 2) expendability, recoverability, reparability, cost, designator (ERRCD).

22.52.1.1.6. Equipment items previously reported by other than AFEMS inventory systems which are no longer exempt from AFEMS (C001).

22.52.1.2. Terminate EAID accountability for the equipment transferred to the local community during base closure. See chapter 21.

22.52.1.3. Establish and terminate EAID accountability for the following:

22.52.1.3.1. Fixed ground communications-electronics equipment end items (ASC 654). See **Section 22J**.

22.52.1.3.2. Rental items. See **Section 22K**.

22.52.1.3.3. Equipment on loan to USAF from other governmental agencies. See **Section 22K**.

22.52.1.3.4. Bench mockup/sets. See **Section 22K**.

22.52.1.3.5. Military Working Dogs (MWD). Terminate EAID accountability for MWD that die or are euthanized under proper authority. See **Section 22K** and AFJI 23-224.

22.52.1.3.6. Chemical Warfare Defense Equipment. Terminate EAID accountability for assets no longer in serviceable condition that are being converted for Training Use Only.

22.52.1.3.7. Terminate accountability for Research and Development project expenditures. See **Section 22K**.

22.52.1.3.8. Aerospace Maintenance and Regeneration Center (AMARC). Terminate EAID accountability of aircraft or missile components sent to AMARC for retirement/storage.

22.52.1.3.9. Terminate EAID accountability for Federal Supply Class 6910 base L stock numbered vehicles withdrawn from DRMO and destroyed/mutilated in training (see **Section 22K**).

22.53. 1ETX/FED Preparation and Processing.

22.53.1. 1ETX/FED Preparation. EMS personnel will prepare 1ETX/FED as inputs, according to **Attachment 22F-1** and **Attachment 22F-2**, when they are used for the procedures listed above.

NOTE: Options available in **Section 22H**, this chapter, (multiple selection criteria, 1RB581 reviews, and use of FME to produce FED outputs) do NOT apply to these 1ETX/FED procedures.

22.53.2. 1ETX/FED Processing. Using 1ETX/FED procedures in this section to establish or terminate EAID accountability is **EXCEPTION** processing.

22.53.2.1. EME/Regionalized EME's responsibilities. EME/Regionalized EME must process output (rather than other flights or elements such as Receiving or Pick-up and Delivery) and has the following responsibilities:

22.53.2.1.1. Review equipment being processed to determine output documents, signatures required, etc. In many cases, this documentation may not require property to be moved.

22.53.2.1.2. Input 1ETX/ FED through any input terminal.

22.53.2.1.3. Process 1ETX/ FED output.

22.53.2.1.4. Instruct Computer Operations to return all input or output to EME/Regionalized EME.

22.53.2.1.5. Write a statement on all 1ETX outputs to explain why accountability ended (for example, return of rental items to vendor; return of asset loaned to USAF from other government agencies).

22.53.2.1.6. Ensure that documents are returned to Document Control within 5 working days as specified by chapter 18, section 18A.

22.53.2.2. Custodian, and Management & Systems Officer's (MSO) Responsibilities. The receiving and/or using custodian or the MSO must sign all 1ETX/FED outputs. The MSO may delegate authority to the Equipment Management Supervisor to sign 1ETX/FED output documents during his/her absence.

CAUTION: Extreme care must be taken when processing 1ETX inputs. Programs to reverse-post a transfer do NOT exist. If an error is made, you must take the following action: Prepare an FED input for each item involved; place the original document number in positions 31-44; and the base SRAN in posi-

tions 69-74. Any rejected inputs MUST be corrected and reprocessed. The same procedure applies when an FED is processed in error: Prepare 1ETX inputs for each item involved; place the original document number in positions 30-43; and the base SRAN in positions 68-72. Any rejected inputs **MUST** be corrected and reprocessed.

Section 22G—EQUIPMENT TRANSACTION REPORTING SYSTEM.

22.54. Overview.

22.54.1. Purpose. Air Force managers at MAJCOM, ALC, AFMC, and HQ USAF must at all times be in a position to make important decisions on unit moves and deployments. To do so, they must make reliable assessments of the readiness posture of all AF units. The two-way daily interface between the AFEMS (C001) and SBSS (D002A) provides information on all equipment at a single stock record account and all equipment in the AF inventory in the AFEMS (C001). With this information base, the assessments can be made. Accurate and reliable reports to keep the information system current are critically important.

22.54.2. Information Bank. The heart of the AFEMS (C001) reporting is the information developed on the basis of data from the SBSS which flows through the AFEMS (C001) to the AFMC/ALC, where it is used to compute requirements and justify budget and buy needs, as well as to support deployment decisions. For this reporting to work, the procedural details associated with preparing and submitting the transactions must be mastered by everyone involved in them.

22.54.3. General Information Function. The AFEMS (C001) provides data to the MAJCOM, to AFMC managers, and to HQ USAF.

22.54.4. Topics. This section contains a general description of equipment transaction reporting, followed by a discussion of related topics. The submitting and processing of daily transactions is covered. Proper methods of handling errors are discussed, followed by a description of the AFEMS (C001) inquires, email notices, and the AFEMS (C001) reject error report.

22.55. Description of System. The AFEMS (C001) is provided with base equipment authorizations, assets, small arms/COMSEC serial numbers, base funded due-outs/requisitions/status/excesses/shortages, catalog data for L/P stock numbers, organization SRAN date, CP shipping/receiving transactions, CP reason code transactions, CP deployments, and repair and returns from the computer support base and all satellites. SBSS transactions and overlays are created during in-line processing and end-of-day processing and are sent to the AFEMS (C001) by DDN through SIFS and ADRSS. When these transactions/overlays are received at the AFEMS (C001), they are edited for the conditions outlined in this chapter. When transactions/overlays are rejected or varianced, the reporting SBSS is notified as explained in this section.

22.56. Responsibilities. It is extremely important that each transaction or overlay is reported to the AFEMS (C001). It is equally important to ensure that positive controls are established for correction of reporting errors. The responsibility for correcting errors is assigned to the Materiel Management Flights EME/Regionalized EME of each computer support base. The REMS Manager in Transportation is responsible for clearing AFEMS (C001) rejects relating to vehicle transactions. Satellite accounts personnel are responsible for correcting their errors identified by the AFEMS (C001) unless they are unmanned. Then the CSB EME/Regionalized EME will ensure errors are corrected.

22.57. Equipment Transaction Reporting.

22.57.1. Reporting. Each SBSS (D002A) provides transactions and overlays to the AFEMS (C001) on a daily basis. When transactions are processed affecting authorization, asset, organization, item, and base funded due-in/due-out data, output transactions are reformatted automatically into document identifiers recognized by AFEMS (C001) and placed in SIFS. Periodically, ADRSS pulls the data from SIFS and forwards it to AFEMS (C001) via DDN. At end-of-day, the D24 (NGV787), Daily Equipment Overlay Report, will be processed for other transactions which require daily reporting versus as occurrence reporting. See **Attachment 22G-1** for a list of these transactions.

22.57.2. Report Formats. Each of the various transaction and update records has a separate format. (The formats are in **Attachment 22G-3** through **Attachment 22G-10**.)

22.57.2.1. Action file maintenance code. In each format, position 4 (action file maintenance code) is used to inform the Data Bank of the file update action required.

22.57.2.2. Principal codes. Principal codes identify add, change, and delete actions. Note, however, that base FET and FCI ASC changes are reported to the Data Bank as delete and add records in the XGJ format to ensure proper file update.

22.58. Data Bank Processing.

22.58.1. The AF Equipment Management System (C001) is maintained at Wright-Patterson AFB. Equipment transaction reporting at periodic intervals throughout the day and end-of-day processing of the D24 report are the means to achieve the goal established by the AFEMS (C001) that a base's equipment account be identical to what is in the SBSS computer.

22.58.2. Edits. The programs edit all data for validity before the databases are updated. (The edit logic used for most transactions is shown in **Attachment 22G-2**.)

22.58.3. Discrepancies. Further, the edits ensure that all transactions are recorded in proper form in the proper sequence. When discrepancies are noted, the action required depends on the type of error identified. The AFEMS (C001) will notify the EME/Regionalized EME of discrepancies using one or more of the following methods: output products; online retrieval/update; interrogation; and email notices.

22.58.4. Output Transactions. The AFEMS (C001) outputs automated transactions and inquiries. (These formats are in **Attachment 22G-16** through **Attachment 22G-22**.)

22.59. Processing of Errors from the AFEMS (C001).

22.59.1. The AFEMS (C001) will use various methods to notify the EME/Regionalized EME of SBSS transactions that failed AFEMS C001 validations and edits. See **Attachment 22G-2** for detailed procedures to correct these rejects and variances.

22.59.2. Weekly Utility Report. This report validates all reported use code A or B base authorizations and provides a list of errors. The report is available each Monday through FTP. The dataset name is REPORT.UTCVAR. followed by the base SRAN (e.g.REPORT.UTCVAR.FE 9999).

22.59.3. Email. The EME/Regionalized EME will be notified when a stock number reported in transactions reported by the SBSS does not match the AFEMS (C001) database. The AFEMS (C001) sends either a unidentified stock number notice or a stock number variance notice. Additionally, an email notice is sent for mismatches between the B004 and C001. These notices are sent as the error is found. The EME/Regionalized EME reads these notices by logging into the AFEMS (C001) and selecting email from the Main Menu.

22.59.3.1. Unidentified stock number notice. This notice is sent as a result of a response from the master item identification control system (DSD D043) that the stock number in the AFEMS (C001) interrogation was determined to be nonexistent in D043.

22.59.3.2. Stock number variance notice. This notice is sent when the FSC and/or MMAC for a reported stock number does not match the AFEMS (C001) database.

NOTE: The SBSS will also receive notification from SNUD for these two conditions.

22.59.3.3. Vehicle data mismatch. This notice is sent to the EME/Regionalized EME/base transportation to notify of mismatches found between OLVIMS (B004) and the AFEMS (C001). EME/Regionalized EME will ensure the REM Manager is aware of the requirement to clear the REM rejects from the AFEMS (C001). The types of mismatches identified by the AFEMS (C001) are:

22.59.3.3.1. Vehicle registration number in the AFEMS (C001) but not in the OLVIMS.

22.59.3.3.2. Vehicle registration number in OLVIMS but not in the AFEMS (C001).

22.59.3.3.3. Vehicle registration number in OLVIMS is reported by another base in the AFEMS (C001).

22.59.4. Error Corrections. Once corrective action has been determined for an error, the EME/Regionalized EME will delete the error suspense by logging on to the AFEMS (C001), selecting data transactions from the Main Menu and retrieving the error record using an AFEMS (C001) online transaction.

22.59.5. AFEMS (C001) to SBSS (D002A) Notification. The AFEMS (C001) uses a system-to-system interface to interrogate SBSS for missing data.

22.59.5.1. XJE - Data Request Record. The AFEMS (C001) uses this format to request data from the SBSS based on the following edit criteria. This request requires no human intervention:

Table 22.12. Edit Code.

EDIT CODE	REQUESTED INFORMATION	DOC ID
AC	Catalog Management Data	XGF
CD	Organization Data	XGL
JL	Authorized/In-use Detail Records by Stock Number	XGJ
JU	Authorized/In-use Detail Records by Document Number	XGJ
JM	Item Balance	XGG
VR	Vehicle Registration Validation	XGJ
OR	Organization Code reconciliation	XGG

22.59.5.2. Principal Codes. Principal codes identify add, change, and delete actions. Note, however, that base FET and FCI allowance ID changes are reported to the AFEMS (C001) as deleted and add records in the XGJ format to ensure proper file update.

22.60. Automated SBSS Transactions.

22.60.1. The AFEMS (C001) provides automated transactions which allows the SBSS to update their database without human intervention in most cases. These transactions are intended to reduce variance and reject conditions by eliminating manual reviews and record updates.

22.60.2. XSE - Organization Change. This format provides the SBSS with organization updates (add, change, delete) for all supported organizations including other MAJCOM tenants. Also, it provides updates at the need/event date, for those organizations which are activating/deactivating, moving/transferring, or changing their mission. This transaction updates the SBSS organization table which in turn updates, when appropriate, the organizational cost center record and outputs an XGL transaction to the AFEMS (C001).

22.60.3. XSF - WRM Plans Additive Requirements Report. This format provides the SBSS with war plans additive requirements updates (add, change, or delete). The EME/Regionalized EME reviews these requirements with the base logistics plans office and updates the appropriate authorized/in-use detail records. This transaction only provides notification and does not update the SBSS database.

22.60.4. XSG - Base Vehicle Transfer Notice. This format provides the SBSS with the data needed to transfer a vehicle from one organization to another as a result of fleet rotation. This transaction interfaces with the FET program, updates the SBSS vehicle in-use detail record, and outputs an XGJ transaction to the AFEMS (C001).

22.60.5. XSH - Vehicle Replacement Code Update. This format provides the SBSS with the data needed to update the vehicle in-use detail record with replacement code and warranty expiration date updates. The AFEMS (C001) determines these updates during the monthly AFEMS (C001) and online vehicle interactive management system (B004) reconciliation. This transaction interfaces with the FCI program to update the SBSS database and outputs an XGJ transaction to the AFEMS (C001).

22.60.6. XSJ - Base Authorization Update. This format provides the SBSS with the data needed to establish, change, or delete authorized/in-use detail records. This transaction interfaces with the FCI program to update the SBSS database and outputs an XGJ transaction to the AFEMS (C001). The XSJ is sent by the AFEMS (C001) when:

22.60.6.1. The allowance BOI for a stock number is decreased, and the current base authorization exceeds the maximum allowance quantity.

22.60.6.2. The current allowance stock number is changed, and the base authorization is citing the change-from stock number.

22.60.6.3. The current stock number is transferred to a new allowance standard.

22.60.6.4. The current stock number is deleted from the allowance standard.

22.60.6.5. All changes affecting mandatory mobility allowances.

22.60.6.6. Organization configuration data changes which cause the maximum allowance to change for a set allowance. This includes deletions and mandatory mobility.

22.60.6.7. Approved allowance change requests input into the AFEMS (C001) for allowances requiring approval above wing/base level and recommended allowance changes.

22.60.6.8. Converts projected forecast requirements to base authorizations at the need date (270-465 days prior to the event).

NOTE: The AFEMS (C001) assigns new in-use detail document numbers prefixed with a alpha character when a new authorized detail record is required. If a reject occurs for duplicate document number, assign the next available all numeric in-use detail document number and reprocess.

22.61. AFEMS (C001) Inquiries. DIC XJE inquiries are transmitted to bases from the AFEMS (C001). These are inquiries to the SBSS database records and must be processed in-line to automatically generate and extract data for forwarding to the AFEMS (C001). No external action or review of these is required prior to processing. The edit code in the XJE will determine the type of data to be extracted. The XGJ images will be assigned file maintenance code N when the XJE edit code is JL and the file maintenance code X for edit code JU. Edit codes assigned to XJE inquiries are AC, CD, JL, JM, VR, OR, and JU. (**Attachment 22G-2** describes these edit codes, and **Attachment 22G-22** provides the XJE format.)

22.62. Special Precautions.

22.62.1. Major Points to Emphasize. Certain features of the Daily Equipment Transaction Reporting are singled out here for special emphasis. These are points that must be understood.

22.62.2. The integrity of the data passed between the SBSS (D002A) and the AFEMS (C001) depends on aggressive correction of rejects and variances.

22.62.3. Email notices sent to the EME/Regionalized EME requires immediate action. AFEMS terminal users MUST log on daily to the AFEMS (C001) to see if email notices or output products are awaiting their action.

22.62.4. Processing automated SBSS transactions without manual review.

22.62.5. Equipment transactions and the end-of-day D24 reports are generated and submitted each processing day to the AFEMS (C001) by DDN through SIFS and ADRSS. No external handling is required by base support personnel.

22.62.6. Basic research points need to be emphasized when corrections are being made.

22.62.6.1. Check the SBSS database records for completeness and accuracy.

22.62.6.2. Review the reject error report and email notices to determine the appropriate corrective action according to **Attachment 22G-2**.

22.62.6.3. Determine whether incorrect entries caused the error(s).

22.62.6.4. Contact the Standard Systems Group (SSG) Supply Control Center to determine whether a suspected SBSS ADS programming problem could be causing a recurring reject.

Section 22H—TRANSFER/RECEIPT OF PROPERTY/ACCOUNTABILITY DEPLOYMENT.

22.63. Overview . This section defines and gives procedures for three types of deployment: short term, long term (transfer), and indefinite.

22.63.1. Deployment Reference Sources. This section contains reference sources required to deploy, return (from deployment), and transfer equipment under the following conditions:

22.63.1.1. Transfer of property and accountability.

22.63.1.2. Transfer of property; accountability will remain with the host base.

22.63.1.3. Transfer of accountability; property will remain with the host base.

22.63.1.4. Movement of equipment on rotation, exercise, deployment, or inter/intra-command loan; accountability will be transferred.

22.63.1.5. Movement of equipment on rotation, exercise, or deployment; accountability will remain with the host base.

22.63.1.6. Redistribution or transfer of a single detail.

22.64. CEMO Responsibilities.

22.64.1. Losing CEMO. Prior to rotation, deployment, or unit moves, the losing CEMO must inform the COS whether accountability will be transferred to the gaining base or remain with the home base.

22.64.2. Losing and Gaining CEMO. When transferring accountability, the losing and gaining CEMO will 1) set the transfer date, and 2) provide the losing base with the gaining base location code and SRAN and, when applicable, the gaining organization, shop code, and system designator.

22.64.3. Parent and Host CEMO. If the organization deploying is a tenant, that organization's parent CEMO and the host CEMO will give the instructions listed above to the host COS.

22.64.4. Parent CEMO. The command of the deploying unit may waive transfer of accountability under these conditions: when 1) the deployment location is exceptionally remote, or 2) the deploying unit is with mobile forces of other governmental agencies. The command having jurisdiction over the supporting base must agree.

22.65. Predeployment Planning and Organization Responsibilities.

22.65.1. Commander. The commander of the deploying organization has the following responsibilities:

22.65.1.1. Appoint a property custodian for the equipment involved. Make sure enough personnel are appointed to serve as equipment custodians on all unit deployments.

22.65.1.2. Identify these newly appointed custodians to the host COS for custodial training.

22.65.1.3. Ensure that former equipment custodians have been relieved of property responsibility.

22.65.2. Primary Custodian. The property custodian has the following responsibilities:

22.65.2.1. Retain responsibility for equipment deployed until 1) the equipment is returned to the home base custodian, or 2) accountability is assumed by the gaining base.

22.65.2.2. Act as a single point of contact in the deploying organization about equipment matters for the losing or gaining COS.

22.65.2.3. Ensure that the selection of items for deployment is coordinated with EME/Regionalized EME.

22.65.2.4. Ensure that all deployment listings or transfer documents are in his or her possession before actual departure.

22.65.2.5. Record and document all equipment gains and losses that occur enroute to the deploying destination:

22.65.2.5.1. Record all equipment gains/losses on the appropriate document: Consolidated Deployment Listing or Custody receipt Transfer Document.

22.65.2.5.2. Prepare or obtain documentation to support the equipment gains/losses.

NOTE: If equipment gains/losses are processed by the custodian at the deployed base, documentation MUST be returned with the Custody Receipt Transfer document upon redeployment.

22.65.3. Deploying Organization and COS. Prior to an actual deployment, the deploying organization and the COS can take a number of actions to ensure short term deployments and transfers are accomplished smoothly. As predeployment planning, the COS and the Logistics Plans functions will identify supported organizations (host and tenant) subject to deployment. When organizations have been identified, EME/Regional EME and the deployment custodians have the following responsibilities:

22.65.3.1. EME/Regionalized EME's Duties. EME/Regionalized EME will accomplish the following:

22.65.3.1.1. Schedule a predeployment planning meeting with the equipment custodian and designated deployment custodians.

22.65.3.1.2. Review, with the custodians, the Custodian Authorization/Custody Receipt Listing (CA/CRL) to ensure all items subject to deployment are identified.

22.65.3.1.3. Process a 1RB581 to list the items identified for deployment. Give five copies to the custodian, and keep one copy in a suspense file. Ask the custodian to verify the review list and return one copy to you.

22.65.3.2. Deployment custodian's duties. Deployment custodians will use the 1RB581 review list as follows:

22.65.3.2.1. Keep two copies of the review list.

22.65.3.2.2. Give one copy to the account custodian, who will file it with the CA/CRL.

22.65.3.2.3. Annotate one copy to identify items deployed or scheduled to be deployed. Give this copy to EME/Regionalized EME at the time of deployment.

22.65.4. EME/Regionalized EME. When notified of a deployment or transfer, EME/Regionalized EME will comply with the procedures for short-term or long-term deployment in this section. Sometimes the assets are moved BEFORE the 1RB581 review listing is processed. In such cases, the deployment custodian will sign and date one copy of the annotated predeployment listing, or a rubber stamp can be used with each organization/shop code listing for custodial acceptance certification, and forward it to EME/Regionalized EME. After receiving the annotated review list, EME/Regionalized EME has the following responsibilities:

22.65.4.1. Process the 1ED or FME input(s) for the deployment.

22.65.4.2. Attach the signed copy of the predeployment list to the output deployment documents.

22.65.4.3. Distribute the remaining copies of the predeployment list.

22.65.4.4. Reverify the organizations and items subject to deployment periodically, or at least annually.

22.65.4.5. Losing EME/Regionalized EME's duties. The losing EME/Regionalized EME will follow applicable portions, this chapter, to process the redistribution or transfer of EAID assets.

NOTE: If the organization is a tenant, that organization's parent CEMO and the host CEMO will give the instructions in paragraphs above to the host COS.

22.65.4.6. Gaining EME/Regionalized EME's duties. The gaining EME/Regionalized EME will follow applicable portions, to process the receipt of EAID assets.

22.65.4.7. Overdue Return Notice. The AFEMS (C001) provides an email notice to the EME/ Regionalized EME when deployed assets have not been returned within 30 days. The EME/ Regionalized EME should coordinate these notices with the logistics or operations plans office to determine if they have been returned. The AFEMS (C001) only provides these notices when the accountability remains with the host COS.

22.65.4.8. Shipment Movement Follow-up. The AFEMS (C001) provides email notices to the gaining COS when deployed assets have not been reported received within 7 days. The EME/ Regionalized EME coordinates this notice with the logistics or operations plans office to determine if the asset has been received. This notice applies only when accountability has been transferred to the gaining base.

22.66. Types of Deployment.

22.66.1. Short Term Deployment. Short term deployment is a deployment, exercise, or rotation lasting less than 120 days.

22.66.2. Long Term Deployment (Transfer). Long term deployment is a deployment, exercise, or rotation lasting more than 120 days.

22.66.3. Indefinite Deployment. Indefinite deployment is a deployment, exercise, or rotation of unknown duration. The deployment's duration is determined AFTER property has been moved.

22.67. Short-Term Deployment.

22.67.1. Deploying Base. EME/Regionalized EME must follow these procedures to plan for and carry out a deployment that is less than 120 days. The host COS will retain property accountability when the deployment is less than 120 days.

22.67.1.1. Predeployment procedures. Before in-use equipment is deployed, EME/Regionalized EME has these responsibilities:

22.67.1.1.1. Determine, with the deploying unit, assets required for deployment. The items normally deployed are those with use code A (mobility).

NOTE: Items to be made available at the gaining base should NOT be transferred with the deploying unit. The MAJCOM decides what equipment will be coded as mobility.

22.67.1.1.2. Assign a deployed routing identifier. This may be the MILSTRIP routing identifier for the deployment location or one assigned locally. Recommended the MILSTRIP routing identifier be used if at all possible, as MAJCOMs and Air Staff can view the information in the AFEMS (C001) system for total asset visibility. The MILSTRIP routing identifier could be readily identifiable to those offices, whereas locally assigned deployment locations would not be. A deployed routing identifier must be assigned for each different location where assets will actually be deployed. This code will be placed on the in-use detail to identify the location of the deployed assets.

22.67.1.1.3. Process a 1RB581 input to list the detail records selected for deployment. Process this review 90 days BEFORE the scheduled deployment, or as soon as possible if notification of transfer is less than 90 days.

22.67.1.1.4. Code the 1RB581 review to output individual 1ED images when items and quantities cannot be selected by data that is compatible on all records.

22.67.1.1.5. Select the 1ED images applicable to the deployment.

22.67.1.1.6. The action quantity in positions 25-29 of the 1ED will contain the quantity to be deployed.

22.67.1.1.7. List the images in stock number sequence.

22.67.1.1.8. Annotate on the list items NOT required or authorized at the deployment base.

22.67.1.1.9. Forward two copies of the Review/Stock Number Sequence Listing to the gaining base for annotation of items and quantities that will be made available for the deploying unit's use.

NOTE: EME/Regionalized EME must maintain accurate records on deployed detail quantities to accurately reflect what assets within a custody receipt account code are deployed. When an asset is deployed, the deployed quantity will be subtracted from the 201 item code "P" or "S" quantity-on-hand and added to the deployed quantity on the detail, or one will be created. Also, the deployed indicator on the 201 detail will be set to a "D" and the item code on the deployed detail will be a "D", and the deployed RID loaded to the 201 detail will reflect where the asset is deployed. You are no longer required to change the custody receipt account codes (change-to organization and shop code at the deployed location) on deployments.

22.67.1.2. Deployment procedures. After predeployment procedures have been completed, EME/Regionalized EME will prepare the 1ED/FME input(s) to deploy selected records and quantities. EME/Regionalized EME has the following responsibilities:

22.67.1.2.1. Use the output listing (Custody Receipt Transfer Document) to transfer responsibility to the custodian accountable for the equipment during deployment. After the custodian signs the listing (1RB581), distribute it as follows:

22.67.1.2.1.1. File copy 1 in the custody receipt jacket file during deployment.

22.67.1.2.1.2. Give copies 2 and 3 to the property custodian.

22.67.1.2.1.3. Forward copy 4 to the parent CEMO if actual deployments will or are expected to exceed two weeks.

22.67.1.2.1.4. Forward copy 5 to the deploying base's CEMO (if different from the unit's parent CEMO) if actual deployments will or are expected to exceed two weeks.

22.67.1.2.1.5. Deployment listing will not be forwarded to the unit's parent CEMO during normal exercise.

22.67.1.2.2. Process 1ED/FME AFTER deployment, using the procedures in **Section 22H**, if 1) a unit must leave without prior notice, and 2) the short-term deployment is of sufficient duration.

22.67.1.2.3. Maintain accountability and deploy the assets, when the primary or alternate custodian deploys with the equipment.

NOTE: Procedures in the subparagraphs above do NOT apply to this deployment.

22.67.2. Deployment Base. When the deployment is less than 120 days, the gaining EME/Regionalized EME must follow these procedures upon receiving two copies of the Review/Stock Number Sequence Listing:

22.67.2.1. Review base assets to determine items and quantities (including WRMs and joint use) that can support the deployment.

22.67.2.2. Annotate the listing to identify items and quantities available.

22.67.2.3. File one copy of the listing in a suspense file.

22.67.2.4. Return the second copy to the deploying EME/Regionalized EME.

22.67.2.5. Issue the available items to the deployed unit custodian when the deployed unit arrives.

22.67.2.6. Notify the deploying base when the availability of an item changes.

22.67.3. Deploying Base. In those cases where insufficient notice has been received in order to complete the 1ED/FME process, unit commanders may option to maintain accountability for deployed assets in the following manner:

22.67.3.1. Custodians will receipt for EAID accountable equipment using AF Form 1297 annotated with stock numbers, EAID detail numbers, quantity, and price.

22.67.3.2. Separate receipt documents will be completed for each deploying unit type code (UTC) team.

22.67.3.3. Distribution will be as follows: The original AF Form 1297 jacket file and copy two go to the home base EME/Regionalized EME; copy three goes to the owning unit Mobility Work Center or Control Center; and distribution of copy four will be determined by the MAJCOM.

22.68. Termination of Short-Term Deployment.

22.68.1. Deployment Base. EME/Regionalized EME and the property custodian will make sure that all items issued at the deployment base are turned in BEFORE the deployed unit returns to its home base.

22.68.2. Deploying Base. After the deployed property is returned to its home base, EME/Regional EME has the following responsibilities:

22.68.2.1. Prepare the 1ED/FME inputs necessary to remove the deployed indicator and to subtract the appropriate quantities from the deployed quantity and add it to the on-hand quantity. Assets deployed using FME, group selection, should be returned from deployment using the same FME group selection criteria.

NOTE: The deployed indicator will not be removed until the deployed quantity is reduced to zero.

22.68.2.2. Use documentation provided by the custodian to process the transactions that occurred during the deployment.

22.68.2.3. Direct the custodian to conduct an inventory after all documentation has been processed (see chapter 20, section 20D for inventory procedures).

22.68.3. Short-Term Deployment (EAID Accountability Is Not Transferred).

22.68.3.1. Deploying items using one FME image. EME/Regionalized EME can process one FME image to deploy specific groups of items. Group selection may be based on the system designator, organization code, shop code, use code, and/or ASC, unit type code, increment code/number, and end item identification/SRD. There is no organization/shop code change on a deployment. The on-hand quantity will be decreased to zero, the on-hand quantity will be added to the deployed quantity, and the deployed indicator is set to a D. A deployment list is produced for all items selected in document number sequence.

22.68.3.2. Deploying items using individual 1ED images. Individual 1ED images are required to deploy 1) partial quantities and 2) items which cannot be selected by group criteria.

22.68.3.3. Producing 1ED outputs. 1ED outputs may be produced by processing a 1RB581 review. One 1ED containing the stock number, system designator, document number, and action quantity may be used to deploy a specific quantity.

NOTE: The action quantity cannot be left blank for deployment/returns.

22.68.4. Transfers.

22.68.4.1. The group selection option, using one FME input, explained for short-term deployment is also used for transfers. The only differences are in the documentation code and the action code.

CAUTION: Before processing a group transfer using a single FME input, verify that details within the group selection criteria do not have assets in deployed, calibration, or maintenance status. Failure to do so could result in substitute details being left without a prime/authorized detail.

22.68.4.1.1. The documentation code may be used to print either a Custody Receipt Transfer Document or DD Form 1348-1A shipping documents. When a Custody Receipt Transfer Document is produced, FED outputs must be produced. The Custody Receipt Transfer Document will be in document number sequence.

22.68.4.1.2. The list/punch code determines the type of printed/punch output produced. When vehicles are transferred, FCI, REC, and ISU outputs will be produced for all list/punch codes other than blank.

22.68.4.1.3. Gaining organizational data entered in the FME select record will be continued in output products.

22.68.4.2. Individual 1ET may be processed to transfer a single detail with specific quantities in the same manner as short-term deployments. Individual 1ET images will produce DD Form 1348-1A shipping documents only.

22.68.4.3. Listings produced when processing FME inputs for transfers will accumulate totals; the computer will eject the page when the data in positions 64-79 of the input FME inputs change. Therefore, when you process multiple individual FME inputs, group together all those with the same data in positions 64-79.

22.68.4.4. The FME group selection option prints selected details in document number sequence. A listing of due-outs for transferred details will be provided in document number sequence.

22.68.4.5. Output images of FIL, FCI, REC, ISU, FED, and FCS are produced for processing at the gaining base. How these images are transported to the gaining base is the option of the MAJCOM (when supplemented) or local management. Some images may be greater than 80 posi-

tions, so punching them is not practical. The recommended method is to download them to floppy diskette or to tape.

22.69. Long Term Deployment (Transfer).

22.69.1. EME/Regionalized EME must follow these procedures to plan for and carry out a deployment that is more than 120 days and to process that deployment's documentation. Transfer property accountability to the gaining COS when the deployment is over 120 days.

NOTE: As you read through these procedures, refer to the paragraph on Input Preparation and Processing, this chapter, for preparation and processing of required inputs.

22.69.2. Predeployment Procedures. Logistics or Operations plans will identify specific lists of equipment for deployment. These plans outline responsibilities of both Supply and Logistics for each deployment condition. EME/Regionalized EME has these minimum responsibilities to prepare for a deployment or movement of equipment:

22.69.2.1. Review the CA/CRL with the appropriate custodian, staff agencies, and logistics. Together, determine what equipment will be transferred.

22.69.2.2. Verify the transfer of accountability with the CEMO.

22.69.2.3. Obtain vehicle registration numbers if vehicles are to be transferred. Individual 1ETs MUST be input for each registration number.

22.69.2.4. Obtain the names of custodians who will deploy with equipment or hand-carry Supply documentation to the deployment base.

22.69.2.5. Determine if due-ins/due-outs are to be canceled or remain in the SBSS database. Base your decision on these conditions: 1) the unit's urgency of need before and after transfer, 2) avoidance of excessive shipping costs, and 3) availability of the item from base sources.

22.69.2.6. Obtain the SRAN and routing identifier of the gaining base and the organization and customer receipt account of the gaining organization.

22.69.2.7. Process a 1RB581 input to list the items scheduled for movement.

NOTE: Items to be made available at the gaining base should NOT be transferred with the deploying unit. Process this review at least 90 days BEFORE the scheduled long-term deployment, or as soon as possible if notification of transfer is less than 90 days.

22.69.2.8. Forward two copies of the Review/Stock Number Sequence Listing to the gaining base for annotation of items and quantities which will be made available for the deploying unit's use.

22.69.2.9. Annotate items NOT required or authorized at the deployment base.

22.69.3. Deployment Procedures. After predeployment procedures have been completed, EME/Regionalized EME has these responsibilities:

22.69.3.1. Review the Review/Stock Number Sequence Listing with the appropriate custodian, staff agencies, and logistics. Together, finalize the list of equipment to be deployed or transferred.

22.69.3.2. Prepare the 1ET/FME input(s) necessary to transfer the items selected.

22.69.3.3. Load a shipping destination record for the ship-to SRAN. This record will provide a complete mailing address when shipping documents are output.

22.69.3.4. Use the Custody Receipt Transfer Document to transfer selected items as a complete unit to another SBSS (see **Attachment 22H-3**).

22.69.3.5. Process items shipped, transported, and received on DD Form 1348-1A shipping documents.

NOTE: Transfers between non-SBSS bases will always be processed on DD Form 1348-1A shipping documents.

22.69.3.6. Input an individual 1ET image for the registration number of each vehicle transferred. DD Form 1348-1A shipping documents are produced.

NOTE: Transfer vehicles BEFORE other items on the same custody account to prevent rejects.

22.69.4. Output Documentation. 1ET inputs will produce DD Form 1348-1A shipping documents and 99S images. Depending on the type of documentation options used in the FME input, EME/Regionalized EME will process the following output for documentation codes 1 and 2:

22.69.4.1. Documentation code 1.

22.69.4.1.1. Custody Receipt Transfer Document.

22.69.4.1.2. FIL/FED images (when produced).

22.69.4.2. Documentation code 2.

22.69.4.2.1. One copy of shipping documents (DD Form 1348-1A).

22.69.4.2.2. FIL/FED images (when produced).

22.69.5. Processing of Output Documentation. EME/Regional EME will process output documentation as follows:

22.69.5.1. Documentation code 1.

22.69.5.1.1. Obtain the deploying custodian's signature on copy 1 of the Custody Receipt Transfer Document. Then forward copy 1 to Document Control for filing.

22.69.5.1.2. Forward copy 3 to the deploying CEMO.

22.69.5.1.3. Forward copy 4 to the deployment CEMO.

22.69.5.2. Documentation code 2. Forward a copy of the final Review/Stock Number Sequence Listing or the Custody Receipt Listing to the deployment base's CEMO. This final listing MUST be updated to identify the items and quantities transferred.

22.69.6. Processing of Supporting Documentation. EME/Regionalized EME will forward the following supporting documentation to the deployment EME/Regionalized EME:

22.69.6.1. AF Forms 601 and related correspondence for items transferred with special allowance flags A, C, L, U, or T.

22.69.6.2. DD Forms 1348-6 related to L and P stock-numbered items transferred.

22.69.6.3. Letter of transmittal, which consists of these documents:

22.69.6.3.1. A cover letter, prepared by you, that references the transfer.

22.69.6.3.2. 1ET/FME outputs and supporting documentation. Attach this documentation to the cover letter.

NOTE: For documentation code 1, send copy 2 of the Custody Receipt Transfer Document to the gaining EME/Regionalized EME.

22.69.7. 99S Image Routing. The 99S images produced by 1ET processing will be automatically routed to the gaining base via DAAS. When processed at the gaining base, through inbound SIFS, these images will load a transfer asset due-in detail using the 1ET shipping document number. See chapter 9, attachment 9K-1 for the 99S format.

22.70. Receipt of Long - Term Deployment.

22.70.1. Initial Review Listing. Upon receiving two copies of a Review/Stock Number Sequence Listing from the deploying base, EME/Regionalized EME must follow these procedures.

NOTE: As you read through these procedures.

22.70.1.1. Load an Organization Cost Center Record and custody receipt account code(s) for the deploying unit.

22.70.1.2. Examine all base assets to determine which items can be used to meet the deploying unit's requirements.

22.70.1.3. Write this information on both copies of the listing: items and quantities that will be made available; items and quantities that will NOT be authorized at the gaining base; custody receipt account code(s) for the organization which will be used to receive the deployed equipment.

22.70.1.4. Return one copy of the listing to the deploying base.

22.70.1.5. Use the second copy of the listing as a work list to issue (ISU) or transfer (FET) items that will be given to the gaining unit when they arrive.

22.70.1.6. Load authorized/in-use detail records as follows for the items:

22.70.1.6.1. Use the Review/Stock Number Sequence Listing indicative data and document number. Make sure this information is updated with the new organization and shop code.

22.70.1.6.2. Change the authorized quantity to equal the issue quantity.

22.70.2. Processing Documentation. Depending on the type of transfer documentation used, EME/Regionalized EME and remote processing station (RPS) will process output and supporting documentation as follows:

22.70.2.1. Shipping Documents (DD Form 1348-1A).

22.70.2.1.1. EME/Regionalized EME will review the records produced at the losing base to make sure the following information is correct: 1) the system designator, 2) organization code, and 3) custody account code. Update the images and AF Forms 601 when necessary.

22.70.2.1.2. EME/Regionalized EME will forward, when items assigned L and P stock numbers are transferred, the related DD Forms 1348-6 to Records Maintenance for assignment of new L and P stock numbers. Update the records, and when necessary the AF Forms 601, with the NEW stock numbers.

22.70.2.1.3. EME/Regionalized EME will file the AF Forms 601 after they have been updated.

22.70.2.1.4. EME/Regionalized EME will forward FIL/FEDs to remote processing station for processing.

22.70.2.1.5. EME/Regionalized EME will forward FEDs to Receiving, who will establish the deployment due-in file.

NOTE: You may keep the FEDs and establish the deployment due-in file in EME/Regionalized EME.

22.70.2.1.6. EME/Regionalized EME will forward RECs/ISUs to the registered equipment management manager for processing when the deployed vehicle is received.

22.70.2.1.7. RPS will input FILs.

NOTE: You do not need to process these against the Stock Number Directory (M14). If you input a NSN that is already loaded, you won't get a reject.

22.70.2.1.8. Receiving will process FEDs for each item received. Obtain the custodian's signature on output deployment issue document (**Attachment 22H-10**).

NOTE: If EME/Regionalized EME establishes the deployment due-in file, they will process the FEDs and obtain the custodian's signature.

22.70.2.1.9. EME/Regionalized EME will send a follow-up for each item remaining in the deployment due-in file (FED). Send the follow-up 30 days after the due-in file is established.

NOTE: Ask the Transportation Office for assistance in tracing items shipped by the losing base but NOT received by the gaining base.

22.70.2.2. Custody Receipt Transfer Document. The property custodian will sign and deliver two copies of the Custody Receipt Transfer Document and FIL/FED images (FCI, REC, ISU for vehicles) to the gaining EME/Regional EME. EME/Regionalized EME and RPS will then process output as follows:

22.70.2.2.1. EME/Regionalized EME will use the Custody Receipt Transfer Document to make sure the documentation received from the custodian is complete.

NOTE: All line items MUST have corresponding transfer images. Any difference in quantities MUST be supported by necessary documentation.

22.70.2.2.2. EME/Regionalized EME will make sure the following information contained in the images is correct: 1) the organization code, 2) custody receipt account code, and 3) system designator.

22.70.2.2.3. EME/Regionalized EME will ask the Records Maintenance to assign the items new L and P stock numbers, if required.

22.70.2.2.4. EME/Regionalized EME will enter the Authorized Quantity in any FED/FCI records produced using the single option of FME will contain blanks in the authorized quantity field.

22.70.2.2.5. EME/Regionalized EME will forward the updated FED/FCI and FILs to remote processing station for entering of data, if necessary.

22.70.2.2.6. RPS will input FILs.

NOTE: You do not need to process these images against the Stock Number Directory (M14). If you input a NSN that is already loaded, you won't get a reject.

22.70.2.2.7. RPS will input FED/FCI images and forward output to EME/Regionalized EME.

NOTE: The FED/FCIs above are output with preferred items first, followed by substitutes. You MUST input the images in this SAME order. Reorder the images before input, if necessary.

22.70.2.2.8. EME/Regionalized EME will forward one copy of the custodian-signed Custody Receipt Transfer Document (**Attachment 22H-3**) to Document Control and file the second copy in the custody receipt file.

22.70.2.2.9. EME/Regionalized EME will direct the custodian to conduct an inventory of the account after all items have been processed by RPS.

NOTE: The custodian will submit documentation to the EME/Regional EME to adjust the accountable records if any errors are found.

22.70.2.2.10. EME/Regionalized EME will produce new CA/CRLs for each custody account to replace the Custody Receipt Transfer Documents.

22.71. Retaining Accountability During Indefinite Deployment. The host COS will retain property accountability when the duration of the deployment cannot be determined BEFORE the property is moved. The host COS will transfer accountability if the deployment is later determined to exceed 120 days.

NOTE: The parent and host commands may decide to transfer property accountability to exercise transfer procedures, etc., even though a deployment is less than 120 days.

22.72. Authorized/In-Use Detail Record Update.

22.72.1. Purpose of 1ED, 1ET, FME and FED Codes. EME/Regionalized EME uses TRIC FME and FED to update authorized/in-use detail records. These inputs allow the transfer of EAID assets from in-use detail records at one base to in-use detail records at another base without processing the assets through the Air Force Supply Management Activity Group (SMAG).

22.72.2. 1ED/1ET/FME To Update In-Use Detail Records. EME/Regionalized EME updates in-use records as follows:

22.72.2.1. To terminate or transfer EAID accountability. 1ET/ FME is used to 1) terminate EAID accountability, and 2) produce shipping documents or custody receipt transfer documents when EAID accountability is transferred. 1ET is used for single item selections and is processed inline. FME is used for group selections and is processed in twilight mode.

22.72.2.2. To retain EAID accountability. 1ED is used for single item selections and is processed inline. FME is used for group selections and is processed in twilight mode. Use 1ED/FME inputs as follows:

22.72.2.2.1. To enter the deployment flag and deployed routing identifier on authorized/in-use detail records

22.72.2.2.2. To remove the flag and deployed routing identifier from in-use details when equipment is returned from deployment

NOTE: Shipping documents are NOT produced using 1ED/FME.

22.72.2.3. To obtain output products. FME may also be used to obtain products that can establish accountability at the base receiving the deployed equipment. These products include the follow-

ing: FIL/FED cards, shipping documents, a Custody Receipt Document, Deployed Equipment Listing, and Due-Out Listing.

22.72.2.4. To review and validate outputs. lRB581 may be used to obtain the Review/Stock Number Listing which is the most useful product available. Before equipment is transferred, personnel can select detail records from this listing for review and validation to ensure the selection options are correct and the desired output is produced.

22.72.3. FED to Update In-Use Detail Records. EME/Regionalized EME uses FED to establish EAID accountability. (FED achieves the same results as REC, FCI, and ISU.) The gaining base MUST process the FED with the same shipping document number used by the shipping activity. Using this same number insures the proper update of intransit files maintained by the Air Force Equipment Management System (AFEMS/C001).

22.73. Input Preparation and Processing.

22.73.1. 1RB581 inputs allow for the review of items subject to deployment and transfer. Deployments and returns are processed using 1ED inputs for single items and FME inputs for group selections. Accountability transfers are processed using 1ET inputs for single items and FME inputs for group selections. Each function is explained in the next three paragraphs.

CAUTION: It is crucial that you are extremely careful when processing 1ET/FME inputs. Programs to reverse-post a transfer do NOT exist. If an error is made, you MUST do the following: Prepare an FED image for each item involved; place the original document number in positions 31-44 and the base SRAN in positions 69-74. Any rejected inputs MUST be re-corrected and reprocessed.

22.73.2. Review Items Subject to Movement/Deployment/Transfer. Items can be deployed based upon group selection. The computer will produce individual outputs for each registration number when output FMEs are requested and REM-vehicle-only detail records are found in the Database Record Area.

22.73.2.1. Deploying items based upon a group selection. EME/Regionalized EME can process a 1RB581 input to select specific groups of items subject to movement or transfer. If movement or transfer cannot be accomplished as a group, then the 1RB581 input will be coded to produce individual 1ET/1ED images for review. The requested images will be output in the same sequence as the review list. These images will contain the detail on-hand balance in the quantity field. Review these images, and modify quantities as required, before processing.

22.73.2.2. Basis for selection. The selection may be based on the system designator, organization code, shop code, use code, and/or ASC, unit type code, increment code/number, and end item identification code/SRD.

22.73.3. 1ED/1ET/FME/1RB581 Preparation. See **Attachment 22H-1** through **Attachment 22H-6**.

22.74. Mobility Equipment Register (R75/NGV795). The mobility equipment register (R75/NGV795) may be used as a management tool to determine the amount of mobility equipment on hand. Bases must ensure equipment in-use details have use code A loaded. WRM application or unit-type codes must be loaded for weapons system allowance standards/non-weapons system allowance standards, or both. See chapter 6, attachment 6B-75 for report processing.

22.75. FED Preparation and Processing.

22.75.1. FED Uses. FED card input is used to process a receipt of transferred equipment from a shipping base. The FED card is forwarded to the receiving base and is used to establish EAID accountability instead of using REC, FCI, and ISU inputs. Establishing EAID accountability with FED allows equipment to be issued without first processing it through the Air Force Supply Management Activity Group (SMAG).

22.75.2. FED/FME Relationship.

22.75.2.1. FME Processing. FME processing and all the available options must be thoroughly understood before attempting to input FED. Individual FED images can be manually prepared for input without using FME to produce them.

22.75.2.2. FED Processing.

22.75.2.2.1. Manual preparation is required to receive assets using 1ET, single detail procedures.

22.75.2.2.2. FED images produced by FME transfers (T in position 80) can be input at the receiving base if the selection criteria used for FME processing were correct and complete. As a minimum, perform a quality control edit.

NOTE: FED inputs processed to receive assets transferred using 1ET will delete the transfer asset due-in detail, created by 99S processing, for the corresponding shipping document number.

22.76. Redistribution or Transfer of Equipment.

22.76.1. Equipment Redistribution or Transfer Using Single Detail Option. The losing CEMO may direct the redistribution or transfer of equipment from one base account to another using 1ET procedures, single detail transfer. The losing CEMO will provide the following information to the losing and gaining COS and the gaining CEMO:

22.76.1.1. Gaining base routing identifier and SRAN.

22.76.1.2. Gaining organization and shop code.

22.76.1.3. Gaining organization system designator.

22.76.1.4. Shipping document number and project code.

22.76.1.5. Effective date of the transfer.

22.76.1.6. Special instructions regarding the redistribution or transfer.

22.76.2. Equipment Redistribution or Transfer Using Group Selection (FME) Procedures. The losing and gaining COS will ensure the information provided by the CEMO is used to process the transfer. When notified by the CEMO to redistribute or transfer EAID assets using group selection procedures, EME/Regionalized EME will ensure the FME inputs are prepared using the information supplied by the CEMO and according to **Attachment 22H-1**.

22.76.3. EME/Regionalized EME Responsibilities.

Section 22I—REGISTERED EQUIPMENT MANAGEMENT/VEHICLE MANAGEMENT.

22.77. Overview.

22.77.1. Objectives. This section provides guidelines for the issue, recording, reporting, turn-in, and transfer of registered vehicles. The section also includes procedures for processing non-AF vehicles, for providing updates to the AFEMS (C001), for reporting unreported AFEMS registered vehicles, and for managing registered equipment management (REM) components.

22.77.2. Definitions. REM items include only vehicles registered according to AFI 24-301 and listed in the vehicle management database in the AFEMS (C001). This data may be queried by the EME/ Regionalized EME base transportation by logging on to the AFEMS (C001), selecting data transaction on the AFEMS Main Menu, and entering IVID on the select line from the EME/Regionalized EME or equipment custodian Main Menu.

22.77.3. REMS Monitor. As the REMS monitor, perform the following duties:

22.77.3.1. Serve as technical advisor to the Base Vehicle Utilization Board and the ERAA.

NOTE: The Base Vehicle Utilization Board reviews AF Form 601 requests for vehicles and provides recommended action to the ERAA.

22.77.3.2. Prepare and process inputs for REMS transactions. Request authority from Base Supply to sign as the inspector for REMS transactions. Include in this request, assignment of a block of numbers from Procedures for off-line requisitions to be used for vehicle special requisitions (SPR) and receipts (REC).

22.77.3.2.1. FCI Format Number 1 will be used to load, change, or delete authorized/in-use detail records for vehicles. See **Attachment 22E-1** for load format, **Attachment 22E-3** for change format, and **Attachment 22E-4** for delete format.

22.77.3.2.2. FCI Format Number 2 will be used to change Commercial and Government Entity Code (CAGE) vehicle status code, vehicle replacement code, alternative fuel code (see **Table 22I1.4.**), or warranty date on the REM-vehicles-only detail records (see **Attachment 22I-2**).

22.77.3.3. Review customer requests that exceed the maximum repair allowance on vehicles. Comment on the request, and recommend approval or disapproval. Sign the request and send it to the applicable MAJCOM.

22.77.3.4. Monitor the physical inventory, audit, and record adjustment of REMS items.

22.77.3.5. Furnish actual disposition information to the AFMC Inventory Manager when the REMS item is lost to the CEMO.

22.77.3.6. Coordinate the command/IM-directed redistribution of the AFEMS (C001) Email notices for REMS items.

22.77.3.7. Record vehicle chassis serial numbers for new procurement vehicles or to correct chassis serial numbers reported in error using the AFEMS (C001) Data Transaction Menu, Screen AVCH.

22.77.3.8. Access AFEMS (C001) daily to review AREJ screen for edits returned from AFEMS that apply to REMS transactions. Correct the edits that apply to vehicle transactions. The edits and corrective actions are listed in **Attachment 22G-2**.

NOTE: AFEMS (C001) processes SBSS transactions received from each SBSS (vehicles included) against the AFEMS database. If an edit variance results, the edit is displayed back to the AFEMS terminal of the applicable SRAN for corrective action.

22.77.4. Management of Motor Vehicles.

22.77.4.1. Vehicles are not requisitioned through normal MILSTRIP procedures.

22.77.4.2. Every vehicle authorization requires MAJCOM approval. The current vehicle authorization list (RVAL) is in the AFEMS (C001) and can be reviewed online.

22.77.4.3. Only Transportation controls and manages motor vehicles. Although vehicles will normally be issued to base transportation, the CEMO may authorize vehicles to organizations with a mobility mission, or a parent command may authorize vehicles to units that are tenants on a host command base. Vehicles will not be provided to contractors unless specifically approved by the CEMO and AFMC.

22.77.4.4. If a non-critical uneconomically reparable REM item is replaced, and was determined to be excess by MAJCOM, the REMS manager must see that the vehicle is immediately processed to the DRMO. The AFEMS (C001) provides a vehicle redistribution Email notice to EME/Regionalized EME/base transportation.

22.77.4.5. For all REM items transferred to DRMO, the REMS manager must follow the instructions in T.O. 00-25-249.

22.77.4.5.1. Removal of serviceable tires. Before transferring REM items to DRMO, the REMS manager must also use the following instructions for tires from chapter 21, section 21U. The tire shop supervisor will inspect the vehicle for possible replacement or removal of the tires. If the tires are in a serviceable condition, the vehicle tire supply point and Stock Control will be contacted to determine if stocks are below current operating levels or if a known future requirement exists for the tires.

22.77.4.5.2. Meeting existing requirements. If there is a requirement for these serviceable tires, vehicle tire supply point personnel will send an equal number of tires awaiting recap to DRMO. This procedure will ensure that an excess inventory of tires will not be created at the supply point.

22.77.4.5.3. The AFEMS (C001) provides a vehicle loss notice through email to the EME/Regionalized EME/base transportation to advise them that a vehicle was shipped or transferred to DRMO. The REMS Manager uses this notice to ensure the accountable records are adjusted.

22.77.5. Codes.

22.77.5.1. The REMS manager must be sure that the appropriate code outlined in **Attachment 22I-1** appears on internal records at all times. Use FCI Format Number 2 to keep these codes updated in the SBSS's REM-vehicles-only detail records.

22.77.5.2. A SAF C is not required for vehicles if the ASC is 012 and if the quantity shown meets the guidelines of the allowance standard.

22.77.6. Except for bare base (Holloman AFB, NM), EME/Regionalized EME/REMS Manager will not assign ASC 158 to authorized/in-use detail records with use code D.

22.77.7. Excesses.

22.77.7.1. Excess vehicles will be accounted for on detail records.

22.77.7.2. When a vehicle becomes excess to a unit, the REMS manager must update internal records with the appropriate status code (see **Attachment 22I-1**, Vehicle Status Codes) and ASC OOO.

22.77.7.3. To establish an authorized/in-use detail record for the excess stock number, an FCI input, with an authorized quantity of 00000, item code P, and ASC 000 is required.

22.77.7.4. Excess vehicles must be turned in or justified within 90 calendar days after being assigned ASC 000. If more time is required, the REM manager must justify the delay to the Chief of Transportation.

22.77.8. REM Items. REM items must NOT remain on item record balance.

22.77.9. Allowance Change Request. The REMS Manager submits an allowance change request (TACR) online through the AFEMS (C001) to recommend changes to vehicle allowance standards and/or to request MAJCOM or higher approval to add, change, or delete vehicle authorizations. The AFEMS (C001) will provide an Email notice of final disposition. This Email notice is authority to change the authorization.

22.78. Requisitioning.

22.78.1. Command Vehicle Allocations. REMS Manager does not requisition vehicles. Instead the IM tells each CEMO how many command vehicles have been allocated based on approved procurement plans and the availability of other vehicles. The AFEMS(C001) sends this information using email notices.

22.78.2. Vehicle Distribution. If the IM requests the information, the CEMO will send, through the AFEMS (C001), shipping instructions that explain how the vehicles will be distributed by base and organization. When you receive an email notice that a vehicle is being shipped, use the procedures in chapter 10 and chapter 11 to receive and issue it.

22.79. Receipt of Vehicles.

22.79.1. Use the following procedure for receipt of vehicles shipped to the REMS Manager. Before processing the receipt, be sure to comply with the provisions about vehicle issues.

22.79.2. Receiving Notices. File vehicle shipment notices until you receive the vehicle. When you receive the vehicle, verify the stock number on the notice. Additionally, the AFEMS (C001) will provide a vehicle transfer email notice which notifies the REMS Manager that a vehicle was shipped to their base.

22.79.3. Processing Receipts. After you've verified the stock number, process a special requisition and a receipt to create a due-in detail and receive the item.

22.79.3.1. For vehicles received from an AF activity, process a receipt with a V in position 52, the receipt not due-in flag. Use the shipping base document number to receive the item.

22.79.3.2. For vehicles inspected and accepted at the origin, complete DD Form 250, block 21A. Complete block 22 with the date the vehicle was received. Mail four copies of the form to the activity shown in block 12. For additional instructions on completing the DD Form 250, see Appendix F of the Defense Federal Acquisition Regulation Supplement (DFARS).

22.79.3.3. For vehicles inspected and accepted at the destination, complete DD Form 250, block 21B.

22.80. Issues.

22.80.1. The following are exceptions to the general rules for EAID issues which apply to vehicles:

22.80.2. Separate Requests. Requests must be for one vehicle each since ISU (ISUV screen #134) inputs will create a REM-vehicle-only detail record for the vehicle registration number on the input. (This does not apply to leased or rental vehicles.)

22.80.3. Backorders. Vehicle requests will not be backordered. When the equipment code in the authorized/in-use detail record is V, the request will not process unless the property is on hand.

22.80.4. Time Requirements. Vehicle receipts and issues must be processed within one workday after receipt. This is necessary to clear vehicle intransit records and establish EAID accountability and reporting. Immediately after processing a vehicle receipt, process an issue request. All issue requests will be processed as post-post.

22.80.5. Initial Processing. Vehicles will be processed first through the vehicle maintenance operations activity for initial inspection according to TO 00-20B-5. Replacement and status codes will be updated as required. Additionally, the AFEMS (C001) provides an automated vehicle replacement code update (XSH) transaction to the SBSS after processing the AFEMS/OLVIMS reconciliation.

22.80.6. ISU Inputs. Use the following inputs to process a request.

NOTE: This does not apply to leased or rental vehicles.

22.80.6.1. Enter the vehicle registration number in the first eight positions of the mark-for field on the request. The first two positions will be the year; the third position, the alpha type vehicle designator; and the last five positions will be the serial number, left justified (suffixed with blanks when necessary). Do not use a zero in the first position of the five-position serial number.

22.80.6.2. Enter status and replacement codes in positions 75-76.

22.80.6.3. Enter warranty date or blank in positions 77-79.

22.80.6.4. Vehicles may be issued without loading the NSN in an ISG. These issue requests must contain the detail document number of the authorized item.

22.80.7. Authorized/In-use Detail Records. When the ISU inputs are processed, the authorized/in-use detail record (quantity on hand) will be increased by one. The detail record must contain equipment code V for vehicles. This V creates a REM-vehicles-only detail record upon issue and deletes the detail record when the vehicle is turned in. The equipment code may be “L” -for a leased vehicle or "P" for a privately-owned vehicle.

22.80.8. REM-VEHICLES-ONLY (214) detail record.

22.80.8.1. Purpose: The REM-Vehicles-Only detail record is related by document number to the applicable 201 authorized/in-use detail record as a supporting record.

22.80.8.2. Procedures. Load and delete by the issue (ISUV/screen #134) and turn-in programs.

22.80.8.3. Restrictions. REM-Vehicles-Only detail records cannot be loaded by FCI inputs. When it is necessary to change a vehicle registration number, process a turn-in using the old registration number and then an issue (ISUV screen #134) using the new registration number.

22.80.9. Vehicle Movement. Vehicles need not be physically moved through Base Supply during the receipt or issue process.

22.81. Turn-In.

22.81.1. Processing Turn-ins. For vehicles being returned to Base Supply, the Registered EME/ Regionalized EME will prepare three copies of an AF Form 2005. Processing the turn-in will delete the appropriate REM-vehicles-only detail record and reduce the balance on the authorized/in-use detail record and increase the item record or DIFM unserviceable detail record balance. These vehicles need not be physically moved through Base Supply.

22.81.2. Status Codes and Vehicle Disposition. All vehicle turn-ins must contain a valid status code. Depending on the input vehicle status code, the item will be either shipped, transferred to DRMO, or held in stock. Following are status codes and the actions they require:

22.81.2.1. If the vehicle status code is P, G, S, T, or U, the vehicle will automatically be shipped. For these codes, the input must also contain the consignee's SRAN in positions 45-50. If the vehicle status code is P, input with TEX code 1 and the turn-in will process to hold the item on supply records. Take action to ship or adjust the item record balance using shipment or inventory adjustment procedures.

22.81.2.2. If the vehicle status code is Q (correction to erroneous input data), the vehicle will be held in stock. Take action to ship or adjust the record balance using shipment or inventory adjustment procedures. However, if the input contains TEX code 7 in position 51 and the consignee's SRAN in positions 45-50, the vehicle will automatically be shipped.

22.81.2.3. If any other vehicle status code is used, the REM items must be shipped or transferred.

22.81.2.4. If the vehicle status code is M (asset being transferred to DRMO) and positions 48-50 contain TRM, then the vehicle will be automatically transferred to DRMO.

22.81.2.5. Turn-ins reflecting status codes S and T must have the gaining MAJCOM codes entered (see **Attachment 22I-1**). If the wrong status code is used, correct it by reverse and correct posting of the turn-in (and shipment, if applicable.) See chapter 16.

22.81.3. Chassis Mounted Assemblies or Sets. Turn-in of chassis mounted assemblies or sets will require two separate turn-in requests (three copies each). Use one turn-in to clear the in-use detail record for the major assembly or set. Use the second turn-in to clear the authorized/in-use and REM-vehicles-only detail records for the vehicle chassis component.

22.82. Transfer.

22.82.1. Following is the procedure REMS will use to ship or transfer a REM item. Vehicles being shipped or transferred need not physically move through Base Supply during the turn-in or shipment process.

22.82.2. Preliminary Preparations. When a vehicle is to be shipped or transferred:

22.82.2.1. Notify the custodian. Unless the vehicle is to be transferred to DRMO, obtain two copies of the vehicle historical report.

22.82.2.2. Advise the Freight, Transportation Division, of the weight, dimensions, destination, in-place date, and estimated ready date of the vehicle so the office can arrange shipment.

22.82.2.3. Prepare and input AF Form 2005 turn-in. Be sure that the turn-in contains the correct vehicle status code; internal programs use this code to determine if the vehicle is to be automati-

cally shipped, transferred to DRMO, or held in stock. To transfer a REM item from one custody receipt account to another, always use FET.

22.82.2.4. For vehicle status code B, G, P, T, or U, you must enter the consignee's SRAN in positions 45-50.

22.82.2.5. For FET inputs, use only in-use or in-place status codes.

22.82.3. Manager Review. When the DD Form 1348-1A shipment or transfer document is output, the REM manager must review the document for correctness. The following data MUST be manually entered on the output DD Form 1348-1A.

22.82.3.1. The shipping document (TRIC SHP) must contain the destination address (to include mark-for organization), vehicle registration number, and authority for shipment.

22.82.3.2. If vehicles are transferred to the DRMO, the output document (TRIC A5x) must contain the vehicle registration number, authority for processing to DRMO, and any additional data required by the disposal activity, such as description of the vehicle and cost of repair.

22.82.4. Final Processing Steps. After all required data have been entered on the shipment or transfer document, place a copy of the vehicle historical record (not required for vehicles being transferred to DRMO) in the vehicle records jacket. Be sure the jacket is secured within the vehicle. Process the vehicle for shipment or transfer with the help of the Transportation Division. Be sure that the document control copy of the DD Form 1348-1A is processed according to chapter 15, section 15D.

22.82.5. Email Notices.

22.82.5.1. Vehicle transfer notice: Notifies the gaining Base Transportation REMS Manager that vehicle (by registration number) was shipped to their base.

22.82.5.2. Vehicle loss information: Notifies the losing Base Transportation REMS Manager that a vehicle was shipped or transferred to DRMO from their base.

22.83. Reporting.

22.83.1. Rejects. The AFEMS (C001) sends reason coded transaction rejects/variances to the EME/Regionalized EME/REMS Manager for any errors found in the Equipment Transaction Report. These errors may be viewed through the AFEMS (C001) output products facility or email facility. See **Section 22G** for detailed error reporting procedures.

22.83.2. Registration. If a vehicle without a registration number is received on base, then the REMS Manager must contact the IM to have a registration number assigned to the vehicle.

22.83.3. Repair. When a repair decision, disposition instructions, or depot repair is requested above base level, two copies of AFTO Form 91, Limited Technical Inspection--Motor Vehicles, will be prepared for each excess vehicle. Copy 1 will be attached to a letter and sent through the COS to the parent CEMO. Copy 2 will be kept according to TO 00-20B-5.

22.83.3.1. Vehicle depot repair (RVDR): Provides base transportation the online capability in the AFEMS (C001) to recommend depot repair requirements for eligible vehicles. These recommendations are forwarded to the vehicle IM through the parent MAJCOM.

22.83.3.2. Maintain repair requirements (RMRR): Provides the online capability in the AFEMS (C001) to review and forecast depot repair requirements which are used to establish repair and re-

manufacture schedules. The AFEMS (C001) forwards these forecasts to production control at WR-ALC through the parent MAJCOM.

22.83.3.3. Repair requirements visibility (RMRV): Provides base transportation the online visibility in the AFEMS (C001) to view the finalized current and projected repair requirements.

22.83.4. Excesses. When the item exceeds command requirements, the CEMO will attach a copy of the AFTO Form 91 to a letter and send it to the IM for final disposition or redistribution action. The CEMO or IM may request that specific information be taken from the AFTO Form 91 and sent by message to speed up disposition instructions.

22.83.5. Redistribution Instructions. The vehicle IM or owning MAJCOM provides vehicle redistribution instructions to Base Transportation REMS Manager. The AFEMS (C001) provides a vehicle redistribution email notice that contains redistribution instructions. This email message is the authority to prepare and ship the identified vehicle.

22.84. Recording Chassis Serial Number-REMS Reportable. The AFEMS (C001) database includes the chassis serial number and manufacturer's code for every REM vehicle. This database is updated by base transportation or the vehicle IM. When a REMS manager receives a new vehicle from the manufacturer or finds incorrect data for an existing vehicle, the REMS manager records the data in the AFEMS (C001) using the online transaction vehicle chassis serial number (AVCH). The following information is recorded as it appears on the vehicle data plate.

22.84.1. Action codes:

Table 22.13. Action Codes.

CODE	ACTION
A	Add
C	Change
D	Delete

22.84.2. Registration number.

22.84.3. Stock number.

22.84.4. Noun.

22.84.5. Chassis serial number.

22.84.6. Vehicle model number.

22.84.7. CAGE code. Use five-digit numeric code shown in the Federal Logistics Information System (FLIS) within the Federal Logistics (FED LOG) system. When more than one number is shown for a particular manufacturer, use the one most clearly related to the type of equipment reported.

22.85. Special Reporting Procedures For NON-Reported REMS Vehicles.

22.85.1. The AFEMS (C001) maintains a worldwide inventory of AF vehicles. This inventory tracks a vehicle from the time it is assigned a registration number until it is disposed of. If the AFEMS (C001) does not show visibility for a vehicle, the Air Force REMS Manager at WR-ALC/LE will determine its status by contacting the base that last reported the vehicle. Use the following actions if WR-ALC/LE contacts the base:

22.85.2. Vehicles Disposed Of. If the vehicle has been disposed of, the REMS Manager should notify WR-ALC/LE of the method and date of disposition.

22.85.3. Active Vehicles. Follow these procedures if the vehicle is still active in the base inventory. The REMS Manager will process the XJE for the authorized/in-use detail record document number of the non-reported vehicle. Process the XJE format in section 22G, **Attachment 22G-12** with JU in positions 4 and 5, blanks in positions 6-20, activity code (always E), organization code, shop code, and in-use detail document number in positions 21-30, and the current ordinal date in positions 47-51. Processing the XJE will cause all authorized/in-use detail records for the input document number to be reported to the AFEMS (C001).

22.86. Reconciliation.

22.86.1. AFEMS (C001)/OLVIMS Reconciliation.

22.86.1.1. The base level OLVIMS will send the AFEMS (C001) a monthly vehicle asset reconciliation file (XSP). This reconciliation file will be produced after the replacement code computations are completed and sent to the AFEMS (C001) via DDN. The Base Transportation Records and Analysis Flight will download these files to floppy disks and hand-carry them to the DPC.

22.86.1.2. The AFEMS (C001) will match each vehicle registration number record received from OLVIMS with those recorded in the AFEMS (C001) database. The following outputs are provided to the EME/Regionalized EME and the SBSS:

22.86.1.2.1. A vehicle replacement code update (XSH) transaction will be provided to the SBSS to update the vehicle replacement code and warranty expiration date. Also, a base vehicle transfer (XSG) transaction will be provided to the SBSS to transfer vehicles that were moved between organizations during fleet rotation. These transactions do not require review prior to processing and will update the SBSS REMS records.

22.86.1.2.2. The AFEMS (C001) will provide the REMS Manager a vehicle data mismatch Email message if the following occurs:

22.86.1.2.2.1. Vehicle registration numbers reported by the SBSS but not by OLVIMS (B004).

22.86.1.2.2.2. Vehicle registration numbers reported by OLVIMS but not by SBSS.

22.86.1.2.2.3. Vehicle registration numbers reported by both OLVIMS and SBSS but with conflicting data (excluding replacement codes and warranty expiration date). The email message will identify the data in conflict.

22.86.1.3. The REMS Manager will make appropriate corrections after receipt of the vehicle data mismatch message via AFEMS email.

22.86.2. Bases NOT Using VIMS. At bases not operating VIMS, local procedures must be established to ensure that vehicle status and replacement codes and other data records are current.

22.87. NON-USAF Vehicles.

22.87.1. Purpose. If necessary, the USAF may rent, lease, or borrow non-AF vehicles for use. Maintain authorization records for these vehicles if the period of rent, lease, or borrow time exceeds 12 months, but do not maintain REM vehicle records on them. Use budget code V on the item record of the authorized record and one of the following equipment codes.

22.87.1.1. Code H--Vehicles provided or to be provided by host nations to support USAF missions.

22.87.1.2. Code L--An approved vehicle authorization as the result of an economic analysis.

22.87.1.3. Code U--Vehicles uneconomically leased for more than 365 days because USAF vehicles are not available. Or the temporary assignment of a nonappropriated fund vehicle to meet REMS authorization.

22.87.1.4. Code P--POV and vehicles obtained from nonappropriated funds. Programmed to be nationalized in case of war to fill approved vehicle authorizations.

22.87.2. Establishing Authorization Records. Authorization records must be established and reported using the following instructions:

22.87.2.1. Use the applicable NSN.

22.87.2.2. If use code is A or B, equipment code must be L or U, and positions 59-65 should list the applicable ASC.

22.87.2.3. If the use code is C, the equipment code must be H, L, or U.

22.87.2.3.1. The first three positions of the allowance identification, positions 59-61, must contain the applicable peacetime ASC.

22.87.2.3.2. The last four positions of the allowance identification, positions 62-65, must contain WRM composition code.

22.87.2.4. If the use code is D, the equipment code must be H, L, or P.

22.87.2.4.1. The first three positions of the allowance identification, positions 59-61, must contain one of the following: the WRM base of planned use if it's different from the reporting base, a blank, or 158 for bare base items.

22.87.2.4.2. Positions 62-65 MUST CONTAIN THE WRM composition code.

22.87.2.5. The quantity authorized must show the number of vehicles actually rented or leased.

22.87.2.6. Quantity in-use must be zero.

22.87.2.7. The remaining data fields must be established or reported according to normal procedures.

22.87.3. Establishing Asset Detail Records. Asset records must be maintained according to the following guidelines:

22.87.3.1. The budget code must be 9 or Z when the item record is loaded for the locally assigned stock number. (See chapter 27, attachment 27A-3 to determine budget code 9 or Z assignment.)

22.87.3.2. A locally assigned stock number must be used when item records are created or reported.

22.87.3.3. The allowance identification, use code, and equipment code must be the same as those of the authorization records.

22.87.3.4. The quantity authorized field must be zeros, except for ASC 987.

22.87.3.5. The quantity in-use field must reflect the actual number of vehicles rented or leased.

22.87.3.6. All remaining fields of the authorized/in-use detail record must be according to normal procedures.

22.88. REMS Components.

22.88.1. Registration Numbers for REM Components. If an REM vehicle or chassis is used as the propulsion or mobile component of non-REM equipment, then a registered number will be assigned to the item according to AFI 24-301.

NOTE: A budget code other than V will be assigned to non-REM equipment.

22.88.2. Accounting and Reporting for REM Components. EME/Regionalized EME will account for and report these non-REM components and the related equipment as follows:

22.88.2.1. Major assembly or set. EME/Regionalized EME will list the major assembly or set of which the REM item is a component on authorized/in-use detail records in the usual manner. Use item code P, S, or U, as applicable. Load shipment exception code 7 to the item record of the major assembly or set, so that it will not be shipped without the REM component.

22.88.2.2. REM components. EME/Regionalized EME will record each REM component on authorized/in-use and REM-vehicles-only detail records as currently outlined, with the following exceptions:

22.88.2.2.1. The allowance identification field will show the allowance identification which authorized the major assembly or set.

22.88.2.2.2. The REM component flag field of the authorized/in-use and REM-vehicles-only detail records will show an X.

22.88.2.2.3. The authorized/in-use and REM-vehicles-only detail records will list item code P, S, or U, as applicable.

Section 22J—FIXED GROUND COMMUNICATIONS-ELECTRONICS (C-E) EQUIPMENT (AS 654).

22.89. Overview.

22.89.1. Purpose. This section describes procedures used to acquire and account for fixed ground communications-electronics (C-E) equipment in allowance standard 654. COMSEC equipment acquisition and accountability procedures are defined in **Section 22M**.

22.89.2. Definition. Fixed ground C-E equipment is nontactical, which means it is not moved from a location for tactical deployment. C-E equipment includes all radio, wire, and any other means used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; radar and radiation aids to Air Traffic Control and navigation and enemy aircraft warning and interception; electronic weather equipment, electronic countermeasure devices, and related electronic systems and equipment.

22.89.2.1. Space weapons systems consist of ground stations and systems which may be deployed in tactical strategic roles. These systems consist of all ground electronic devices and components for missile warning and space surveillance and control. Also, these systems include, but are not limited to, satellite systems and receiving stations, electro-optical surveillance equipment, electronic surveillance systems, and ground-based missile warning systems.

22.89.3. Fixed C-E Equipment (ASC 654) Providers.

22.89.3.1. 38th Engineering and Installation Group (38 EIG). ASC 654 equipment is usually provided and installed through the 38 EIG at Tinker AFB OK. Equipment may be installed by Engineering and Installation resources or through contractor support provided by 38 EIG. chapter 21, section 21V covers Air Force policies and procedures involved in the receipt and accountability of project materiel.

22.89.3.2. Contract. Some Fixed C-E equipment (ASC 654) may be purchased through local or MAJCOM contract and installed by the local communications personnel or contractors.

22.89.3.3. SBSS. Fixed C-E equipment (ASC 654) requirements that are budget code 9 and Z may be procured through requisition action in the SBSS. However, an approved CSRD is still required.

22.90. Acquisition.

22.90.1. Identification of Requirements. Fixed ground C-E equipment (ASC 654) is managed differently from other equipment. It must be engineered in detail and support requirements established such as civil engineer work, logistics support (AGE, spare parts), manpower needs) before the equipment is put in place and accountability is assumed by custodians. AFI 33-103 describes the process for identifying and describing these fixed ground C-E requirements. Organizations with requirements must submit an Information Technology/National Security System Requirement Document (IT/NSSRD) AF Form 3215, Information Technology/National Security System Requirement Document (IT/NSSRD) if the requirement is expected to cost less than $15 million. The IT/NSSRD must identify and describe the required fixed ground C-E equipment's capability in functional terms and must justify the organizational need.

22.90.2. Requisitioning. Base-level Supply does not usually requisition for initial issue of fixed ground C-E equipment (ASC 654). Initial requirements are generally pushed to base-level as part of a communications-computer systems (C-CS) installation project or procured through a contract. Once the equipment is installed, an AF Form 601, Equipment Action Request, is initiated and submitted to EME/Regionalized EME. EME/Regionalized EME will establish an equipment detail record and generate a requisition for initial requirements only when 1) the local CSRD is the approval authority, 2) the technical solution can be determined locally, and 3) the required item is a budget code 9 or Z item.

22.91. ASC 654 Equipment Replacement.

22.91.1. End Items. After the installation of fixed ground C-E equipment, standard equipment procedures will be used for one-for-one replacement of initial requirements. Normal equipment processing (FCI, REC, DOR) procedures apply using AF Form 2005 as the equipment action request. An AF Form 3215 is not required.

22.91.2. Nonexpendable Component Items. Some fixed ground C-E end item equipment contains components which are NF/ND items and are not carried on separate EAID details. EME/Regionalized EME issues replacements for these nonexpendable components by using activity code P. The AF Form 2005 is used as the equipment request.

22.92. ASC 654 Equipment Accountability.

22.92.1. Equipment Requiring EAID Records. All end items (ERRCD NF/ND) specifically identified as major items in a project package are maintained and accounted for on EAID records. For example, an AN/GPN-22 installed as a fixed facility may be made up of individual radar scopes or radios that are ERRCD NF/ND; however, only the highest stock numbered assembly is accounted for on an in-use detail. The AN/GPN-22 is reported in AFEMS (C001) (use code B applies) and signed for by the using custodian.

22.92.2. Equipment Not Requiring EAID Records.

22.92.2.1. Items which are nonexpendable components of a major end item.

22.92.2.2. Government-owned, contractor-operated C-E equipment when the terms of the contract do not require the contractor to report under AFEMS.

NOTE: During initial or renewal contract negotiations, Air Force personnel should encourage the contractor to use AFEMS (C001) and the SBSS.

22.92.2.3. Real property C-E items in FSC 5410 and 5445. Accountability of these FSCs is with the BCE. Because some FSC 5410 and 5445 items are not real property, EME/Regionalized EME should check with the BCE before coding these items as real property.

22.92.3. Allowance Standard 654, Fixed Ground C-E. The allowance identification is broken out as follows:

22.92.3.1. ASC 654.

22.92.3.2. Base code of the supporting stock record account (two position).

22.92.3.3. Requiring command code (one position).

22.92.3.4. Mission application code (one position). These codes are provided in the allowance standard general text. Please note that one base code (consisting of two alpha characters--see general text preface for an example) is assigned for each SRAN. Off-base organizations which are supported by a stock record account at another base will use the base code of that supporting base. When a new base code is required, contact HQ AFCA/WFLS, Scott AFB IL 62225-6001.

22.92.4. Other Allowance Standards. Not all fixed ground C-E equipment is contained in allowance standard 654. Fixed ground C-E is included in other allowance standards as appropriate. Examples of allowance standards which include fixed ground C-E (except COMSEC) are: 1) Visual Information Support (ASC 629) and 2) AF Broadcasting Service (ASC 649). Fixed ground C-E equipment is accounted for in weapon system allowance standards if, and only if, the equipment is used exclusively for that weapon system.

22.92.5. Equipment Custodian. ASC 654 equipment will be custody receipted to the organization possessing the fixed ground equipment (the using/operation agency). Equipment installed at unmanned sites where a possessing organization is not readily identifiable will be custody receipted to the AF organization tasked with maintenance responsibility.

22.92.6. Establishing Accountability for Fixed Ground C-E Equipment (ASC 654) Provided by CSC. Procedures for establishing accountability for fixed ground C-E equipment (ASC 654) that is provided by CSC are in chapter 21, section 21V.

22.92.7. Establishing Accountability for Fixed Ground C-E (ASC 654) Provided by Other than CSC. The custodian of equipment which is provided through a contract establishes accountability for fixed C-E equipment by submitting an AF Form 601 to the EME/Regionalized EME after the equipment is

installed. The custodian cites the approved IT/NSSRD or PMD number and the coordination of the base-level communications-computer systems (C-CS) program manager in the justification and item description block and attaches a copy of the DD Form 250, Materiel Acceptance and Receiving Report.

22.92.8. Leased or Rented Fixed Ground C-E Equipment ASC 654. The EME/Regionalized EME will include leased or rented fixed ground C-E equipment ASC 654 (excluding leased communications circuits/channels) on EAID records after the equipment is installed and accepted for use. However, if the equipment is required for less than 12 months, EAID details will not be established. For equipment items leased for more than 12 months, the custodian will initiate an AF Form 601 which identifies the equipment or system involved and attach a copy of the lease/rental agreement (or refer to the agreement) as authority to enter the items on EAID records. The AF Form 601 must include the approved IT/NSSRD or PMD number and the coordination of the base C-CS program manager in the justification and item description block. EME/Regionalized EME will establish EAID records (ASC 654) for leased/rental equipment based on the highest assembly or system that will identify the equipment being leased or rented. The EME/Regionalized EME will establish authorized/in-use details using FED inputs (see **Attachment 22F-2**) with equipment code R and accounting and finance code RENT.

22.92.9. Loan of other Governmental Agency Equipment to the Air Force. Accounting procedures for other government agency equipment loaned to the Air Force is provided in this chapter.

22.92.10. Fixed Ground C-E Provided to Contractors as Government Furnished Property (GFP). When contracts obligate the contractor to use the AFEMS (C001) and the SBSS, fixed ground C-E equipment provided to the contractor will be accounted for using ASC 051E followed by three alpha characters. The 051 identifies that the equipment is on loan, the E in the fourth position identifies the equipment is loaned to a contractor, and the remaining three positions may be used to identify the equipment or the program associated with it. If this is not desired, fill in the last three positions of the allowance ID with three alpha O characters. The EAID records will be established on the highest assembly or system which identifies the equipment provided to the contractor. When the equipment is not a stock-listed item, a base assigned P number will be used, and an AF Form 86 will be submitted for subsequent cataloging action.

22.92.11. Items Used to Maintain and Test Fixed Ground C-E Equipment. Maintenance and test equipment used to support fixed ground C-E equipment are accounted for in applicable support allowance standards. ASC 654 lists only fixed ground C-E end items.

22.92.12. Fixed C-E FOB. Custodians establish accountability for fixed C-E equipment FOB by submitting an AF Form 601 which reflects the approved IT/NSSRD or PMD number in the justification and item description block. If there is not an approved IT/NSSRD or PMD on file in the local communications unit, the AF Form 601 will have to be validated and approved by the Communications Squadron Commander. Inventory adjustment procedures will be used to initiate accountability.

22.93. Special Instructions for Telephone Switches. The NSNs for digital switches are listed in ASC 654. Digital switches (other than DMS 100 digital switches) will be accounted for by P numbers loaded as substitutes/multiple components for the prime number. Manual switches are accounted for by part number.

22.94. Fixed Ground C-E Turn-In. See chapter 13, section 13E for established procedures for turn-in of fixed ground C-E equipment.

22.95. Changes to Fixed Ground C-E Equipment in ASC 654.

22.95.1. Change Requests to Fixed Ground C-E Equipment. Before inputting a TACR online into the AFEMS (C001) requesting a change to the allowance standard, an IT/NSSRD must be submitted to and approved by the applicable authority (base, MAJCOM, Air Staff, etc.). Once the IT/NSSRD is approved, the applicable program manager is responsible for inputting the TACR online into the AFEMS (C001). The TACR will be sent through the requiring MAJCOM to HQ AFCA to request additions or allowance quantity upgrades.

22.95.2. Modifications that Change Fixed Ground C-E Equipment. If maintenance and/or operating activities change the identity of fixed C-E equipment through a modification, personnel must notify the EME/Regionalized EME immediately. To update the authorized/in-use details, the custodian must submit an AF Form 601 with a copy of the applicable supporting documents.

Section 22K—SPECIAL INSTRUCTIONS FOR EQUIPMENT MANAGEMENT.

22.96. Overview. This section describes special procedures and instructions that the SBSS uses to authorize, account for, issue, requisition, report, and reconcile either special items or standard items used under special circumstances. This section also includes information about items that are not EAID accountable. Except for Chief Financial Officer (CFO) assets, subjects are listed in alphabetical order. (**Attachment 22K-1** identifies the ASCs and management coding that appear in this section**)**

22.97. Management of CFO and Accountability of Equipment Assets. For management of Chief Financial Officer's (CFO) Act and Accountability of Equipment Assets in accordance with Statements of Federal Accounting Standards (SFFAS) No. 6 see **Section 22A** and **Section 22C**.

22.98. Aircraft/Missile Installed Equipment.

22.98.1. EAID Accountability. Aircraft/missile installed equipment is nonexpendable items formerly listed in the -21 series Technical Orders and accounted for on AF Form 2691. Authorizations for these items are for MSP, CPS, and AME. AFMC system/IMs and the using command determine these authorizations when an organization gets its weapon system or during allowance standard review. EME/Regionalized EME will maintain authorized/in-use detail records for aircraft/missile installed equipment.

22.98.2. Accounting for Aircraft/Missile Installed Equipment on Board an Aircraft. EMS will use normal EAID authorization and reporting procedures to account for these items, with the following exceptions:

NOTE: Use deployment procedures prescribed in **Section 22H** to this chapter for assets on board an aircraft away from the home station for extended periods unless determined otherwise by the MAJCOM.

22.98.2.1. Accounting for items on board an aircraft. At the option of the MAJCOM, EMS may use one of the following three ways to account for assets on board an aircraft away from the home station for extended periods:

22.98.2.1.1. Loan procedures between AF organizations.

22.98.2.1.2. The deployment procedures described in **Section 22H**.

22.98.2.1.3. The command unique procedures which a MAJCOM will tell a base to use for deployment.

22.98.2.2. Coordinating records. MAJCOMs will tell the MAJCOM of the gaining base what their accounting requirements are. This coordination is required to ensure that both bases report the correct records to the AFEMS (C001).

22.98.3. Managing and Controlling Aircraft/Missile Installed Equipment. The custodian will manage or control these items as required in AFI 21-103 and in command directives. The custodian will take inventory when the items are returned from deployment. EME/Regionalized EME will then process inputs to reestablish accountability. If the inventory shows that some items were not returned, the MAJCOM will direct the custodian to begin recovery procedures according to AFI 21-103, section 22A. If the custodian cannot find the missing items, the MAJCOM will direct the custodian to submit appropriate relief documents, according to AFMAN 23-220.

22.98.4. Transferring the Items with an Aircraft. The custodian will submit AF Form 601, AF Form 2005, or letter when these items are transferred with an aircraft. Base supply will ship the items using the procedures in chapter 15, section 15C.

22.98.5. End Item Transfer. The following procedures apply when an end item(s) (aircraft/missile) is transferred to the Aerospace Maintenance and Regeneration Center (AMARC). Upon notification of an end item transfer, the EME/Regionalized EME will terminate accountability for all installed and support equipment, SPRAM assets, and -21 technical order assets. These procedures will minimize the number of AFEMS (C001) reporting errors for FB/E2373 and the losing bases.

22.98.5.1. Assets Transferred On-Board with the Aircraft/Missile. FME documents will not be processed to FB/E2373 for aircraft/missile installed equipment when the aircraft/missiles are transferred to AMARC for retirement/storage. EME/Regionalized EME will process the FME/1ETX documents using the losing base SRAN. FED documents will not be generated for installed equipment assets located on board the aircraft or missile. The reason why accountability ended (aircraft transferred to AMARC for retirement/storage, aircraft tail number) will be annotated on the FME/1ETX output documents. Copies of the FME/1ETX terminations will be provided to the equipment custodian. Copy one is filed in Document Control. The losing EME/Regionalized EME is responsible for clearing all intransit delinquent shipments identified by the AFEMS (C001) as a result of erroneously processing FME/1ETX transfer documents.

22.98.5.2. Assets Which are Shipped Through Transportation Channels. Use non-direct shipments (not FME) according to procedures contained in chapter 15, section 15C of this manual to ship in-use spare assets not transferred onboard the aircraft/missile to AMARC for storage. Assets will be shipped to FB/E2373, mark for AMARC, Bldg 7401, Davis Monthan AFB, AZ. Shipment suspense details should not be generated. See chapter 27, attachment 27P-1**,** for shipping destination record (FRD) format.

22.99. Air Force Radio and Television Station Broadcasting Equipment.

22.99.1. Operational Radio and Television Equipment Listed in Allowance Standards. Radio and television station broadcasting, production, and associated support equipment items used by the Air Force, such as those used at Armed Forces Radio and Television Service Units, will not be managed under AFEMS (C001), nor the Accountable Organizational Budget Code 9 Equipment (R15) program.

22.99.2. Allowance Standard Equipment Requirements for AF News Agency (AFNEWS) Activities. HQ AFNEWS programs, budgets, and acquires broadcasting and support equipment for AFNEWS units. Accountability for this equipment is maintained on the HQ AFNEWS equipment database.

22.99.2.1. AFNEWS requisitions this equipment directly from the Television-Audio Support Activity (T-ASA) according to DOD Directive 5120.20R.

22.99.2.2. T-ASA ships the equipment directly to the AFNEWS activity.

22.99.2.3. AFNEWS using activities will report excess broadcasting equipment to HQ AFNEWS. HQ AFNEWS reports equipment that is excess to AFNEWS requirements to T-ASA for disposition according to DOD Directive 5120.20R.

22.99.2.4. Upon receipt of disposition instructions from T-ASA, HQ AFNEWS advises the reporting AFNEWS activity of disposition action. The AFNEWS activity takes applicable disposition action as furnished by T-ASA. Equipment identified as "no requirement" will be turned in to the host Base Supply according to the applicable chapters in volume 2, part 2 and part 13.

22.99.3. Support Equipment.

22.99.3.1. Records. EME/Regionalized EME will maintain authorized/in-use detail records for approved support items for radio and television stations equipment. Use the applicable allowance identification for this support equipment.

22.100. Audiovisual (AV)/Photographic Equipment.

22.100.1. Authorized users of equipment.

22.100.1.1. Professional users, Class I: authorized personnel assigned a specialty code in the 3VXXX series. Their duties require frequent to continuous use of still photographic and/or motion picture cameras.

22.100.1.2. Professional users, Class II: authorized personnel in other specialty codes. Their duties require frequent use of specialized photographic equipment determined by HQ USAF.

22.100.1.3. Nonprofessional users: other personnel whose duties, determined by the MAJCOM, require occasional use of still photographic equipment not usually available.

22.100.1.4. Photo journalists and cinematographers: as authorized by HQ USAF/ILSP, qualified photojournalists and cinematographers may use AF photographic equipment. Issue of photographic equipment to these users depends on the SEI in AFMAN 36-2108.

22.100.2. Item Allowances.

22.100.2.1. 35 mm film cameras and medium format cameras (70 mm, 120, 220, or 620 film): For Class I professional photographers, prime AV allowance manager will set the item allowances. For Class II professional photographers or nonprofessional users, HQ USAF/XOOTV will approve all item allowances.

22.100.2.2. 126 instant load cameras, self-developing film cameras, and other AV equipment not controlled by higher headquarters: allowance manager will set the item allowances.

22.100.2.3. AV/photographic equipment. Prime AV allowance standards 629, 636, and 778 list the general item allowances for AV equipment. Approved exceptions are microform equipment in allowance standard 006; allowance standards 105, 626, and 776; portions of allowance standard 665 which support video maintenance; and non-laboratory equipment which directly supports photo or video sensors in airborne system allowance standards.

22.100.2.4. Synchronous audio recorders may only be used to make Air Force approved motion pictures. HQ USAF/SCV must specifically approve any other use of this equipment.

22.100.2.5. AV/photographic equipment not listed in allowance standards. If portable television equipment is not a necessary part of a fixed installation, then the allowance manager may list it in the primary AV allowance standard. If AF Form 601, TACR requests equipment not listed in the primary AV allowance standard, then EME/Regionalized EME will input the request into the AFEMS (C001) using the online transaction TACR. The AFEMS (C001) will send the request to HQ USAF/SCV for approval through the allowance manager and HQ AFMC.

22.100.3. Support Equipment. The following information applies:

22.100.3.1. Records. EME/Regionalized EME will maintain authorized/in-use detail records for approved support items for AV/photographic equipment. Use the applicable allowance identification for this support equipment.

22.101. Base Funded Equipment for Instructional Purposes.

22.101.1. Request Submissions. Equipment for instructional use (as opposed to administrative use) can often be bought at a reduced cost. In these cases, the request will state that the requested equipment will directly support instructional needs rather than administrative ones. The custodian and the person signing the request should make sure that this statement is true, because it may result in a difference in price when the purchase occurs. A copy of the education statement will be forwarded to Base Contracting Office.

22.101.2. Request Approval Procedures.

22.101.2.1. If EME/Regionalized EME approves the request for issue, EME/Regionalized EME will give Stock Control a copy of the justification (block 19 of AF Form 601) for future reference.

22.101.2.2. If Base Supply approves the purchase, Stock Control will add a note to DD Form 1348-1A (requisition to Base Contracting). This note will say that the equipment is for instructional use, as the requesting custodian specified.

22.102. BASS and MOSS Sets. Sometimes items are deleted from BASS and MOSS sets (ASC 158) before the sets are opened. EME/Regionalized EME will not open the sets for the single purpose of removing the deleted items. Instead, EME/Regionalized EME will use ASC 080 to account and report those deleted items until personnel open the sets to inspect them or erect them. When the sets are opened, the deleted items will be turned in to normal stock.

22.103. Bench Mockups/Sets.

22.103.1. Background. Bench mockups or sets required for maintenance bench checks and AETC training courses are included in allowance standard according to NSN. The allowance standard either lists the components making up the bench mockup or set, or gives the reference for the components. Examples of references are technical orders or another allowance standard that lists the components.

22.103.2. Requests for Bench Mockups or Sets. Custodians will submit requests for bench mockups or sets to EME/Regionalized EME or input them into the AFEMS (C001) using the TACR online transaction. The request will list only those components required for the bench mockup or bench set being requested. Only XD, XF, NF, and ND components will be accounted for on in-use detail records.

22.103.3. Authorizations. EME/Regionalized EME can authorize only those items listed in the allowance standard. If an allowance standard does not list the requested bench mockup or bench set, or if an allowance standard general text authorizes the requested item, then EME/Regionalized EME will input the request into the AFEMS (C001) using the TACR online transaction and the AFEMS (C001) will send the request to MAJCOM for approval. Unless approved by an allowance standard or a special allowance, bench mockups or bench sets will not be locally manufactured.

22.103.4. Establishing Item Records for Bench Mockups or Sets.

22.103.4.1. For NSN items. For bench mockups or sets defined in an allowance standard, EME/Regionalized EME will process an FCI (item code P, equipment code C) with the NSN to establish authorized/in-use detail records.

22.103.4.2. For items with locally assigned stock numbers. Because EME/Regionalized EME will not normally authorize bench mockups or sets using locally assigned stock numbers, EME/Regionalized EME must submit an AF Form 86 for assignment of an NC, ND, or NSN. The form will list each component for the bench mockup or set that is listed on AF Form 601, Allowance Change Request (TACR). If the IM/SM approves the AF Form 86, then it will assign an NC, ND, or NSN to the requested item. If the IM/SM does not approve the AF Form 86, then use the following procedure:

NOTE: The AF Form 86 will be a mail in attachment to the TACR. Annotate a Y in the attachment indicator to signify a mail in attachment is forthcoming.

22.103.4.2.1. Mail a copy of the disapproved AF Form 86 to CEMO and HQ/AFMC/MML to try and obtain a valid NSN. EME/Regionalized EME will keep a copy of the disapproved AF Form 86, along with the DD Form 1348-6.

22.103.4.2.2. If EMS/Regionalized EME cannot get a valid NC, ND, or NSN, then assign an L stock number to the bench mockup or bench set. Cite the appropriate use code, equipment code C, and special allowance flag L. Load the L item record as you would an NSN item record. Assign the type designators for the item in the item record in the nomenclature field, that is, mockup or set AN/APR-17.

22.103.4.3. Assign requisition exception code 4 to the item record of all authorized bench mockups or sets that require base level assembly.

22.103.5. File Maintenance for Bench Mockups or Sets.

22.103.5.1. Assembled bench mockups or sets. If the bench mockup or set has been assembled, EME/Regionalized EME will process an FED (item code M or N, equipment code C) for each component listed on the equipment request.

22.103.5.2. Unassembled bench mockups or sets. Before processing requests for unassembled bench mockups or sets, EME/Regionalized EME will establish authorized/in-use detail records for the components, using item code M or N and equipment code C. The custodian will coordinate with the fabricating activity to have the bench mockup or set assembled. While the bench mockup or set is being assembled, the custodian will use AF Form 1297 to account for the components on the CA/CRL. EME/Regionalized EME will process inputs to issue or requisition the components using the following:

22.103.5.2.1. Activity code E.

22.103.5.2.2. Demand code M.

22.103.5.2.3. The organization and shop code of the requester.

22.103.5.2.4. The delivery destination of the requesting activity.

22.103.5.3. Turn-in of bench mockups or sets. The custodian must state that disassembly has been completed when turning in a bench mockup or set. EME/Regionalized EME will prepare individual turn-ins for each component of the mockup or set, using activity code E.

22.103.5.4. Transfer of assembled bench mockups or sets. EME/Regionalized EME will process an FME transaction if disassembly is not required and the assembled bench mockup or set is to be transferred to another base.

22.103.5.5. Keeping of assembled bench mockups or sets for future use. If the custodian keeps an assembled bench mockup or set for future use, EME/Regionalized EME must maintain authorized/in-use detail records for it.

22.103.6. Coding Bench Mockups and Sets.

22.103.6.1. Items assigned an L stock number. To establish the authorization record, use the correct use code, equipment code C, and special allowance flag L. These components will not be identified as bench mockup or sets within automated systems, for example, SBSS, C001, etc.

22.103.6.2. Mobility bench mockups or sets. EME/Regionalized EME will load the authorized/in-use detail records of mobility bench mockups or sets with use code A and the proper allowance identification, in order to maintain visibility.

22.103.6.3. More than one bench mockup or set, with different components. If an activity requires more than one bench mockup or set, each with different components, EME/Regionalized EME will use additional shop codes to distinguish the components that go with each bench mockup or set.

22.104. Captured Weapons/Small Arms Accountability.

22.104.1. All weapons/small arms that are currently on hand (but not registered in the D184), and those captured must be reported immediately.

22.104.1.1. Bases will ensure all weapons/small arms are safeguarded IAW AFI 31-209 (Physical Security).

22.104.1.2. Bases will immediately enter information on these captured weapons/small arms into the D184 system using stock number "1005PCAPTURE." At the same time, bases will identify, in writing, to their MAJCOM, the type of weapon/small arm complete with description, quantity, serial number, and intended purpose. MAJCOMs will in turn supply disposition instructions. In the meantime, bases must retain these assets using a newly assigned ASC of 054CAPT.

NOTE: MAJCOMs will notify their bases with the office symbol and mailing address of the MAJCOM office that will provide disposition instructions. It is imperative that bases know where to submit their requests. Ensure HQ USAF/ILSP is also provided with this information.

22.104.1.3. Disposition from the MAJCOMs will consist of one of three possibilities. First, if the weapon/small arm is intended for display purposes, it must be approved through the USAF museum IAW AFI 84-103. Second, if assets are to be used to support mission requirements, they must be approved through the Air Force Equipment Management System (i.e., AFMES, WR-ALC, etc.). The last and most probable fate of the captured weapons/small arms will be disposal/

demilitarization. If the weapon/small arm is not approved for display or to fulfill a mission requirement, then bases must follow specific disposal procedures. Disposal of captured arms will be IAW small arms disposal procedures in the Defense Materiel Disposition Manual, DOD 4160.21-M, Chapter 4, Paragraph 63. Prior to reporting small arms to DRMO, they must be registered in the D184 system. Weapons/small arms surviving the DRMO R/T/D screening will be destroyed. If the local DRMO has expanded demilitarization authority and there are less than 10 weapons, the DRMO will generally accomplish the demilitarization. Otherwise, the DRMO will give the base instructions for shipping the small arms to a demilitarization facility. All transfers will be recorded in the D184 system. If the shipment is to the Anniston Army Depot, funding will be required to have the weapons demilitarized.

22.105. Civil Air Patrol (CAP) and Civil Air Patrol Liaison Offices (CAP-LO).

22.105.1. Civil Air Patrol Equipment. CAP is an educational activity providing a service. CAP activities are not authorized appropriated fund equipment.

22.105.2. CAP-LO Equipment. CAP-LO are AF activities that maintain the relationship between the Air Force and the CAP. The supporting COS will provide the EAID equipment CAP-LO requires. EME/Regionalized EME will maintain authorized/in-use detail records for this equipment.

22.105.2.1. AF use of civilian aircraft. Air Force liaison personnel can use civilian rental aircraft to support CAP in USAF-CAP missions (according to CAP-USAF Regulation 60-2). These aircraft are considered USAF government aircraft when they are under government contract and operated by Air Force liaison officers.

22.105.2.2. Use of pyro-technical signaling devices. USAF-CAP regions are authorized to obtain pyro-technical signaling devices (other than small arms) and life support equipment to use in rental aircraft flown by AF liaison officers to support AF missions. CAP can obtain these signaling devices from the COS. (CAP is NOT authorized to obtain pyro-technical-technical signaling devices classified as small arms--controlled item code (CIC) 4 or N.)

22.106. Collateral Equipment.

22.106.1. Authorized/In-Use Detail Records. When collateral equipment is required in an allowance standard and/or shown in an approved drawing, EME/Regionalized EME will maintain authorized/in-use detail records for the equipment as follows:

22.106.1.1. If the equipment is listed in an allowance standard AND shown in an approved drawing, EME/Regionalized EME will use the appropriate allowance identification as the ASC on detail records.

22.106.1.2. If the equipment is shown in an approved drawing but is not listed in an allowance standard, EME/Regionalized EME will use ASC 047 on detail records.

22.106.2. Requests that Exceed the Basis of Issue. Some requests for collateral equipment that is not shown in an approved drawing may exceed the basis of issue listed in the allowance standard. EME/Regionalized EME can process these requests in two ways:

22.106.2.1. As change requests to the ASC, when the request applies to more than one organization

22.106.2.2. As special allowances, when the request applies only to the requesting organization

22.106.3. EME/Regionalized EME Accounting Procedures for Collateral Equipment.

22.106.3.1. Use FED inputs to establish authorized/in-use detail records when the equipment is first received. Use accounting and finance interface code FPRJ (facility project) on these FED inputs.

22.106.3.2. Enter a single, locally assigned receiving document number in positions 4-7, positions 37-40, and positions 69-73 of all FED inputs.

22.106.3.3. Before processing, list these FED inputs and assign the receiving document number to the list.

22.106.3.4. Send the list to Document Control for filing.

22.106.3.5. Process output FED issue documents according to the procedure for normal issue DD Forms 1348-1A described in chapter 11, attachment 11A-4.

22.106.3.6. Process other documents for turn-in, replacement, issue, etc., using normal TIN, REC, ISU, and related inputs.

22.106.4. Replacements for Collateral Equipment. AFI 134-208 governs replacing collateral equipment in activities with nonappropriated funds.

22.107. Communications-Computer Systems Allowance Standards. Communications System Group (CSG), Tinker AFB OK 73145-6345, is the technical evaluator for communications-computer systems allowance standard 713. EME/Regionalized EME will input an TACR online into the AFEMS (C001) for communications-computer system changes. The AFEMS (C001) will send this request to CSG/OSFE, unless otherwise directed by the parent MAJCOM. Routing processes are at the option of the using MAJCOM; for example, Air National Guard-initiated (TACR) may be routed through the National Guard Bureau (NGB/LGSE) prior to being processed by CSG/OSFE. Requests which CSG/OSFE recommends for approval will be forwarded to the allowance manager. Requests which are disapproved by CSG/OSFE will be returned to the originating EME/Regionalized EME with justification, and an informational copy will be provided to the MAJCOM/LGS.

22.108. Communications-Computer Systems Project Materiel Management. When communications-computer systems project materiel arrives in Base Supply, it is accounted for on EAID records for organization and shop code 915SC, citing ASC 000C. Chapter 35 covers the complete policies and procedures for handling communications-computer systems project materiel.

22.109. Condemnation or Cannibalization of Equipment on Contract Repair.

22.109.1. Procedures for Clearing Detail Records. Equipment may be condemned or cannibalized while on contract repair from Base Contract Maintenance. EME/Regionalized EME will use the following procedures to clear authorized/in-use detail records for this equipment:

22.109.1.1. The Base Contract Maintenance activity will send a copy of the condemnation or cannibalization document required by the contract (for example, GSA furniture rehabilitation) to EME/Regionalized EME.

22.109.1.2. EME/Regionalized EME will process a post-post EAID or Due-In From Maintenance (DIFM) turn-in. This turn-in will suppress SBSS ADS preparation of a transfer to DRMO document. This turn-in, prepared according to instructions in chapter 13, section 13D and section 13E, must include the following:

22.109.1.2.1. Supply condition code F (unserviceable).

22.109.1.2.2. TEX 6 (post-post).

22.109.1.2.3. Maintenance action taken code 9 (condemned).

22.109.1.3. EME/Regionalized EME will manually prepare a transfer document to the DRMO, assigning a post-post document number and citing this paragraph as authority. This transfer must include the following:

22.109.1.3.1. TRM (positions 47-50).

22.109.1.3.2. The post-post document number assigned to the manually prepared DRMO document, in the mark for data field (positions 67-80).

NOTE: This input will not create a shipment detail, an SSC, or an AS3.

22.109.1.4. EME/Regionalized EME will attach the condemnation or cannibalization document, that Contract Maintenance has provided, to the manually prepared document and send them to Document Control for filing.

22.110. Controlled Mission Equipment (CME).

22.110.1. Determining CME. CME is equipment that is mandatory to support a unit's weapon system during its activation, reorganization, or weapon system conversion. Allowance standards identify CME. The AFMC system manager (SM)/ALC IM and the respective using commands will jointly determine CME at the time of provisioning actions and/or allowance standards review.

22.110.2. Deleting or Reducing CME. CEMO will approve deleting or reducing items and quantities of CME prescribed in allowance standards for specific units. This action will ensure that authorization is given only for the items and quantities required to support the unit's mission.

22.110.3. Coding CME. EME/Regionalized EME will assign equipment code D to authorized/in-use detail records for all CME.

22.111. Cranes, Hoists, Monorails, Rails, and Trolleys.

22.111.1. Types of Cranes, Hoists, Monorails, Rails, and Trolleys. These items and associated lifting devices are divided into two types: non-movable and movable.

22.111.1.1. The non-movable items and associated lifting devices are normally included in the design of a building and purchased with construction funds. They are not easily removed for service or repair because of their size, weight, and location.

22.111.1.2. The movable items and associated lifting devices are not attached to a building and are normally removed for service and repair.

22.111.2. Accounting for Cranes, Hoists, Monorails, Rails, and Trolleys. EME/Regionalized EME will account for these items and associated lifting devices in different ways:

22.111.2.1. Non-movable items are RPIE, as defined by AFI 32-9005. EME/Regionalized EME will not include these items on authorized/ in-use detail records.

22.111.2.2. Movable items are included in an allowance standard (or special allowance). EME/Regionalized EME will include these items on authorized/in-use detail records.

22.112. Crested China/Crystal Issued to Special Command Positions (Air Force).

22.112.1. Authorization. General officers assigned to a special command position are authorized to purchase the china/crystal issued to the position upon his/her retirement. These purchases are limited to the Air Force crested/crystal.

NOTE: Non-crested/crystal issued to several of the special command positions may be ordered directly from the manufacturer.

22.112.2. Approval of Purchase. A formal request-to-purchase letter must be forwarded to HQ USAF/CE with a statement that the purchase is requested for sentimental reasons. The purchase is limited to 24 place settings. If approved by HQ USAF/CE, a copy of the approval letter must accompany a check made payable to the 1100 ABW/ACF, Bolling AFB DC.

22.112.3. Payment of Purchase. Payment is based on current price. Current pricing information, NSNs, etc., is obtained from the 1100 Supply SQ/LGS, Bolling AFB DC.

22.112.4. Receipt of Payment. Upon receipt of payment, the 1100 ABW/ACF forwards a copy of the DD Form 1131 (Cash Collection Voucher) to the 1100 Supply SQ/ LGS. Purchase requests are filled from backup inventories maintained at Bolling Air Force Base. Should inventories become critically short, purchases may be delayed until required stock levels are attained, but under no circumstances will the china/crystal be removed from the quarters.

22.112.5. COS Processing Procedures. The COS at Bolling AFB will: 1) provide a bill of sale to the general officer; 2) ensure all applicable issue and replacement documents are updated, and the items removed from the Air Force inventory with a "solid" entry; and 3) obtain replacement items to bring back-up inventories back to required levels as necessary.

22.113. Dependent Schools.

22.113.1. Accounting Procedures. Dependent schools are schools operated by the DOD to educate the dependent children of DOD personnel. EME/Regionalized EME accounting procedures for the equipment supplied to dependent schools depend on the source of funding:

22.113.1.1. Air Force funded equipment. EME/Regionalized EME will use activity code E to issue Air Force funded equipment and will maintain these items on authorized/in-use detail records.

22.113.1.2. Non-Air Force funded equipment. EME/Regionalized EME will use activity code P to process equipment funded by sources other than the Air Force. EME/Regionalized EME will not include these items on authorized/in-use detail records.

22.113.2. Coding Requisitions. EME/Regionalized EME will use project code 3DS for requisitions that support dependent schools.

22.114. Electronic Countermeasures Equipment (ECM).

22.114.1. Accounting for Electronic Countermeasures Equipment.

22.114.1.1. If ECM equipment is authorized for a specific aircraft on a one-for-one or more than one-for-one basis of issue (excepting fractions), EME/Regionalized EME will use a special equipment supplement of AF Form 2691, Aircraft/Missile Installed Equipment Property Record, to account for it.

22.114.1.2. If the ECM equipment is included in allowance standards and is authorized on a less than one per aircraft basis or in fractional denominations exceeding a whole number, then EME/ Regionalized EME will maintain authorized/in-use detail records for it.

22.114.2. Requesting ECM Equipment Changes. EME/Regionalized EME will submit requests for ECM equipment in one of two ways: to HQ USAF/XOOAA, or as part of an aircraft modification proposal according to DODI 5000.2AFSUPI.

22.115. Engine Test Cells/Test Stands.

22.115.1. EAID Accountable Items. Engine test cells, test stands, and demountable noise/sound suppressors are included in allowance standards. EME/Regionalized EME will include them on authorized/in-use detail records. Noise/sound suppressors require approval by the SM atWR-ALC/LES. EME/Regionalized EME will retain the approved AF Form 601 or copy of the automated allowance change request. Supporting test and technical equipment listed in allowance standards may be attached to the real property parts of a test cell or test stand. EME/Regionalized EME will maintain this supporting equipment on authorized/in-use detail records.

22.115.2. Nonaccountable Items. The brick and mortar part of a test cell or test stand is real property that equipment authorized by allowance standards is mounted on. The foundation, water, and electrical lead-in for noise/sound suppressors is also considered real property. EME/Regionalized EME will not include real-property items on authorized/in-use detail records.

22.116. Equipment Returned from a Theater of Operations, Deployment, or Other Significant Operation.

22.116.1. ASCs 081, 082, and 083 are reserved for special equipment management purposes and may only be used when directed by the Air Staff (HQ USAF/ILSP). These ASCs will only be used when a need exists to account for equipment which has been returned from a theater of operation, deployment, or other significant operation. The approval period is not to be indefinite and is to be sufficient to resolve the problems necessitating use of these ASCs. The following criteria should be met before the approval of these ASCs:

22.116.2. Equipment has been returned to bases other than the owning bases.

22.116.3. There is a reasonable suspicion that the equipment is accounted for by other bases.

22.116.4. The owning bases cannot be determined.

22.117. Exchange of Air Force Property with Commercial Sources. EME/Regionalized EME will process requests to exchange or trade-in Air Force property with commercial sources according to chapter 9, section 9P.

22.118. Fast Payback Capital Investment (FASCAP) Program.

22.118.1. Reference. Procedures in this paragraph are based on AFI 38-301, Air Force Productivity Enhancement Program (PEP).

22.118.2. Submission of Approved FASCAP Documents for Requisitioning. Custodians will submit approved FASCAP project documents to Base Supply without an AF Form 601 or AF Form 2005 attached. The approved FASCAP document is the authority for requisitioning, and no further

approval is required. However, information required on the AF Form 601/2005 is also required on the FASCAP request.

22.118.3. Authorization Approval of Items in Allowance Standards. If the requested item is in the allowance standard and does not exceed the BOI, no further approval is required regardless of the approval level stated in the allowance standard. Use the FASCAP document as the authority to requisition the item.

22.118.4. Authorization Approval for Item Not in the Allowance Standard. If the requested item is not in the allowance standard or if it exceeds the BOI, establish an authorization using ASC 041FAST. Use the FASCAP document as the authority to requisition the item. No further approval is required regardless of the approval level stated in the allowance standard (if applicable).

22.118.5. Requests to Add an Item to an Allowance Standard. If the requested item is not in an allowance standard, EME/Regionalized EME will input an TACR online into AFEMS (C001) requesting the item be added to the requesting unit's allowance standard and then take the following actions:

22.118.5.1. The AFEMS (C001) sends the allowance change request to the allowance manager. Mail a copy of the FASCAP document to the allowance manager with information copies to the parent MAJCOM CEMO. Cite the AFEMS request number on this document. Refer to the attached FASCAP document in the justification block of the allowance change request.

22.118.5.2. When the allowance manager returns the allowance change request indicating they will add the authorization to the allowance standard, change the ASC allowance identification of the authorized/in-use detail from 041FAST to the applicable allowance identification.

22.119. Fitness Center/Exercise Rooms with Associated Support Equipment (Additional).

22.119.1. General. Services (SV) (formerly MWR) is responsible for the base Physical Fitness Program, and monitors the operation of mini fitness centers. The mini fitness centers may be appropriate in units with a large number of shift workers and at facilities located outside a 15 minute driving distance from the base fitness center. The base fitness center should be equipped to the minimum equipment standards before equipping mini fitness centers. Mini fitness centers should be equipped with quality equipment commensurate with that found at the base fitness center.

22.119.2. Establishing Item Records. Custodians are responsible for obtaining the necessary coordination in accordance with AS410 and submitting their requirements by letter or AF Form 2005 to SV. The SV Commander/Division Chief must verify that a sizable unsatisfied demand for fitness equipment exists which cannot be satisfied by expanding the fitness center‘s hours of operation. The SV Commander/Division Chief forwards the request to the Group Commander for coordination and concurrence or non-concurrence with the request based on upon whether the base fitness center meets the minimum equipment requirement. The Group Commander must concur/non-concur with the request and forward it to the Wing Commander for approval. The using commander is responsible for maintaining accountability controls, establishing use priorities, providing maintenance, and monitoring safety, security, and sanitation.

22.119.3. Mini Fitness Centers. These facilities are owned, operated, and maintained by the unit. Mini fitness centers may be appropriate in units with a large number of shift workers and at facilities located outside a 15 minute driving distance from the base fitness center. Equipping of mini fitness centers is found in the preface of AS410.

22.119.4. Health and Wellness Centers (HAWCs). HAWC is a facility owned and maintained by the Wing Commander. Both the Wing and Medical Group share HAWC line and medical funding. The procedures to equip the HAWC are found in the preface of AS 410.

22.120. Food Service Activities.

22.120.1. Types of Food Service Activities. Food service activities provide food for consumption within Air Force activities. These food service activities are appropriated fund (APF) (tactical and non-tactical) or nonappropriated fund (NAF) activities (base restaurants, officers' clubs, enlisted clubs, aviation cadets' and airmen's clubs, but not community activity centers and civilian welfare activities.)

22.120.2. Equipment for Food Service Activities.

22.120.2.1. APF supporting activities. Support equipment, including collateral equipment, for non-self supporting activities are listed in allowance standards and funded through appropriated fund sources. EME/Regionalized EME will maintain authorized/in-use detail records for this equipment.

22.120.2.2. NAF supporting activities. NAF supporting activities may acquire or replace collateral equipment by using appropriated funds. AFI 34-302, volume 2, describes circumstances governing the use of appropriated or nonappropriated funds for acquiring or replacing this equipment. If the equipment is acquired through appropriated funds, EME/Regionalized EME will maintain it on authorized/in-use detail records.

22.121. General Officer Quarters (GOQ) Furnishings.

22.121.1. Furnishings Cost and Replacement Limits. AFI 32-6003, General Officer Quarters, sets a furnishings expenditure limit of $6,000 per GOQ per FY, and a $20,000 limit per GOQ for any 5-year period. This policy is applied from FY 91 forward. Ensure the Civil Engineer is provided with all furnishings cost information. A replacement limit is set for carpet, draperies and curtains. These items may not be replaced in less than 7 years.

22.121.2. Reports. The Civil Engineer tracks all GOQ operations and maintenance costs on AF Form 3826, Quarterly Cost Report for General Officer Quarters, and DD Form 2405, General and Flag Officer Quarters Management Report.

22.121.3. Accountability. General officers are personally accountable for all government furnishings and SCP tableware issued to their quarters. The Civil Engineer ensures these items are recorded on an AF Form 228, Furnishings Custody Receipt and Condition Report, and the general officer signs the AF Form 228.

22.121.4. Allowances. The sources of GOQ furnishings support are:

22.121.4.1. AS 414, Quarters Furnishings, which authorizes supplemental furnishings in Part A for general officers, brigadier general selectees, colonels serving as the installation commander, and civilian equivalents who reside in government-controlled housing.

22.121.4.2. AS 106, Housekeeping Furnishings for Special Command Positions, which authorizes furnishings and tableware items only for general officers and civilian equivalents in government-controlled housing who occupy special command positions (SCPs). The Office of the Secretary of Defense strictly controls the number of SCPs and authorizes the positions in DODD

1100.12. The positions approved for Air Force SCP furnishings and tableware support are listed in the preface of AS 106.

22.121.5. Requisitioning SCP Tableware. There are special procedures to requisition SCP tableware. See to AFI 32-6003 for limits on SCP tableware purchases.

22.121.5.1. Air Force crystal, china, flatware, and hollowware is centrally procured and stocked for all SCPs by the Bolling AFB COS. To requisition or replace these items, send requests to Bolling AFB Supply at the following address: 1100 ABG/LGS, Bolling AFB, Washington, DC 20332. For assistance, contact Bolling AFB Supply at DSN 297-4569.

22.121.5.2. SCP table linen is selected and purchased by the SCP incumbent, and they submit receipts to Bolling AFB Supply for reimbursement. AS 106 specifies the standard set of table linen which should be purchased for each SCP GOQ.

22.122. Gift Items.

22.122.1. Accountability. AFI 51-601 identifies circumstances under which units or individuals must account for gifts. EME/Regionalized EME will establish accountability for these gifts by requesting that Research assign the gift a local stock number. This action will exclude the gift from Air Force Supply Management Activity Group (SMAG) management. The action will also allow the gift to be issued without reimbursement. Use the following codes in the request:

22.122.1.1. The ERRCD will be NF2.

22.122.1.2. The REX code will be 4.

22.122.1.3. The routing identifier code will be JBZ.

22.122.1.4. The budget code will be 9 for items with a unit price less than $250,000. The budget code will be Z for items with a unit price of $250,000 or more.

22.122.2. Establishing an Authorized/In-Use Detail Record. EME/Regionalized EME will establish an authorized/in-use detail record for the gift, using ASC 044.

22.123. House Trailers and Mobile Homes.

22.123.1. Management. EME/Regionalized EME manages only those house trailers authorized as WRM or mobility. The civil engineer manages house trailers for all other purposes. Relocatable buildings are accounted for as personal property (EAID reportable) unless these facilities are authorized for procurement using military construction funds. In this case, the buildings are accounted for as real property (DODI 4165.56).

22.123.2. Records for Loose Equipment. If loose equipment is obtained or delivered as a necessary part of an EAID accountable house trailer, or mobile home, then EME/Regionalized EME will not maintain separate authorized/in-use detail records for it, unless required to do so.

22.123.3. Accounting for Loose Equipment. EME/Regionalized EME will use the following procedures to account for both the contents of trailers, mobile homes, and for replacement items:

22.123.3.1. Custodians will list the equipment contents of each trailer, or mobile home on AF Form 1297.

22.123.3.2. If the trailer, or mobile home is part of a set or group, the custodian will also list the stock number of the set or group on AF Form 1297.

22.123.3.3. The custodian will include the following note on AF Form 1297: PREPARED BY (signature of preparing individual), DATE, ORGANIZATION OF PREPARING INDIVIDUAL.

22.123.3.4. The custodian will attach one copy of the completed AF Form 1297 to the interior of the trailer, or mobile home; will send one copy to EME/Regionalized EME; and will keep one copy.

22.123.4. Transfers. Before transferring the trailer, or mobile home, the custodian will inventory the contents and compare the inventory with the listing on the AF Form 1297. The custodian will correct any errors and report any equipment that is lost or missing. EME/Regionalized EME will keep its copy of the AF Form 1297 for 90 days after the transfer.

22.123.5. Nonexpendable Items. EME/Regionalized EME will include nonexpendable items of equipment authorized to supplement items received with the trailer, or mobile home on authorized/in-use detail records. The custodian will not include these items on the AF Form 1297 list. For off-base transfers, the custodian will turn in these items before the transfer, unless turn-in is required at the gaining location.

22.124. Industrial Plant Equipment (IPE).

22.124.1. Format for Requisitions. Stock Control will submit requisitions for authorized Industrial Plant Equipment (IPE) in MILSTRIP format to the IM. Stock Control will use standard requisition programs and procedures.

22.124.2. EAID Records for IPE. EME/Regionalized EME will maintain authorized/in-use detail records for IPE in the normal manner. Special coding of authorization records for IPE is not required.

22.124.3. Disposing of Excess IPE. Chapter 15, section 15D explains how to dispose of excess IPE.

22.125. Installed Equipment on Real Property (RPIE).

22.125.1. Installed Equipment as Real Property. Air Force real property consists of the following:

22.125.1.1. Buildings, plants, systems, and land as defined in AFI 32-9005.

22.125.1.2. Accessory equipment, apparatus, and fixtures classified as installed nonexpendable real property which help the purpose of the real property (RPIE).

22.125.1.3. Backup appliances may be classified as either EAID or RPIE, or a mixture of both. If EAID procedures are used, bases should follow the procedures, in this section on special command positions (ASC 016). When RPIE procedures are used, the backup appliances should be assigned to the appropriate work order(s). For bases with CEMAS, this work order can be the work order for a CEMAS forward store dedicated to backup appliances only. If EAID or CEMAS is not used, a master appliance listing must be used. If both EAID and RPIE procedures are used, the EAID and RPIE stock should be clearly designated and segregated.

22.125.2. Installed Equipment Records. EME/Regionalized EME will not maintain authorized/in-use detail records for installed equipment and other property accounted for on real property records.

22.126. Integrated Natural Resources Programs . Integrated Natural Resources Programs operating in accordance with AFI 32-7064 are authorized to utilize ASC 041, special allowance authority to procure vehicles/equipment that have been approved and ente4red in the AFCEE/ECR budget under planned vehicle/equipment purchases, and approved by AFCEE/ECT/ Local approval authority for vehicle/equip-

ment purchases to support these programs rests with the Base Civil Engineer. All AF Forms 601 for Integrated Natural Resources Program vehicle/equipment will contain an approval funding cite, and the statement "This requirement is approved IAW the provisions of AFI 32-7064 and AFMAN 23-110, volume 2, part 2, chapter 22, section 22K."

22.127. Investment EAID Items/Components.

22.127.1. Turn-In/Credit Policy. A unit may turn in an assembled item that includes an investment component, and another unit may require that component to immediately fill an EAID authorization. In this case, EME/Regionalized EME will give credit for the required component that has been turned in and will process the issue as a normal expense issue. This procedure follows the turn-in/credit policy in volume 1, part 3, chapter 6.

22.127.2. Disassembly. The customer is responsible for disassembling the item.

22.127.3. Inputs. EME/Regionalized EME will prepare the necessary inputs, using the following procedure:

22.127.3.1. For the assembled item. Use an activity code E turn-in.

22.127.3.2. For the components, use an activity code P turn-in with credit code Y. Use the organization code of the unit requiring the EAID component.

22.127.3.3. For the components that will not be reissued, use activity code P turn-in with credit code N. Use the organization code of the unit performing disassembly.

22.127.3.4. For required EAID components, use activity code E issue or due-out release (normal reimbursement).

22.128. Items Issued to General Officers.

22.128.1. Issue Requirements. HQ USAF DPG will give the Air Force Clothing and Textile Office, 311 HSW/YACL-PA (AFCTO), 700 Robins Ave. Bldg 16, 61 D Street, Philadelphia, PA 19111-5096, a list of presidential nominees for promotion to general officers who have received federal recognition. AFCTO will not issue items free to general officers who have not received this recognition. AFC&TO will send items by registered mail directly to the general officer.

22.128.2. Flag for General Officers.

22.128.2.1. Issue. AFCTO/MMIC will automatically issue a general officer flag to general officers in the USAF, AF Reserves, and Air National Guard. To brigadier generals in these organizations, AFCTO will issue a US flag, in the same size as the general officer flag, and two flagstaffs. The base to which the officer is assigned will provide the stands.

22.128.2.2. Updating flag models. AFCTO will issue new model flags free to general officers, when these flags are adopted. Officers will not be required to turn in the old model flag.

22.128.2.3. Replacements. General officer or US flags can be replaced by submitting a funded request through normal supply channels.

22.128.3. Side Arm Kits for General Officers. Air Force general officers (active Air Force Reserve and federally recognized Air National Guard general officers) will be issued sidearm kits according to chapter 21, section 21AC.

22.129. Land Mobile Radio (LMR) Systems Equipment.

22.129.1. Allowance standards for Land Mobile Radio (LMR) systems equipment are made up of various radio communications equipment, for example, two-way radios, pagers, and base stations. Allowance standards for LMR equipment are:

22.129.1.1. Allowance standard (ASC 660)--Nonmedical communications equipment that is not controlled through allowance standard (ASC 654), fixed Ground Communications-Electronics (C-E) Equipment.

22.129.1.2. Allowance standards (ASCs 896, 897, and 903)--Medical treatment facilities.

22.129.1.3. Allowance standard (ASC 929)--WRM.

22.129.2. Managing Equipment Under Allowance Standard (ASC 660). AFI 33-106 states policies and procedures for managing LMR systems. Some of these policies and procedures require that Base Supply and the CEMO help manage LMR equipment that is under allowance standard (ASC 660), as follows:

22.129.2.1. Base Supply's responsibilities.

22.129.2.1.1. To make sure that each request for LMR equipment under allowance standard (ASC 660) is coordinated with the base communications officer and validated by the base Command and Control Communications Requirements Board.

22.129.2.1.2. To provide the base communications officer with a copy of issue and turn-in documents on all LMR, for information only.

22.129.2.2. CEMO's responsibilities.

22.129.2.2.1. To coordinate each allowance change request (AF Form 601) received for LMR equipment with the MAJCOM DCS C-E. Receipt of the AF Form 601 will be either paper copy or electronic via the AFEMS (C001) Data Transaction Sessions TACR Screen.

22.129.2.2.2. To validate allowance change request (AF Form 601) for LMR equipment. After the validation, the AF Form 601, whether paper copy or electronic version in the AFEMS (C001), will be forwarded to the allowance standard manager for final approval when these requests exceed CEMO approval authority under the allowance standard.

22.130. Laundry and Dry Cleaning Equipment.

22.130.1. The laundry plant managers at Eglin AFB, Kadena AB, Incirlik AB and Lajes Field have approval to order any Federal Supply Class 3510 equipment items and other items peculiar to laundry and dry cleaning operations. They must follow their local budget approval process (AFI 34-253, *Laundry, Dry-cleaning, and Linen Exchange, Chapter 1, paragraph 1.6.*).

22.131. Loan of AF Equipment to NON-AF Activities.

22.131.1. To Activities with Which the Base Does Not Have an Agreement. If in-stock equipment is loaned to non-AF supported activities that a base has no host/tenant agreement with, EME/Regionalized EME will use the temporary loan procedures in **Section 22K**, this chapter, to process the loan.

22.131.2. To Activities With Which The Base Has An Agreement. If in-stock equipment is lent to non-AF supported activities that a base has a host/tenant agreement with, EME/Regionalized EME will use FCI, ISU,TIN procedures and ASC 051 to process the loan. Where “051” is cited as the

ASC, the fourth position of the ASC field on the EAID recorded will contain one of the following alpha characters to identify the borrowing activity:

Table 22.14. Alpha Code and Agency.

ALPHA CODE	AGENCY
A	Army
B	NASA
C	Coast Guard
D	Other Federal Agencies
E	Contractors
F	FAA
G	Civilian Activities (Boy Scouts, etc.)
H	State and Local Governments (City, County, etc.)
N	Navy
M	Marine Corps
O	Other
S	National Security Agency

22.131.3. Non-excess Property To Non-AF Activities. To loan non-excess AF property to non-AF activities, see volume 1, part 1, chapter 10, section N.

22.131.4. Keep a copy of the host wing agreement in the custodial folder.

22.132. Loan of In-Use Equipment Between AF Organizations.

22.132.1. Temporary Loan of In-Use Items. MAJCOMs may direct the temporary loan of in-use items to other Air Force units at different bases in the same or different commands, using the following procedures:

22.132.1.1. The lending command will direct the lending base to establish an authorized/in-use detail record. This record will include the following:

22.132.1.1.1. ASC 063

22.132.1.1.2. Allowance ID suffix (the SRAN of the borrowing base OR the Julian date for the termination of the loan)

NOTE: The MAJCOM will decide which one to use.

22.132.1.1.3. The number of assets lent as the authorized quantity.

22.132.1.1.4. Zero as the on-hand quantity.

22.132.1.1.5. The shop code.

NOTE: The lending or borrowing commands may set up specific shop codes that lending or borrowing bases can use to account for lent equipment.

22.132.1.2. The lending command will direct the lending base to ship the items to the borrowing base. The lending command will also specify the length of the loan.

22.132.1.3. EME/Regionalized EME will use the 1ET transfer procedures given in **Section 22H** to process the shipment. However, the review listings do not need to be processed.

22.132.1.4. The borrowing command will direct the borrowing base to process an FCI to establish an authorized/in-use detail record. This record will include the following:

22.132.1.4.1. ASC 064.

22.132.1.4.2. Allowance ID suffix (the SRAN of the lending base or the Julian date of loan termination).

22.132.1.4.3. Zero as the authorized quantity.

22.132.1.4.4. The number of items on loan as the on-hand quantity.

22.132.1.5. When the lent equipment is received, EME/Regionalized EME will use the manual FED procedures in **Section 22H**, this chapter, to process the equipment. Use the shipping document number from the 1ET processed by the lending base and the Accounting and Finance interface code EAID to properly account for the receipt of the lent equipment. However, the review listings do not need to be processed.

22.132.1.6. When the borrowing base returns the equipment to the lending base, EME/Regionalized EME will use 1ET to ship the equipment and FED to reestablish EAID accountability.

22.132.2. Transfer of Accountability. When commands use these equipment loan procedures, EAID accountability and reporting are transferred to the borrowing base. Therefore, both the lending and the borrowing commands should appoint project managers to coordinate the above procedures with EME/Regionalized EME, especially since the lent equipment is often critical to support the mission. When the loan is terminated, the project managers should make sure that EME/Regionalized EME returns the lent equipment, and reestablishes accountability at the lending base. The project manager should make sure that this property accountability is transferred as quickly as possible, to reduce the in transit time (the period when accountability is not established at either the loaning or the borrowing base) to an absolute minimum.

22.133. Loan of Items Required for a Short Time.

22.133.1. Issue of Temporarily Required Items. At times, a customer may need an item for a short time. EME/Regionalized EME may issue a temporarily required item without reimbursement for a maximum period of 6 months or less. Approved items are issued with ASC 987, to record that the item has been lent to the customer for a short time. The Julian calendar date of the loan's termination follows ASC 987.

22.133.2. Loan Requirements. EME/Regionalized EME will issue items on a short-term basis within the following guidelines.

22.133.2.1. Operating expenses. EME/Regionalized EME will not lend equipment to supplement normal authorizations nor to help the customer avoid normal operating expenses.

22.133.2.2. Eligible activities. Generally, EME/Regionalized EME will only approve loans for short-term activities or activities with specific temporary requirements, such as activities on maneuvers and training exercises, reserve forces field activities, scouting jamborees.

22.133.2.3. Loan period. EME/Regionalized EME will normally lend equipment for 90 days; however, the COS may extend the loan for an additional 90 days. EME/Regionalized EME will not extend loans past the 180-day maximum.

22.133.2.4. Sponsors for non-SMAG customers. EME/Regionalized EME will not lend equipment to a borrowing activity that is not an authorized SMAG customer, unless a base activity that is an authorized SMAG customer sponsors the loan. The sponsoring activity's organization code will appear on all records for these items, and the sponsoring activity will pay any operating expense.

NOTE: If these procedures cannot meet a temporary requirement, then normal allowance and authorization actions apply.

22.133.3. Requisitions of Stock/Non-SMAG Equipment.

22.133.3.1. SMAG equipment. EME/Regionalized EME will not requisition SMAG equipment to make a temporary loan. Also, if an item is on temporary loan, and a customer needs the item to meet a valid authorization, then EME/Regionalized EME will terminate the loan authorization and issue the item to the customer.

22.133.3.2. Non-SMAG equipment. If the approved loan item is non-SMAG equipment, and the base resources do not have the item, then EME/Regionalized EME will requisition the equipment from the IM. EME/Regionalized EME will not approve a request if the stated requirement does not justify the cost of requisitioning, shipping, and disposing of the item.

22.133.4. Terminating Loans. Terminate temporary loan authorizations when another operational activity with a higher urgency needs the item.

22.133.5. Item Return. EME/Regionalized EME will make sure an activity returns lent items when it no longer needs them or before the loan expires. If a borrowing activity damages a lent item, and repairing the item is not too expensive, then the activity must pay for the repairs. If a borrowing activity returns a SMAG item in condemned condition, then the activity must pay for the item. Accounting and Finance (A&F) will process the reimbursement according to procedures in DFAS-DE 7077.10M.

22.134. Loan of Other Governmental Agency Equipment to The USAF.

22.134.1. Authorized/In-use Detail Records for Loaned Equipment. EME/Regionalized EME will set up authorized/in-use detail records for EAID items that other governmental agencies lend to AF activities, using the following procedures:

22.134.1.1. When the items arrive, use FED inputs with Accounting and Finance interface code LOAN to establish the detail records.

22.134.1.2. Sign copy 1 of the output receipt DD Form 1348-1A and send this copy to Document Control for filing.

22.134.1.3. Process output FED issue documents according to chapter 11, attachment 11A-4 for normal issue DD Forms 1348-1A.

22.134.1.4. When the loan ends, use FME inputs to delete the detail records and transfer the items back to the agency that owns them.

22.134.2. Codes and Alpha characters. EME/Regionalized EME will always use ASC 050 for lent equipment. Generally identify the lending agency by one of these alpha characters in the first position of the allowance ID suffix:

Table 22.15. Alpha Code and Agency.

CODE	AGENCY
A	Army
B	NASA
C	Coast Guard
F	FAA
N	Navy
M	Marine Corps
S	National Security Agency
O	Other

22.134.3. Pseudo Codes. You may enter an additional three-positions alpha code in the allowance ID suffix (last three positions), to further identify the lenders when directed by the CEMO or higher authorities. If this code is not required, fill the ASC field with three alpha O's.

22.134.4. Turn-In of Loaned Equipment. EME/Regionalized EME will set up loan controls to be sure that lent items are returned to the lending agency when the loan is up, rather than being turned in as local excess or transferred to DRMO. FED and FME are the only authorized inputs for establishing and deleting authorized/in-use detail records for these items. Do not use normal REC, FCI, ISU, SHP, TRM, etc., inputs.

22.135. Locally Manufactured Equipment.

22.135.1. Processing Requirements for Locally Manufactured Equipment. New requirements may develop for equipment that stock lists code as local manufacture or for which an allowance standard authorizes local manufacture. EME/Regionalized EME will process these requirements as follows:

22.135.1.1. The property custodian will request the equipment from EME/Regionalized EME.

22.135.1.2. EME/Regionalized EME will research data in stock catalogs, to find out if a standard, locally procured or centrally procured item will meet the requirement.

22.135.1.3. EME/Regionalized EME will forward requests for equipment that is not in a stock list to Research. This element will assign a locally assigned stock number and an ERRCD. When EME/Regionalized EME receives the locally assigned stock number, and the ERRCD, it will have the equipment built and entered on authorized/in-use detail records.

22.135.2. Coding Locally Manufactured Equipment. EME/Regionalized EME will assign equipment code A to locally manufactured equipment for one of these reasons:

22.135.2.1. If the stock list does not identify it as local manufacture.

22.135.2.2. If it is authorized by the general text of the appropriate allowance standard as local manufacture.

22.135.2.3. If it is authorized for approved training courses.

22.135.2.4. If it is authorized but is not an allowance standard and is built to meet local specifications.

22.135.3. Submitting AF Form 86. Research will not submit AF Form 86 for equipment code A items.

22.136. Locally Procured EAID Items.

22.136.1. This paragraph explains the special procedures required when a customer needs a unique EAID item that does not have an NSN, but the item is authorized local purchase and is allowed by an allowance standard. The EME/Regionalized EME maintains these authorizations using the prime authorized NSN. A local P type stock number is assigned and loaded by Research to requisition, receipt, and due-out release (DOR) these substituted items. (L numbers may be used at the MAJCOM's option.)

NOTE: MAJCOMs are reminded that L type numbers do not require cataloging action (AF Form 86).

22.136.2. Requests for locally Procured Items. When a unique item is substituted for a local purchase item allowed by an allowance standard, the customer submits an equipment request for the NSN allowed by an allowance standard and DD Form 1348-6 describing the item to the EME/Regionalized EME. Upon receipt, the EME/Regionalized EME contacts Research and requests an item record be loaded with a P type stock number for the required item. (L numbers may be used at MAJCOM's option.) Research checks to ensure an item record is not already loaded for the required item. If one is not already loaded, a P type stock number is loaded using the part number if known. (L numbers may be used at MAJCOM's option.) When the part number is not known, a P serialized number is used. (L numbers may be used at MAJCOM's option.) Once this is done, Research enters the stock number on the DD Form 1348-6 and returns it to the EME/Regionalized EME.

22.136.3. Records for locally Procured EAID Items. The EME/Regionalized EME is responsible for establishing the authorized/in-use detail records using the authorized NSN. The due-out and due-in detail records are established by the local stock number of the item. Once the records are established, the EME/Regionalized EME sends a copy of the due-out management notice and a copy of the DD Form 1348-6 to Stock Control. Upon receipt of the DD Form 1348-6, Stock Control sends a copy of it to Base Contracting.

22.136.4. Receipt/Turn-In. Normal local purchase receiving and turn-in procedures apply.

22.137. Maintenance Docks.

22.137.1. This policy covers all types of maintenance docks and associated equipment used on AF bases, whether provided by the government or by a contractor. These items are considered real property. The civil engineer will account for them on AF Form 1432, Real Property Account Record--Miscellaneous Structures, with the following exceptions:

22.137.2. Portable floodlights. If portable floodlights can be unplugged from a receptacle and moved, then EME/Regionalized EME will account for them on the authorized/in-use detail records of the appropriate maintenance activity. The floodlights will be substitutes for the items listed in the allowance standard. If these allowance standards do not contain floodlights or if the basis of issue is not sufficient, the custodian will request an allowance change or request a miscellaneous allowance.

22.137.3. Portable maintenance platforms. If a maintenance platform can be moved from the dock building and used elsewhere, EME/Regionalized EME will account for it on authorized/in-use detail records by following the above instructions.

22.137.4. Fire extinguishers. If a fire extinguisher is not an integral part of the fire protection system, EME/Regionalized EME will account for it on the authorized/in-use detail records of the Civil Engineering activity.

22.138. Materiel Deficiency/Quality Deficiency Report Exhibit Equipment (MDR/QDR).

22.138.1. MDR/QDR Reports. Complete procedures for initiating and processing MDR/QDR reports are contained in TO-00-35D-54. The provisions of this paragraph are restricted to terminating responsibility for property making up MDR/QDR exhibits.

22.138.2. Accounting for MDR/QDR Equipment. All MDR/QDR exhibits are exempt from EAID accounting. When the custodian turns in MDR/QDR exhibit equipment, EMS/Regionalized EME will process a turn-in document.

22.138.3. Turn-In of MDR/QDR Equipment. EME/Regionalized EME will process turn-ins for MDR/QDR equipment on authorized/in-use detail records. Use action taken code C. See **chapter 13**, section A, for additional guidance.

22.139. Mechanized Materiel Handling Systems (MMHS).

22.139.1. Definition. A MMHS is a system installed in a warehouse that automatically stores and retrieves property. Conveyor belts and automatic forklifts are examples of MMHS.

22.139.2. Processing Requests for MMHS.

22.139.2.1. The MMHS project officer will tell EME/Regionalized EME what components make up the MMHS and the unit price of each component. The custodian will list this information on the request or as an attached listing to the request.

22.139.2.2. EME/Regionalized EME will ask Item Research to assign a base assigned L number, requisition exception code 4, and the total unit price. This unit price will be computed based on the total unit price of the components.

22.139.3. Establishing Accounting Records. EME/Regionalized EME will maintain authorized/in-use detail records for MMHS described in volume 7, part 1. Use a base assigned L number and allowance identification 060. EME/Regionalized EME will also maintain detail records for certain items such as vehicles authorized in addition to the MMHS, using the appropriate ASC. Do not include components accounted for as real property on authorized/in-use detail records.

22.139.4. File Maintenance.

22.139.4.1. EME/Regionalized EME will maintain the request that lists the MMHS components for as long as the equipment is authorized and in use.

22.139.4.2. EME/Regionalized EME will update the request and adjust the unit price of the item record when the MMHS project officer tells EME/Regionalized EME that components have been added or taken away from the MMHS.

22.140. Medical Unit Equipment.

22.140.1. MEMO Management. The base Medical Equipment Management Office (MEMO) will maintain authorization, accounting, and reporting records for the medical and base funded nonmedical equipment required by medical units, as described in volume 5. This equipment includes quarters furniture and bedding in buildings identified as medical buildings on the real-property records (AFI 65-601) of the base civil engineer. MEMO will also manage medical equipment required by medical technicians assigned to nonmedical satellite units, as described in volume 5.

22.140.2. EME/Regionalized EME Management. Records maintained by MEMO will not be duplicated on COS authorization, accounting, and reporting records. The COS will maintain medical equipment required by nonmedical units. The COS will also maintain AFMC centrally procured, nonmedical equipment other than WRM that is required by medical units, but MEMO will have Equipment Review Authorization Activity Authority (ERAA) for this equipment.

22.140.3. File Maintenance. EME/Regionalized EME will assign SAF L to authorizations based on allowance standard. This flag bypasses the AFEMS (C001) edits.

22.140.4. Requests.

22.140.4.1. Requirements for centrally procured, nonmedical AFMC equipment will be submitted by MEMO according to the procedures in **Section 22B** even though the approving authority remains with the medical ERAA.

22.140.4.2. Requirements for funded, nonmedical equipment will be submitted by MEMO according to the procedures in **Section 22B**.

22.140.4.3. EME/Regionalized EME will not have to maintain approved requests for special ASC 040 through 059 on this equipment, because the medical authority will act as the ERAA.

22.141. Military Affiliate Radio System (MARS) Equipment.

22.141.1. Equipment Included on Authorized/In-Use Detail Records. EME/Regionalized EME will include vehicles and administrative equipment for MARS stations on authorized/in-use detail records. EME/Regionalized EME will code this equipment as base support equipment using use code B.

22.141.2. Equipment That is Not Included on Authorized/In-Use Detail Records. When applicable MARS directives/indexes allow, surplus equipment is often issued to individual MARS members. EME/Regionalized EME will not include this equipment on authorized/in-use detail records.

22.142. Military Missions, Air Attaches, and Air Force Sections of Advisory Groups.

22.142.1. Accounting Procedures. EME/Regionalized EME will assign a separate EAID to each military mission, attaché, or section of an advisory group for which the Air Force has been designated to provide support. The support COS will maintain authorization and inventory data for each activity on authorized/in-use detail records.

22.142.2. Property Custodian. Each mission, attaché, and/or section will appoint a property custodian. This custodian will be responsible for all equipment issued from the support COS.

22.142.3. Materiel Supplier. The activity will get spare components, administrative and janitorial supplies, and other materiel directly from the support COS.

22.143. Military Working Dogs.

22.143.1. Accounting for Military Working Dogs. Military working dogs (MWD) are scout, sentry, patrol, tracker, and detector narcotic/contraband dogs that the Air Force requires for a specific purpose, mission, or combat capability. AFJI 23-224 and AFI 31-202 contain processing policies and procedures for MWD. Law enforcement, security, and the requirements of base defense will be used to determine and verify authorizations for MWD. Allowance standard (ASC 538) contains item allowances for MWD and associated equipment. Because these dogs are special equipment, EME/Regionalized EME will account for them on authorized/in-use detail records.

22.143.2. Requisitioning MWD. The custodian will submit/input requests for MWD to EME/Regionalized EME on AF Form 601/allowance change request (TACR). If the request is to replace a dog which has died or is/will be unfit for duty, the custodian will attach to the AF Form 601 a death certificate or letter from the veterinary officer stating the MWD is not fit for duty or will be unfit for duty within 12 months. EME/Regionalized EME inputs the AF Form 601 into the AFEMS (C001) using online TACR for coordination through the CEMO to the MAJCOM/SF.

NOTE: The death certificate or veterinary letter will be mailed to the CEMO. Reference the AFEMS request number on the attachment and make reference to the certificate or letter in the justification of the allowance change request.

22.143.2.1. The MAJCOM/SF will:

22.143.2.1.1. Verify the correct documentation is attached for replacement of deceased or unfit MWD.

22.143.2.1.2. Validate MWD authorizations against manning authorizations if the request is an initial requirement.

22.143.2.1.3. Disapprove the allowance change request if the requirements of the paragraphs above are not met.

22.143.2.1.4. The AFEMS (C001) sends an email notice to HQ AFOSP/SFPC advising them that they have an allowance change request to evaluate if the requirements above are met.

22.143.2.2. HQ AFOSP/SFPC will approve or disapprove the request.

22.143.2.3. The AFEMS (C001) will provide the EME/Regionalized EME and CEMO an email message advising them of AFOSP/SFPC final action.

22.143.2.4. EME/Regionalized EME will:

22.143.2.4.1. Process the necessary inputs (FCI, ISU) to establish or increase the authorization, if necessary.

22.143.2.4.2. Work with Requisitioning, if requisition is required, to be sure the requisition is submitted by letter or message IAW AFJI 23-224.

22.143.2.5. Requisitioning will send the letter or message in MILSTRIP format to the DOD Dog Center. Address letters to DOD Dog Center, Lackland AFB TX 78236. Address messages to DOD DOG CENTER LACKLAND AFB TX//DSKL//. If immediate replacement has been authorized, send it as an emergency MILSTRIP requisition. See chapter 9, section 9A and section 9B for the requisitioning process.

22.143.3. Receiving MWD. Normal receipt and due-out procedures will apply when the dog is received. EME/Regionalized EME will maintain the dogs on authorized/in-use detail records and the dogs will be reflected on the CA/CRL of the MWD section.

22.143.4. Reporting Excess MWD. EME/Regionalized EME will report excess MWD to the DOD Dog Center, Lackland AFB, TX 78236, Attn: Program Manager. EME/Regionalized EME will follow the requirements outlined in AFI 31-202, chapter 1, before submitting the report.

22.143.5. Dropping MWD from Authorized Records. If an MWD dies or is euthanized under proper authority, EME/Regionalized EME will drop the dog from accountability records. Before terminating EAID accountability, be sure that EME/Regionalized EME has received supporting documentation from the appropriate approving authority or veterinary officer. When EME/Regionalized EME receives the AF Form 2005 or letter and supporting documents, it will use FME procedures to terminate EAID accountability as prescribed in **Attachment 22F-1**. Attach a copy of the equipment request or letter and supporting documentation to the output document and return to Document Control within the time period prescribed by chapter 18.

22.144. Multiple Components and Substitutes.

22.144.1. Accounting for and Reporting Multiple Components and Substitutes. The number of substitutes or items on hand may be greater than the number of items that are authorized, because of the number of components or parts that are required to make up the authorized items. When this situation occurs, the substitute detail records will list item code M. The equipment Out-of- Balance Listing will not balance. However, item code M will indicate that this condition is due to multiple substitutes. EME/Regionalized EME will requisition, account for, and report multiple components and substitutes as follows:

22.144.1.1. Establish authorization records using the NSN of the authorized item and item code P.

22.144.1.2. Establish component or substitute records using the NSN of the item on hand and item code M.

22.144.1.3. Requisition, receipt, and issue components or substitutes, including the authorized item, using the applicable NSN and activity code E.

22.144.1.4. Multiple components must be authorized by Technical Order (T.O.) or listed in an Allowance Standard.

22.145. National Aeronautics and Space Administration (NASA). AFEMS procedures do not apply to the National Aeronautics and Space Administration (NASA). NASA will obtain support equipment as required in AFI 25-301 and volume 1, part 1, chapter 11, section A.

22.146. National Imagery & Mapping Agency (NIMA). Follow the procedures in chapter 21, section 21E, for processing NIMA equipment.

22.147. Nonlisted and Noncataloged Equipment.

22.147.1. Required Stock Numbers for Equipment. Air Force policy requires EME/Regionalized EME to use standard MILSTRIP stock numbers to identify equipment in the SBSS database records that is subject to allowances, authorization, and accountability.

22.147.2. Obtaining a Stock Number for a Nonlisted Item. If a nonlisted commercial item is needed to meet a specific requirement, and if the item is included in an allowance standard, EME/Regionalized EME will input online into the AFEMS (C001) an allowance change request (TACR). The

request will include the following: specification number; manufacturer; manufacturer's part number; and any brochures; functional characteristics; capabilities; cost; application; and basis of issue. The AFEMS (C001) will send an email notice through the CEMO to the allowance manager to evaluate the allowance change request.

NOTE: The manufacturer's brochures will be mailed to the CEMO. Cite the AFEMS request number on the brochure and include a reference in the instruction.

22.148. Non Medical Furniture for Medical Units (Funded). The MEMO will control requirements for funded nonmedical furniture that support medical units, as described in volume 5, chapter 18, section A. If MEMO determines that it must requisition furniture through the host COS, it will submit a completed AF Form 2005 to EME/Regionalized EME to requisition the furniture. MEMO will also submit an information copy of the MEMO approved request. MEMO is responsible for authorization, approval, budgeting, and the filing of MEMO approved requests.

22.149. Organizational Equipment Delivered by Parachute or Free Drop.

22.149.1. Accounting for Equipment Delivered by Parachute or Free Drop. When organizational equipment for off-base activities is delivered by parachute or free drop, EME/Regionalized EME will use the following procedure to account for it:

22.149.1.1. Prepare issue inputs for the equipment. These inputs will include the parachute, the container, and the platform used for dropping.

22.149.1.2. Enter the phrase AIR DROP in the mark-for field, followed by the location of the drop. Abbreviate the name of the location if necessary.

22.149.1.3. Use activity code P for items delivered by drop within a combat zone.

22.149.2. Accounting for Recovered Equipment. When equipment delivered by parachute or free drop is recovered or withdrawn from a combat zone, it will either be turned in to the COS, or if the organization needs it, EME/Regionalized EME will pick it up on authorized/in-use detail records.

22.150. Parachutes.

22.150.1. This paragraph explains accounting procedures for personnel parachutes. For all activities except the USAFA, EME/Regionalized EME will use the procedures below to account for personnel parachutes. For the USAFA, EME/Regionalized EME will use the procedures below.

22.150.2. Accounting Procedures for Parachutes Not for the USAFA.

22.150.2.1. Requisition processing. Custodians must submit issue requests for assembled or complete parachutes to EME/Regionalized EME. Because the COS does not stock assembled parachutes, EME/Regionalized EME will process a field manufacture requisition (see chapter 9 for requisitions) for the parachute and also request that the parachute be assembled. EME/Regionalized EME must be sure Research assigns requisition exception code 4 to the item record of the parachutes and excess exception code 6 to the item record of parachute components. The requisition is then processed as follows:

22.150.2.2. Parachute assembly. The maintenance activity responsible for parachutes will get the required parachute parts from Materiel Control and then assemble the parachute.

22.150.2.3. Parachute receipts and issues. Supply will process a receipt and then issue the assembled parachute. For more information about processing assembled parachutes, see chapter 10.

22.150.2.4. Parachute turn-in:

22.150.2.4.1. For parachutes to be shipped. If a CEMO distribution order says to ship the parachute, EME/Regionalized EME will use normal turn-in procedures for equipment.

22.150.2.4.2. For parachutes to be disassembled. If the parachute must be disassembled, personnel can take it apart before returning it to Supply. However, EME/Regionalized EME, the responsible custodian, and the activity disassembling the parachute must work together to be sure the parachute is properly disassembled and accounted for. Specifically, EME/Regionalized EME will determine what parts make up the assembled parachute and then prepare the documents listed below. Batch process these documents in the same order they are listed.

NOTE: Although these documents are basically "paperwork" transactions, output DD Form 1348-1A will be distributed in the normal manner.

22.150.2.4.2.1. Activity code E turn-in (assembled parachute). This turn-in transfers the parachute from the in-use detail to the item record. Prepare the turn-in with the following information: supply condition code A; transaction exception code (TEX) 8; and PARCHUTDSAMBLY in positions 67-80. If necessary, prepare an FCI to adjust authorizations.

22.150.2.4.2.2. Activity code P issue (assembled parachute). This issue removes the parachute from the item record balance. Use the following information: activity code P; organization code 004; shop code AD; and PARCHUTDSAMBLY in positions 67-80.

22.150.2.4.2.3. Activity code P turn-in (parachute component). For each parachute component, use the following data to prepare the turn-in: activity code P; organization code 004; shop code AD; condition code A; and TEX code 8.

22.150.2.4.2.4. Activity code C issue (parachute component). For every activity code P turn-in prepared for a component, you must also prepare an activity code C issue. In positions 67-80, enter the in-use document number of the parachute. Use the disassembling activity's organization or shop code. This code establishes DIFM control on the component items.

NOTE: The activity disassembling the parachute must sign the activity code C issue. The other issues or turn-ins do not require receiving/inspection signatures; however, they must be cross-referenced to each other and include the approval signature of the Materiel Management Flight.

22.150.2.5. Turn-in and disposition of parachute components. The disassembling activity will turn in any serviceable, reparable, or condemned parachute components. To dispose of the components, follow the instructions in part 1, chapter 4.

22.150.2.5.1. Components issued to training activities. If components are to be issued to support local survival training, use activity code P, and the organization and shop codes of the training activity. The COS will check with the disassembling activity to be sure the components are properly marked before they are delivered to the training activity.

22.150.2.5.2. Serviceable excess components. Process serviceable excesses as follows:

22.150.2.5.2.1. Submit the request for disposition instruction in MILSTRIP format. Also include the year and date the component was manufactured and its condition.

22.150.2.5.2.2. Do not send excesses above AF requirements to the DRMO. If the IM orders serviceable components disposed of locally, mark them according to the instructions in part 1, chapter 4. Then ship the marked components to the USAF Ground Survival School, Fairchild AFB WA (FY 9964).

22.150.3. Accounting Procedures for USAFA Parachutes.

22.150.3.1. Issue processing. Custodians will submit requests for complete parachutes to EME/Regionalized EME. Because the COS does not stock assembled personnel parachutes, the request must list all components required to assemble the parachute. The requesting activity will assemble the parachute. The custodian will use AF Form 1297 to control the nonexpendable components during assembly. Process the request as follows:

22.150.3.1.1. Be sure Research assigns requisition exception code 4 to the item record of the parachute and excess exception code 6 to the item record of parachute components.

22.150.3.1.2. Process inputs to load or increase the authorized/in-use detail record.

22.150.3.1.3. Issue or requisition the nonexpendable and ERRCD XD/XF components using activity code E, item code M, the delivery destination, and organization and shop codes of the requester.

22.150.3.1.4. Issue or requisition the expendable components using activity code P, the delivery destination, and organization and shop codes of the requester.

22.150.3.2. Turn-in processing. Custodians will submit requests to turn in parachutes to EME/Regionalized EME. The request must include a list of all the parachute's components and whether or not the parachute needs to be disassembled.

22.150.3.2.1. Completed disassembly procedure. If disassembly is complete, process the request as follows:

22.150.3.2.1.1. Turn in nonexpendable and ERRCD XD/XF components using activity code E, the organization and shop codes of the requester, and the condition code of the component.

22.150.3.2.1.2. Turn in the expendable components using activity code P, the organization and shop codes of the requester, and the condition code of the component.

22.150.3.2.2. Required disassembly procedure. If disassembly is required but the parachute is still assembled, process the request as follows:

22.150.3.2.2.1. Direct the custodian to complete the disassembly.

22.150.3.2.2.2. Disapprove and return the request to the custodian or hold the request in a suspense file until disassembly is complete.

22.150.3.2.2.3. When the custodian tells EME/Regionalized EME that disassembly is complete, process the request.

22.150.3.2.3. Disassembly not required procedures. For parachutes that do not require disassembly, process the request as follows:

22.150.3.2.3.1. Turn in the nonexpendable and ERRCD XD/XF components using activity code E and the organization and shop codes of the requester.

22.150.3.2.3.2. Be sure Stock Control has disposition instructions for shipment or that an issue request accompanies the turn-in. You must have either the disposition instructions or the issue request because assembled parachutes will not be held on the item record.

22.150.3.3. Disposition of Excess Parachute Components.

22.150.3.3.1. Issues. EME/Regionalized EME will issue components to support local survival training using activity code P and the organization and shop codes of the training activity. EMS will check with the disassembling activity to be sure the components are properly tagged, marked, and labeled before the training activity receives them. See volume 1, part 1, chapter 4, for inspection, marking, tagging, and labeling instructions.

22.150.3.3.2. Disposition Requests. Submit the request for disposition instructions in MILSTRIP format. Also include the year and date the component was manufactured and its condition.

22.150.3.3.3. Disposal. Excess components above AF requirements will not be sent to DRMO. When the IM directs the local disposal of serviceable components, stock control will ship the excesses to the USAF Ground Survival School, Fairchild AFB WA (FB4620).

22.151. Postal, Transportation, and Toll Charge Items. Part 1, chapter 4 contains instructions for processing requests for these items.

22.152. Preferred/Substitute Items.

22.152.1. Authorized/In-Use Detail Records. If an expendable item is being used for an equipment item listed in an allowance standard, and either the expendable item or the equipment item requires accountability, EME/Regionalized EME will include both items on authorized/in-use detail records. In the case of expendable items, take action with AFMC to correct the ERRCD. If the equipment item is EMC 1, the authorized/in-use detail record will list EMEF R.

22.152.2. Interim Records. While EME/Regionalized EME is waiting for AFMC to correct the ERRCD, the records for the expendable or EMC 1 items will list ERRCD NF2 or ND2. The first position of the nomenclature field will contain an asterisk (*). (See chapter 27, section 27A for procedures on loading the asterisk.)

22.153. Printing, Binding, and Related Equipment.

22.153.1. Item Allowances. EME/Regionalized EME will maintain authorized/in-use detail records for administrative, maintenance support, and auxiliary printing plant equipment listed in allowance standards.

22.153.2. Equipment Controlled by the Congressional Joint Committee on Printing (JCP).

22.153.2.1. Records. The base printing plant manager will maintain authorization, accounting, and reporting records for base printing plant equipment controlled by the JCP. EME/Regionalized EME will not maintain authorized/in-use detail records for JCP equipment.

22.153.2.2. Requests. Custodians will submit requests for JCP controlled equipment according to the instructions in DODD 5330.3, AF Sup 1 to DODD 5330.3, and DODI 5330.1.

22.154. Quick Reaction Capability (QRC) Items.

22.154.1. Definition. QRC items are items listed in allowance standards which can support QRC (however, some items are not listed in the allowance standards).

22.154.2. Records. EME/Regionalized EME will maintain authorized/in-use detail records for QRC items as follows:

22.154.2.1. For QRC items, use equipment code Q.

22.154.2.2. For supporting QRC items listed in the allowance standard, use the allowance identification of the allowance standard.

22.154.2.3. For QRC items not listed in the allowance standards, use ASC 986 unless the MAJCOM directs that separate records be established.

22.155. Portable Television Systems Used for Training.

22.155.1. Portable closed-circuit television systems used for training consist of a helical scan tape recorder, vidicon camera, and a monitor. These systems serve as audio visual aids for the following:

22.155.1.1. Instructor training.

22.155.1.2. Speech/briefer for critiquing.

22.155.1.3. Magnification of small objects for group viewing.

22.155.1.4. Physical education skill training.

22.155.1.5. Other specialized uses warranted by circumstances.

NOTE: A portable closed-circuit television system is NOT a substitute for television studio production facilities (AFI 33-117).

22.155.2. Records. EME/Regionalized EME will maintain authorized/in-use detail records for portable closed-circuit television systems. AFMC will centrally procure the equipment. Maintain and support the equipment according to AFI 33-117. (Account for the contents of mobile van components.)

22.155.3. Request requirements.

22.155.3.1. The HQ Air Force Communications Agency (AFCA) will check all requests submitted on AF Form 601/TACR for authorization and allowance changes to see that the requested equipment meets established standards.

22.155.3.2. MAJCOM must certify that existing television equipment does not meet the customer's requirements.

22.155.3.3. The helical scan video tape recorder must meet the standards in AFI 33-117 and cost less than $4,500.

22.155.3.4. The camera must cost less than $2,500.

22.155.4. Support Equipment.

22.155.4.1. Records. EME/Regionalized EME will maintain authorized/in-use detail records for approved support items for closed circuit, portable television equipment. Use the applicable allowance identification for this support equipment.

22.156. Railway Equipment.

22.156.1. Authorizations, Records. Railway equipment (FSC 2210, 2220, and 2230), as listed in allowance standards, is a HQ USAF regulated item of supply. HQ AFMC controls authorizations for such equipment. EME/Regionalized EME will maintain authorized/in-use detail records for railway equipment.

22.156.2. Requests. EME/Regionalized EME will send requests for the initial assignment, transfer, or replacement of railway equipment through channels with full justification. See AFI 24-301.

22.157. Religious, Morale, Welfare, and Recreation (MWR) Activities.

22.157.1. Appropriated Fund Equipment. Under the conditions listed in AFI 65-106, a religious, morale, welfare, or recreation activity may be issued equipment purchased by appropriated funds if the allowance standards have item allowances for such equipment or if the activity has obtained special authorization.

22.157.2. Detail Records. EME/Regionalized EME will maintain authorized/in-use detail records for funded equipment used for such activities. For equipment listed in allowance standards, EME/Regionalized EME will use the appropriate allowance identification.

22.157.3. Surplus Equipment. As described in AFI 34-201, religious, SVMWR activities may be issued surplus equipment (disposal type). Volume 2, part 1, chapter 5 and volume 6, chapter 7, describe the procedures for issuing surplus equipment to these activities. Equipment issued under these conditions will not be accounted for on COS records.

22.157.4. Loaned Equipment. Supply may temporarily lend equipment (ASC 987) not in use or immediately needed to a religious, morale, welfare, or recreation activity, using the procedures this chapter. The activity must return the equipment:

22.157.4.1. If an appropriated fund activity needs it to meet authorized requirements.

22.157.4.2. If the term of the loan has expired.

22.157.4.3. If 180 days have expired.

22.157.5. Nonappropriated Fund Equipment. According to AFI 34-201, SV Commander/Director Chief of MWR may specifically approve the transfer of items purchased with nonappropriated funds to appropriated fund accounts to meet religious, SVMWR requirements. The items approved for transfer.

22.157.5.1. Must be eligible for EME/Regionalized EME accounting.

22.157.5.2. Must be serviceable items listed in allowance standard.

22.157.5.3. Must not exceed the basis of issue quantity in the allowance standard. EMS will use FED inputs to establish EAID accountability.

22.157.6. Chaplain's Equipment. Excess chapel and chaplains' equipment supplies (FSC 9925 and FSC 7710 organs, electric/electronic organs in chapel facilities) will be processed according to volume 1, part 1, chapter 3**.** Assign an excess exception code 6 to these items.

22.157.7. Accounting for In-use Equipment by SVMWR activities that lost APF Support. Revenue generating activities and the outdoor recreation activity may retain in-use assets originally provided by APF support which now exceed allowance standard BOI, as a result of BOI deletion or downward

adjustment due to partial or total APF support withdrawal. These assets will be transferred to ASC 083. Following rules apply to these assets under ASC 083:

22.157.7.1. ASC 083 assets will be maintained with NAF.

22.157.7.2. ASC 083 assets will not be redistributed to satisfy non-SVMWR activity requirements.

22.157.7.3. ASC 083 assets will be used to satisfy same base SVMWR requirements.

22.157.7.4. ASC 083 assets no longer needed or uneconomical to repair will be turned in to the COS.

22.158. Rental Equipment.

22.158.1. AF Form 9 Request Procedures. Equipment rentals are managed as non-EAID requirements and will follow these step:

22.158.1.1. The custodian submits AF Form 9 to EME/Regionalized EME requesting rental of equipment. The EME/Regionalized EME personnel evaluate the request and determine if procurement or rental is the more cost effective.

22.158.1.2. As determined locally, the EME/Regionalized EME prepares a form letter or signs the AF Form 9 notifying contracting that the item is recommended for lease/rental.

22.158.1.3. The custodian forwards AF Form 9 to contracting for subsequent processing of DD Form 1155 for a services contract.

22.158.2. Fixed Ground Communications. Separate rental and EAID procedures for fixed ground C-E equipment are provided in **Section 22J**.

22.158.3. Vehicles. Separate rental procedures for vehicles are provided in **Section 22I**.

22.159. Repair and/or Calibration of Equipment In-Use.

22.159.1. Reparable Equipment Under Contract Maintenance. If a reparable item is under contract maintenance, the custodian will send it directly to the Base Contracting Office. The custodian will take this action even if the reparable item is not on the custodian's EAID records.

22.159.2. Equipment Not Under Contract Maintenance.

22.159.2.1. If the using organization cannot repair the item and the custodian has verified that the item is not under warranty, then the custodian will send it to the appropriate base maintenance shop.

22.159.2.2. If the base repair facilities cannot repair the item, the custodian will turn it in to Base Supply for disposition.

22.159.3. Off-Base Maintenance. See chapter 21, section 21R for off-base calibration, repair, and return of equipment.

22.159.4. Repair Cost Estimate for Selected Support Equipment (AFTO Form 375). When technical orders 35-1-24, 35-1-25, and 35-1-26 equipment requires a repair cost estimate (AFTO Form 375), then maintenance personnel will follow these steps (maintenance personnel can check TO 00-25-240 for specific guidelines and the equipment excluded from this requirement):

22.159.4.1. The maintenance activity must first send AFTO Form 375 to their applicable MAJCOM HQ/LSM, who, in turn, will forward their recommendations to the FSC IM. It will next send a request for the turn-in and replacement issue to the COS.

22.159.4.2. When the IM directs shipment to the depot or contractor for repair or overhaul, the maintenance activity will attach a copy of the AFTO 375 to the support equipment.

22.159.4.3. If the IM directs a one-time repair exception or retention of the equipment in an operational status until replacement equipment is received, a copy of AFTO Form 375 will be filed in the equipment historical records. This AFTO Form will remain with the equipment records when final disposal action is accomplished.

22.159.4.4. EME/Regionalized EME will ask Stock Control to assign EEX code 8 and SEX code 4 to item records in this category. Enter the following instruction on ECCs for both exception codes: "A completed AFTO Form 375, Selected Support Equipment Repair Cost Estimate, must accompany all requests for equipment turn-ins and/or replacement issue. This form will be provided by the custodian. EME/Regionalized EME will comply with IM instructions provided on the AFTO Form 375."

22.160. Research and Development Project Equipment.

22.160.1. Authorization. The commander of MAJCOMs or the commander of SOA responsible for research and development missions (AFDD1-2 and applicable AFI 99 series indexes) can authorize expenditure of AF equipment to be used on a research and development project. If delegated, the commander or director of the next lower command can authorize such use.

22.160.2. Requests for Research and Development Project Equipment.

22.160.2.1. Project engineers must submit a written request to the commander or director to use nonexpendable property for a specific project. The request will contain the following information:

22.160.2.1.1. Stock number.

22.160.2.1.2. Nomenclature.

22.160.2.1.3. Quantity.

22.160.2.1.4. Cost.

22.160.2.1.5. Project or task force number.

22.160.2.1.6. Justification for the request.

22.160.2.1.7. Approval of the laboratory submitting the request.

22.160.2.2. If the commander approves the request, the project engineer will attach a copy of the letter authorizing the expenditure of the equipment to the request. The property custodian will send the request to EME/Regionalized EME for adjustment of records.

22.160.3. Issues. EME/Regionalized EME will process issue under activity code P. If the item is on EAID, terminate accountability just prior to the expenditure. The approved letter of expenditure must accompany the request.

22.161. Research, Development, Test, and Evaluation (RDT&E) Equipment.

22.161.1. Request Requirements. RDT&E activities are authorized to use ASC 040 and 049 for equipment that meets the following requirements:

22.161.1.1. The equipment directly applies to a project OR the equipment directly supports RDT&E programs or projects.

22.161.1.2. The allowance standards do not include the equipment.

22.161.2. Approval. ASC 040 and 049 are approved at the base level.

22.161.3. AF Forms 601. Unless the items are REMS items, no AF Forms 601 are required.

22.161.4. ERAA.

22.161.4.1. Purpose. MAJCOM may authorize certain RDT&E activities to establish separate ERAA. ERAA will review and make recommendations only on RDT&E requirements that use ASC 040 and 049.

22.161.4.2. Staff responsibilities. ERAA staff will be technically qualified to determine if requested equipment meets engineering, economic, and mission requirements. The senior member of the ERAA will recommend approval or disapproval in block 19 of the AF Form 601. The staff member will send approved requests to the COS and will return disapproved ones to the submitter.

22.161.4.3. EME/Regionalized EME responsibilities. With the advice of the ERAA, EME/Regionalized EME will control, account for, and promptly report excess equipment for disposition.

22.162. Retention Authority.

22.162.1. Requirements for Authorizing Retention Authority. To save money, EME/Regionalized EME may authorize a custodian to retain an item rather than redistribute it provided it is not a vehicle or an asset/organization that would normally require higher than base-level approval and meets the following requirements:

22.162.1.1. The item is in-use or it can be issued from stock/DRMO. EME/Regionalized EME screens other organization requirements for a valid allowance standard. If a shortage exists, offer the item to the organization with the valid allowance standard prior to ASC 048 approval.

22.162.1.2. The item will help complete the assigned mission.

22.162.1.3. The item is safe to use and maintain; it has not been designated for recall because of personnel or maintenance hazards.

22.162.1.4. If centrally procured, the item is no longer required to meet command or other AF authorized requirements.

22.162.1.5. It is too expensive to repair or redistribute the item to meet an authorized requirement.

NOTE: Under no circumstances will EME/Regionalized EME authorize retention of an item that was initially requisitioned.

22.162.2. Authorization Records. EME/Regionalized EME will use ASC 048 to authorize custodians to retain items and to carry retained items on authorized/in-use detail records.

22.162.3. Request Approvals. Custodians will submit requests or input an allowance change request (TACR) online into the AFEMS (C001) for retention authority through EME/Regionalized EME/ CEMO channels. Requests will be approved as follows:

NOTE: The EME/Regionalized EME will input a TACR if the custodian submits an AF Form 601 which requires approval above wing/base level.

22.162.3.1. Disposal (DSP) coded items. MAJCOM CEMOs may approve retention requests for DSP coded items without referring them to the AFMC item manager (IM).

22.162.3.2. Non-DSP coded items with other valid AF requirements. If CEMO approves a retention request for an AF CP item that is not coded DSP, then CEMO sends the request to AFMC IM for approval. If the AFMC IM disapproves the request, he or she will send shipping instructions to redistribute the item.

22.162.3.3. Controlled items. Vehicles and assets or activities that require higher levels of approval. Retention of vehicles requires MAJCOM approval. Assets that normally require a higher level of approval also require that same level of approval before retention authority can be granted. Also, activities that would normally require a higher level of approval to obtain equipment will also require that level of approval before retention authority can be granted.

22.162.3.4. ASC 048 items. The unit commander is the approval authority for ASC 048 retention of base-funded items regardless of previous allowance ID or use code. Specially excluded from this are items in weapon system allowance standards.

22.162.4. Repairing Retained Items. Authorized retention items may be repaired within base resources if the repairs are economically reasonable and justified. Vehicle repairs will not exceed the maximum repair allowance in TO 00-25-249.

22.162.5. Replacements. EME/Regionalized EME will not replace retained items under any circumstances.

22.162.6. Substitutions. EME/Regionalized EME will not substitute other items for retained items under any circumstances.

22.162.7. Ending Retention Authority. Retention authority for an item ends when the item is no longer serviceable or when it is needed elsewhere.

22.163. Service Test of Commercial Items.

22.163.1. Service Test Equipment. When authorized, customers may purchase or borrow off-the-shelf, non-aeronautical, commercial items for service tests. These tests will determine if the item meets a military operational requirement. Items authorized for service testing will be tagged as service test equipment. EME/Regionalized EME will maintain authorized/in-use detail records for service test equipment.

22.163.2. Requests for Service Tests.

22.163.2.1. Submitting requests. Unless the item is specified in this paragraph, EME/Regionalized EME will input a TACR online into the AFEMS (C001) for commercial items to the CEMO. Requests will include the following information:

22.163.2.1.1. Complete justification for the item.

22.163.2.1.2. Description of the item to be tested.

22.163.2.1.3. Price.

22.163.2.1.4. Available source.

22.163.2.1.5. Estimated duration of the testing.

22.163.2.1.6. Additional costs, if any, including transportation.

22.163.2.2. CEMO approval. If the CEMO agrees with the request, the AFEMS (C001) will send an email notice to the AS Monitor advising them to evaluate the request. The AS Monitor will then evaluate the technical characteristics of the item and determine if the AF supply system contains a similar item. If the AS Monitor finds that USAF Supply does not have the item or an item with similar technical characteristics and performance, they will approve the TACR and send the CEMO written approval for the request to EME/Regionalized EME. The appropriate command functional manager will specify the period of testing, the reports required, and the disposition of the test item. This letter authorizes the customer to have the non-aeronautical, off-the-shelf commercial item for service testing.

22.163.3. Processing Authorized/In-Use Detail Records.

22.163.3.1. If the AF has acquired title to an item, use ASC 056. Process ASC 056 items using normal REC, FCI, ISU, etc., inputs.

22.163.3.2. If the item is on loan from private industry, use ASC 057. Do not use normal REC, FCI, ISU, etc., inputs.

22.163.3.2.1. When you receive ASC 057 items, use FED inputs with A&F interface code LOAN to establish detail records. Sign Copy 1 of the output receipt DD Form 1348-1A and send it to Document Control for filing. Process output FED issue documents as listed in chapter 11 for normal issue DD Forms 1348-1A.

22.163.3.2.2. Establish local controls for all ASC 057 items to make sure that items are returned to the loaning agency and not turned in as local excess or transferred to DRMO.

22.163.3.2.3. When the loan ends, use FME inputs to delete the detail records and return the items to the owning agency.

22.163.4. Reporting the Results of a Service Test. If the service test determines that the item meets the operational requirement, the customer will submit a request for standardization and cataloging to EME/Regionalized EME. The request will include a report of the service test along with evidence to support standardization and cataloging. EME/Regionalized EME will send the request with attached report to the CEMO. If the service test determines that the item does not meet the operational requirement, then the customer will submit a report of the service test to the IM.

22.163.5. Service Testing under Management Equipment Evaluation Program (MEEP). Under MEEP (AFI 24-305), commercial suppliers can lend the government tools and equipment (at no cost) for service testing. This equipment includes motor vehicles and civil engineering items. The MEEP monitoring agency, OL-ZC AFMC-LSD/LOTM, Elgin AFB FL, obtains test items under bailment agreement. EME/Regionalized EME will NOT maintain authorized/in-use detail records for MEEP items.

22.163.5.1. Service test proposals for commercial motor vehicles or civil engineering items. To service test one of these items to determine if the AF can use the item or adopt it, an activity will

submit a proposal through the parent MAJCOM to HQ AFSC/LGTV, Andrews AFB DC 20334-5000. Proposals should include the following information:

22.163.5.1.1. Identification.

22.163.5.1.2. Description.

22.163.5.1.3. Estimated cost of the test item.

22.163.5.1.4. Problem experience or.

22.163.5.1.5. Apparent benefits to be gained from testing.

22.163.5.1.6. Apparent benefits of introducing the item into the inventory.

22.163.5.2. MEEP Evaluation Custodian's Duties. The local MEEP project office for each assigned service test is responsible for the custody and return of bailment items. The project directive for each service test explains how to use the item to return it at the end of testing. If the MEEP Evaluation Unit develops a requirement for the equipment after satisfactory testing, and an allowance standard is not considered appropriate, an TACR for special allowance (ASC 041 MEEP) will be input online into the AFEMS (C001) and sent through the parent MAJCOM CEMO. The MAJCOM CEMO will be the approval authority for base funded (BC9) equipment items. If the equipment is AFMC-centrally procured, the TACR will be forwarded through the MAJCOM CEMO to the allowance standard manager for approval.

22.164. Special Command Positions (ASC 106).

22.164.1. Definition. ASC 106 lists items authorized for special command positions as directed by DOD Instruction 4165.43 and DOD Directive 1100.12. Unless specifically approved by the Chief of Staff, USAF, or his designated representative, only those positions listed in the allowance general text will have support.

22.164.2. Special Funding for Tableware: Crystal, Silver, and Table Linen. ASC 106 authorizes a maximum of $1000 allowance per fiscal year for tableware for each special command position. Funding for the initial and replacement items will come from the family housing management account.

22.164.3. Reimbursements for Table Linen. An individual in a special command position may personally procure table linens. To be reimbursed for the purchases, a letter certifying the purchases and a copy of the paid bills will be sent by the incumbent to the COS, FE7054, Bolling AFB DC 20332-5000. The reimbursement amount for table linen will be deducted from the incumbent's $1000 total fiscal year allowance.

22.164.4. Reporting. The COS at Bolling AFB, FE7054, handles all budgeting and financial reporting for allowance standard 106 items. EME/Regionalized EME will not be responsible for reporting or cost classification. FE7054 will report costs under the cost classification, furniture and furnishing. FE7054 also maintains a record of replacement items and linen reimbursements for each command position. Quarterly, FE7054 sends status reports to HQ USAF/CEH and to the person in the special command position.

22.164.5. External Files. The FMO will maintain a jacket file for each special command position. The jacket file will contain AF Form 228, Furnishings Custody Receipt and Condition Report copies of purchase requests, issue and turn-in documents, custody receipt listings from EME/Regionalized

EME, letters of authorization, and any other records about furnishings for the special command position. Reference AFI 32-6004, for special inventory and accounting procedures.

22.164.6. Establishing Accountability.

22.164.6.1. Custody receipts. Persons in special command positions may designate in writing that their spouses or personnel assigned as aides or stewards may sign custody receipts in their behalf. The FMO will maintain the letter of authorization in the jacket file.

22.164.6.2. Nonexpendable items. EME/Regionalized EME will include non-expendable items in authorized/in-use detail records. EME/Regionalized EME will issue these items to the FMO. The FMO will have customers in special command positions or their designated representatives sign custody receipts for non-expendable items.

22.164.6.3. Set items. If allowance standard 106 lists an item as a set, then EME/Regionalized EME will account for the item on authorized/in-use detail records as a set. Do not separately enter each item of the set on authorized/in-use detail records; the jacket file kept by the FMO will list the component items.

22.164.7. Requests for Tableware. The supporting FMO for a special command position will request initial stock or replacements of tableware items from EME/Regionalized EME. EME/Regionalized EME will then request tableware items from the Bolling AFB COS, (FE7054), using DD Form 1348-1A (6 copies) and the NSNs listed in allowance standard (106. Each DD Form 1348-1A must include the title of the authorized special command position. If funds are not available, FE7054 will return the request with an explanation.

22.164.7.1. Issues. If funds are available, FE4425 will ship the items by registered mail to the requesting COS who will issue them to the supporting housing supply officer. Issues and shipments between accountable officers will be free issue.

22.164.7.2. Acknowledgment. The requesting COS will acknowledge receipt of the shipment by message within 24 hours.

22.165. Special Projects.

22.165.1. Equipment Sources for Special Projects. Headquarters USAF or MAJCOM may authorize a one-time special project (other than a RDT&E project). If no allowance standard exists, then the command assigned to the project will use its authorized equipment to support the project to the maximum extent possible. Equipment will also be provided according to directives and instructions for the specific project.

22.165.2. Records. EME/Regionalized EME will maintain authorized/in-use detail records for special project equipment, using ASC 054. Identify the specific project in the last three positions of the allowance ID.

22.165.3. Request Procedures. A MAJCOM initiating a special project will request equipment on TACR citing ASC 054. It will input a TACR online into the AFEMS (C001) for special projects for approval by the allowance manager. The allowance manager will then evaluate the requirement and check with the appropriate SM, IM, and technical services personnel. The AFEMS (C001) will send the approved request to AFMC for approval.

22.165.3.1. If the requested item costs more than $50,000 per unit

22.165.3.2. Or if HQ AFMC controls the item

22.165.3.3. Or if HQ USAF controls the item. For a special project directed by HQ USAF, the MAJCOM assigned to the project may approve required equipment unless the project directive lists other instructions.

22.165.4. Turn-In. EME/Regionalized EME will turn in equipment authorized for special projects as soon as the equipment is no longer needed for the project.

22.166. Special Stock Levels For EAID Items.

22.166.1. EMC 1 Equipment. When necessary, EME/Regionalized EME may set special stock levels for frequently requested equipment items coded EMC 1 that have no maximum or minimum level. Use Program NGV822/R32, Item Record Selective Readout, to find these items and review the demands for them.

22.167. Special Training Equipment Program (STEP).

22.167.1. Training Devices. The classified STEP lists major training devices that HQ USAF controls, allocates, and procures. Allowance standard 014 lists these special training devices, attachments, and kits as line items. STEP lists their basis of issue. EME/Regionalized EME will maintain authorized/in-use detail records for nonexpendable STEP equipment.

22.167.2. Excess Procedures.

22.167.2.1. Reporting. If a training device becomes excess to the using organization, EME/Regionalized EME will report it under the appropriate allowance ID of allowance standard 014. Until you receive disposition instructions from the AFMC IM, use an X in the last three positions of the allowance ID suffix (for example, 014BXXX).

22.167.2.2. Disposition. Once EME/Regionalized EME receives disposition instructions, the project officer (PO) at the base will coordinate the disassembly, packing, and shipment to Ogden ALC. The PO will prepare a special packing list, and send it to Ogden ALC before the shipment. When returning training equipment to Ogden ALC, the PO will comply with technical orders (TO) 43-1-1 and 43-1-2. The PO will prepare a DD Form 1750 according to volume 1, part 1, chapter 5.

22.167.3. MTS. EME/Regionalized EME will use a separate organization identification and separate authorized/in-use detail records to report MTS, as listed in MTS supplement 1, STEP.

22.168. Standby Equipment.

22.168.1. Records. In certain cases, the allowance standards may list a specific quantity of an item as standby. This quantity supplements the normal operating requirement to make sure that operations will continue under emergency conditions. For approved standby items, EME/Regionalized EME will maintain separate authorized/in-use detail records. Use the appropriate ASC in the first 3 positions of the allowance ID; use STBY as the allowance ID suffix.

22.168.2. RPIE Items. Some RPIE items are required to provide standby or emergency service to one specific location (AFI 32-1063). EME/Regionalized EME will not maintain authorized/in-use detail records for RPIE items.

22.169. Supply Management Activity Group (SMAG) Division Supplied Items.

22.169.1. Coordinating to Ensure EAID Accountability. Obtaining items from one of the other SMAG divisions (for example, FM, FC) may require EAID accountability. In these cases, use the following procedure:

22.169.1.1. Before obtaining support from other fund divisions, the requesting unit validates this requirement with the EME/Regionalized EME.

22.169.1.2. After EME/Regionalized EME validates the requirement, the unit will requisition the item directly from the appropriate SMAG division.

22.169.1.3. The unit will tell EME/Regionalized EME when it receives the item.

22.169.1.4. EME/Regionalized EME will establish EAID accountability for the item.

22.169.2. Authorized/In-Use Detail Records. To establish authorized/in-use detail records for the item, EME/Regionalized EME will prepare an FED input as follows:

22.169.2.1. Load the normal source of supply on the item record (that is, S9M, REX code 4, and IEX D to prevent automatic due-out and requisitioning without prior validation).

22.169.2.2. Use a requisition ECC to denote the applicable routing identifier code that supplies the item when the requirement is validated (that is, JBM).

22.169.2.3. Use the normal FED format in **Attachment 22H-18** and **Attachment 22H-20** with the following exceptions:

22.169.2.3.1. Shipping document entries will contain the current date and serial number 9999.

22.169.2.3.2. The losing SRAN will reflect the other SMAG division SRAN (for example, M4806 for medical items)

22.170. Tags and Labels. Unless technical orders or directives require the DD Form 1574, Serviceable Tag--Materiel, or any other similar type tag to remain with an item or be kept, Storage and Issue will remove the tag when serviceable AF property is placed in use.

22.171. Test Stations and Test Sets.

22.171.1. Purpose of Test Station and Test Sets. The Air Force uses automated and manually operated test stations and test sets to test, fault isolate, align, adjust, and identify failed line replacement units (LRU), components, modules, etc.

22.171.2. Accounting. Test stations and test sets are identified in AF catalogs by the basic set plus the nonexpendable components. To requisition, issue, account for, and report basic test stations and test sets, use the NSN of each of the nonexpendable components.

22.172. Tools.

22.172.1. Nonexpendable Tools. EME/Regionalized EME will maintain authorized/in-use detail records for nonexpendable tools subject to EAID accountability.

22.172.2. Expendable and EMC 1 Tools. The BSS issues expendable and EMC 1 tools according to the instructions in chapter 23, section 23B and section 23D.

22.173. Tool Cribs.

22.173.1. Nonexpendable Equipment Items. The tool crib custodian will obtain authorized, required, nonexpendable items from the COS. For such items, EME/Regionalized EME will use the organization's identification number on authorized/in-use detail records.

22.173.2. Expendable Items. The tool crib custodian will obtain authorized, required, expendable items directly from the BSS. Individuals issued tool kits will replace or exchange tools through their BSS and not through the tool crib.

22.174. Training Equipment.

22.174.1. Training equipment required to support training courses outlined in education and training course announcements and developed IAW AETCI 36-2203 for both resident school courses and field training detachments are derived from allowance standards (AS) of the same functional areas or weapon system allowance standard.

22.174.1.1. Individual basis of issue (BOI) for AETC requirements will not be cited in allowance standards due to variation in student loads, duration of courses and other variable factors which preclude identity of fixed allowances. The BOI cited for AETC use is one per instructional group. An instructional group is the maximum number of students whose training maybe accomplished using one set of course related support equipment.

22.174.1.2. Procedures for Residence School Houses.

22.174.1.2.1. A single account will be established for each course (The organization identification code will be assigned by HQ AETC/LGSWE). The equipment custodian will provide a single AETC Form 120 (Residence School Training Equipment List) for each course. List items required in stock number sequence and indicate maximum authorizations. The AETC Form 120 is utilized as the allowance standard for the course. The AETC Form 120 must include a cover letter signed by the squadron commander or flight chief. The letter must indicate any items and quantities that supply must order. The letter and AETC Form 120 will be kept in the custodian file in Base Supply and by the equipment custodian. An R14 CA/CRL will be produced and signed by the equipment custodian. A new AETC Form 120 will have to be provided when ever there is a change ,add or delete. The new AETC Form 120 with the squadron commander/flight chief signed letter will replace old letters in both the custodian folder in base supply and the one maintained by the equipment custodian.

22.174.1.3. Procedures for Field Training Detachments (FTD).

22.174.1.3.1. A single account will be established for each weapon system (MDS) within the FTD using the organizational identification number of the detachment (i.e., 0372TRG700012). The equipment custodian will provide a single AETC Form 120A (FTD Training Equipment List) for each weapon system MDS within the FTD. List Items required in stock number sequence and indicate maximum authorizations. The AETC Form 120A is to be utilized as the allowance standard for FTD. The AETC Form 120A will have a cover letter signed by the detachment commander/chief. The letter must indicate any items and quantities that supply must order. The letter and AETC Form 120A will be kept in the custodian file in Base Supply and by the equipment custodian An R-14 CA/CRL will be produced in stock number sequence and signed by the equipment custodian. A new AETC Form 120A will be provided whenever there is a change, add or delete. The new AETC Form 120A with the detachment commander/chief signed letter will replace old letters in both custodian folder in Base Supply and the one maintained by the equipment custodian.

22.174.1.4. EME/Regionalized EME will cite the allowance standard of the functional area or weapon system followed by alpha "O; I.E, 7340000.

22.174.2. MTS Equipment. Each MTS course will use the allowance standards of the operating activity (AFI 10). Sometimes, total class enrollment or the courses offered may require that several instructional groups be formed. If so, each group will have the maximum number of students who can be trained with one unit of course equipment. Each group may be authorized the minimum required equipment. The number of groups and the quantity of equipment authorized will depend both on how many students can share one piece of equipment at one time and on how many classes can use the same pieces of equipment.

22.174.3. Training Course Allowance Standards. Training allowance standards have been developed specifically for training courses. These standards include item allowances for class enrollment, the courses offered, and separate classrooms and/or instructional groups for each training course. Unless the allowance manager approves an increase, the total item allowance will not be exceeded.

22.174.4. Training Aids With MAJCOM Approval. MAJCOMs can authorize field manufactured training aids. However, these training aids must meet the following requirements:

22.174.4.1. Not require AFMC time change technical order.

22.174.4.2. Not require other modification support.

22.174.4.3. Not meet the cataloging criteria of volume 1, part 1, chapter 7, for assignment of an NSN (EME/Regionalized EME will assign allowance standard 014 and equipment code A to these training aids).

22.174.5. Training Aids With COS Approval.

22.174.5.1. Items costing less than $1,000.00. The COS may approve field-manufactured training aids when the total cost is less than $1,000.00 and fabrication requirements do not include any AFMC centrally-funded or nonexpendable components.

22.174.5.2. Items costing $1,000.00 or more with approval of AETC Form 375. The total limitation for COS approval does not apply for training aids previously approved for AETC-technical/flying courses on AETC Form 375 (Training Services Work Order). The COS may approve those equipment requests for items costing $1,000.00 or more when approved AETC Forms 375 accompany the requests and the requests are not subject to other restrictions.

22.174.6. Automatic Shipments. When a training course receives an automatic shipment of training equipment, the instructor will tell EME/Regionalized EME that the equipment has arrived. EME/Regionalized EME will include the equipment on authorized/in-use detail records, using ASC 000A. EME/Regionalized EME will then request the training equipment be added to the allowance standard.

22.174.7. Training Equipment Authorized by ASC 055.

22.174.7.1. Records. Sometimes approved training courses need to use equipment that is normally not included in EAID records. EME/Regionalized EME will maintain authorized/in-use detail records for equipment approved for training courses. If the equipment has no allowance standard, EME/Regionalized EME will use ASC 055.

22.174.7.2. Approval for ASC 055 authorizations.

22.174.7.2.1. If HQ USAF or AFMC does not control the equipment and there is no allowance standard, then MAJCOMs may approve ASC 055 authorizations when the following applies:

22.174.7.2.1.1. When the equipment is base funded.

22.174.7.2.1.2. When the equipment is centrally funded and costs less than $750 per unit.

22.174.7.2.1.3. When the equipment is obtained from the DRMO regardless of unit cost.

22.174.7.2.2. If HQ USAF or centrally-funded AFMC item costs more than $750 per unit, then EME/Regionalized EME will input an allowance change request (TACR) online into the AFEMS (C001). The AFEMS (C001) will send the request through command channels to the allowance manager. The allowance manager will either approve the request or send it to AFMC/LGS and HQ USAF.

22.174.7.3. Equipment for future training courses. If EME/Regionalized EME must hold authorized equipment for a future training course, HQ Air Education and Training Command (AETC) will identify the equipment and the course. EME/Regionalized EME will assign ASC 055 to this equipment. HQ AETC may assign a special alpha code in the first position of the allowance ID suffix to identify the equipment to the course.

22.174.8. Vehicles from DRMO.

22.174.8.1. EME/Regionalized EME will maintain authorized/in-use detail records for vehicles obtained from the DRMO and issued as training equipment. Assign a base L stock number in the FSC 6910 and use budget procurement code Z if the cost is $15,000 or more and budget code 9 if the cost is less than $15,000. Assign allowance identification 014OOOO with special allowance flag L. Do not include in REMS inventory.

22.174.8.2. When the vehicle is withdrawn from DRMO specifically for training and it is destroyed/mutilated in training, the EME/Regionalized EME will process an EAID accountability termination (FME) upon receipt of the AF Form 2005 from the equipment custodian. AF Form 2005 should contain the following information: Block A, equipment custodian's rank, name, date, and phone number; Columns 8-22, FSC 6910 base L stock number; Columns 23-24, unit of issue; Columns 25-29, quantity; Columns 31-35, org/shop code; Columns 40-43, in-use detail number; Column E should have the following statement and the signature of the equipment custodian: "Withdrawn DRMO vehicle was destroyed/ mutilated in (type of training) and will be sent to DRMO as scrap metal." After EAID accountability termination (FME) is processed, the EME/ Regionalized EME supervisor will ensure the reason for termination is on the FME document, sign the FME in the appropriate blocks, attach the AF Form 2005 received from the equipment custodian to the FME document, and forward to Document Control for filing.

22.175. Transfer, Issue, or Requisition of Small Arms. Follow the procedures in chapter 21, sections 21AC, for transfer, issue, or requisition of small arms

22.176. Unauthorized Equipment In- Use or In-Stock.

22.176.1. Processing. Unauthorized items are those items a supporting organization has in its possession without proper authorization. EME/Regionalized EME will process unauthorized items as follows:

22.176.1.1. Items without valid requirements. If a valid requirement does not exist for the item, begin turn-in action. If the item cannot be turned in immediately because it needs maintenance work or some other work to prepare it for turn-in, then prepare and process inputs to change the allowance ID to ASC 000.

22.176.1.2. Items with valid requirements with base-level approval. If a valid requirement does exist for the item, then the custodian will request authorization approval. Load authorized/in-use detail records or change them using the applicable allowance ID (not 000A).

22.176.1.3. Items with valid requirements that require higher approval. If the allowance and authorization requires MAJCOM or higher level approval, use the following procedure:

22.176.1.3.1. Input a TACR online into the AFEMS (C001). Always indicate if the item is a substitute.

22.176.1.3.2. Load or change the authorized/in-use detail record with allowance ID 000A to show that authorization approval has been requested on an equipment request.

22.176.1.3.3. Enter the quantity under allowance ID 000A in the quantity authorized field.

22.176.1.3.4. Except for items with equipment code V or X, enter the quantity retained under allowance ID 000A in the quantity on hand or in-use field.

22.176.1.3.5. Always use item code P for allowance ID 000A detail records.

22.176.2. Monitoring Excesses.

22.176.2.1. Excess notices. Each month EME/Regionalized EME may obtain a list of ASCs 000 and 000A detail records by processing program NGV901/Q09. In addition, management notices about excesses will be provided as outlined in chapter 7 to supplement the monthly listings. EME/Regionalized EME will use these lists to monitor excesses.

22.176.2.2. Eliminating excesses. EME/Regionalized EME will eliminate excess equipment by checking with custodians and revising authorizations or turn-ins as necessary. For centrally-procured (CP) items, custodians must turn in or justify excesses within 15 working days. For off-base organizations the time limit is 30 calendar days. If more than 15 workdays (30 calendar days for off-base organizations) are required to prepare the item for turn-in (disconnect, disassembly, preservation, skidding, etc.), the custodian will justify the delay in writing, signed by the organization commander.

NOTE: Excess vehicles (budget code V) and all non-CP items in ASC 000 must be turned in or justified within 90 calendar days after being assigned ASC 000. If more than 90 calendar days are required for vehicles, the REM monitor must justify the delay to the Chief of Transportation.

22.177. Unsatisfactory Substitutes.

22.177.1. Coding. Unsatisfactory substitutes are substitutes for authorized items. These unsatisfactory substitutes do not meet functional requirements, but the customers must use them until they obtain satisfactory substitutes. Use item code U on authorized/in-use detail record to identify unsatisfactory substitutes.

22.177.2. Identifying Unsatisfactory Substitutes. Before coding an item as unsatisfactory, consider the following two factors:

22.177.2.1. The intended use of the authorized item versus the operational capability of the substitute being used. If there is a difference between what the substitute item can do and what the authorized item was supposed to do, then you can code the substitute item as unsatisfactory.

22.177.2.2. The use of the substitute item when it is in serviceable condition, regardless of its current condition. Even if the substitute needs repair, judge it as if it were in complete working order, looking at its total capability as a usable item. If the substitute does not meet the requirements or the function of the authorized item, then code it unsatisfactory.

22.177.2.3. Do not consider the age of the substitute item.

22.177.2.4. Do not consider the extras on a later version.

22.177.2.5. Do not consider a user's preference for a different model or arrangement, unless a given model is completely unsuitable for the intended use.

22.177.3. Unsatisfactory DSP Items. Items coded DSP in current supply catalogs may be used as substitutes for authorized preferred items. Assign item code U when the substitute item is unsuitable for the purpose of the preferred item. Retention authority (ASC 048) is not required. If the substitute will be withdrawn from use for safety reasons, the custodian will turn the item in for immediate disposition. Consideration should be given to placing on order the prime NSN being cited.

22.178. Utility Watercraft.

22.178.1. Requests/Records. Utility watercraft, AFI 24-304, includes personnel launches, cargo boats, tugboats, barges, floating cranes, dredges, floating pile drivers, and other miscellaneous watercraft used by Air Force activities. The USAF utility watercraft program document referred to in allowance standard (ASC 006) lists the requirements for utility watercraft. Requests for these items will be based on assigned mission. EME/Regionalized EME will maintain authorized/in-use detail records for these requirements.

22.178.2. Recreational Use. A base recreational activity may have utility watercraft for recreational purposes when approved by HQ USAF/DPM. Wing commanders may submit requirements for recreational purposes according to AFI 24-304 through command channels to Air Force Personnel Center (AFPC), Randolph AFB TX 78148. EME/Regionalized EME will not include approved requirements on authorized/in-use detail records.

22.178.3. Watercraft as Government Furnished Equipment (GFE). The vehicle management office in each MAJCOM now has program management responsibility for its USAF watercraft. This office must approve all requests to use Air Force watercraft as GFE. Generally, civilian contractors will not be provided AF watercraft which are available commercially unless the government will benefit significantly.

22.179. Visual Information Equipment (VIE).

22.179.1. Definition. VIE in laboratories, test ranges and engineering divisions of AFMC are tools for optical instrumentation/data collection and image processing rather than implements for production of standard visual information materials.

22.179.2. Accountability. Accountability for VIE equipment will be maintained utilizing ASC 067 in direct support of RDT&E/OT&E activities. The only authorized allowance ID suffix (last four positions) for ASC 067 are:

22.179.2.1. MOPC Motion Picture Equipment.

22.179.2.2. AUDI Audio Equipment.

22.179.2.3. PROC Processing Equipment.

22.179.2.4. SEQE Sequential Equipment.

22.179.2.5. OTHE Other (includes accessories).

22.179.2.6. VIDE Video Equipment.

22.179.2.7. STIL Still Photo Equipment.

22.179.3. Approval Authority. The HQ AFMC CEMO and HQ AFMC Visual Information Manager are the final approval authorities for ASC 067. ASC 067 is for HQ AFMC's use only. HQ AFMC may supplement this paragraph or develop HQ AFMC regulations to further explain procedures for VIE.

22.179.4. ASC 040/049. ASC 040/049 is not permitted for RDT&E VIE under any circumstances. Normal base support, that is, training, commander's call, etc., is accommodated under allowance standard 629 item allowances.

22.180. Withdrawing/Requisitioning Equipment Assets from the Defense Reutilization and Marketing Office (DRMO).

22.180.1. Authorization. Prior to withdrawing/requisitioning equipment items from DRMO, the requesting organization must have a valid equipment authorization established. Current procedures outlining the establishment of equipment authorizations will be complied with.

22.180.2. Procedures. Detailed procedures regarding withdrawing or requisitioning equipment items from DRMO are obtained in chapter 9.

Section 22L—SPECIAL PURPOSE RECOVERABLES AUTHORIZED MAINTENANCE (SPRAM) BENCH MOCK-UP.

22.181. Overview.

22.181.1. Section Summary. This section explains how to maintain visibility and accountability of SPRAM assets. These assets are XD/XF items that the EME/Regionalized EME is responsible for and that Maintenance and training activities manage as in-use supplies within the SBSS. Supply accounts for SPRAM assets on type K details. A management report for the SPRAM monitor and custodian is provided. See this section for a definition of XD/XF assets, and how to load, change, or delete special purpose asset detail records. This section also explains how to handle requests for issuing or turning in SPRAM items and how to inventory SPRAM assets. This section describes how to deploy and transfer items and how to make an inter-custodial transfer. Moreover, **Section 22L**, this chapter, describes reports for SPRAM items and procedures for AWP. Categories and definitions of SPRAM assets are published in volume 1, part 1, chapter 11, section AG. Management responsibilities at all levels are published in part 13, chapter 9, SPRAM Procedures.

22.181.2. Policy.

22.181.2.1. Base level units/MAJCOMs will pay for all initial/new SPRAM/bench mock-up requirements. All initial/new SPRAM requirements will be forwarded to MAJCOM headquarters

for submission to the SPD. Data will include the stock number, quantity, end item supported, (i.e., C-17) justificationand a statement of funding availability (funded or unfunded). MAJCOMs will forward recommended requests to SPD for final approval with a statement of unit/MAJCOM funding availability. Once MAJCOM receives SPD approval with supporting documentation, the MAJCOM will forward a copy of approved documentation and notify the supported activity to requisition the asset. The supported activity will requisition assets using project code 428 and demand code I on the ISU. Process an SPR to create requisition using demand code I, project code 428.

NOTE: The dash (-) 21Equipment is not, repeat, not to be maintained on an EAID account. It is issued and accountability is the responsibility of the user. Accountability can be maintained on AF Form 2691 for expendable items, and special purpose recoverable asset (225) detail records that can be managed via the (R25) SPRAM report for recoverable assets. MAJCOMs can make the call as to what methods to ensure accountability and visibility. The exclusion of technical order items in the SPRAM program is an option if the owning major command is using other methods to maintain accountability and visibility (see volume 1, part 1).

22.181.2.2. The lead MAJCOM that owns the AOR for an AEF deployment location is responsible for budgeting and funding (3400 O&M) for steady state common use requirements. Examples of common use requirements shared by all deployed units are Special Purpose Recoverable Authorized Maintenance (SPRAM) such as test stations and sampling analyzers. AFMAN 23-110 procedures for approval and authorization for equipment assets must be followed.

22.181.3. Exceptions.

22.181.3.1. XF3 items are not on SPRAM details unless MAJCOM or a higher authority so directs for a specific program.

22.181.3.2. Recoverable assets accounted for by a different method, such as supply point, do not require transfer to SPRAM details.

22.181.3.3. SPRAM assets may satisfy MICAP requirements. See chapter 17, section 17A for MICAP, and chapter 11 and chapter 13 procedures for issues and turn-ins.

22.182. Scope of Items.

22.182.1. SPRAM assets are fault isolation spares, shop standard spares, training spares, -21 T.O. spares (alternate mission equipment), test station spares, and stand alone spares. Further definitions are as follows:

22.182.2. Fault Isolation Spares. Fault isolation spares are XD/XF assets that detect or isolate a fault or a problem in online equipment such as aircraft, missiles, communications systems, or test sets. As stated in the applicable maintenance technical order or service and repair publications, Maintenance uses these spares to determine why a system is not working. For example, Maintenance would use a printed circuit board to determine if a similar circuit board is broken.

22.182.3. Shop Standards. Shop standards are XD/XF assets that are authorized or recognized measures that determine the accuracy of various measurements in other assets. Typically, Maintenance uses shop standards in avionics maintenance shops to verify the accuracy of similar spares or systems. Sealed components such as a gyro, an aircraft instrument, or indicator are examples of shop standards. Shop standards are not installed in an asset; on the other hand, fault isolation spares are installed.

22.182.4. Training Spares. Maintenance uses XD/XF spares that are training spares within approved AETC training courses to show trainees how to repair and maintain an item.

22.182.4.1. Restrictions. Training spares must be used ONLY for training courses outlined in AFM 50-5, special ATC courses established by appropriate authorities, or MTS including those listed in the MTS supplement to the STEP.

22.182.4.2. Exception. If Maintenance personnel want to install training spares in online operations systems (for example, aircraft, missiles, or communications), they must repair them first.

22.182.5. Stand Alone Spares.

22.182.5.1. Substitute for TMDE. Maintenance can use XD/XF assets as stand alone spares to calibrate, align, or repair an item when TMDE is too expensive or nonexistent.

22.182.5.2. Active spare. Maintenance may also use a stand alone spare as an active spare to support a particular end item system.

22.182.5.3. Example. A digital controller that calibrates a C-141A aircraft AHRS transmitter and is an active spare to support the C-130H aircraft compass system is an example of a stand alone spare. In this case, the digital controller is a substitute for a synchro readout device (TMDE).

22.182.6. Test Station Spares. Test station spares are XD/XF assets located with the basic set as listed in the applicable IPB of the T.O. They are NOT a component part of the basic set. Moreover, they do not include bench mock-up assets maintained on accountable supply records according to procedures in **Section 22K**.

EXAMPLE: The TRU used to repair the test station is an example of a test station spare.

22.182.7. -21 T.O. Assets. -21 T.O. assets are XD/XF assets identified in the applicable -21 TO for a specific aircraft or MDS. There are three categories for assets in the -21 T.O.

22.182.7.1. MSP equipment. Assets in Section I of the -21 T.O. either protect the aircraft or missile from damage or make it safe for maintenance.

22.182.7.2. AME. Assets in Section II of the -21 T.O. adapt an aircraft or missile for one of its operational missions. AME assets can be installed or removed.

22.182.8. CPS equipment. Assets in Section III of the -21 T.O. provide life support and comfort for the crew and passengers.

22.182.9. Other Assets. Other assets may include any expendable recoverable spares not identified above that are used by Maintenance to test, repair, or evaluate an operational system.

22.183. Authorization Listing.

22.183.1. New Weapons Systems and Equipment. Training equipment required to support training courses outlined in education and training course announcements and developed in accordance with AETCI 36-2203 for both resident school courses and field training detachments are derived from allowance standards (AS) of the same functional area or weapon system allowance standard.

22.183.1.1. Identification. New SPRAM weapons systems and equipment are identified during the provisioning process. The SPM and the EAIM equipment specialist select logical SPRAM items and determine the quantities required to support the system or equipment. The provisioning parts list is annotated during the provisioning conference to show the new SPRAM items. The

SPM sends to MAJCOMs a list of the new SPRAM requirements identified during initial provisioning for loading at the gaining bases. The EAIM considers SPRAM requirements when computing the quantity to be purchased.

22.183.1.2. Authorization Listing. The MAJCOM lists the items in each category defined above for each weapon system and sends the list to each base supporting the weapon system. These lists act as authorization documents and are used to load the records. Each listing is assigned a ten-digit serial number as follows:

22.183.1.2.1. Position 1-2 contain the MAJCOM code.

22.183.1.2.2. Positions 3-4 contain the system designator code as listed in volume 1, part 4, chapter 1, attachment 39. If no system designator is provided there, then use the ALC alphabetic codes OC, OO, and WR, as appropriate. These codes identify the AFMC SPRAM monitor who assigns the number and is responsible for maintaining the file of authorizing documents.

22.183.1.2.3. Positions 5-6 contain AA in all cases to identify material covered by these procedures.

22.183.1.2.4. Positions 7-10 contain a four-digit serial number.

22.183.2. Existing Weapons Systems and Equipment.

22.183.2.1. Identification. Items required by Maintenance and training activities for the purposes outlined in **Section 22K** are authorized as SPRAM.

22.183.2.2. Authorization. Documents describing the appropriate SPRAM applications are the basis for authorization. These documents may include an applicable T.O., message, letter, etc.

NOTE: Approval by the SPM or EAIM is not required for SPRAM authorization of existing weapons systems and equipment. However, the EAIM may challenge requisition requests for suspected excess quantities.

22.183.3. Additions and Deletions. Recommendations to add or delete items are submitted by letter to the EME/Regionalized EME. Additions or increases require justification such as TO references, maintenance directives, correspondence, etc.

22.183.3.1. Computation method. The method for computing the additional SPRAM authorized quantity should be included in the justification.

EXAMPLE: If a maintenance directive states that a quantity of two SPRAM assets is required per aircraft and 24 aircraft are assigned to the base, then the SPRAM quantity authorized under this justification would be 48.

22.183.3.2. Approval. Each request for changes to SPRAM authorizations will be approved by the respective group commander. The Logistics Group Commander (or equivalent) MAY delegate SPRAM approval authority to the Maintenance squadron commanders. The Operations Group Commander MAY delegate SPRAM approval authority to the squadron commanders or senior Maintenance officer within squadrons. Delegation below that level is not authorized.

22.183.3.3. Documentation. A copy of each letter requesting changes to SPRAM authorizations is maintained by the EME/Regionalized EME in a folder along with the current R25 SPRAM listing and the custodian appointment letter. Letters may be destroyed when a new R25 SPRAM listing signed by the SPRAM custodian is received.

22.183.3.4. Review. All SPRAM authorizations should be reviewed annually and certified as valid. Certification may occur during the annual SPRAM inventory and may be noted on the approved R25 listing.

22.184. Special Purpose Asset Detail Record.

22.184.1. EME/Regionalized EME personnel load, change, and delete special purpose asset detail records using TRIC 1XA input (see **Attachment 22L-1** for the input format).

22.184.2. Load. The following is applicable:

22.184.2.1. Use any terminal for the 1XA input. However, input through a satellite terminal function must be for that satellite system designator.

22.184.2.2. Load the item record for the applicable system designator, if required.

22.184.2.3. Enter an I in position 64 of the 1XA input to call the issue program. Assets will be issued from the item record serviceable balance or due-outs will be established.

22.184.3. Change. Change the special purpose asset detail as follows by processing TRIC 1XA with a C in position 80.

22.184.3.1. Authorized quantity. Do not decrease the authorized quantity below the total quantity on hand for the prime and all substitute detail records.

22.184.3.2. Item code. You may realign the relationship in a group by changing an existing substitute to the prime or by adding a new prime authorization. If you make this realignment, the existing prime is changed to a substitute if an on-hand quantity exists. If the on-hand quantity is zero, the program deletes the detail substitute.

22.184.3.3. Type SPRAM flag. Input the type SPRAM flag on the prime authorization. This input changes all detail records with the same document number and system designator.

22.184.3.4. SRD. On the prime detail enter a valid SRD. This input change will update the prime and sub detail of the SPRAM asset.

22.184.4. Delete. Delete a special purpose asset detail record by processing a 1XA input with a D in position 80 if the on-hand balance equals zero.

NOTE: You cannot delete a detail record with item code P (prime) if substitute detail records contain on-hand balances.

22.184.5. Inquiry. Inquire a special purpose detail record by processing a 1XA input with an I in position 80. The only data elements required to inquire a SPRAM detail is TRIC, action code, stock number, system designator and document number.

22.185. Issue/Turn-In.

22.185.1. Only the designated SPRAM custodians or alternate custodians are authorized to request issue/turn-in of SPRAM assets. Requests for replacement issue or turn-in are submitted on AF Form 2005 to the EME/Regionalized EME. SPRAM custodians may submit issue/turn-in requests by telephone unless determined otherwise by the MAJCOM.

22.185.2. Issue.

22.185.2.1. Initial or increased authorizations. Requests for free issue of SMAG assets must be approved by the Supply Funds Manager prior to processing with TEX code D. The Supply Funds Manager must approve all justification prior to processing free issue requests.

22.185.2.2. Processing. Issues to SPRAM details are processed with activity code D, demand code I, and project code 428. See **Attachment 22L-1** for the formats for loading, changing, or deleting the SPRAM asset detail record (1XA).

NOTE: If the issue flag option is used, the demand code and the project code are assigned under program control.

22.185.2.3. Replacements. A replacement requirement replaces a like SPRAM item previously issued and turned in because it was condemned, unserviceable, or suspected to be unserviceable. See chapter 11, section 11B for procedures for requesting replacement SPRAM assets.

22.185.2.4. Charging the customer. Charge the customer for SPRAM assets at the time of issue or due-out release. Free issue of SPRAM assets will not be made unless specifically authorized by HQ AFMC/FMRB and HQ USAF/ILG . See part 10, chapter 1 for guidance on free issue exception processing.

22.185.2.5. Transaction history record. The computer builds a transaction history record (TTPC 3H, 3K) when a SPRAM asset is issued or when a due-out is released.

22.185.3. Turn-Ins.

22.185.3.1. Preparation. The EME/Regionalized EME prepares turn-ins as outlined in chapter 13. Use the appropriate maintenance action taken code and materiel condition codes.

22.185.3.2. Repair cycle update. Turn-ins reflect the following repair cycle update: Unserviceable TIN will result in four days net repair cycle time (NCT). Serviceable TIN for ERRCD XD1, XD3 will reflect six days repair cycle time (RCT). Serviceable TIN for ERRCD XD2, XF(x) will reflect nine days RCT.

22.185.3.3. Transaction history record. The computer builds a transaction history record (TTPC 3G, 3J) when a SPRAM asset is turned in.

22.185.3.4. Reduced or deleted authorizations. The SPRAM custodian will turn in assets to base supply within 15 workdays if authorizations are reduced or deleted.

22.186. AFRAMS Reporting. SPRAM authorizations and balances are reported in the Asset Status Reporting Card (DIC 7LF). These data are reported as changes occur to SPRAM asset levels or when other changes occur to the applicable NSN.

22.187. Inventory.

22.187.1. Inventory SPRAM assets when there is a change of custodian, the custodian or custodian's organization commander/staff agency director (or a higher authority) requests such an inventory, or the MAJCOM deems an inventory be accomplished more often. Responsibilities and procedures are as follows:

22.187.2. Action Taken by EME/Regionalized EME.

22.187.2.1. Prepare an ADPE work request (AF Form 2011) to obtain the inventory listing (R25) when an annual inventory is required or when the SPRAM custodian requests it.

22.187.2.2. Notify the custodian that the SPRAM Report List is ready for pick up.

22.187.2.3. Establish a suspense period of 15 workdays for on-base activities to complete the inventory and/or certification and to return the sign R25 listing.

22.187.3. Action Taken by the SPRAM Custodians.

22.187.3.1. Contact the EME/Regionalized EME to request an inventory list (R25).

22.187.3.2. Conduct the inventory.

22.187.3.3. Note any exceptions on the R25 and take action to process adjustments immediately. If you find assets that are not on the R25, submit appropriate justification to EME/Regionalized EME to retain them. If you find assets that are no longer required, request that the authorizations be reduced or deleted and turn the assets in to base supply within 15 workdays.

22.187.3.4. Return a signed copy of the SPRAM Report List (R25/NGV893) to the EME/Regionalized EME after the inventory is completed. This listing will certify that all assets are accounted for and the SPRAM authorizations are valid. Custodians will return the signed R25 to EME/Regionalized EME within 15 workdays for on-base activities or 30 workdays for off-base activities.

22.187.4. Action Taken by Inventory. Assist the custodian in performing the inventory if the organization commander or staff agency director requests your help and if the COS approves the request.

22.188. Management Products.

22.188.1. SPRAM Report List (R25/NGV893). The SPRAM Report List does the following (see chapter 6, attachment 6B-25 for R25/NGV893 processing procedures):

22.188.1.1. Provides a listing of all items authorized, on hand, and due-out for those organizations authorized SPRAM assets.

22.188.1.2. Serves as a custody receipt and authorization certification document and is signed by the custodian or alternate custodian.

22.188.1.3. Provides equipment inventory count inputs (EIC) for the inventory of SPRAM assets.

22.188.2. Daily Document Register (D04/NGV804). The Daily Document Register provides the SPRAM custodian with a daily recap of all transactions affecting the SPRAM account in document number sequence.

22.188.3. Consolidated Inventory Adjustment Document Register (M10/NGV836). Certification and approval sort codes for SPRAM adjustments are as follows. (See chapter 5, chapter 20, and chapter 21 for M10/GV836 processing procedures.)

22.188.3.1. Certifying official assigns H.

22.188.3.2. Approving official assigns 1-5, which is the same as other inventory adjustments.

22.189. Deployments and Transfers.

22.189.1. Definition. Use the procedures described below to transfer or deploy SPRAM assets when directed by the MAJCOM. Deployment and transfer are defined as follows:

22.189.1.1. Deployment is the temporary movement of assets from the home base to another location or base with accountability remaining at the home station.

22.189.1.2. Transfer is the movement of assets and accountability to another location or base.

22.189.2. Authority to Deploy or Transfer. The organization commander possessing the SPRAM assets has the authority to deploy or transfer SPRAM assets. However, for management purposes, MAJCOMs retain the authority to identify specific SPRAM assets that require MAJCOM approval before they are deployed or transferred.

22.189.3. Losing EME/Regionalized EME. When directed by the MAJCOM to deploy or transfer SPRAM assets, the SPRAM custodian identifies the assets to the EME/Regionalized EME. The losing EME/Regionalized EME does the following:

22.189.3.1. List of assets. After receiving the deployment or transfer listing from the custodian, logistics plans, and appropriate staff agencies, finalize the lists of assets to be deployed or transferred.

22.189.3.2. 1ED/1ET/FME input. Prepare the inputs necessary to deploy, return, or transfer the selected items.

22.189.3.2.1. Use 1ED inputs to deploy or return single items (see **Attachment 22H-2** for the input format).

22.189.3.2.2. Use 1ET inputs to transfer single items (see **Attachment 22H-6** for the input format).

22.189.3.2.3. Use FME inputs for group selection of assets for deployment, return, or transfer. (See **Attachment 22L-3** for the input format.)

22.189.3.3. Shipping destination record. Ask Records Maintenance to load a shipping destination record for the ship-to SRAN. This provides a complete mailing address when shipping documents are output.

22.189.3.4. Multi-item custody receipt transfer. When the items selected for transfer will be moved as a complete unit to another SBSS account, prepare the input to show that the transfer is made as a multi-item custody receipt transfer. This option is only available with FME group processing.

22.189.3.5. Single-item custody receipt documents. When the items selected for transfer will be shipped, transported, and received as individual items, use DD Form 1348-1A shipping documents. Transfers to non-SBSS accounts are always made on DD Form 1348-1A shipping documents. 1ED and 1ET inputs will only produce DD Form 1348-1A output documents.

22.189.3.6. Cover letter. Prepare a cover letter to the gaining COS and attach the following:

22.189.3.6.1. Shipping documents (DD Forms 1348-1A).

22.189.3.6.2. FIL/1XA/FED inputs (when produced by FME).

22.189.3.6.3. DD Forms 1348-6 related to L and P numbered items transferred

22.189.3.7. Assets and quantities transferred. Forward to the gaining COS MAJCOM a listing of the assets and quantities transferred.

22.189.3.8. Names of custodians. Obtain and keep the names of the custodians who will accompany the deployed or transferred assets and hand-carry the supply documentation.

22.189.3.9. Due-ins and due-outs. Determine if the losing EME/Regionalized EME should cancel due-ins and due-outs or keep them in the SBSS database. Before canceling due-ins and due-

outs, consider such factors as urgency of need by the unit before and after transfer, avoiding excessive shipping costs, and the availability of the item from base sources.

22.189.4. Gaining EME/Regionalized EME. When the deployed or transferred unit arrives at the new location, the gaining unit property custodian receives it and signs the resulting SPRAM Report List.

22.189.5. FME Input Options. Before processing FME input, EME/Regionalized EME personnel must understand that the FME input has several options. For example, FIL, 1XA, and FED inputs can be produced to load item records, establish special purpose assets detail records, and receive property. If a substitute item is deployed, manually prepare a 1XA to load a prime detail to the SBSS database.

22.190. Receipt or Transfer Input (FED). Use the transfer input (FED) to process an issue to a special purpose asset detail record. It may be produced by FME processing or by manually preparing individual inputs for the input format (see **Attachment 22L-2** for the format).

22.191. Intercustody Receipt Transfer (FET).

22.191.1. Actions During Processing. Transfer SPRAM assets from one custodian to another by processing an FET transaction. The following actions occur during processing (see **Attachment 22E-22**, for the input format):

22.191.1.1. Quantity adjustment. The authorized quantity of the losing detail may be decreased and the gaining detail authorized quantity may be increased. Adjustment of the quantities is optional.

22.191.1.2. Special purpose asset detail record deleted. The FET routine deletes a special purpose asset detail record which becomes inactive after FET processing. An inactive record occurs when the on-hand quantity on substitute detail records is zero or when the on-hand balance and authorized quantity on a prime detail are zero.

22.191.1.3. Substitute detail records. Substitute detail records are created if necessary. However, load the prime detail records before FET processing.

22.191.1.4. Terminal inputs edited. Edit terminal inputs to make sure the system designators on the input function and those related to the detail record are equal. Do not use the Records Maintenance terminal.

22.191.1.5. Credits and debits. Because the FET does not update financial records, credits and debits are not applied to the losing or gaining organizations.

22.191.1.6. Edits to check balance. FET processing contains edits to ensure that the total on-hand balance of the prime and all substitutes do not exceed the authorization.

22.191.2. Distribution. The EME/Regionalized EME processes all FET inputs affecting authorization.

22.191.2.1. Copy 1. EME/Regionalized EME personnel forward copy 1 to the terminal operator or to Distribution for input.

22.191.2.2. Copy 2. EME/Regionalized EME personnel hold copy 2 of the input creation in suspense until they receive the SPRAM transfer (issue and turn-in) documents, notice of successful processing, or a reject document.

22.191.3. Turn-In and Issue Documents. The program produces turn-in and issue documents if the losing and gaining organization and shop codes differ. When the losing and gaining codes are the same, an output notice is printed. Output notices are for clearing suspense's; do not forward them to Document Control.

22.191.3.1. Signatures.

22.191.3.1.1. The custodian signs the DD Form 1348-1A issue document.

22.191.3.1.2. Pickup and Delivery personnel sign turn-in documents when they pick up the property.

22.191.3.1.3. The EME/Regionalized EME signs the turn-in if the transaction is post-post.

22.191.3.2. Distribution of DD Form 1348-1A turn-in (TIN) is as follows:

22.191.3.2.1. Copy 1 to Document Control

22.191.3.2.2. Copy 2 to the losing custodian

22.191.3.2.3. Copy 3 used as locally determined or destroyed

22.191.3.3. Distribution of DD Form 1348-1A issue (ISU/MSI) is as follows:

22.191.3.3.1. Copy 1 to Document Control

22.191.3.3.2. Copy 2 to the gaining custodian

22.191.3.3.3. Copy 3 and 4 used as locally required or destroyed

22.192. AWP Procedures.

22.192.1. Preparation. Prepare organizational requests to repair unserviceable SPRAM assets (see chapter 11, attachment 11A-2).

22.192.2. Processing. Process the organizational request with TEX code E and the standard mark for field (outlined in chapter 11, attachment 11A-2). (See chapter 17, section 17B, for AWP procedures.)

22.193. Processing 1SA SPRAM Identity Changes.

22.193.1. Use 1SA processing to reidentify a specific item or quantity of supplies from one stock number to another when it is recorded on a SPRAM detail record (See **Attachment 22L-7** for 1SA input format and **Attachment 22L-8** for 1SA output).

22.193.2. Responsibilities. The COS, inspectors, and certain personnel have the following responsibilities:

22.193.2.1. The COS.

22.193.2.1.1. Appoint inspectors. The COS will appoint individual(s) of the EME/Regionalized EME to act as inspector(s). The COS has the option to make a special appointment of individuals in Inspection. The specific individuals and number of individuals will be at the discretion of the COS.

22.193.2.1.2. Provide written notification. The COS will use written notification to delegate this authority to individual(s). The COS will furnish copies of the delegated authorization to the EME/Regionalized EME, to each individual concerned, and to the supervisor of the Inventory, Inspection, and Document Control.

22.193.2.1.3. Require signature. The COS can determine whether or not to require signatures from an approving official. Unless the COS supplements this paragraph otherwise, the signature of an approving official is not required. Local written policy will indicate the selected option, delegation of authority, and responsibility for signatures.

22.193.2.2. Inspectors.

22.193.2.2.1. Inspectors will reidentify and/or re-label SPRAM assets.

22.193.2.2.2. Inspectors will sign SPRAM identity change (1SA) documents (DD Form 1348-1A).

22.193.2.3. Inventory.

22.193.2.3.1. Inventory personnel will notify EME/Regionalized EME of all misidentified items of SPRAM assets disclosed while they were inventorying a custodial account.

22.193.2.3.2. Prepare AF Form 1991 in 1SA format (see **Attachment 22L-8**) and furnish one copy to EME/Regionalized EME.

22.193.2.4. EME/Regionalized EME. The EME/Regionalized EME processes all 1SA inputs and obtains signatures as required.

22.193.2.5. Document Control. Document Control personnel will be responsible for final quality control SPRAM identity change (1SA) documents before placing them in the document control files. This includes ensuring that the signature on the documents are authorized.

22.193.3. Reidentifying items with complete on-hand or partial quantities.

22.193.3.1. Complete on-hand quantity. If the complete quantity on a detail is being reidentified and the input stock number is already loaded for the input detail document number, then decrease the on-hand balance of the change-from detail and increase the change-to detail. If the change-to detail does not exist, the computer will delete the change-from detail and load an authorized/on-hand detail record with the change-to stock number. The new detail will have the same document number and authorized quantity as the deleted detail.

22.193.3.2. Partial Quantity. If the change-from stock number is for a prime item and a partial quantity, and if the change-to stock number exists in the set, the program will subtract the input action quantity from the prime detail and increase the change-to detail. If the change-to detail does not exist, the program will decrease the prime detail and build a substitute detail with the balance equal to the input quantity.

NOTE: Prime details will not be deleted under any condition.

22.193.3.3. Deployed Quantities. Items that are deployed cannot be reidentified, but the remaining on-hand quantities can be reidentified.

Section 22M—COMMUNICATIONS SECURITY (COMSEC) EQUIPMENT.

22.194. Overview.

22.194.1. Section Summary. This section explains how to acquisition and account for COMSEC equipment. It also provides the processing procedures for classified COMSEC assets. Except as indicated here, requests for COMSEC equipment are processed according to procedures in **Section 22B**.

22.194.2. Categories. There are three categories of COMSEC equipment:

22.194.2.1. Airborne. Tactical COMSEC devices which are designed to work primarily on airframes.

22.194.2.2. Deployable. COMSEC equipment which can be deployed.

22.194.2.3. Fixed. COMSEC equipment items used in a fixed facility.

22.194.3. Identification. COMSEC equipment items are assigned NSNs with a MMC of CA, CK, CL, CO, CR, CS, and CY. Equipment items with a SRC of 'C' and MMC CA, CK, CL, CO, CR, and CY are subject to serialized control and reporting procedures as defined in chapter 21 and chapter 6, attachment 6B-46 for the procedures for the daily reporting and reconciliation.

22.195. Allowance Standard.

22.195.1. Airborne and Deployable COMSEC. Airborne and deployable COMSEC equipment items appear in an allowance standard applicable to each MAJCOM/weapon system for the end item the COMSEC equipment supports.

22.195.2. Fixed COMSEC. Fixed COMSEC equipment items are listed in allowance standard (658).

22.195.3. COMSEC Received by SF 153. Authorizations or requests for authorization will be processed in accordance with **Section 22B**. The SF 153 will accompany the equipment request.

22.196. Responsibilities.

22.196.1. Equipment Custodian. Only the individual designated the equipment custodian can submit requests for COMSEC equipment items.

22.196.2. MAJCOM CEMO. The MAJCOM CEMO is the only agent authorized to submit allowance change requests to allowance standards for deployable and airborne COMSEC item allowances. Allowance change requests, must be input by the MAJCOM CEMO to the allowance manager for approval.

22.196.2.1. WR-ALC. The allowance manager updates the allowance standard if the request is approved.

22.197. Identification of Requirements.

22.197.1. Deployable and Airborne COMSEC Requirements. Deployable and airborne COMSEC equipment items are identified by submitting an AF Form 601, TACR.

22.197.2. Fixed COMSEC Requirements. Fixed COMSEC requirements are not identified by submitting an AF Form 601. Procedures for identifying fixed COMSEC requirements are explained in AFI 33-103 and AFI 33-104. The only time an AF Form 601 is used to initiate a fixed COMSEC requisition is when the using organization is notified by the implementing agency.

22.198. Requisitioning Fixed COMSEC (ASC 658).

22.198.1. Use Authorized/In-Use Detail Records. Before installation, requisition and account for nonexpendable COMSEC equipment on authorized/in-use detail records.

22.198.2. AF Form 601. The justification and item description block of the AF Form 601 must contain the approved requirements document number (IT/NSSRD for upward-generated requirements;

PMD for downward-directed requirements). It must also contain the coordination of the Base Communications Squadron SCX office and the Base COMSEC Account Custodian.

22.198.3. Allowance Identification. The allowance identification for details under allowance standard (ASC 658) will consist of the ASC 658 plus a modified version of the CSCC in the allowance ID suffix. Allowance ID composition is explained in the general text of the allowance standard (ASC 658).

22.199. Transaction Processing Concept.

22.199.1. Use the following methods to account for COMSEC assets.

22.199.2. Equipment ERRCD NF/ND Items. Equipment ERRCD NF/ND items are accounted for on authorized/in-use detail records. SF 153 may be used to adjust EAID records for COMSEC items maintained in the SBSS. The SF 153 may be used as justification to process an IAD when the gaining organization does not have a ship to stock records account number (SRAN). If a SRAN can be identified for the gaining organization, the SF 153 will be used to process a post-post shipment. The SF 153 must be properly prepared by the losing COMSEC custodian. Each time a receipt or transfer action occurs a copy of the SF 153 will be sent to the appropriate item manager.

NOTE: All activities not supported by the SBSS will have their COMSEC equipment accounted for in the COMSEC Materiel Accounting System (CMCS) which is managed by Cryptologic Systems Group (CPSG/DIWKM), 230 Hall Blvd, Suite 103, San Antonio TX 78243-7056.

22.199.3. COMSEC Supply (ERRCD XD) Items. COMSEC supply (ERRCD XD) items are accounted for on supply point, SPRAM, or MRSP detail records.

22.200. Serialized Control and Reporting. COMSEC equipment items identified with a SRC of 'C' and MMC CA, CK, CL, CO, CR, and CY are subject to serialized control and reporting. See chapter 21 and chapter 6, attachment 6B-46 for procedures for the daily reporting and reconciliation requirements.

22.201. Management of COMSEC MRSP. See chapter 26, section 26C for specific procedures for the establishment and maintenance of COMSEC MRSP. See chapter 20, section 20B for inventory procedures.

22.202. Delivery of KIV-42 COMSEC Assets. KIV-42 will be delivered by an agency courier to the custodian who will contact Receiving to process the receipt. The custodian will prepare AFTO form 781L, record of Removal/Installation of Controlled Cryptographic Items (CCI), and forward it to Document Control. This is necessary because the KIV-42 is a two-person controlled device.

22.203. Ordering of KI-111 COMSEC Assets. All due-outs for KI-111 will contain TEX Z and link to a valid due-out. These assets/devices are programmed at the depot and cannot be interchanged by units or activities.

22.204. Excess Equipment. Disposition should be requested from FPS, Lackland AFB TX, on serviceable excess equipment. Unserviceable equipment (including reparable) should have a shipment override code loaded for automatic shipment to FPS, Lackland AFB TX. There is no requirement to contact the IM for permission to ship the asset. Telemetry Encryption Devices (e.g., KG66). Telemetry encryption devices will be dropped from accountable records when a certified letter/document is received from the operations officer that certify that the lost was due to OTE (operational testing and evaluation) or opera-

tional requirements. The letter/document will be certified by the senior operations officer and presented to the Chief of Supply. The certified letter/document will be used as supporting documentation for processing an FEC transaction to terminate accountability. The certified letter/document will be cited as authority to terminate serial number tracking. The individual that requested the termination of accountability is responsible for notifying the supporting COMSEC account of the lost/destruction.

Section 22N—PORTABLE BUILDINGS.

22.205. Overview.

22.205.1. Section Summary. This section describes the procedures required to maintain and account for portable buildings.

22.205.2. Definition. A portable building is defined as a small, shed-type structure with less than 300 square feet with no permanently installed Base Civil Engineer utility hookups. These buildings are not suitable for human habitation and do not satisfy requirements for permanent real property. They are designed to be moved intact from one place to another by means of a flat-bed trailer and, therefore, are not considered vehicular (wheeled) equipment. Portable buildings are purchased with budget code 9, local purchase (JBB) funds.

22.206. Equipment Requests for Portable Buildings.

22.206.1. Submitting Requests For Portable Buildings. Requests for portable buildings are submitted on an AF Form 2005 or by letter which is approved by the unit commander. All requests for portable buildings must reflect the coordination of both the Base Civil Engineer and the Safety Office to ensure fire, safety, and structural standards are met prior to the purchase of a specific portable building.

22.206.2. Submitting Specifications for Portable Buildings. All requests for portable buildings must have a DD Form 1348-6, DOD Single Line Item Requisition System Document, which states required specifications. The due-out and requisition number are carried under an "L" stock number for a specific building.

22.207. Allowances Standards. Portable buildings are authorized under one generic local purchase (JBB) non-EAID NSN in allowance standard (ASC 006). They are assigned to FSC 5410 with EMC 1. The basis of issue is when approved by the unit commander.

22.208. Disposition.

22.208.1. Turn-in to Base Supply. Use the "L" stock number to turn portable buildings in to Base Supply.

22.208.2. Transfer of Portable Buildings to the DRMO. When there is no other organization on base with a portable building requirement, a transfer to DRMO is authorized. Do not report the portable building to the AFEMS (C001) Excess Equipment Redistribution Program.

Section 22O—EQUIPMENT MANAGEMENT OF COMPUTER SYSTEMS.

22.209. Overview. This section provides information concerning equipment management of computer systems.

22.210. Computer System. A functional unit, consisting of one or more computers and associated software, that:

22.210.1. Uses common storage for all or part of a program, and also all or part of the data necessary for the execution of the program.

22.210.2. Executes user-written or user-designated programs.

22.210.3. Performs user-designated data manipulation, including arithmetic and logic operations.

22.210.4. Are stand-alone systems or consist of several interconnected systems.

22.210.5. Are personal computers, microcomputers, minicomputers, multi-user systems, all standard multi-user small computer requirements contract systems, text processors, word processors, or intelligent typewriters.

22.211. Policies for Computer System Management.

22.211.1. Accountability for most computer systems is maintained in the Information Processing Management System (IPMS). This includes;

22.211.1.1. Computer systems provided as part of downward directed programs.

22.211.1.2. Locally purchased computer systems for administrative purposes.

22.211.2. Guidelines and accountability thresholds are in AFI 33-112, Computer Systems Management.

22.211.3. Computer systems for mobility requirements, and those that serve a technical or test equipment end use, are permitted in Allowance Standards.

22.211.4. For centrally procured/managed computer systems, normal equipment management procedures apply. Accountability is in the Standard Base Supply System (SBSS), and authorizations are in Allowance Standards.

22.211.5. Use Allowance Standard 709 for Air Force Intelligence Command (AFIC) and AETC.

22.211.6. Use the AF Form 3215 (C4 Systems Requirements Document) or a requirements document to submit and process requirements in accordance with AFI 33-103, Requirements Development and Processing.

Section 22P—EXCESS EQUIPMENT REDISTRIBUTION POLICY.

22.212. See chapter 15, section 15E for procedures in AFEMS (C001).

NOTE: If there is an excess Budget Code 9 or Z coded item at a stock record account number (SRAN) that is also showing a requirement for said item, said SRAN must allocate that asset to satisfy the outstanding requirement. If "excess" asset is not distributed to the organization that has established a requirement, then written justification must be submitted by the Chief of Supply (COS) to SRAN MAJCOM and Source of Supply (SOS) Item Manager with the reason(s) asset is not acceptable to the requiring organization.

Section 22Q—GENERAL WEAPONS MANAGEMENT.

22.213. Overview. All AF Arms as defined in volume1, part 1, chapter 1, will be maintained on COS accountable records and require the maintenance of a serial number record for each weapon. Weapons will be accounted for in the Standard Base Supply System (SBSS) on Equipment Authorization In-Use Details (EAID).

22.214. Security Police/Base Defense. Weapons required by the security police in the daily performance of their duties will be placed on the CA/CRL to the using organization. Weapons required to be readily available for issue to the base defense force will be custody receipted for storage and issue to the activity responsible for the operation of the base defense program. The designated organization/property custodian is responsible for the storage and safekeeping of the weapon.

22.215. Crewman/Courier Small Arms. Weapons required for this purpose will be placed on custody receipt to the custodian of the using activity. When not in use, the property custodian is responsible for the storage and safeguarding of the weapons unless arrangements have been made for the base supply Mobility Bag Element to provide secure storage.

22.216. Off-Base Activities And Activities Subject To Off-Base Locations. Weapons required for this purpose will be custody receipted to a single custodian of that type activity for storage, issue, and safeguarding.

22.217. Mobility Bag Element. The base supply Mobility Bag Element is responsible for providing secure storage for mobility weapons. Arming groups are identified in AFI 31-207, *Arming and Use of Force by Air Force Personnel.*

22.218. Storage. Mobility weapons will be stored by the COS and reflect the organization code for base supply Mobility Bag Element. All other weapons, to include weapons designated for aircrew self protection use, will be identified to the owning organization with applicable custodians assigned.

22.219. Management and Control of Weapons. The COS will control access to the weapons vault.

22.219.1. The NCOIC of the Mobility Bag Element will be assigned as the primary equipment custodian.

22.219.2. Personnel assigned to the Mobility Bag Element will control access to weapons and be familiar with requirements IAW AFMAN 36-2227, AFI31-101, AFI 31-207, AFI 36-2226, AF CAT 21-209, DOD 4500.9-R Part I, DOD 5100.76-M, and applicable technical orders.

22.219.3. Coordinate with Security Forces to inspect weapons at the prescribed frequencies.

22.219.4. Ensure the reconstitution of weapons from deploying units.

22.219.5. Maintain weapons support kits.

22.219.6. Ensure weapons are stored and shipped in the proper containers.

22.219.7. Ensure sufficient holsters, weapons magazines, ammunition pouches, and slings are available for each weapon.

22.220. Authorizations. The Logistics Plans Flight will determine the mobility weapons requirements annually in conjunction with mobility bag authorizations (NLT 1 January). Specific references for the

Arming of Aircrew, Mobility and Overseas Personnel is described in AF Policy Directive 16-8 and AFI 31-207.

22.220.1. Out of cycle weapons authorizations will be adjusted to meet out of cycle mobility bag authorizations.

22.220.2. Once weapons authorizations are reviewed, base supply Mobility Bag Element will take actions to make adjustments to the inventory using normal supply procedures, i.e., request disposition instructions.

22.221. Inventory of Weapons.

22.221.1. All weapons will be inventoried on a semi-annual basis regardless of who is providing secure storage or if the weapon is in daily/periodic use or extended storage.

22.221.2. Monthly serial number verifications will be conducted on all weapons assigned as daily/periodic use. This monthly verification will be used to ensure weapons are properly accounted for and will not satisfy the semi-annual inventory requirement.

22.222. Inspection of Weapons. The owning/using activity remains responsible for actions related to maintenance, inspection (except for weapons in storage for the Air Force Reserve), cleaning and packing, regardless of who is the storing activity. Weapons are inspected using proper tools and gauges to make sure they are serviceable. The goal is to discover problems that could cause weapons failures, and make sure that required maintenance is being performed. The base supply Mobility Bag Element/owning organization is responsible for coordinating with combat arms to inspect weapons at prescribed intervals established in TO 33K-1-100, AFMAN 36-2227, Volume 1, and other applicable technical orders.

22.222.1. During storage handling (Combat Arms inspections, serialized inventory or cleaning), individuals handling the weapons are required to take the following actions:

22.222.1.1. Wear cotton gloves.

22.222.1.2. Ensure weapons are not rusty.

22.222.1.3. Ensure serviceability tags include serial numbers and are stored with the applicable weapon.

22.222.1.3.1. At a minimum, affix serial number, serviceability, and NSN information to the outside of each weapons container during storage. NOTE: This information must be removed form the container before shipment in accordance with applicable special packaging instructions (SPI).

22.222.1.4. Tag any identified unserviceable weapons accordingly and request disposition instruction through normal supply channels.

22.222.1.5. Record serviceability inspection on AFTO Form 105, Inspection Maintenance Firing Data for Ground Weapons, and store with the applicable weapon as inspections are completed. Note: AFI 36-2226 places responsibilities for inspection and base level repair of repairable weapons with the local CATM organization.

22.222.1.6. If CATM technicians are unable to repair the weapons, they will complete a DD Form 1577-2, “Unserviceable (Repairable) Tag-Material,” attach the tag to the weapons, annotate the AFTO Forms 105 and return the weapon to the owning organization for disposal action. The owning organization is responsible for ensuring these actions are accomplished.

22.222.1.7. After any inspection, the equipment custodian will have all corroded small arms removed from storage and taken to a centralized cleaning facility or to the unit for cleaning. After the weapons are cleaned, CATM technicians will inspect the weapons to ensure they are properly cleaned and reassembled according to the appropriate technical order and will annotate an AFTO Form 105, on each weapon. Take weapons found to be unserviceable to the base CATM for repair. Provide an AFTO Form 105 for each weapon requiring maintenance to the CATM technician. When cleaning and inspection has been completed, make arrangements with the local packing and crating facility to have packing and crating specialist pack and seal the weapons. Also, make arrangements with the property custodian to ensure they designate an individual to check and verify the weapons serial number and that an AFTO Form 105 is provided with each weapon before the weapons are sealed. If packing and crating specialist are not available, owning unit personnel will pack their small arms in accordance with the appropriate technical order. After the weapons have been properly packaged and CATM technicians have annotated the AFTO Form 105, place the weapons in containers and seal and band the containers.

22.223. Maintenance of Weapons. Individual maintenance is limited to authorized disassembly, assembly, cleaning, lubricating, preserving, tightening screws, adjusting sights, and periodic inspections according to applicable technical orders.

22.223.1. Under no circumstances will weapon parts be interchanged or cannibalized by anyone except CATM personnel.

22.224. Item Record Changes of Weapons. Storage category and item identification changes of weapons must be coordinated with CATM to ensure proper inspection and identification of weapons.

22.225. Receipt of Weapons. CATM technicians must inspect all weapons received.

22.225.1. Complete SF 364, Supply Discrepancy Report and SF 361, Transportation Discrepancy, as applicable for all unserviceable or damaged weapons received.

22.225.2. Preembarkation Inspections may be required for weapons being deployed from CONUS to overseas or to a potential combat zone.

22.225.2.1. Exceptions. Weapons inspected and gauged within the last 90 days and/or packed in sealed barrier bags or containers with a preissue inspection to include gauging.

22.226. Shipment of Weapons. The owning organization and Traffic Management are responsible for packaging weapons for shipment according to applicable SPIs and TOs. Procedures for the physical movement of weapons are contained in AFMAN 10-401, AFI 24-101, DOD 4500.9-R, DOD 5100.76-M. Base level supply personnel will notify the RSS Requirements Section or Materiel Manager (if no RSS exists) with the NSN, QTY and condition code of excess weapons. The RSS Requirements Section or base level equivalent will coordinate disposition with the Materiel Manager and process all shipment TRIC (A2x) transactions IAW disposition instructions. The shipping document number will contain the SRAN/DODAAC of the losing base. If included in the disposition instructions, SRAN SW3120, will be used for the Supplementary Address and FLZ for the Routing Identifier Code with Signal Code "M" to indicate no billing action is required. DO NOT SHIP ASSETS TO FD2060/FB2065, ROBINS AFB GA. ROBINS AFB DOES NOT HAVE ADEQUATE STORAGE FOR THESE WEAPONS.

22.226.1. SPI information is available on web site: http://packweb.wpafb.af.mil.

22.226.1.1. Instruction for M9 small arms can be located under SPI 00-317-2468 (it may be necessary to remove the dashes when running a query using the web site above).

22.226.1.2. Instruction for M16 small arms can be located under SPI 00-856-6885 (it may be necessary to remove the dashes when running a query using the web site above).

22.227. Storage of Weapons. Thoroughly clean inspect, pack, and containerize (as outlined earlier in this section) mobility weapons withdrawn from storage and used by unites before returning the weapons to extended storage.

22.227.1. The storing activity will coordinate with traffic management to ensure the proper packaging of weapons in accordance with applicable SPIs and TOs.

22.227.2. Authorized containers are identified in applicable SPIs.

22.227.3. Pack and/or stack containers with humility indicators on the same side for viewing.

22.227.4. Perform documented inspections on containers monthly. Notify the owning organization if humidity indicators change from blue to pink.

22.227.5. Banding is not recommended for plastic containers because air seals may be broken.

22.227.6. Do not band multiple containers together.

22.227.7. Key and lock systems or external seals are required.

22.227.8. Weapons must be properly stored in hermetically sealed barrier bags for storage in authorized wooden crates.

22.227.9. Crates must be banded length and width.

22.227.10. Containers will be covered with traps, tents, etc., to protect from exposure to the heat, rain, and other weather changes as required.

22.227.11. Weapons will not be removed from extended storage for exercises (AFI 36-2226)

22.227.12. Weapons required by aircrew, air control squadrons, etc., for exercises will be identified as “in use”, stored and inspected as applicable. All other weapons for these units will be placed in “extended storage”.

22.227.13. The number of weapons to support aircrew exercises will be determined locally.

ATTACHMENT 22A-1

SELECTED EQUIPMENT MANAGEMENT PRODUCTS

22A1.1. Purpose. To provide a list of management products used in equipment management.

Table 22A1.1. Management Products List.

REPORTS	TITLE	MANDATORY	OPTIONAL	CHAP REF	ATCH REF	NOTES
D06	Daily Transaction Register	Daily				
D14	Daily Base Supply Management Report	Daily				
D24	Daily Equipment Transaction Report	Daily				
D818	Cumulative Reject Listing	Daily				
M06	Vehicle Asset Listing	Monthly				
M14	Stock Number Directory	Monthly				Note 1
M32	Monthly Base Supply Management Report	Monthly				
Q05	Routing Identifier Listing	Quarterly	As Required			
Q09	Allowance Source Code Listing		As Required			Note 2
Q10	Equipment Out-of-Balance Listing	Quarterly	As Required		D-10A	Note 3
R02	Interchangeable and Substitute Listing	As Required				
R14	Custodian Authorization/Custody Receipt Listing(CA/CRL)	As Required				Note 4
R23	Consolidated Custody Receipt Listing	As Required				
R27	O&M Equipment Requirement	As Required				

NOTES:

1. An additional run of the Stock Number Directory (M14) can be processed as required for E type stock record account only.
2. ASC listings, for review purposes, are processed as required. The hidden excess option of the Q09 may be processed as required to review excesses.
3. The following information applies:

a. Annotate each out-of-balance entry to indicate action taken to correct or justify out-of-balance conditions as required by **Section 22B**. **NOTE:** Out-of-Balance conditions of shop code IE are not considered as out-of-balance if the quantity on hand, or on hand plus due-outs, is less than the authorized quantity, as authorizations are based on UDL strength..

b. Process each FSG within FE account at least once each quarter.

c. Retain annotated Q10 listing until the next quarterly listing is processed, then destroy it.

d. The COS may extend the processing time limits by 15 work days to retrieve in-use equipment which exceeds authorizations when warranted due to distance or transportation problems involved for off-base activities, ANG and AFRES units.

4. The following information applies:

a. Produce a new CA/CRL annually and when requested by the custodian or upon the change of a custodian.

b. New CA/CRL must be signed by custodian and returned to COS within 15 work days after production date. COS may grant off-base custodians a maximum of 30 work days to return signed CA/CRL when such action is deemed appropriate.

c. Maintain in custody receipt jacket file. Use latest signed CA/CRL. Do not post transactions to CA/CRL.

d. File a copy of the request designating the primary and alternate custodian. The Custodian Document Register may be filed with the CA/CRL or in a central file. Unless the MAJCOM or base has supplemented this note to require the Document Registers to be filed with the CA/CRL, file them in a central file.

ATTACHMENT 22A-2

AFEMS TERMINAL QUICK REFERENCE GUIDE

22A2.1. Purpose. To provide a quick reference guide for use of the AFEMS terminal connected to the AFEMS (C001) at Wright-Patterson AFB OH.

22A2.2. General Information.

22A2.2.1. HELP DESK PHONE: DSN 787-4711. Information to have ready:

UserID

Where are you? (E-Mail, Data Transaction, etc.)

Specific Request

22A2.2.2. LOGON:

Type AWPAFEMS or AWRAFEMS, press ENTER

Type UserID, press TAB

Type Password, press ENTER

Press ENTER - Receive Global News or Main Menu

22A2.2.3. LOGON WITH PASSWORD CHANGE:

Type AWPAFEMS or AWRAFEMS, press ENTER

Type UserID, press TAB

Type Old Password, press TAB

Type New Password, press ENTER

Type New Password, press ENTER

Press ENTER

Receive Global News or Main Menu

22A2.2.4. PASSWORD RULES:

Six (6) to eight (8) characters

No consecutive repeating characters

22A2.2.5. LOGOFF:

Type LOGOFF at the prompt

Press ENTER

22A2.2.6. AFEMS MAIN MENU:

Data Transaction

E-Mail

Ad Hoc Query

Ad Hoc Report

Online Documentation

Output Products

Training (CBI)

Data Transaction (Tng)

Ad Hoc Query (Tng)

Ad Hoc Report (Tng)

Hot Key (PF13) - Displays Main Menu

Roll Key (PF14)- Displays next active session

22A2.3. Online Documentation (Option 5 from the Main Menu).

22A2.3.1. Documents:

Functional Description

System Specification

Test and Evaluation Master Plan

BRTM

Database Specification

Program Specification

Users Manual

Maintenance Manual

22A2.3.2. Commands:

P = Print

R = Read Document

X = Review Cover Page, Topics, or Subsections

S = Search

PF1 = Help

PF3 = Previous

PF6 = Routes to Output Products

PF7 = Backward

PF8 = Forward

PF12 = Exit

22A2.4. E-Mail (Option 2 from the Main Menu).

Q = Quickmail (create a letter)

I = Inbasket (display received mail)

O = Outbasket (display sent mail)

B = Bulletin Board

C = Conference

D = Ids

E = Draft Letters

F = File Folders

J = Private Mailing List

L = Public Mailing List

P = Personal Configuration

PF Keys For Quick Mail

PF1 = Help PF6 = Ids

PF2 = Exit PF7 = Back

PF3 = Return PF8 = Forward

PF4 = Mail PF9 = Options

PF5 = Ledit

22A2.5. Output Products (Option 6 from the Main Menu View).

PF1 = Help PF7 = Scroll Up

PF2 = Cancel PF8 = Scroll Down

PF3 = End PF10 = Scroll Left

PF4 = Return PF11 = Scroll Right

PF Keys are not visible on screen. Information can be:

Viewed

Printed

Retrieved from Archival

Deleted

22A2.6. Training. (ACC recommended deletion).

22A2.6.1. Option 7. Computer Based Instruction: Enter student number and lesson identification.

22A2.6.2. Option 8. Data transaction using training database.

22A2.6.3. Option 9. Ad Hoc Query using training database.

22A2.6.4. Option 10. Ad Hoc Report using training database.

22A2.7. AD HOC (Query/Report). [Does the following reflect the MSG/ILSE suggested screen name changes?]

22A2.7.1. AD HOC Query - Option 3 Menu Driven.

PF2 = Refresh the screen

PF3 = Exit Ad Hoc Query

PF3 = Return to the MENU screen

PF3 = Return to the last selection or screen

PF5 = Display the selected report

PF5 = Selected table

PF6 = Display single records

PF6 = Switch between report and request format

PF7 = Page up

PF8 = Page down

PF10 = Page to the left

PF10 = Store a query for reuse

PF10 = Retrieve stored queries

PF11 = Page to the right

PF11 = Display the next record

Frequently used operators:

Less than < Equal =

Less or equal <= Not equal <>

Greater than > Element of x/y/z

Greater or equal >= Between x..y

22A2.7.2. AD HOC Report - Option 4 Menu Assisted.

Ad Hoc-Free Form

IM Tool

Online Users Guide

Create Customized Report

- Message Line (error, action complete)

- Command Area

LP = List Process

SH = Show Process

SUB = Submit Process

- Text Area

- PF Keys

PF1 = Help PF7 = Prior

PF2 = Top PF8 = Next

PF3 = End PF9 = Mark

PF4 = Exchange PF10 = Get

PF5 = Split PF11 = Move

PF12 = Put

22A2.8. PF Keys.

22A2.8.1. The VT52 and VT100 definitions are as follows:

PF1 = ESC 1 <Enter> PF14 = ESC @ <Enter>

PF2 = ESC 2 <Enter> PF15 = ESC # <Enter>

PF3 = ESC 3 <Enter> PF16 = ESC $ <Enter>

PF4 = ESC 4 <Enter> PF17 = ESC % <Enter>

PF5 = ESC 5 <Enter> PF18 = ESC ^ <Enter>

PF6 = ESC 6 <Enter> PF19 = ESC & <Enter>

PF7 = ESC 7 <Enter> PF20 = ESC * <Enter>

PF8 = ESC 8 <Enter> PF21 = ESC (<Enter>

PF9 = ESC 9 <Enter> PF22 = ESC) <Enter>

PF10 = ESC 0 <Enter> PF23 = ESC _ <Enter>

PF11 = ESC - <Enter> PF24 = ESC + <Enter>

PF12 = ESC = <Enter> CLEAR= ESC O M <Enter>

PF13 = ESC ! <Enter>

22A2.8.2. TELNET VT100 Option 8:

PF1 = ESC O P <Enter>

PF2 = ESC O Q <Enter>

PF3 = ESC O R <Enter>

PF4 = ESC O w <Enter>

PF5 = ESC O x <Enter>

PF6 = ESC O y <Enter>

PF7 = ESC O t <Enter>

PF8 = ESC O u <Enter>

PF9 = ESC O v <Enter>

PF10 = ESC O q <Enter>

PF11 = ESC O r <Enter>

PF12 = ESC O s <Enter>

PF13 = ESC O a <Enter>

PF14 = ESC O b <Enter>

PF15 = ESC O c <Enter>

PF16 = ESC O d <Enter>

PF17 = ESC O e <Enter>

PF18 = ESC O f <Enter>

PF19 = ESC O g <Enter>

PF20 = ESC O h <Enter>

PF21 = ESC O I <Enter>

PF22 = ESC O <Enter>

PF23 = ESC O k <Enter>

PF24 = ESC O z <Enter>

CURUP = ESC [A

CURRIGHT = ESC [C

CURDOWN = ESC [B

CURLEFT = ESC [D

FTAB Key = ESC O n <Enter>

BTAB Key = ESC O p <Enter>

EOF Key = ESC O c <Enter>

CLEAR = ESC O M <Enter>

22A2.8.3. TELNET VT100 Option 57:

PF1 = ESC1 <Enter>

PF2 = ESC2 <Enter>

PF3 = ESC3 <Enter>

PF4 = ESC4 <Enter>

PF5 = ESC5 <Enter>

PF6 = ESC6 <Enter>

PF7 = ESC7 <Enter>

PF8 = ESC8 <Enter>

PF9 = ESC9 <Enter>

PF10 = ESC0 <Enter>

PF11 = ESC- <Enter>

PF12 = ESC= <Enter>

PF13 = ESC! <Enter>

PF14 = ESC@ <Enter>

PF15 = ESC# <Enter>

PF16 = ESC$ <Enter>

PF17 = ESC% <Enter>

PF18 = ESC^ <Enter>

PF19 = ESC& <Enter>

PF20 = ESC* <Enter>

PF21 = ESC(<Enter>

PF22 = ESC) <Enter>

PF23 = ESC- <Enter>

PF24 = ESC+ <Enter>

CURUP = ESC[A

CURRIGHT = ESC[C

CURDOWN = ESC[B

CURLEFT = ESC[D

FTAB key = ESC O n <Enter>

BTAB key = ESC O p <Enter>

BOF key = ESC O p <Enter>

CLEAR = ESC O M <Enter>

22A2.8.4. LAN VT100 Definitions:

PF1 = ESC1 or ESC O P <Enter>

PF2 = ESC2 or ESC O Q <Enter>

PF3 = ESC3 or ESC O R <Enter>

PF4 = ESC4 or ESC O w <Enter>

PF5 = ESC5 or ESC O x <Enter>

PF6 = ESC6 or ESCO y <Enter>

PF7 = ESC7 or ESCO t <Enter>

PF8 = ESC8 or ESCO u <Enter>

PF9 = ESC9 or ESCO v <Enter>

PF10 = ESC0 or ESCO q <Enter>

PF11 = ESC or ESCO r <Enter>

PF12 = ESC11 or ESCO s <Enter>

PF13 = ESC! or ESCO p ESCO P or ESC q <Enter>

PF14 = ESC@ or ESCO p ESCO O or ESC w <Enter>

PF15 = ESC# or ESCO p ESCO R or ESC c <Enter>

PF16 = ESC$ or ESCO p ESCO w or ESC r <Enter>

PF17 = ESC% or ESCO p ESCO x or ESC t <Enter>

PF18 = ESC^ or ESCO p ESCO y or ESC y <Enter>

PF19 = ESC& or ESCO p ESCO t or ESC u <Enter>

PF20 = ESC* or ESCO p ESCO u or ESC I <Enter>

PF21 = ESC(or ESCO p ESCO v or ESC o <Enter>

PF22 = ESC) or ESCO p ESCO q or ESC p <Enter>

PF23 = ESC[or ESC[or ESCO p
ESCO r or ESC <Enter>

PF24 = ESC[or ESC[or ESCO p
ESCO s or ESC\or ESC/ or ESC + <Enter>

CURUP` = ESC O A <Enter>

CURRIGHT = ESC O C <Enter>

CURDOWN = ESC O B <Enter>

CURLEFT = ESC O D <Enter>

CLEAR = ESC O M <Enter>

22A2.9. File Download. See Section 3.5 of the AFEMS Users Manual.

KERMIT COMMANDS

KERMIT

SEND < DATA SET NAME>

- data set name

- OUTOPT (0)latest

- OUTOPT (-1)prior

EXIT

22A2.10. Screen Codes (AFEMS Terminal). NOTE: Paragraph references in the following apply to AFEMS online documentation which can be accessed via AFEMS terminal. Additionally screens, with

child screen in parenthesis following the title below, cannot be accessed directly. They are accessed after the parent screen is accessed.

Table 22A2.1. Screen Codes.

SCREEN	TITLE	PARAGRAPH
ABDS	Bailment Delivery Schedule	6.1.1.
ACCS	C-CS Holding Account	6.1.2.
ACOM	COMSEC Serial Number	6.1.3.
ADES	Delivery Schedule	6.1.4.
ADIC	Record Due-in Contract	6.1.5.
ADID	Record Due-in Contract Destination (child screen)	6.1.6.
ADIS	Disposition Instructions	6.1.7.
AEBI	Excess Base-Funded Item	6.1.8.
AGFE	GFE In-Use Information	6.1.9.
AGLA	Gain Loss Activity	6.1.10.
AHTO	History Total (child screen)	6.1.11.
AIOD	In-Use Organization Assets (child screen)	6.1.12.
AIOR	In-Use Organization Assets	6.1.13.
AIOU	In-Use Organization Assets (child screen)	6.1.14.
AIUV	Vehicle Detail Information	6.1.15.
AIWD	Wartime Propositioned (child screen)	6.1.16.
AIWP	Wartime Propositioned	6.1.17.
AOSR	Other Service Receipts	6.1.18.
APDA	CFE Due-In	6.1.19.
APPR	Past Procurement	6.1.20.
ARDS	Record due-In Contract Shipment (child screen)	6.1.21.
AREJ	SBSS Online Reject	6.1.22.
ARLC	Life Cycle History	6.1.23.
ARMA	Medical Assets	6.1.24.
ARRT	Repair and Return	6.1.25.
ASAS	Small Arms Serial Numbers	6.1.26.
ASHP	Shipment	6.1.27.
ASOC	Summary of Condition	6.1.28.
ATUI	Type Usage Information	6.1.29.
AVCH	Vehicle Chassis Serial Number	6.1.30.
AVHR	Vehicle Redistribution	6.1.31.
AWAB	Warehouse Assets Base	6.1.32.
AWAD	Warehouse Assets Depot	6.1.33.
DAAD	Asset Availability Date Adjustment	6.1.34.
DACS	Allowance Change Request Statistics	6.1.35.
DADS	Activation Deactivation Simulation	6.1.36.

SCREEN	TITLE	PARAGRAPH
DAIS	Item Statistics	6.1.37.
DAPS	Phase Date Simulation	6.1.38.
DAUT	AFEMS User Transactions	6.1.41.
DBCS	Base Closure Simulation	6.1.42.
DCAR	Initiate Command Asset Usage Report	6.1.43.
DCDR	Detail Asset Condition Information (child screen)	6.1.44.
DCFS	Command Forecast Statistics	6.1.45.
DDAS	Deployment Assessment-Mobility Status	6.1.46.
DDIS	AFMC Due-In Statistics	6.1.47.
DDON	Duplication and Omission Information (child screen)	6.1.48.
DDOS	Duplication and Omission	6.1.49.
DEPS	EII-EIQ Simulation	6.1.50.
DFCS	Force Structure Statistics	6.1.51.
DFSE	Force Structure Events	6.1.52.
DFSI	Force Structure Events Impact (child screen)	6.1.53.
DIAS	IM and ALC Statistics	6.1.58.
DIST	Interfacing System Transactions	6.1.59.
DMDS	Medical Statistics	6.1.60.
DMOS	Organization Simulation	6.1.61.
DPCC	Proposed Change Comments	6.1.62.
DPIE	Potential Improved Equipage Status (child screen)	6.1.63.
DRAC	Assets Reconciliation	6.1.64.
DRBS	Redistributed Base Funded Statistics	6.1.65.
DRQA	Requirements Assessment	6.1.66.
DRQR	Requirements Recomputation	6.1.67.
DRSA	Readiness Status Assessment	6.1.68.
DSBS	SBSS Statistics	6.1.69.
DSRS	SERD Statistics	6.1.70.
IADD	AFEMS Dictionary Data	6.1.71.
IALN	Allowance Nomenclature (child screen)	6.1.72.
IAMD	Allowance Manager Directory	6.1.73.
IARN	Registration Number Assignment	6.1.74.
IDDD	Dictionary Data Display (child screen)	6.1.75.
IECD	Equipment Custodian Directory	6.1.76.
IEMD	Equipment Management Directory	6.1.77.
IIEM	Exception Management Code ID	6.1.78.
IIMD	IM Directory	6.1.79.
IISD	I & S	6.1.80.
ILPD	LP/LM Item Redistribution Data	6.1.81.
INSC	Noun Search	6.1.82.

SCREEN	TITLE	PARAGRAPH
IPRT	Part Numbers (child screen)	6.1.83.
IPSC	Part Number Search	6.1.84.
IRCC	EMC Change Comments (child screen)	6.1.85.
IREC	EMC Change Request	6.1.86.
ISCD	Catalog Data	6.1.87.
ISED	SE for SE	6.1.88.
ISPM	System Program Manager Directory	6.1.89.
IVID	Vehicle Item Data	6.1.90.
OEII	End Item Identity Data	6.1.91.
OINS	Installation Data	6.1.93.
OMAD	Master Address Directory	6.1.94.
OMOI	Organization Information	6.1.95.
ORGL	Organization List	6.1.96.
OSPT	Support Organization Data	6.1.97.
OWBC	WRM Base Code Information	6.1.98.
OWBL	WRM Base Code List	6.1.99.
RAFR	Adjust Forecast Requirements	6.1.92.
RMDD	Downward-Directed Requirements	6.1.100.
RMLC	Mission Limiting Current Requirements	6.1.101.
RMLR	Mission Limiting Forecast Requirements	6.1.102.
RMRR	Repair Requirement Maintenance	6.1.103.
RMRV	Repair Requirement Visibility	6.1.104.
RMVE	Vehicle Exclusions Maintenance	6.1.105.
RMVR	Variance Reason Maintenance	6.1.106.
RORR	Non-AF Vehicle Repair Requirements	6.1.107.
RPFC	Forecast Conversion Preparation	6.1.108.
RSFR	Select Forecast Requirements	6.1.102.
RTPD	Time Phased Requirements - Detail	6.1.103.
RTPM	Time Phased Requirements - Master Stock Number	6.1.104.
RTPR	Time Phased Requirements - Visibility	6.1.105.
RTPS	Time Phased Requirements - Summary	6.1.106.
RVAA	Vehicle Assets and Authorizations	6.1.109.
RVAI	Vehicle Allocation Information	6.1.110.
RVAL	Vehicle Authorization List	6.1.111.
RVAM	Vehicle Allocation Maintenance	6.1.112.
RVAV	Vehicle Allocation Visibility (child screen)	6.1.113.
RVDR	Vehicle Depot Repair	6.1.114.
RVER	Excluded Vehicle Requirements	6.1.115.
RVPL	Vehicle Priority List Request	6.1.116.
RVRS	Vehicle Repair Summary Request	6.1.117.

SCREEN	TITLE	PARAGRAPH
RWPR	War Plan Additive Requirements	6.1.118.
TACR	Allowance Change Request	6.1.119.
TAMD	Allowance Standard/Manager Data	6.1.120.
TAST	Allowance Standard Text (child screen)	6.1.121.
TCIU	Configuration Information	6.1.122.
TDIQ	Allowance Standard-Item Inquiry (child screen)	6.1.123.
TDSI	Allowance Document Status	6.1.124.
TEIS	Allowance Standard Summary (child screen)	6.1.125.
TGNT	Allowance General Text	6.1.126.
TIAQ	Allowance Standard Index (child screen)	6.1.127.
TINQ	Allowance Standard Inquiry	6.1.134.
TMAJ	Allowance MAJCOM Summary (child screen)	6.1.135.
TMIC	WRM Composition Code Maintenance	6.1.128.
TMRL	Mobility Requirement Propositions	6.1.137.
TMSL	Mission List	6.1.138.
TORC	Organization Configuration	6.1.139.
TORG	Allowance Standard Summary-Org Reg (child screen)	6.1.140.
TRAD	Allowance Standard Revise Item (child screen)	6.1.141.
TRCR	Request Composition Code Report	6.1.134.
TSAD	SERD Allowance Data	6.1.142.
TSAI	Special Allowance Information	6.1.143.
TSKS	Allowance Standard Summary-Stock Nr (child screen)	6.1.144.
TSTT	SERD Tracking Table	6.1.145.
TUKC	Allowance Unit Kind Code Summary (child screen)	6.1.146.
TUTC	Allowance Unit Type Code Summary (child screen)	6.1.147.
TVQA	Validate Questionable Allowances	6.1.148.
TVQB	Validate Questionable Bud Cd	6.1.149.
TVQF	Validate Questionable FSC	6.1.150.
TVUA	Unused Allowance Validation	6.1.151.

ATTACHMENT 22A-3

AFEMS (C001) MAIN MENU/EQUIPMENT MANAGEMENT MENUS

22A3.1. Purpose. To provide a quick reference list of the Main Menu and menus associated with the equipment manager once connectivity is made from the user to AFEMS (C001).

22A3.2. General Information.

22A3.2.1. The screen illustrated below is what the AFEMS Main Menu looks like once connectivity is established, i.e., UserID/password passed edits.

===> *

AFEMS MAIN MENU

DD/MM/YY TIME **????Is it now YYYY????**

Session Name	Status	Hot	Roll	Vtid	News	Logon Date/Time
1 DATA TRANSACTION	ACTIV		PF13		PF14	
2 EMAIL	ACTIV		PF13		PF14	
3 AD HOC QUERY	ACTIV		PF13		PF14	
4 AD HOC REPORT	ACTIV		PF13		PF14	
5 ONLINE DOCUMENTS	ACTIV		PF13		PF14	
6 OUTPUT PRODUCTS	ACTIV		PF13		PF14	
7 TRAINING (CBI)**	ACTIV		PF13		PF14	
8 DATA TRANS (TRN)**	ACTIV		PF13		PF14	
9 AD HOC QRY (TRN)	ACTIV		PF13		PF14	
10 AD HOC RPT (TRN)	ACTIV		PF13		PF14	

* ===> equals prompt where the selection is entered.

** CBI equals computer based instruction TRN equals training

22A3.2.2. When the Data Transaction Session is selected from the AFEMS Main Menu and your access is for equipment management, the following screen appears:

UNCLASSIFIED AFEMS (C001) UNCLASSIFIED

DAY MONTH YEAR (EMMM) EQUIPMENT MANAGER MAIN MENU TIME

(PROF) USER PROFILE SELECTION

(FALL) ALLOWANCES MENU

(FATH) AUTHORIZATIONS - ASSETS MENU

(FCAT) CATALOGING DATA MENU

(FDIR) USER DIRECTORY - DICTIONARY MENU

(FORG) ORGANIZATION - REQUIREMENTS MENU

(FSIM) SIMULATIONS - ASSESSMENTS MENU

(FSTA) FUNCTIONAL STATISTICS MENU

(FVEH) VEHICLE MANAGEMENT MENU

(ADIC) RECORD DUE-IN CONTRACT

(AREJ) SBSS ONLINE REJECT

SELECT:

PF1: SCREEN HELP PF2: FIELD HELP PF3: PREVIOUS MENU PF4:

PREVIOUS SCREEN

22A3.2.3. The following illustrates the contents of the sub-menus for the Equipment Manager Main Menu (EMMM) except for the PROF, ADIC, and AREJ selections which are single-action selections.

NOTE: Any selection listed below may be made. Simply enter your selection at the SELECT prompt from any menu.

(1) (FALL) ALLOWANCES MENU

(DPCC) PROPOSED CHANGE COMMENTS

(OEII) END ITEM IDENTITY DATA

(TAMD) ALLOWANCE STANDARD - MANAGER DATA

(TCIU) CONFIGURATION INFORMATION

(TORC) ORGANIZATION CONFIGURATION

(TINQ) ALLOWANCE STANDARD INQUIRY

(TMSL) MISSION LIST

(TGNT) ALLOWANCE GENERAL TEXT

(TACR) ALLOWANCE CHANGE REQUEST

(TDSI) ALLOWANCE DOCUMENT STATUS

(TVQA) VALIDATE QUESTIONABLE ALLOWANCES

(TVQB) VALIDATE QUESTIONABLE BUD CD

(TVQF) VALIDATE QUESTIONABLE FSC

(TSAI) SPECIAL ALLOWANCE INFORMATION

(2) (FATH) AUTHORIZATIONS - ASSETS MENU

(AIOR) IN-USE ORGANIZATION ASSETS

(ASOC) SUMMARY OF CONDITION

(ATUI) TYPE USAGE INFORMATION

(AEBI) EXCESS BASE FUNDED ITEM

(ACOM) COMSEC SERIAL NUMBER

(ASAS) SMALL ARMS SERIAL NUMBER

(3) (FCAT) CATALOGING DATA MENU

(ISCD) CATALOG DATA

(IISD) I & S

(INSC) NOUN SEARCH

(IPSC) PART NUMBER SEARCH

(ISED) SE FOR SE

(IREC) EMC CHANGE REQUEST

(ILPD) LP/LM ITEM REDISTRIBUTION DATA

(4) (FDIR) USER DICTIONARY - DICTIONARY MENU

(IADD) AFEMS DICTIONARY DATA

(IAMD) ALLOWANCE MANAGER DIRECTORY

(IECD) EQUIPMENT CUSTODIAN DIRECTORY

(IEMD) EQUIPMENT MANAGEMENT DIRECTORY

(IIMD) IM DIRECTORY

(ISPM) SYSTEM PROGRAM MANAGER DIRECTORY

(OMAD) MASTER ADDRESS DIRECTORY

(5) (FORG) ORGANIZATION - REQUIREMENTS MENU

(OMOI) ORGANIZATION INFORMATION

(ORGL) ORGANIZATION LIST

(OINS) INSTALLATION DATA

(DAAD) ASSET AVAILABILITY DATE ADJUSTMENT

(RWPR) WAR PLAN ADDITIVE REQUIREMENTS

(OWBL) WRM BASE CODE LIST

(6) (FSIM) SIMULATIONS - ASSESSMENTS MENU

(DRSA) READINESS STATUS ASSESSMENT

(DDAS) DEPLOYMENT ASSESSMENT

(TMRL) MOBILITY REQUIREMENT PROPOSITIONS

(7) (FSTA) FUNCTIONAL STATISTICS MENU

(DAIS) ITEM STATISTICS

(DSBS) SBSS STATISTICS

(DRBS) REDISTRIBUTED BASE FUNDED STATISTICS

(DAUT) AFEMS USER TRANSACTIONS

(DIST) INTERFACING SYSTEM TRANSACTIONS

(DACS) ALLOWANCE CHANGE REQUEST STATISTICS

(8) (FVEH) VEHICLE MANAGEMENT MENU

(RVAL) VEHICLE AUTHORIZATION LIST

(AVHR) VEHICLE REDISTRIBUTION

(AIUV) VEHICLE DETAIL INFORMATION

(AVCH) VEHICLE CHASSIS SERIAL NUMBER

(RVDR) VEHICLE DEPOT REPAIR

(RMRR) REPAIR REQUIREMENT MAINTENANCE

(RMRV) REPAIR REQUIREMENT VISIBILITY

ATTACHMENT 22B-1

AF FORM 601 PREPARATION

22B1.1. Purpose. To request and direct all equipment allowance changes. It is also used for the following additional purposes when approval above wing/base level is required.

22B1.2. Uses of AF Form 601.

22B1.2.1. Prepare and submit the AF Form 601 to request the following:

22B1.2.1.1. A change to an allowance standard.

22B1.2.1.2. An item in the allowance standard where the approval level is above wing/base level.

22B1.2.1.3. An item which requires approval under miscellaneous ASCs (excludes 987).

22B1.2.1.4. All fixed ground communications-electronics equipment end items.

22B1.3. Transmittal Information.

22B1.3.1. You may forward the AF Form 601 to the addresses shown in the TO and FROM blocks without a letter of transmittal. To save time, use the AF Form 601 as a cover sheet for listings or other source documents when the same action is required for multiple items. This will eliminate transcribing data from another source to the AF Form 601. When listings or source documents are attached to the AF Form 601, be sure that the attachments contain complete data for processing. The EME/Regional EME will only forward AF Forms 601 to activities above wing/base level for those items noted. The EME/Regional EME will input all AF Forms 601 received from the equipment custodians into the AFEMS (C001) using the Data Transaction Sessions allowance change request (TACR) screen if the approval is above wing/base level. DO NOT INCLUDE classified information in requests input into the AFEMS (C001).

22B1.3.2. One AF Form 601 for multiple items.

22B1.3.3. Different federal supply classes. When the request is against the same ASC and when background and justification are the same for all items, you may include multiple items with different FSC on a single AF Form 601 requiring higher than base-level approval. These requests will not be input into the AFEMS (C001).

22B1.3.4. CEMO-directed actions. For CEMO-directed actions, you may include multiple ASC and FSC items on a single AF Form 601 if all items are approved at the same level. These requests will not be input into the AFEMS (C001).

22B1.3.5. Individual AF Forms 601 for multiple items. Submit individual AF Forms 601 requests for items which require individual justification, which are not project-related, or which require stock listing action. These requests will be input into the AFEMS (C001) if approval is above wing/base level.

22B1.4. Preparation of AF Form 601.

22B1.4.1. When you prepare AF Form 601, use the instructions on the reverse side of the form. The information in this attachment explains those instructions in detail. DO NOT use AF Forms 601a and 601b.

22B1.4.2. TO. Enter the military address of the office that reviews, coordinates, and processes the form. If necessary, you may use the reviewing authority comments block for local coordination so that there are TO/FROM blocks for Base Supply and CEMO coordination.

22B1.4.3. SIGNATURE. Unless otherwise directed by this volume or the allowance standard, the signature in the block will be that of the COS/Assistant COS at base level and the CEMO or Director of Supply at command level. Do not use the signatures of directors or executive officers, etc., of other AF activities.

22B1.4.4. ACTION TAKEN. These blocks remain blank when the following occurs:

22B1.4.4.1. Returned with no action taken. The request is returned without action for additional justification or another appropriate reason.

22B1.4.4.2. Approved and returned. The request is being returned from the final approving agency down through channels, back to the originator. **EXAMPLE:** The MAJCOM approves and forwards it to the depot; the depot approves and returns it to the command. The command does not need to approve it again to forward it back down.

22B1.4.5. SIGNATURE OF ORGANIZATION COMMANDER. To be sent to the EME/Regional EME, the request MUST include the signature of the organization commander or his or her designated representative. The designated representative cannot be the primary or alternate custodian. Both the commander or the designated representative will sign only those requests they agree with. The request must also include the type or printed name and grade of the commander or the designated representative.

22B1.4.6. NATIONAL STOCK NUMBER OR PART NUMBER. If the stock number or part number are not available for the requested item, then include a complete description of the item in the justification block.

22B1.4.7. ALLOWANCE IDENTIFICATION. If the request is not based on a allowance standard, enter the special ASC, for example, 041, 048, etc.

22B1.4.8. JUSTIFICATION AND ITEM DESCRIPTION.

22B1.4.8.1. Purpose. The justification must prove the basis of issue included in the allowance standard or ASC cited. Enter the following information as part of the justification: use, applicable end item, weapon system, aircraft, level of maintenance, technical order, AFSC, etc. If you have increased the quantity, explain why the current in-use quantity will not meet your needs.

NOTE: Supply/review organizations will use the rest of the form.

22B1.4.8.2. Special instructions.

22B1.4.8.3. Fixed ground C-E items. All requests for fixed ground C-E (allowance standard 654) must include the coordination of the Base Communications Plans and Programs Office and the number of the approved requirement document (IT/NSSRD or PMD).

22B1.4.8.4. Bin labels. Custodians must indicate if bin labels are or are not required.

22B1.4.8.5. All requests for COMSEC must contain the coordination of the base COMSEC custodian as well as the Base Communications Plans and Programs Office.

22B1.4.9. Reviewing authority comments. EME/Regional EME personnel and/or the reviewing activity will enter comments to explain the action taken and/or describe the additional information

required. If local management has set up standard statements for this purpose, personnel may use the printed list of these statements.

ATTACHMENT 22B-2

AF FORM 601, FILE AND DISPOSITION TABLE

22B2.1. Purpose. To indicate the filing and disposition of AF Form 601.

Table 22B2.1. AF Form 601, File and Disposition Table.

	A	B	C	D	
RULE	**Documents that are**	**and which are**	**will be filed**	**Disposition Rule in AFMAN 37-139, Table 23-5, Rule 4**	**NOTES**
1	approved	WAB CEMO, WAB AFMC, WAB USAF or WAB other designated major command offices	in ASC sequence	9	Notes 1, 3
2		recommended changes to an allowance standard	in ASC sequence	6	Note 1
3		temporary loan ASC 987 and/or rental	N/A	7	Notes 1, 3
4		miscellaneous allowance source codes (except 987) the office of the approval letter	in ASC sequence ETC Form 120/120A and approval letter in the custodian folder	5	Notes 1, 3
5		not 1 through 4	N/A	4	
6	disapproved	all requests	N/A	11	
7	in suspense	pending completion at higher than wing/base level	EME/Regional EME control number sequence	12	Note 2

NOTES:

1. When an organization has been transferred or reassigned, EME/Regional EME will transfer records to the gaining EME/Regional EME when it is determined the authorization will remain valid at the new duty location.
2. A single suspense file will be maintained for all AF Forms 601.
3. At MAJCOM option, a certified listing may be maintained rather than individual AF Forms 601. If the option is taken for rule 4, MAJCOM will determine applicable ASCs and certifying requirements. If this option is taken for rule 1, see paragraph 22.22., this chapter, for certifying requirements. If MAJCOM option is not determined as stated above, use a certified listing in lieu of individual AF Form 601.

ATTACHMENT 22B-3

AIR FORCE FORM 600 PREPARATION

22B3.1. Purpose. To provide a single control register, maintained by EME/Regional EME, used to record all AF Form 601 submitted to accomplish actions listed in paragraph 22.26.1.1. Disposition: AFMAN 37-139, Table 23-4, Rule 11.

22B3.2. Data Entries on the AF Form 600.

22B3.2.1. REQUEST AND/OR CONTROL NUMBER.

NOTE: EME control number - B (1 alpha), Julian date (4 numeric), serial number (5 numeric). The serial number begins with 00001 each calendar year.

22B3.2.2. DETAIL DOCUMENT NUMBER.

22B3.2.3. CUSTODIAN REQUEST NUMBER.

NOTE: Custodian request number applies to AF Forms 601 only.

22B3.2.4. JULIAN DATE REQUEST RECEIVED.

NOTE: This may be used for entry of a suspense date for the control of document processing within established timeframes. Columnar heading will be changed to "Julian Date suspense" if this option is used.

22B3.2.5. STOCK NUMBER.

22B3.2.6. NOMENCLATURE.

22B3.2.7. TYPE OF ACTION.

22B3.2.8. DATE FORWARDED.

22B3.2.9. FORWARDED TO.

22B3.2.10. DATE RETURNED.

22B3.2.11. COMPLETION ACTION.

22B3.3. Disk File Date Entries. Data entries for this form may be maintained using disk files on micro-computers instead of using the form. If you use this option, the disk file must have at least the same data entries as listed on an AF Form 600. Any other data is a base option.

ATTACHMENT 22C-1

CUSTODIAN AUTHORIZATION RECEIPT INPUT

22C1.1. Purpose.

22C1.1.1. To provide EME/Regional EME with current authorization data for each equipment custodian and alternate(s) authorized to sign for equipment.

22C1.1.2. To produce a listing of custodians/alternates using utility program 003, SURGE. This listing is used to verify signatures on the CA/CRL.

22C1.2. Record of Authorized Allowances and Signatures.

22C1.2.1. The COS Has These Options:

22C1.2.2. Additional Formats. A record of signatures by the organization commander or the individual authorized to sign for the commander may be maintained and filed behind the custodian authorization receipt record. Use this format: enter the organization and shop code in positions 1-5, an asterisk (*) in position 6, and the full name(s) in positions 7-80.

NOTE: When this option is used, formal correspondence designating individuals to sign for the commander MUST still be maintained. This will NOT replace formal files prescribed in other directives.

22C1.2.3. Listings. A listing of custodians may be maintained by processing a utility program. These listings will be updated when custody receipt accounts are established/deleted or when there is a change in property custodians/alternates or other data.

22C1.2.4. Storing Files. EME/Regional EME may store and maintain these two files on mini-microcomputers, word processors, or other office automation systems.

NOTES:

When stored and maintained on such systems, these files MUST contain the minimum information listed in this attachment. Also, the systems MUST be able to produce a hard copy (a listing) of the files. At least one copy of the files will be provided to Pickup and Delivery to ensure only authorized custodians/ alternates receipt for EAID assets.

Procedures outlined above will be used to maintain custodian authorization listings for each equipment custodian and alternate(s) authorized to sign for equipment unless determined otherwise by the COS.

22C1.2.5. Delivery Destination. A single Delivery Destination Listing and Custodian Authorization Listing may be used.

22C1.3. Output. RPS/main system.

22C1.4. Input Format and Entry Requirements.

Table 22C1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESCRIPTION	REMARKS/NOTES
1-3	3	Organization Code	1
4-5	2	Shop Code	1
6-25	20	Organization, Function, Element Title (that is, FMS HYD SHP)	2
26-29	4	Date	3
30-32	3	Equipment Custodian/Alternate Briefing/Training Date	
33-35	3	Custodian/Alternate Grade or Rank	1
36-49	14	Last Name and Initial of Equipment Custodian/Alternate	1
50-60	11	Blank	4
61-65	5	Telephone Number of Equipment Custodian/Alternate	1
66-71	6	Building Number or Other Location Information	1
72-73	2	MAJCOM Code	1
74-77	4	DEROS	5
78-79	2	Blank	
80	1	Custodian Code Primary/Alternate	6

NOTES:

1. The COS or CEMO can change the above format to maintain required information on one record. If separate records are maintained, the record for the alternate custodian MUST contain the following information: organization and shop code, rank or grade, last name, phone number, and location of alternate (if different from the primary custodian's). File this record behind the primary custodian record.
2. If desired, EME/Regional EME may enter other information.
3. Enter the month (three characters) and year (one character) the signed CA/CRL was produced (for example, JAN 8).
4. EME/Regional EME may use this field as locally desired. They may change these positions to allow blank positions between field designation data.
5. Overseas bases must enter the data estimated return overseas (DEROS) in this field. Bases NOT overseas can enter other information in this field or leave it blank.
6. EME/Regional EME will use P to designate primary custodian and A for alternate custodian.

ATTACHMENT 22D-1

RESERVED

22D1.1. Reserved For Future Use.

ATTACHMENT 22E-1

FCI LOAD INPUT NUMBER 1 (FCIL)

22E1.1. Purpose. To load authorized/in-use detail records and to create ISU and DOR output.

22E1.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22E1.3. Output. See chapter 11 for ISU, chapter 10 for DOR, and FCI Notice (**Attachment 22E-5**).

22E1.4. Input Format and Entry Requirements. Screen FCIL/176.

Table 22E1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FCI
4	1	Special Allowance Flag	A, C, T, L, U,W, *, X, or Blank/ Note 1
5	1	REM Component Flag	X, *, or Blank/ Note 2
6-8	3	Delivery Destination Code	Alpha/numeric, or Blank/ Note 3
9	1	Transaction Exception Code	D, H, N, P, X,3, 6, 7, 8, 9,@, or Blank/ Note 4
10-11	2	WRM Reporting Application Code/Deployment Selection Code	See chapter 3, or Blank/ Note 5
12	1	Force Activity Designator	Note 6
13	1	Initiator Identification	Note 7
14-17	4	BASS Composition Code	Note 8
18-32	15	Stock Number	Note 9
33-34	2	System Designator	Note 10
35	1	Type of Detail	Constant B
36-49	14	Document Number	Note 11
50-54	5	Authorized (Action) Quantity	Note 12
55	1	Item Code	P, S, M, N, U/ Note 13
56	1	Blank	
57	1	Equipment Code	Note 14
58	1	Use Code	A, B, C, D, or Blank/ Note 15
59-65	7	Allowance Identification	Note 16 Note 16c contains program edits on allowance ID field for positions 59-65.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
66-68	3	Base of Planned Use	1 numeric, 2 alpha/ Note 17
69-71	1	Alternate Storage Location	Alpha/numeric/ Note 18
72	1	ISU/DOR Flag	Note 19
73-77	5	ISU/DOR Data	Note 20
78	1	Label Flag	N or Blank/ Note 21
79-81	3	End Item Identification Code/SRD	Note 22
82-87	6	Unit Type Code/C-CS Project Control Number	Notes 22, 24
88-93	6	Increment Code/Number/ C-CS Project Control Number	Notes 22, 24
94-96	3	Mission Item Essentiality Code	Note 23
97-102	6	CE Work Order Number/Blank	Note 25
103-107	5	CE Facility Number/Blank	Note 25
108-112	5	CE Job Order Number/Blank	Note 25
113-123	11	Blank	
124	1	Image Identification Code	Constant 1
125	1	Action Code	Constant L

Table 22E1.2. Program Edits on Allowance ID Field (positions 59-65).

USE CODE	EQUIPMENT STATUS	ALLOWANCE ID CONFIGURATION	REMARKS
A or B	In-Use	3 numeric, 4 alpha	3 numeric, 4 alpha (allowance identification suffix). Enter alpha O's whenever the allowance identification suffix is not applicable.
	Excess Awaiting Authorization	000, 4 blanks	Use code B only.
	Awaiting Authorization	000A, 3 blanks	
A or B	Awaiting Installation	000C, 3 blanks	Applies to Communications-Computer Systems Project - material
	Awaiting Utilization Loaned to AF Loan AF Equipment	000, 4 numerics 050, 4 alpha 051, 4 alpha	The IEX code must be B. The fourth position of the allowance ID must be A, B, C, F, N, M, S, or O. The UKC (positions5-7 of organization identification code) of the Organization Cost Center Record must be NGG, GVA, MAC, NAV, AMY, or NAF.
C	In-Use	3 numeric, 1 alpha; 3 numeric	ASC and composition code. WRM ASCs will not be entered.

USE CODE	EQUIPMENT STATUS	ALLOWANCE ID CONFIGURATION	REMARKS
D	WRM MOSS/BASS	3 blanks, 1 alpha; 3 numeric 158, 4 alpha	3 blanks and composition code. ASC followed by the allowance identification suffix. Vehicles will not be assigned ASC158.

Table 22E1.3. Information for Note 24.

POS	A/N	FIELD DESIGNATION	REMARKS/NOTES
82-85	N	Sequence Number	Identifies a particular project
86	A	Type Workload Code	Identifies type work to be accomplished, i.e., installation, rehab, relocation, removal
87	N	Fiscal Year (Last Digit)	Example, 2 for FY 92
88	A	Activity Code	Indicates geographical area or organization responsible for project, i.e., Code B: 485 EIG
89	N	Amendment Code	Identifies that the basic project number has been amended if the code is other than zero.
90-93	Blank		

NOTES:

1. Enter the applicable code or leave blank.
   a. If you are loading ASC 040 through 059 and 987, leave blank.
   b. If you are loading substitute in-use records, no code is required.
   c. If you are deleting, enter an asterisk (*).
2. The following information applies:
   a. If this code is to be entered on the authorized/in-use detail record, enter X.
   b. If X is used, the equipment code must be V.
   c. If you are loading a substitute detail, no entry is required.
   d. If you are deleting, enter an asterisk (*).
3. If the code on the Organization Cost Center Record is to be used for the ISU, leave this blank.
4. If ISU/DOR flag (position 72) is a D, only TEX 3 or 6 is applicable.
5. The following information applies:
   a. If the use code is D, enter applicable WRM reporting application code (see chapter 3) when loading details for WRM package authorized by an allowance standard and managed by the COS.
   b. If the use code is A or B, enter a two position (alpha/ numeric) increment code shown in the MAJCOM supplement.

c. If the use code is A and if command does not supplement, enter code 99. This is a mandatory entry for mobility records.

d. If the item is for Bare Base only, enter the first position of location code in position 10 and WRM report code in position 11.

6. If the code on the Organization Cost Center Record is to be used for the ISU, leave blank.
7. This may be used to identify the desk number of the initiator, or left blank.
8. If the item is for Bare Base (ASC 158), enter the appropriate composition code from the allowance
9. Enter the stock number of the detail to be loaded. **CAUTION**: There must be an item record loaded with the input stock number and system designator.
10. Input applicable system designator. This is a mandatory entry.
11. If you are loading a substitute detail, enter the document number of the prime item.
12. The following information applies:

    a. If loading a prime item, enter the authorized quantity.

    b. If you enter a D in position 72 (ISU/DOR Flag) when loading a substitute item, this field will reflect the action quantity to be released. **CAUTION:** The quantity released by the program will never exceed the serviceable balance on the item record.

13. Normally only prime items are loaded. You must load a prime item before attempting to load a substitute item. You cannot load substitute items with ASC 000, 987, or 048. When loading a prime detail, the use code in position 58 cannot be blank.
14. If loading a prime detail, enter A, D, H, L, P, U, Q, R, or V, if applicable; otherwise, leave blank.
15. The following information applies:

    a. If loading a prime item, you must enter the applicable code.

    b. If loading a substitute leave blank.

16. The following information applies: See **Table 22E1.2.**.

    a. If loading a prime item, then enter.

    b. If inter- or intra-command loan.

    c. The following table contains Program Edits On Allowance ID Field (position 59-65). See **Table 22E1.2.**.

17. The following information applies:

    a. If the physical location is not the same as the base maintaining the accountable record, enter for JU (use code C) and WRM (use code D) the three-position classified WRM base code.

    b. If for Bare Base only, enter 3 LOP of location code, or leave blank.

18. If the physical location is not the same as the base maintaining the accountable record, then enter for JU (use code C) and WRM (use code D) the three-position classified WRM base code.
19. ISU/DOR Flag:

    a. To create a new detail and call the ISU program, enter ‘I’.

    b. To create a new detail and create a DOR, enter ‘D’.

    c. To create a detail without calling ISU or DOR, enter ‘N’.

20. The following information applies:
    a. If ISU/DOR Flag is "I", enter Project Code in positions 73-75 and enter UJC in positions 76-77. **CAUTION:** Advice code 6J is assigned under program control.
    b. If ISU/DOR Flag is "D", enter the Julian date of the due-out detail record to be released in positions 73-76. **CAUTION:** If invalid entries are made, the ISU or DOR program will not be called.
21. If bin labels are not required, enter N.
22. These fields apply to use codes A, C, and D. However, data may be entered on any detail. When an input field is left blank, the program will load Z(s) on the detail record in the corresponding field. No edits are performed on these input fields. The UTC and SRD must be loaded for use code A authorized in-use records. For use code D authorized-in-use records, load the SRD only if it represents an end item other than the supported aircraft. Do not use an aircraft SRD on use code D equipment records. If loading a lease or rental vehicle, enter the vehicle tag number.
23. The MAJCOM Equipment Management Office provides this information.
24. When use code B is used and the organization and shop code is 915SC, the C-CS Project Control Number will be entered as follows. See **Table 22E1.3.**.
25. Enter the applicable Civil Engineer cost report data (work order number, facility number, and job order number). These fields apply only to Civil Engineer organizations.

ATTACHMENT 22E-2

DOCUMENT FLOW FOR FCI

22E2.1. Purpose. To Give The Document Flow For An FCI.

22E2.2. Equipment Management.

22E2.2.1. Input to SBSS terminal or prepare diskette/file for processing if terminal unavailable.

22E2.2.2. Forward diskette/file to Computer Operations if terminal unavailable or out of commission.

22E2.2.3. If AF Form 601 was required, i.e., not entered into the AFEMS (C001) Data Transactions Session's allowance change request (TACR) screen or an exclusion which should not be entered into the AFEMS (C001), file a copy in suspense.

22E2.3. Computer Operations.

22E2.3.1. Process diskette/file received from EME/Regional EME and return output products (DD Forms 1348-1A) to EME/Regional EME.

22E2.4. Equipment Management.

22E2.4.1. Perform quality control on output returned from Computer Operations or output from input to SBSS terminal.

22E2.4.2. Make distribution of DD Forms 1348-1A, if required.

22E2.4.3. If AF Form 601 was required, forward a copy to the custodian and file or destroy a copy according to **Attachment 22B-3**.

22E2.4.4. Process any output ISU or DOR according to applicable chapters of this volume.

ATTACHMENT 22E-3

FCI CHANGE INPUT NUMBER 1 (FCIC)

22E3.1. Purpose. To change data on existing authorized/in-use detail records. Multiple changes can/should be included on a single FCI input.

22E3.1.1. Changes Against Prime Item. Anytime you want to change any of the following fields on a detail record, always make the change against the prime item. Program control will update all records for that in-use detail automatically.

22E3.1.2. Change Fields. These fields include WRM reporting application code, BASS composition code, use code, allowance identification, base of planned use, alternate storage location code, unit type code, increment code, end item identification code, and label flag.

22E3.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/ Password.

22E3.3. Output. See FCI Notice Number 1 or 4 (**Attachment 22E-5**).

22E3.4. Input Format and Entry Requirements. Screens FCIC/374 and INQFCIC/ 373.

Table 22E3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FCI
4	1	Special Allowance Flag	A, C, T, L, U,W, *, or blank/ Note 1
5	1	REM Component Flag	X, *, or blank/ Note 2
6-8	3	Delivery Destination Code	A/N or blank/ Note 3
9	1	Transaction Exception Code	Applicable TEX or blank
10-11	2	WRM Reporting Application Code/Deployment Selection Code	Note 4
12	1	Force Activity Designator	Note 5
13	1	Initiator Identification	Note 6
14-17	4	BASS (Base Augmentation Support Set) Composition Code	Note 7
18-32	15	Stock Number	Note 8
33-34	2	System Designator	Alpha/numeric/ Note 9
35	1	Type of Detail	Constant B
36-49	14	Document Number	Note 10
50-54	5	Authorized Quantity	Numeric or blank/ Note 11
55	1	Item Code	P, S, M, U/ Note 12

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
56	1	Blank	
57	1	Equipment Code	Q, D, *, H, L, P, U, V or blank/ Note 13
58	1	Use Code	A, B, C, D, or blank/ Note 14
59-65	7	Allowance Identification	Note 15
66-68	3	Base of Planned Use	WRM only/ Note 16
69-71	3	Alternate Storage Location Code	WRM only/ Note 17
72	1	ISU/DOR Flag	Note 18
73-77	5	Issue Data	Note 19
78	1	Label Flag	N, *, or blank/ Note 20
79-81	3	End Item Identification	Note 21 Code/SRD
82-87	6	Unit Type Code	Note 21
88-93	6	Increment Code/Number	Note 21
94-96	3	Mission Item Essentiality Code	Note 22
97-102	6	CE Work Order Number/Blank	Note 26
103-107	5	CE Facility Number/Blank	Note 26
108-112	5	CE Job Order Number/Blank	Note 26
113	1	Unserv Increase/Decrease Code	I, D, or Blank
114-118	5	Unserv Calibration Quantity	Note 23
119-123	5	Unserv Maintenance Quantity	Note 24
124	1	Image Identification Code	1 or 4/ Note 25
125	1	Action Code	Constant C

NOTES:

1. Process change to prime detail only. (See chapter 3, attachment 3A-1, table 3A1.46., Special Allowance Flag, for definitions.)
   a. If you want to delete the presently assigned code, enter an asterisk (*).
   b. If the record ASC is 040 through 059 and 987, the entry will be ignored.
2. Process change to prime detail only. If not REM vehicle asset, leave blank.
   a. X = Authorized/in-use and REM-vehicles-only detail record.
   b. * = Blank presently assigned REM Component Flag.
3. The following information applies:
   a. If the code on the organization cost center record is to be used for the ISU, leave blank.
   b. If not, enter the code that is desired in the ISU.

4. Process change to prime detail only. This field is based on the change-to use code. For change-to use code A, the field must be numeric (mobility increment number). Enter an asterisk (*) in position 11 to blank code presently on record. For change-to use code B, C, or D, the field can be alpha/numeric.
5. If the code on the organization cost center record is to be used for the ISU, leave blank.
6. This is used to identify the desk number of the initiator or left blank.
7. Process change to prime detail only. Enter applicable code of BASS items or leave blank.
8. Enter stock number of the authorized/in-use detail record to be changed. This field of the record cannot be changed with this input. To add a prime stock number in an existing document number set, ensure the item record is loaded and create an input with the new stock number, system designator, existing document number, and a 4 in position 124.
9. Enter system designator of the authorized/in-use detail record to be changed. This field of the record cannot be changed with this input.
10. Enter the document number of the authorized/in-use detail record to be changed. This field of the record cannot be changed with this input.
11. Process change to prime detail only. Enter new authorized quantity. The authorized quantity cannot be zeros unless the ASC is changed to 000.
12. The following information applies:
    a. The item code on substitute details may be changed among M, S, or U.
    b. A substitute detail may be changed to a prime. The program will realign the old prime as a substitute if an on-hand quantity exists. The authorized quantity is the only other change allowed on this input.
13. The following information applies:
    a. If you want to delete all codes except H, L, P, R, or U, enter an asterisk (*).
    b. CAUTION: Codes D and Q may not be deleted from substitute details.
    c. If you want to enter H, L, P, U, or V. Code V cannot be changed or deleted if a REM vehicles detail exists.
14. Process change to prime detail only.
    a. If you make a change other than A to B, and B to A, you must also change the allowance ID.
    b. If you change B to A, you must have data in positions 10 and 11.
    c. If you change authorized in-use detail records pertaining to vehicles, an FCI-2C must be processed to change the vehicle status code so it is compatible with the use code on the REM-vehicles-only detail record.
15. Process change to prime detail only.
    a. If you want to use code B details, the field is 3 numerics and 4 alphas.
    b. If you want additional program edits, see load input.
    c. If you are changing use code C records, the WRM ASC cannot be entered.
16. Process change to prime detail only. Enter the applicable code.
    a. If no change is required, leave blank.
    b. If you want to delete code presently on detail, enter an asterisk (*) in position 68.

17. Process to prime detail only.
    a. If you want to effect change, enter applicable code.
    b. If you want no change, leave blank.
    c. If you want to delete, enter an asterisk (*) in position 71.
18. ISU/DOR Flag:
    a. To call the ISU program, enter ‘I’.
    b. To create a DOR, enter ‘D’.
    c. To increase the authorized quantity without calling ISU or DOR, enter ‘N’.
19. This entry is necessary only on increase of authorization. Enter the Project Code in positions 73-75; UJC in positions 76-77. **CAUTION:** If invalid entries are made, the FCI will process without the ISU program being called.
20. Process change to prime detail only.
    a. If you want to delete the code presently assigned, enter an asterisk (*).
    b. If bin labels are not required, enter N.
21. These fields apply to use codes A, C, and D. However data may be entered on any detail. When an input field is left blank, the program will enter Z(s) in the corresponding field of the detail. No edits are performed on these input fields.
22. The MAJCOM Equipment Management Office provides this information.
23. When the increase/decrease code is blank, this field is ignored. An “I” in the increase/decrease field causes the on-hand quantity field to decrease by the quantity entered in this field and the unserviceable calibration quantity field to increase. A “D” in the increase/decrease field causes the unserviceable calibration quantity field to decrease and the on-hand quantity field to increase for the input stock number and document number. When the increase/decrease fields are used, the unserviceable quantity fields are the only data fields updated by this input. If the increase/decrease indicator is used, a numeric value greater than zero must be entered into one of the unserviceable quantity fields or the input reject.
24. Same as note 23 except that the unserviceable maintenance quantity field is adjusted.
25. Normally this is a 1. If adding a new stock number as a prime item in an existing document number set, then enter a 4 (see note 8).
26. Enter the applicable Civil Engineer cost report data (work order number, facility number, and job order number). These fields apply only to Civil Engineer organizations.

ATTACHMENT 22E-4

FCI DELETE INPUT NUMBER 1 (FCID)

22E4.1. Purpose. To delete authorized/in use detail records.

22E4.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/ Password.

22E4.3. Output. See FCI Notice Number 1 or 4 (**Attachment 22E-5**).

22E4.4. Input Format and Entry Requirements. Screens FCID/376 and INQFCID/375.

Table 22E4.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FCI
4-12	9	Blank	
13	1	Initiator Identification	Note 1
14-17	4	Blank	
18-32	15	Stock Number	Note 2
33-34	2	System Designator	Note 3
35	1	Type of Detail	Constant B
36-49	14	Document Number	Note 4
50-123	74	Blank	
124	1	Image Identification Code	Constant 1
125	1	Action Code	Constant D

NOTES:

1. Enter the desk number of initiator, or leave blank.
2. Enter the stock number of the detail to be deleted.
3. Enter the system designator of the detail to be deleted.
4. Enter the document number of the detail to be deleted. CAUTION: Program will not delete a prime item that has substitute details or if a detail has a quantity greater than zero in any quantity field other than the authorized quantity. Also the program will not delete if a due-out is in the DBRA.

ATTACHMENT 22E-5

FCI NOTICE NUMBER 1 OR 4

22E5.1. Purpose. To receive this notice indicates that an FCI Format Number 1 or 4 input has been successfully processed.

22E5.2. Output Destination. RPS/main system or EME/Regional EME terminal.

22E5.3. Input. See **Attachment 22E-1**, **Attachment 22E-2**, or **Attachment 22E-3**.

22E5.4. Output Format.

Table 22E5.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	SOURCE
1	1-3	TRIC	Input
	4-80	Next 77 positions of the input	Input
2	1-35	Positions 81-115 of the input	Input
	36-80	Blank	
3	1-9	CHANGE FROM:	Program Constants
	10	Blank	
	11-15	Authorized Quantity	Detail
	16	Item Code	Detail
	17	Blank	
	18	Equipment Code	Detail
	19	Use Code	Detail
	20-26	Allowance Identification	Detail
	27-29	Base of Planned Use	Detail
	30-32	Alternate Storage Location	Detail
	33	Label Flag	Detail
	34	Special Allowance Flag	Detail
	35-36	WRM Reporting Application Code	Detail
	37-40	BASS Composition Code	Detail
	41	REM-EMC Flag	Detail
	42	Deployed Indicator	Detail
	43-45	End Item Identification Code	Detail
	46-51	Unit Type Code	Detail
	52-57	Increment Code	Detail
	58-60	Mission Item Essentiality Code	Detail
	61-65	Unserv Quantity Calibration	Detail
	66-70	Unserv Quantity Maintenance	Detail
	71-75	Deployed Quantity	Detail

PRINT LINE	POS	FIELD DESIGNATION	SOURCE
4	1-9	CHANGE TO:	Program Constants
	10	Blank	
	11-75	Same format as CHANGE FROM except the updated detail information is used.	

ATTACHMENT 22E-6

FCI INPUT NUMBER 3 (FCIMER)

22E6.1. Purpose. To change detail document numbers and/or merge authorized/in-use detail records under the same Stock Number. FCI input number 3 will normally be output from the SBSS ADS by processing a 1RB555 input. See **Attachment 22E-18**, **Attachment 22E-19**, and **Attachment 22E-20** for preparation and processing of 1RB555s.

22E6.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/ Password.

22E6.3. Output. See FCI Notice Number 3 (**Attachment 22E-7**) and FCI Document Number 3 (**Attachment 22E-8**).

22E6.4. Input Format and Entry Requirements. Screen FCIMER/430.

Table 22E6.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FCI
4-17	14	Blank	
18-32	15	Stock Number	Note 1
33-34	2	System Number	Note 2
35	1	Type of Detail	Constant B
36-49	14	Change-From Document Number of Detail	Note 3
50-54	5	Blank	
55-68	14	Change-To Document Number of Detail	Note 4
69-73	5	Blank	
74	1	Print Suppress Code	S or Blank/Note 5
75-123	49	Blank	
124	1	Image Identification Code	Constant 3
125	1	Action Code	Constant C

NOTES:

1. Enter the stock number of the authorized/in-use detail record that is to be changed.
2. Enter the system designator of the authorized/in-use detail record that is to be changed.
3. Enter the detail document number of the authorized/in-use detail record that is to be changed.
4. Enter the document number that is to be entered in the authorized/in-use detail records. An organization cost center record must be in the SBSS database with the organization code of this document number. If the MAJCOM codes for the two organizations are unequal, organization codes cannot be changed.
5. The following information applies:

a. If equipment transfers, turn-in, and issue documents are not desired, enter S. The phrase SERIAL NR ITEM ENTER SERIAL NR(S) will be printed on turn-in and issue documents, regardless of print suppress code when IEX code B is on the item record. If this phrase is printed, then enter the serial number(s) of the item(s) on the document.

b. If the item is an EAID weapon, forward one copy of each document to EME/Regional EME.

c. If not, forward to Contract Maintenance.

ATTACHMENT 22E-7

FCI NOTICE NUMBER 3

22E7.1. Purpose. To indicate that an authorized/in-use detail record document number change has been successfully processed.

22E7.2. Output Destination. See FCI REM-Vehicles-Only Detail Record Change Input Number 2.

22E7.3. Input. RPS/main system. The FCI Format Number 3 is built internally, under program control, and output on the EME/Regional EME terminal when an FCI Notice Number 1 input is made through the EME/Regional EME terminal.

22E7.4. Output Format.

Table 22E7.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS/NOTES
1	1-80	Input Image/FCI Format Number 3	Input or Program Generated
2	1-35	Positions 81-115 of the input	Input
	36-80	Blank	
3	1-2	Blank	
	3-11	PROCESSED	Program Constants
	12-80	Blank	
4	1-47	DATE XXXXX TIME XXXX:XX LAST TRANS SER NR XXXXX	Program Constants
	48-8	Blank	

NOTES:

1. This notice will be received when:
   a. An FCI Format Number 3 is input with print suppress code S and the issue exception code on the item record is other than B.
   b. An FCI Format Number 3 is built and processed under program control.

ATTACHMENT 22E-8

FCI DOCUMENT NUMBER 3

22E8.1. Purpose. To provide documents that can be used as notice of the items affected when organization and/or custody receipt account codes are changed or consolidated by input of an FCI Format Number 3.

22E8.2. Input Restrictions. See FCI REM-Vehicles-Only Detail Record Change Input Number 2.

22E8.3. Output. RPS/main system.

Input Format and Entry Requirements. **CAUTION:** See Notes 1 & 2.

Table 22E8.1. Input Format and Entry Requirements.

PRINT LINE	POS	DD FORM 1348-1A BLOCK NR	FIELD DESIGNATION	REMARKS/NOTES
1	1-3		Transaction Identification Code	Input
	4-7		Blank	
	8-22		Stock Number	Detail Record
	23-24		Unit of Issue	Item Record
	25-29		Quantity	Detail Record
	30-43		Document Number	Detail Record/Note 3
	44-52		Blank	
	53		Budget Code	Item Record
	54		Blank	
	55-56		System Designator	Detail Record
	57-61		Blank	
	62-64		ERRCD	Item Record
	65-72		Blank	
	73-80		Unit Price	Item Record
2	1-6		Blank	
	7-20	A	Losing Detail Document Number	Detail Record
	21-29		Blank	
	30-43		Gaining Detail Document Number	Detail Record

PRINT LINE	POS	DD FORM 1348-1A BLOCK NR	FIELD DESIGNATION	REMARKS/NOTES
	44-80		Blank	
3	1-33	T-U	SERIAL NR ITEM ENTER SERIAL NR(S)	Program Constants/Note 4
	34-52		Blank	
	53-80	V	PMIC Phrase	
4	1-22		Blank	
	23-46	X	Nomenclature	Item Record
	47-80		Blank	
5	1-56	AA-DD	INTER CUSTODY RECEIPT	Program Constants/Note 5
			ACCOUNT TRANSFER XXXXXXXXXX DOCU-MENT	
	57-80		Blank	
6	1-34	11&12	DATE XXXXX LAST TRANS SER NR XXXX	Program Constants
	35-80		Blank	

NOTES:

1. Printing of these documents can be bypassed on FCI inputs by punching the print suppress code in the input unless the issue exception code on the applicable item record is B. If the print suppress code is entered, then these documents will be printed only for items with IEX B. See note 4.
2. The FCI Format Number 3 and this output will NOT be used to move equipment. It will be used for file maintenance actions only. Distribution (other than as indicated in note 4) will be determined locally. FET inputs will be used to transfer equipment between custodians.
3. This is the document number from the losing detail record on turn-in documents and from the gaining detail on issues, except the current Julian date is printed in positions 36-39.
4. The third line will be printed only when the issue exception code is B on the applicable item record. When this phrase is printed, enter the serial number(s) of the item(s) on the turn-in and issue documents. If the item is an EAID weapon, then send one copy to EME/Regional EME; otherwise, send one copy to Contract Maintenance.
5. On turn-in documents, the word TURN-IN will appear in place of the Xs and the word ISSUE will appear on issue documents.

ATTACHMENT 22E-9

TERMINATE EAID ACCOUNTING (FEC) INPUT

22E9.1. Purpose.

22E9.1.1. To end accountability for authorized/in-use detail records with an EMEF of 9, Z, or R.

22E9.1.2. To change an in-use detail record from not required (Z) to an in-use detail record that the MAJCOM now requires (9).

22E9.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/ Password.

22E9.3. Output. See FEC Document (**Attachment 22E-10** or **Attachment 22E-11**).

22E9.4. Input Format and Entry Requirements. Screen FEC/119.

Table 22E9.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FEC
4	1	Action Code	C or D/Notes 1, 2
5-7	3	Initiator's Desk Number or Blank	
8-22	15	Stock Number	
23-24	2	System Designator	
25	1	Equipment Management Exception Flag (EMEF)	Note 3
26-29	4	Blank	
30-43	14	Document Number	Note 4
44-80	36	Blank	

NOTES:

1. The following information applies:
   a. If you are deleting an authorized/in-use detail record with an EMEF matching input, enter D.
   b. If you are changing an existing EMEF of Z to 9 on the authorized/in-use detail record and the input stock number, system designator, and document number match, enter C.
2. When you are processing an FEC delete, you must cancel the due-outs before the FEC will process. A 099 reject notice will occur if a due-out detail record is in the document number set for a non-EMC 1 stock number.
3. Enter the EMEF which is recorded on the authorized/in-use detail record you are deleting. On an FEC change, the input EMEF must be 9. Acceptable codes are 9, Z, or R. You must include the stock number, system designator, and document number.
4. The following information applies:
   a. If the input EMEF is 9 or R, enter this field.

b. If the deletion of authorized/in-use records for a specific document number is required, enter this field.

c. If the input EMEF is Z and deletion of all authorized/in-use details for the input stock number is desired, leave this field blank.

ATTACHMENT 22E-10

FEC DOCUMENT

22E10.1. Purpose. To provide an auditable document of the deletion of authorized/in-use details when accountability is terminated.

22E10.2. Output Destination. RPS/main system or EME/Regional EME terminal.

22E10.3. Input. See FEC Input (**Attachment 22E-9**).

22E10.4. Output Format.

Table 22E10.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS/NOTES
1	1-3	TRIC	Input (FEC)
	8-22	Stock Number	Detail Record
	23-24	Unit of Issue	Item Record
	25-29	On-Hand (action) Quantity	Detail Record
	30-43	Document Number	Detail Record
	53	Budget Code	Item Record
	55-56	System Designator	Item Record
	74-80	Unit Price	Item Record
2	49-53	Authorized Quantity	Detail Record
	54	Item Code	Detail Record
	55	Blank	
	56	Equipment Code	Detail Record
	57	Use Code	Detail Record
	58-64	Allowance Identification	Detail Record
	65-67	Base of Planned Use	Detail Record
	68-70	Alternate Storage Location Code	Detail Record
	71	Label Flag	Detail Record
	72	Special Allowance Flag	Detail Record
	73	REM Component/Equipment Management Exception Flag	Detail Record
3	23-46	Nomenclature	Item Record
4	4-49	EAID ACCOUNTING TERMINATED	Program Constants
5	4-48	TIME XXXX:XX DATE AND TRANS SER NR XXXXXXXXXX	Program Constants
7	42-58	EQUIPMENT MANAGER	Program Constants

ATTACHMENT 22E-11

TERMINATE EAID ACCOUNTING (FEC) OUTPUT FORMAT (DOT MATRIX 1348-1A)

22E11.1. Purpose. To provide an auditable document of the deletion of authorized/in-use details when accountability is terminated.

22E11.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E11.3. Input. See FEC Input (**Attachment 22E-9**).

22E11.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22E11.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	4	1-3	3	Constant (FEC)	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	In-Use Quantity	Note 1
PP (25)	4	25	1	Budget Code	
PP (46-52)	4	46-52	7	Unit Price	Note 1
17 Bottom	19	53-71	19	Nomenclature	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 2
24 Line 7	13	16-29	14	Document Number	
25 Line 5	21	10-24	15	Stock Number	
26 Line 3	28	17	1	Label Flag	Note 3
26 Line 4	29	15-19	5	Authorized Quantity	
26 Line 4	29	27-33	7	Allowance Identification	
26 Line 4	29	47	1	Item Code	
26 Line 4	29	60	1	Use Code	
26 Line 4	29	75	1	Equipment Code	Note 3
26 Line 5	30	25	1	Special Allowance Flag	Note 3
26 Line 5	30	49-51	3	Base of Planned Use	Note 3
26 Line 5	30	75-77	3	Alternate Storage Location	Note 3

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
26 Line 6	31	56	1	REM Component/Equipment Management Exception Flag	Note 3
27 Line 4	37	3-32	30	Transaction Date/Serial Number(Bar Code)	Note 2
27 Line 4	37	35-79	45	MMO Signature:___	Constant
27 Line 6	39	7-16	10	Transaction Date/ Serial Number	
27 Line 6	39	22-31	10	Date/Time	

NOTES:

1. Leading zeros are suppressed on this field.
2. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.
3. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.

ATTACHMENT 22E-12

TERMINATE EAID ACCOUNTING (FEC) OUTPUT FORMAT (LASER 1348-1A)

22E12.1. Purpose. To provide an auditable document of the deletion of authorized/in-use details when accountability is terminated.

22E12.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E12.3. Input. See FEC Input (**Attachment 22E-9**).

22E12.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22E12.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	7	1-3	3	Constant (FEC)	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	In-Use Quantity	Note 1
PP (25)	7	25	1	Budget Code	
PP (46-52)	7	46-52	7	Unit Price	Note 1
17 Bottom	15	46-64	19	Nomenclature	
24 Line 3	10	3-42	40	Document Number(Bar Code)	
24 Line 5	12	16-29	14	Document Number	
25 Line 4	17	10-24	15	Stock Number	
26 Line 1	21	17	1	Label Flag	Note 2
26 Line 2	22	15-19	5	Authorized Quantity	
26 Line 2	22	27-33	7	Allowance Identification	
26 Line 2	22	47	1	Item Code	
26 Line 2	22	60	1	Use Code	
26 Line 2	22	75	1	Equipment Code	Note 2
26 Line 3	23	25	1	Special Allowance Flag	Note 2
26 Line 3	23	49-51	3	Base of Planned Use	Note 2
26 Line 3	23	75-77	3	Alternate Storage Location	Note 2

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
26 Line 4	24	56	1	REM Component/Equipment Management Exception Flag	Note 2
27 Line 4	29	3-32	30	Transaction Date/Serial Number (Bar Code)	
27 Line 4	29	35-79	45	MMO Signature:_____	Constant
27 Line 6	31	7-16	10	Transaction Date/Serial Number	
27 Line 6	31	22-31	10	Date/Time	

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.

ATTACHMENT 22E-13

DOCUMENT FLOW FOR FER

22E13.1. Perform quality control on the output received from the input to the SBSS terminal or on the output returned from Computer Operations if the SBSS terminal unavailable. Make corrections, if necessary.

22E13.1.1. If the output is correct, take the following steps:

22E13.1.2. Obtain the Inspector's signature on the FER document.

22E13.1.3. Obtain the signature of the approving official (if it is required on the FER document.

22E13.1.4. Ensure, if applicable, that the serial number of the item is entered on the FER document.

22E13.1.5. Forward copy 1 of the FER document, DD Form 1348-1A, to Document Control.

22E13.1.6. Forward copy 2 of the FER document to the custodian.

22E13.1.7. Copy 3

22E13.1.8. File copy 3 with EME/Regional EME's copy of custodian's R14 if the reidentified item is a serial number weapon or an EAID weapon. Otherwise, destroy copy 3 with remaining copies of the FER document or use copy 3 and remaining copies as desired.

ATTACHMENT 22E-14

EAID IN-USE IDENTITY CHANGE (FER) INPUT

22E14.1. Purpose. To reidentify an equipment item that has been misidentified while it was being used. The FER program will create a substitute detail (item code "S") with the FER input action quantity as the new quantity on hand. The "change-from" stock number detail will remain as the prime (item code "P") with a quantity on hand of zero. If external review determines the "change-to" stock number is or can be used for authorization, then complete the transaction by processing an FCIC (**Attachment 22E-3**) to change the authorized quantity and item code on the "change-to" stock number. This will delete the "change-from" stock number detail.

22E14.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/ Password.

22E14.3. Output. See FER Document (**Attachment 22E-16** or **Attachment 22E-17**).

22E14.4. Input Format and Entry Requirements. Screens FER/378 and INQFER/377.

Table 22E14.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATOR	REMARKS/NOTES
1-3	3	TRIC	Constant FER
4-17	14	Blank	
18-32	15	Change-From Stock Number	
33-34	2	System Designator	
35	1	Blank	
36-49	14	Document Number of Detail	
50-54	5	Action Quantity	
55-69	15	Change-To Stock Number	Note 1
70-73	4	Next Available Item Number	Note 2
74-80	7	Blank	

NOTES:

1. If the change-to authorized/in-use detail record is not in the SBSS database, it will be added under program control unless other conditions will cause a reject.
2. The following information applies:
   a. If the ASC on the change-from record is 000, 000A, or 048 and if only a portion of the in-use quantity needs reidentification, enter in positions 70-73 the next available item number (the last four positions of the detail document number) for the applicable custodian's account. **CAUTION:** If you enter the next available number under any condition other than listed above, the program will ignore it and the input will process normally.

ATTACHMENT 22E-15

RESERVED

22E15.1. Reserved For Future Use.

ATTACHMENT 22E-16

EAID/IN-USE IDENTITY CHANGE (FER) OUTPUT FORMAT (DOT MATRIX 1348-1A)

22E16.1. Purpose. To provide the auditable document for authorized/in-use detail record identity changes.

22E16.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E16.3. Input. See FER Input (**Attachment 22E-14**).

22E16.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22E16.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	4	1-3	3	Constant (FER)	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
17 Bottom	19	53-71	19	Nomenclature	Note 2
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 3
24 Line 7	13	16-29	14	Document Number	
25 Line 5	21	10-24	15	Change-From Stock Number	
26 Line 3	28	21-35	15	Change-To Stock Number	
26 Line 7	32	5-21	17	*SERIAL NBR ITEM*	Note 4
27 Line 1	34	5-64	60	ENTER SERIAL NBR(S):_____	Note 4
27 Line 3	36	44-52	9	APPROVING	Constant
27 Line 4	37	3-32	30	Transaction Date/Serial Number (Bar Code)	Note 3
27 Line 4	37	44-79	36	OFFICIAL:_____	Constant
27 Line 6	39	7-16	10	Transaction Date/Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	39	44-79	36	INSPECTOR:_____	Constant

NOTES:

1. Leading zeros are suppressed on the action quantity.
2. This is the nomenclature of the change-to stock number.
3. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.
4. This line will be printed only when the issue exception code is a B on the change-to or change-from stock number item record. When this phrase is printed, enter the serial number of each item on the FER document. A separate sheet may be attached if necessary.

ATTACHMENT 22E-17

EAID/IN-USE IDENTITY CHANGE (FER) OUTPUT FORMAT (LASER 1348-1A)

22E17.1. Purpose. To provide the auditable document for authorized/in-use detail record identity changes.

22E17.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E17.3. Input. See FER Input (**Attachment 22E-14**).

22E17.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22E17.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	7	1-3	3	Constant (FER)	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
17 Bottom	15	46-64	19	Nomenclature	Note 2
24 Line 3	10	3-42	40	Document Number(Bar Code)	
24 Line 5	12	16-29	14	Document Number	
25 Line 3	17	10-24	15	Change-From Stock Number	
26 Line 1	21	21-35	15	Change-To Stock Number	
26 Line 4	25	5-21	17	*SERIAL NBR ITEM*	Note 3
26 Line 5	26	5-64	60	ENTER SERIAL NBR(S):_____	Note 3
27 Line 2	28	44-52	9	APPROVING	Constant
27 Line 3	29	3-32	30	Transaction Date/ Serial Number (Bar Code)	
27 Line 3	29	44-79	36	OFFICIAL:_____	Constant
27 Line 5	31	7-16	10	Transaction Date/ Serial Number	
27 Line 5	31	22-31	10	Date/Time	
27 Line 5	31	44-79	36	INSPECTOR:_____	Constant

NOTES:

1. Leading zeros are suppressed on the action quantity.
2. This is the nomenclature of the change-to stock number.
3. This line will be printed only when the issue exception code is a B on the change-to or change-from stock number item record. When this phrase is printed, enter the serial number of each item on the FER document.

ATTACHMENT 22E-18

DOCUMENT FLOW FOR 1RB555

22E18.1. Equipment Management.

22E18.1.1. Prepare two copies of AF Form 1991 or 1530.

22E18.1.2. Hand-carry copy 1 to Computer Operations for entry.

22E18.1.3. Hold copy 2 in suspense until you have received the output listing.

22E18.2. Computer Operations.

22E18.2.1. Enter the input into a runstream and verify it.

22E18.2.2. Destroy copy 1 after you have verified the input.

22E18.2.3. Process the input 1RB555 and print the FCI image listing. The FCI output is loaded to the pseudo reader under program control when position 72 of the 1RB555 select image contains a P. When the pseudo option is used and the program is being processed on the secondary gang, ensure that the primary system is available to accept the pseudo load. When normal inline operations continue, start pseudo reader one to process FCI images.

22E18.2.4. Forward the output listing to EME/Regional EME.

22E18.3. Equipment Management.

22E18.3.1. Verify the output listing. If correctly processed, destroy the suspense.

22E18.3.2. Process the FCIs.

ATTACHMENT 22E-19

1RB555 INPUT

22E19.1. Purpose. To select authorized-in-use detail records and prepare FCIs for either mass merge or indicative data changes based upon input selection criteria.

22E19.2. Input Restrictions. RPS/main system.

22E19.3. Output. See 1RB555 Document (**Attachment 22E-20**).

22E19.4. Input Format and Entry Requirements.

Table 22E19.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-6	6	Select Identification Code	Constant 1RB555
7-9	3	Change-From Organization Code	Numeric or Blank/Note 1
10-11	2	Change-From Shop Code	Alphanumeric or Blank/Note 2
12	1	Change-From Use Code	A, B, C, D, or Blank/Note 3
13-19	7	Change-From Allowance Identification	Note 4
20-25	6	Change-From Unit Type Code	
26-31	6	Change-From Increment Code	
32-34	3	Change-From End Item Identification Code	
35-36	2	Change-From WRM Report Code	
37-39	3	Blank	
40-42	3	Change-To Organization Code	Numeric or Blank/Note 5
43-44	2	Change-To Shop Code	Alphanumeric or Blank/Note 6
45	1	Change-To Use Code	A, B, or Blank/Note 7
46-52	7	Change-To Allowance Identification	Note 8
53-58	6	Change-To Unit Type Code	
59-64	6	Change-To Increment Code	
65-67	3	Change-To End Item Identification Code	
68-69	2	Change-To WRM Report Code	Note 14
70-71	2	Blank	
72	1	Pseudo Option	Note 13
73	1	Print Suppress Code	S or Blank/Note 9
74-77	4	Beginning Item Control Number	Note 10
78	1	Merge/Retain Code	Note 11
79-80	2	System Designator	Note 12

CAUTION:

1. Positions 7-36 are fields for selection.

2. Positions 40-69 are fields that contain or indicate data that are to be entered into the output FCI.

NOTES:

1. The following information applies:
   a. If selection of authorized in-use detail records is based upon the organization code, enter all numbers for the organization code. There must be an organization cost center record loaded that is equal to this code.
   b. If selection is not based upon the organization code, leave this field blank.
2. The following information applies:
   a. If selection is based upon the shop code, enter the shop code. Also enter the organization code in positions 7-9, since selection is not made by shop code alone.
   b. If selection is not based upon the shop code, leave this field blank.
3. The following information applies:
   a. If selecting records for a specific use code, enter A, B, C, or D. Also enter the allowance identification. **CAUTION:** Do not enter the use code unless the input organization and shop codes are blank.
   b. If a use code is not needed for selection, leave this field blank.
4. The following information applies:
   a. If the allowance identification is used for selection, enter this field. Use allowance ID as follows:
      (1) The first three positions must be numbers or blanks. The first three positions can be blank only if the use code is D (WRM equipment). **CAUTION:** Do not use commas in the first three positions or the input will reject.
      (2) The last four positions can be numbers, letters, blanks, or commas. All except the commas are used as selection factors. If you enter a comma in one or more of these positions, the program will ignore that character of the allowance ID as a selection factor. You may use four commas. **CAUTION:** A comma is the only special character that can be entered in these four positions; otherwise, the input will reject.
      (3) **CAUTION:** Allowance ID cannot be used for selection unless the change-from organization and shop codes are blank.
      (4) If selecting on WRM report code, this field cannot be blank.
   b. If allowance ID is not used for selection, leave this field blank.
5. The following information applies:
   a. If selection is by the organization code only, enter the change-to organization code. This code must be a number and equal to an organization code that is loaded.
      CAUTION: The input will reject if the change-to organization code is blank or equal to the change-from organization code.
   b. If selection is by both organization and shop codes, the change-to organization and shop codes must be entered. The change-from organization or shop code must be different from the change-to code. The change-to organization code must be numeric and the applicable organization cost center record must be loaded.

6. The following information applies:
   a. If selection is by shop code, enter the change-to shop code. The change-to code can be equal to the change-from code if the change-to and change-from organization codes are different. **CAUTION:** Either the change-to organization code or the change-to shop code must be different from the change-from code.
   b. If selection is not by shop code, leave this field blank.
7. The following information applies:
   a. Use codes A, B, and C can only be changed to A or B. If the change-from use code is D, the change-to code must be D.
   b. If this field does not apply, leave it blank.
8. The following information applies:
   a. If the allowance ID is used for selection, enter this field.
      (1) The first three positions can be any combination of numbers, blanks, or commas. **CAUTION:** Do not use alpha characters in the first three positions.
      (2) The last four positions can be any combination of letters, numbers, blanks, or commas. Any position of the change-to allowance ID that contains a comma will cause the character in that position of the allowance ID on the selected authorized-in-use detail record to be carried forward to the same position of the allowance ID on the output FCI. Any input position that does not contain a comma will cause that position from the input to be carried forward into the output FCI. **CAUTION:** Do not use any special characters other than commas.
   b. If the allowance ID is not used for selection, leave this field blank.
9. The following information applies:
   a. If debit and credit transfer (issue and turn-in) documents are not desired when the FCI cards are input, enter an S in this field. The S will be carried forward into the output FCI.
   b. If debit and credit transfer documents are desired, leave this field blank. The blank will be carried forward into the output FCI.
   c. **CAUTION:** If this field is anything other than S or blank, the input will be rejected.
10. The following information applies:
   a. If selection is desired by both the organization and shop codes, this field will contain a beginning control number. (Position 78 must be blank.)
      (1) Enter a four-digit number greater than zero. This number will be the next available control number that can be assigned to an authorized-in-use detail record for the change-to shop code. The last four positions of the change-to document number in the output FCIs will begin with this number and run consecutively. **EXCEPTION:** If an authorized in-use detail record is already loaded for the gaining custodian (same stock number, system designator, use code, WRM-reporting application code, BASS composition, base of planned use, alternate storage location, equipment code, end item identification code, UTC, increment code/number, and allowance ID), the losing detail will be consolidated with the gaining detail record. The output FCI will contain the document number of the gaining detail in the change-to document number field.

(2) All FCIs will be output with a complete change-to document number when selection depends upon the shop code.

b. If the organization and shop codes are not used for selection, leave this field blank.

11. The following information applies:

a. If you use the organization code without the shop code for selection, use M (merge) or R (retain) in this field. **CAUTION:** If position 78 contains anything other than M or R, or if position 78 is blank, the input will be rejected.

(1) Enter M, and leave positions 74-77 blank, if you believe that the change-to organization code has existing authorized-in-use detail records and the change-from organization code will merge with that organization. If the computer finds an authorized-in-use detail to be merged with the losing detail, the FCI will be output with the complete document number of the gaining detail that the losing detail can be merged with. If no gaining detail is found that can be merged with the losing detail, the gaining detail serial number portion will be blank on the output FCI image.

(2) Enter an R if it is desired to retain the losing detail serial number. If no details are found for merging, the losing detail serial number will be entered into the gaining document number of the output FCI.

b. If the organization code is not used for selection, leave this field blank.

12. System designator is a mandatory entry.

13. If you want the FCI images to be loaded to the pseudo for processing, enter a P. Leaving this position blank will create a file with the file name of GV555UD900. The qualifier will be the same as the qualifier for the print file. This file may be reviewed and/or edited prior to loading to pseudo for processing. If this position equals a P and the program is being processed on the secondary gang, ensure the primary gang is up.

14. Process change to prime detail only. This field is based on the change-to use code. For change-to use code A, the field must be numeric (mobility increment number). For change to use code B or D, the field can be alpha/numeric.

ATTACHMENT 22E-20

1RB555 OUTPUT

22E20.1. Purpose. To output FCIs for mass merge or indicative data changes.

22E20.2. Output Destination. RPS/main system and the RPS/main printer.

22E20.3. Input. See 1RB555 Input (**Attachment 22E-19**).

22E20.4. Output Format.

22E20.4.1. E-1. For indicative data changes, see FCI Change Input format Number 1 (**Attachment 22E-2**).

22E20.4.2. E-7. For organization and shop code changes, see FCI change Input format Number 3 (**Attachment 22E-6**).

22E20.4.3. Listing. A listing of selected records is produced for each 1RB555 processed.

ATTACHMENT 22E-21

DOCUMENT FLOW FOR FET

22E21.1. Custodian.

22E21.1.1. Request an equipment transfer from another custodian's account according to the policy stated in **Section 22B**. The gaining custodian is required to show proof that the losing custodian concurs with the equipment transfer.

22E21.1.2. Provide the same information for the FET as for an ISU request, plus the losing custodian's signature and in-use detail document number. This will be entered in block E of the AF Form 2005 or on the letter or provided at time of call-in.

22E21.1.3. Arrange for transportation of the asset being transferred.

22E21.2. Equipment Management.

22E21.2.1. Input FET image (format in **Attachment 22E-22**) into SBSS terminal or prepare diskette/file for processing, if terminal is unavailable.

22E21.2.2. Recommend a back-up diskette/file be created, then forward diskette/file to Computer Operations if terminal is unavailable.

22E21.3. Terminal Operator/Distribution.

22E21.3.1. Process the diskette/file received from EME/Regional EME.

22E21.3.2. Return diskette and all output printed products to EME/Regional EME.

NOTE: Recommend the blank diskette be returned to EME/Regional EME. If the diskette is returned with images, ensure EME/Regional EME knows processing has taken place. This will prevent duplicate processing.

22E21.4. Equipment Management.

22E21.4.1. Perform quality control on the output returned from Computer Operations or output from input to SBSS terminal and make corrections, if necessary.

22E21.4.2. If the output is correct, take the following steps.

22E21.4.2.1. Ensure that the required signatures have been obtained on the DD Form 1348-1A turn-in and issue documents, if printed. If the transaction is post-post, an authorized EME/Regional EME representative should sign the DD Form 1348-1A turn-in documents. If the transaction is pre-post, Pickup and Delivery personnel should sign the turn-in documents when they pick up the equipment.

22E21.4.2.2. Distribute the DD Form 1348-1A turn-in and issue documents as follows:

22E21.4.2.2.1. DD Form 1348-1A Turn-In Document:

22E21.4.2.2.1.1. File copy 1 in Document Control.

22E21.4.2.2.1.2. Give copy 2 to the losing custodian for his custody receipt file.

22E21.4.2.2.1.3. Forward copy 3 to EME/Regional EME if the item(s) transferred is an EAID weapon(s).

22E21.4.2.2.1.4. Destroy or use remaining copies as determined locally.

22E21.4.2.2.2. DD Form 1348-1A Issue Document:

22E21.4.2.2.2.1. File copy 1 in Document Control.

22E21.4.2.2.2.2. Furnish copy 2 to the gaining custodian.

22E21.4.2.2.2.3. Distribute copy 3 the same as copy 3 of the turn-in.

22E21.4.2.2.2.3.1. Destroy or use remaining copies as determined locally.

22E21.4.2.2.2.4. For the transfer of a weapon attach the F117 MGT Notice to the issues document when the Serialized Report Code (SRC) equals A.

ATTACHMENT 22E-22

INTERCUSTODY RECEIPT/TRANSFER (FET) INPUT

22E22.1. Purpose. To record and document the transfer of equipment between custodians.

22E22.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22E22.3. Output. See applicable attachments for FET Document's and FET Notice's.

22E22.4. Input Format and Entry Requirements. Screens FET/380 and INQFET/379.

Table 22E22.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATOR	REMARKS/NOTES
1-3	3	TRIC	Constant FET
4	1	SPRAM Indicator	Note 1
5	1	Vehicle Replacement Code	Note 1
6	1	Vehicle Status Code	Note 1
7	1	Item Code or Blank	Note 2
8-15	8	Vehicle Registration Number	Note 3
16-17	2	Issue Priority or Blank	Note 4
18-32	15	Stock Number	Note 5
33-34	2	System Designator	
35	1	Blank	
36-49	14	Losing Detail Document Number	Note 6
50-54	5	Action Quantity	Notes 5, 7
55-68	14	Gaining Detail Document Number	Note 8
69-73	5	Decrease Authorized Quantity	Notes 5, 9
74-78	5	Increase Authorized Quantity	Notes 5, 10
79	1	Holding Account Flag	Note 11
80	1	Transaction Exception Code	Note 12

NOTES:

1. The following information applies:
   a. If the item is a vehicle or if there is a change to the REM-vehicles-only detail record, enter this field.
   b. If the item is not a vehicle or if there is no change to the REM-vehicles-only detail record, leave this field blank.
   c. Enter a “K” for SPRAM assets. Leave blank for EAID assets.
2. The following information applies:

a. Enter the U, M, N, or T that will be assigned to the gaining authorized/in-use detail record. CAUTION: Do not use this input to change a prime authorized/in-use detail record item code.

b. If this field is blank, the FET will process normally.

c. If this field is invalid, an S will be assigned automatically.

3. The following information applies:

a. If the item is a vehicle, enter its vehicle registration number. Always start this number in position 8, even when it is less than 8 digits.

b. If the item is not a vehicle, leave this field blank.

4. If this field is blank, issue priority 12 will be assigned to output DD Form 1348-1A.

5. Leave blank when transfer of all details with the same document number is desired.

6. Enter the document number of the authorized/in-use detail record from which the item is being transferred.

7. Enter the quantity of the item being transferred. This number should be 5 digits greater than 00000 but not more than the in-use quantity on the losing detail record. If the item is a vehicle, then the action quantity is 00001.

8. Enter the document number of the authorized/in-use detail record to which the item is being transferred.

a. When the transfer satisfies a due-out, the due-out or transferred quantity may be canceled by entering the due-out document number date in the date field of the gaining document number.

b. When an in-use detail record is not loaded for this document number and input stock number, the FET program will establish a substitute detail record (except ASCs 000, 048, 985, and 987) if a prime is loaded.

9. The following information applies:

a. If it is necessary to decrease the authorized quantity on the losing detail record, enter this field. **CAUTION:** The quantity in this field must be five digits and will be subtracted from the authorized quantity on the prime record of the losing document number. The quantity entered in this field cannot exceed the input action quantity or the authorized quantity on the losing record. The quantity in this field is NOT the figure that you will enter on the prime detail record. **EXAMPLE:** If someone is authorized ten chairs but needs only eight, enter the difference, 00002, in this field.

(1) The input may be under a substitute or prime stock number. The prime record will be located internally and adjusted when necessary.

(2) The prime and substitute detail records will be deleted if three conditions exist together: if the authorized quantity is reduced to zero, if no in-use quantity remains on the prime or substitute detail records, and if no due-out detail records are in the DBRA. **CAUTION:** The authorized quantity cannot be reduced to zero if any in-use or due-out quantities remain. This condition will result in a 246 reject notice. See chapter 7 to correct this problem.

(3) You may use the decrease quantity field with the increase authorized quantity (see Note 9), by itself or not at all. If you use both the decrease and increase fields, they do not have to be equal to each other.

b. If no action is required on the authorized quantity of the losing detail record, leave this field blank or enter all zeros.

10. The following information applies:

a. If the authorized quantity on the gaining authorized/in-use detail is to be increased, enter this field.

(1) The quantity in this field will be added to the authorized quantity on the prime detail record of the gaining document number. **EXCEPTION:** The authorized quantity on a record with a 000 ASC will never be increased above zero. **CAUTION:** The figure in this field cannot exceed the input action quantity. **EXAMPLE:** If someone is authorized ten chairs but needs fourteen, enter the difference, 00004, in this field.

(2) You can use this field when the decrease authorized quantity (see Note 8) is used. You can also use this field by itself or not at all. If you use both the decrease and increase authorized quantity, they do not have to be equal to each other.

b. If no action is required on the authorized quantity of the gaining authorized/in-use detail record, leave this field blank.

11. If an item is being transferred to the COS-holding account, enter an H in position 79.

12. If you want the words POST-POST printed on the issue and turn-in documents, enter a 6. The program will ignore any other entry.

ATTACHMENT 22E-23

RESERVED

22E23.1. Reserved For Future Use.

ATTACHMENT 22E-24

INTER-CUSTODY RECEIPT/TRANSFER (FET) OUTPUT FORMAT - ISSUE (DOT MATRIX 1348-1A)

22E24.1. Purpose. To provide an auditable document of the transfer of authorized/in-use assets between custodians/equipment accounts.

22E24.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E24.3. Input. See FET Input attachment.

22E24.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22E24.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-6)	4	1-6	6	FETISU	Constant
PP (7)	4	7	1	SPRAM Indicator	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (29)	4	29	1	Controlled Item Code	
PP (32-33)	4	32-33	2	Issue Priority	
PP (34-35)	4	34-35	2	Unit of Issue	
PP (36-40)	4	36-40	5	New Authorized Quantity (Gaining Detail)	Note 1
PP (46-52)	4	46-52	7	Unit Price	Note 1
2 Line 2	2	58-63	6	Losing SRAN	
3 Line 2	2	71-76	6	Gaining SRAN	
6 Line 2	7	57-62	6	National Motor Freight Classification Code	Note 2
8 Line 2	7	72-73	2	Type Cargo Code	Note 2
17 Top	18	50-79	30	CIC Phrase	
17 Bottom	19	53-71	19	Nomenclature	
17 Bottom	19	77-79	3	ERRCD	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 2
24 Line 7	13	16-29	14	Document Number	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
25 Line 5	21	10-24	15	Stock Number	
26 Line 2	27	5-17	13	**POST-POST**	Note 4
26 Line 2	27	37-44	8	Vehicle Registration Number	Note 3
26 Line 3	28	21-34	14	Gaining Detail	
26 Line 3	28	59-72	14	Losing Detail	
26 Line 4	29	10-14	5	Gaining Action Quantity	Note 1
26 Line 4	29	49-53	5	Losing Action Quantity	Note 1
26 Line 5	30	16-37	22	Gaining Organization Title -	
26 Line 5	30	55-76	22	Losing Organization Title	
26 Line 6	31	16-37	22	Gaining Organization Address	
26 Line 6	31	55-76	22	Losing Organization Address	
26 Line 7	32	15-53	39	IEX Code and Phrase	Note 3
27 Line 1	34	5-79	75	WARRANTY/GUARANTY ITEM: MODEL #____ SERIAL#_____ MFG:_____	Note 5
27 Line 2	35	10-37	28	Precious Metals Code/Phrase	Note 3
27 Line 4	37	3-32	30	Transaction Date/Serial Number (Bar Code)	Note 2
27 Line 4	37	35-79	45	SIGNATURE/DATE:____	Constant
27 Line 6	39	7-16	10	Transaction Date/ Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	39	35-79	45	PRINTED NAME/ TIME:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.
3. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
4. Notice is printed if the input is processed with a TEX 6.

5. This phrase is printed if the issue exception code is a B. Enter the required data. If the item is a weapon, forward one copy to Document Control; otherwise, forward one copy to Contract Maintenance.

ATTACHMENT 22E-25

INTER-CUSTODY RECEIPT/TRANSFER (FET) OUTPUT FORMAT - ISSUE (LASER 1348-1A)

22E25.1. Purpose. To provide an auditable document of the transfer of authorized/in-use assets between custodians/equipment accounts.

22E25.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E25.3. Input. See FET Input attachment.

22E25.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22E25.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-6)	4	1-6	6	FETISU	Constant
PP (7)	4	7	1	SPRAM Indicator	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (29)	7	29	1	Controlled Item Code	
PP (32-33)	7	32-33	2	Issue Priority	
PP (34-35)	7	34-35	2	Unit of Issue	
PP (36-40)	7	36-40	5	New Authorized Quantity (Gaining Detail)	Note 1
PP (46-52)	7	46-52	7	Unit Price	Note 1
2 Line 3	4	64-69	6	Losing SRAN	
3 Line 3	4	74-79	6	Gaining SRAN	
6 Bottom	9	51-56	6	National Motor Freight Classification Code	Note 2
8 Bottom	9	68-69	2	Type Cargo Code	Note 2
17 Top	14	49-78	30	CIC Phrase	
17 Bottom	15	46-64	19	Nomenclature	
17 Bottom	15	77-79	3	ERRCD	
24 Line 3	10	3-42	40	Document Number (Bar Code)	
24 Line 5	12	16-29	14	Document Number	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
25 Line 4	17	10-24	15	Stock Number	
25 Line 7	20	5-17	13	**POST-POST**	Note 3
25 Line 7	20	37-44	8	Vehicle Registration Number	Note 3
26 Line 1	21	21-34	14	Gaining Detail	
26 Line 1	21	59-72	14	Losing Detail	
26 Line 2	22	10-14	5	Gaining Action Quantity	Note 1
26 Line 2	22	49-53	5	Losing Action Quantity	Note 1
26 Line 3	23	16-37	22	Gaining Organization Title	
26 Line 3	23	55-76	22	Losing Organization Title	
26 Line 4	24	16-37	22	Gaining Organization Address	
26 Line 4	24	55-76	22	Losing Organization Address	
26 Line 5	25	15-53	39	IEX Code and Phrase	Note 2
27 Line 1	26	5-79	75	WARRANTY/GUARANTY ITEM: MODEL #____ SERIAL#_____ MFG:_____	Note 4
27 Line 2	27	10-37	28	Precious Metals Code/Phrase	Note 3
27 Line 3	28	47-74	28	Precious Metals Code/Phrase	Note 2
27 Line 4	29	3-32	30	Transaction Date/ Serial Number (Bar Code)	
27 Line 4	29	35-79	45	SIGNATURE/DATE:____	Constant
27 Line 6	31	7-16	10	Transaction Date/ Serial Number	
27 Line 6	31	22-31	10	Date/Time	
27 Line 6	39	35-79	45	PRINTED NAME/TIME:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
3. Notice is printed if the input is processed with a TEX 6.

4. This phrase is printed if the issue exception code is B. Enter the required data. If the item is a weapon, forward one copy to Document Control; otherwise, forward one copy to Contract Maintenance.

ATTACHMENT 22E-26

RESERVED

22E26.1. Reserved For Future Use.

ATTACHMENT 22E-27

INTER-CUSTODY RECEIPT/TRANSFER (FET) OUTPUT FORMAT - TURN-IN (DOT MATRIX 1348-1A)

22E27.1. Purpose. To provide an auditable document of the transfer of authorized/in-use assets between custodians/equipment accounts.

22E27.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E27.3. Input. See FET Input attachment.

22E27.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22E27.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-6)	4	1-6	6	FETTIN	Constant
PP (7)	4	7	1	SPRAM Indicator	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (29)	4	29	1	Controlled Item Code	
PP (32-33)	4	32-33	2	Issue Priority	
PP (34-35)	4	34-35	2	Unit of Issue	
PP (36-40)	4	36-40	5	New Authorized Quantity (Losing Detail)	Note 1
PP (46-52)	4	46-52	7	Unit Price	Note 1
2 Line 2	2	58-63	6	Losing SRAN	
3 Line 2	2	71-76	6	Gaining SRAN	
6 Line 2	7	57-62	6	National Motor Freight Classification Code	Note 2
8 Line 2	7	72-73	2	Type Cargo Code	Note 2
17 Top	18	50-79	30	CIC Phrase	
17 Bottom	19	53-71	19	Nomenclature	
17 Bottom	19	77-79	3	ERRCD	
24 Line 4	10	3-42	40	Document Number (Bar Code)	
24 Line 7	13	16-29	14	Document Number	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
25 Line 5	21	10-24	15	Stock Number	
26 Line 2	27	5-17	13	**POST-POST**	Note 4
26 Line 2	27	37-44	8	Vehicle Registration Number	Note 3
26 Line 3	28	21-34	14	Losing Detail	
26 Line 3	28	59-72	14	Gaining Detail	
26 Line 4	29	10-14	5	Losing Action Quantity	Note 1
26 Line 4	29	49-53	5	Gaining Action Quantity	Note 1
26 Line 5	30	16-37	22	Losing Organization Title	
26 Line 5	30	55-76	22	Gaining Organization Title	
26 Line 6	31	16-37	22	Losing Organization Address	
26 Line 6	31	55-76	22	Gaining Organization Address	
26 Line 7	32	15-53	39	IEX Code and Phrase	Note 3
27 Line 1	34	5-79	75	WARRANTY/GUARANTY ITEM: MODEL #____ SERIAL#_____MFG:_____	Note 4
27 Line 2	35	10-37	28	Precious Metals Code/Phrase	Note 3
27 Line 3	36	47-74	28	Precious Metals Code/Phrase	Note 3
27 Line 4	37	3-32	30	Transaction Date/ Serial Number	Note 2
27 Line 4	37	35-79	45	SIGNATURE/DATE:____	Constant
27 Line 6	39	7-16	10	Transaction Date/ Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	39	35-79	45	PRINTED NAME/ TIME:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.
3. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
4. Notice is printed if the input is processed with a TEX 6.

5. This phrase is printed if the issue exception code is B. Enter the required data. If the item is a weapon, forward one copy to Document Control; otherwise, forward one copy to Contract Maintenance.

ATTACHMENT 22E-28

INTER-CUSTODY RECEIPT/TRANSFER (FET) OUTPUT FORMAT - TURN-IN (LASER 1348-1A)

22E28.1. Purpose. To provide an auditable document of the transfer of authorized/in-use assets between custodians/equipment accounts.

22E28.2. Output Destination. EME/Regional EME terminal or RPS/main system.

22E28.3. Input. See FET Input attachment.

22E28.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22E28.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS
PP (1-6)	4	1-6	6	FETTIN	Constant
PP (7)	4	7	1	SPRAM Indicator	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (29)	7	29	1	Controlled Item Code	
PP (32-33)	7	32-33	2	Issue Priority	
PP (34-35)	7	34-35	2	Unit of Issue	
PP (36-40)	7	36-40	5	New Authorized Quantity (Losing Detail)	Note 1
PP (46-52)	7	46-52	7	Unit Price	Note 1
2 Line 2	4	64-69	6	Losing SRAN	
3 Line 3	4	74-79	6	Gaining SRAN	
6 Bottom	9	51-56	6	National Motor Freight Classification Code	Note 2
8 Bottom	9	68-69	2	Type Cargo Code	Note 2
17 Top	14	49-78	30	CIC Phrase	
17 Bottom	15	46-64	19	Nomenclature	
17 Bottom	15	77-79	3	ERRCD	
24 Line 3	10	3-42	40	Document Number (Bar Code)	
24 Line 5	12	16-29	14	Document Number	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS
25 Line 4	17	10-24	15	Stock Number	
25 Line 7	20	5-17	13	**POST-POST**	Note 3
25 Line 7	20	37-44	8	Vehicle Registration Number	Note 3
26 Line 1	21	21-34	14	Losing Detail	
26 Line 1	21	59-72	14	Gaining Detail	
26 Line 2	22	10-14	5	Losing Action Quantity	Note 1
26 Line 2	22	49-53	5	Gaining Action Quantity	Note 1
26 Line 3	23	16-37	22	Losing Organization Title	
26 Line 3	23	55-76	22	Gaining Organization Title	
26 Line 4	24	16-37	22	Losing Organization Address	
26 Line 4	24	55-76	22	Gaining Organization Address	
26 Line 5	25	15-53	39	IEX Code and Phrase	Note 2
27 Line 1	26	5-79	75	WARRANTY/GUARANTY ITEM: MODEL #____ SERIAL#_____ MFG:_____	Note 4
27 Line 2	27	10-37	28	Precious Metals Code/Phrase	Note 3
27 Line 3	29	47-74	28	Precious Metals Code/Phrase	
27 Line 4	29	3-32	30	Transaction Date/ Serial Number (Bar Code)	Note 2
27 Line 4	29	35-79	45	SIGNATURE/DATE:____	Constant
27 Line 6	31	7-16	10	Transaction Date/ Serial Number	
27 Line 6	31	22-31	10	Date/Time	
27 Line 6	31	35-79	45	PRINTED NAME/ TIME:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
3. Notice is printed if the input is processed with a TEX 6.

4. This phrase is printed if the issue exception code is B. Enter the required data. If the item is a weapon, forward one copy to Document Control; otherwise, forward one copy to Contract Maintenance.

ATTACHMENT 22E-29

INTERCUSTODY RECEIPT/TRANSFER (FET) OUTPUT NOTICE

22E29.1. Purpose. To indicate that an FET input-has successfully processed. This notice is produced when the losing and gaining organization and custody receipt accounts codes are equal.

22E29.2. Output Destination. Use the RPS/main system, EME/Regional EME terminal, or a satellite terminal.

22E29.3. Input. See FET Input attachment.

22E29.4. Output Format.

Table 22E29.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS/NOTES
1	1-80	Input Image	Input/Notes 1, 2
2	1-9	PROCESSED	Program
3	1-47	DATE XXXXX TIME XXXX: XX TRANS SER NR XXXX	Constants

NOTES:

1. Management notices may appear between the input image and the PROCESSED line.
2. You may receive other output notices with the input image, management notice lines, date, time, and transaction serial number. They are for information only; they are not completed notices unless they contain the PROCESSED line.

ATTACHMENT 22F-1

EAID ACCOUNTABILITY TERMINATION (INLINE) - 1ETX

22F1.1. Purpose. To provide inline capability to terminate accountability for EAID assets.

22F1.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/ Password.

22F1.3. Output. DD Form 1348-1A shipping document (see **Attachment 22H-8** through **Attachment 22H-12**).

22F1.4. Input Format and Entry Requirements. Screen 1ETX/537.

Table 22F1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	1ET
4	1	Action Code X	
5	1	Documentation Code	Note 1
6-7	2	Blank	
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity	Note 2
30-43	14	Detail Document Number	
44-68	25	Blank	
69-73	5	Gaining SRAN	Note 3

NOTES:

1. Enter a 4 to build CMOS and/or SC&D interface records if either of the interfaces are active. Leave blank if neither interface is active, or if it is desired to bypass creation of CMOS or SC&D records.
2. Cannot be blank. Enter the quantity to be terminated.
3. The following information applies:
   a. If terminating accountability for rental military working dogs, loan or fixed ground communications-electronics equipment end items, enter an E, followed by the base SRAN
   b. If transferring accountability to real property installed equipment or other non-FE accounts, enter an E, followed by the gaining SRAN.
   c. If terminating accountability for assets being disposed of, enter an E, followed by the SRAN of the supporting DRMO.
   d. If terminating accountability for assets which will not be shipped through transportation channels and do not require transportation copies, leave positions 69-73 blank.

ATTACHMENT 22F-2

EQUIPMENT RECEIPT INPUT (FED)

22F2.1. Purpose. To create authorized/in-use detail records for equipment described by **Section 22F**.

NOTE: For items that have been requisitioned through normal procedures, use TRIC REC. FED is to be used only to establish an authorized-in-use detail for equipment received when the base did not establish the original requisition. (For example, push due-in details, transfers, and Prepositioned Material Receipts (PPMR).

22F2.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22F2.3. Output. See FED Receipt (**Attachment 22H-17**, **Attachment 22H-18**, or **Attachment 22H-19**) and FED Issue (**Attachment 22H-20**, **Attachment 22H-21**, or **Attachment 22H-22**).

22F2.4. Input Format and Entry Requirements. Screen FED/#186.

Table 22F2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FED
4-7	4	Shipping Document Serial Number	Notes 1, 2, 3
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity On Hand	Notes 3, 4
30	1	Type Detail Code	Constant B
31-44	14	Document Number	Notes 1, 2, 3, 5
45-49	5	Authorized Quantity	Note 6
50	1	Item Code	
51	1	Blank or P (OBUY)	Note 3
52	1	Equipment Code	Note 2
53	1	Use Code	Note 2
54-60	7	Allowance Identification	Note 2
61-63	3	Base of Planned Use	Note 7
64-66	3	Alternate Storage Location Code	Note 7
67	1	Special Allowance Flag	Note 7
68	1	REM Component Flag	Note 7
69-74	6	Losing Stock Record Account Number (SRAN)	Note 9
75-79	5	Blank	
80-85	6	Unit Type Code	
86-91	6	Increment Code/Number	
92-94	3	EIIC/SRD	
95-97	3	Mission Item Essentiality Code	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
98-103	6	Blank	
104-105	2	WRM Reporting Application Code	Note 7
106-109	4	A+F Interface Code	Notes 3, 8
110	1	Action Code	Constant 2

NOTES:

1. The following information applies:
   a. For A&F interface codes FPRJ and SATL, enter the shipping document serial number.
   b. For A&F interface codes RENT and LOAN, leave the shipping document number field blank. The current date plus four nines will be assigned by the program.
2. The program will edit FED input data using the same criteria as for FCI inputs. The program will also edit compatibility among the A&F interface code, allowance identification, use code, equipment code, shipping document number (positions 4-7, date; positions 37-40, serial number), and action code as listed in **Table 22F2.2.**.
3. When using OBUY, enter the rental document number in positions 31-44.
   a. If buying a complete quantity, enter 9999 in positions 4-7 and leave position 51 blank.
   b. If buying a partial quantity, enter the next in-use document number in positions 4-7 and P in position 51.
   c. If the partial quantity has an authorized/in-use detail record already on file, enter the serial number portion of that detail record in positions 4-7.
4. When using OBUY, enter the quantity to be purchased in positions 25-29. If positions 25-29 are blank or zero and the item code is P, an authorized/in-use detail record will be created.
5. Enter the document number of the authorized/in-use detail record to be created in positions 31-44. Enter the shipping document date in positions 37-40 (leave blank if positions 106-109 are RENT or LOAN).
6. If a quantity is input, it will be added (by the program) to the existing quantity of the authorized record.
   a. When OBUY is being used, the input quantity will be subtracted (by the program) from the rental record and added to the quantity on the receiving record.
   b. When a new record is being created, the input quantity will be transferred (by the program) to the new record authorized quantity field. If the input quantity is blank, the quantity field of the detail record will not be changed.
7. The following information applies:
   a. If data does not apply, leave this field blank.
   b. If codes for the base of planned use and the alternate storage location are equal (but not blank), the program will output a 001 reject notice.
8. When FEDs are processed with A&F interface code RENT or LOAN, the program will assign a shipping document number. This document number consists of the current date plus four nines; it will appear on the output receiving document. (Accounting and finance interface code: A four-

character alpha code that triggers a) financial inventory accounting code assignment, and b) output of general ledger adjustments.) See **Table 22F2.3.**.

9. Enter the full 6-position SRAN of the losing base in positions 69-74.
10. When using FED to receipt for push due-in details, transfers, and Prepositioned Material Receipts (PPMR), serialized control assets, (weapons or COMSEC), the following information applies:
    a. A+F Interface Code: EAID.
    b. Shipping Document Serial Number: Enter the last four positions from the 99S due-in document number. (See attachment 9K-1)
    c. WRM RPT/APPLICATION CODE: For weapons, enter from the 201-AUTHORIZED-IN-USE-DETAIL. For COMSEC, leave blank.
    d. Document Number: Enter the Organization and Shop Code of the 201-AUTHORIZED-IN-USE-DETAIL the serialized asset is going to, the date field from the 99S due-in, and the 201-AUTHORIZED-IN-USE-DETAIL item number.
    e. Losing SRAN: Enter the SRAN listed in the 'SUP-REQUISIT' field of the 99S due-in.

Table 22F2.2. Accounting and Finance Interface Codes.

A&F INTERFACE CODE	ASC	USE CODE	EQUIP CODE	SHIPPING DOC NO	ACTION CODE
EAID	= 050		=R	NUMERIC > 0	2
FPRJ	= 050	= B	=R	NUMERIC > 0	2
LOAN	= 050/057		=R	BLANK	2
RENT	= 050	= E	=R	NUMERIC > 0	2
SATL	= 050		=R	NUMERIC > 0	2
OBUY	AS REQ	AS REQ	AS REQ	NUMERIC > 0	2

Table 22F2.3. Accounting and Finance Interface Codes.

CODE	DESCRIPTION	FIA
EAID	Receipt of an item withdrawn from Defense Reutilization and Marketing Office requiring an authorized and in-use detail record. Receipt of bench mockup/sets to establish authorized/in- use detail records. Receipt of serialized control assets.	020
FPRJ	Receipt of an EAID item provided by a contractor as part of facility project.	022
RENT	Receipt of a rental item leased by USAF for EAID requirements. When the rented equipment is a Fixed Ground Communications-Electronics (C-E) equipment item, use A&F interface code RENT and equipment code R.	000
LOAN	Receipt of equipment on loan to USAF (for EAID000 requirements) from other governmental agencies.	000
SATL	Initial load of satellite EAID.	000
OBUY	Purchase of equipment being rented by USAF.	030

ATTACHMENT 22G-1

EQUIPMENT TRANSACTION REPORTING DOCUMENT IDENTIFIER CODES

22G1.1. Purpose. To provide a list of transactions performed by the AFEMS (C001). The AFEMS (C001) receives output transactions/ overlays from the SBSS and sends input transactions to the SBSS multiple times each day. The following is a list of these transactions:

22G1.2. Output Transactions/Overlays to The AFEMS (C001).

22G1.2.1. Daily. Created during in-line processing and sent to SIFS.

Table 22G1.1. Output Transactions/Overlays to the AFEMS (C001).

DOCID	TITLE
XGF	Item Record/Catalog Management Data
XGJ	In-use Detail Record
XGH	Reason Coded Transaction
XGI	Shipping/Receiving Report
XJU	Deployment Shipping
XGL	Organization Record
XSA	Equipment Shortages
B7A	*Redistribution Order Denial
XSB	Repair and Return Assets
XSC	Reporting SRAN/CSB SRAN Cross-Reference
XSD	Due-in/Due-out Notification (Budget Code 9 or Z)
XSK	Supply/Ship Status Information Record
BL0	*Redistribution/Confirmation Record
DSB	*Small Arms MASS Stock Number Change Report
DSC	*Small Arms Correction Report
DSM	*Weapons Control Report
DSR	*Small Arms Reconciliation
XHA	*COMSEC Control Report (1)
XHA	*COMSEC Control Report (2)

* Formats not included.

22G1.2.2. End-of-Day. Created during end-of-day processing and sent to SIFS.

Table 22G1.2. Title.

DOCID	TITLE
XGG	Item Balance Record
XS2	SBSS MASS Organization Change

* Formats not included.

22G1.3. Input Transactions to SBSS (D002A).

Table 22G1.3. Input Transactions to SBSS (D002A).

DOCID	TITLE
XSE	Organization Change
XSF	WRM Plans Additive Requirements
XSG	Base Vehicle Transfer Notice
XSH	Vehicle Replacement Code Update
XSJ	Base Authorization Update
XJE	Data Request Record
A2A	*Redistribution Order
99S	*Shipment Notification Status
AEx	*MILSTRIP Supply Status
BF7	*Redistribution Order Follow-up
XSI	Excess Disposition Notice
DSR	*Serialized Weapons Control Input

* Formats not included in this chapter.

ATTACHMENT 22G-2

EQUIPMENT TRANSACTION REPORT EDITS

22G2.1. Purpose. To provide a list of edits returned from AFEMS (C001) when reported SBSS (D002A) transactions do not pass edits built into the AFEMS (C001). See chapter 8, attachment 8F-3 for the Decision Logic Table for Equipment Transaction Reporting.

Table 22G2.1. Equipment Transaction Report Edits.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
AB	REJ	Invalid stock number	The stock number did not pass MILSTRIP edits as contained in volume 1, part 1, chapter 7, attachment A-25. Corrective Action: Considering the DOC ID make the necessary corrections to the SBSS records and clear the suspense in AFEMS according to Notes 1, 2, or 3 as applicable.
AC	VAR	Unidentified Stock Number combination	The stock number does not match a stock number in the AFEMS (C001) database. The central cataloging file is queried if the stock number is NC, ND, or an NSN. An XJE is sent to the appropriate SBSS if the stock number is type L or P. Corrective Action: See Note 7.
AD	VAR	Invalid FSC NIIN	The FSC is not valid for the specific NIIN. Corrective Action: Make necessary corrections to the SBSS records and clear the suspense in AFEMS by placing a “D” in the “AC” field.
AE	REJ	Invalid/Unknown FSC or SRAN	AFEMS received a transaction where the stock number was not found. AFEMS attempted to load a Shell stock number record and failed because the FSC was not recognized as a valid FSC by cataloging. Corrective Action: Correct the FSC on the SBSS item record and: a. XGG, XGF, and XGJ: Enter an “X” in the “AC” field per Note 1. b. DSA, DSB, DSC, DSM, and XHA: Change the FSC on the serial number record, and use the AREJ screen to change the FSC on the transaction image and to resubmit the transaction by entering an “R” in the “AC” field per Note 6. c. XGI, XSA, XSB, XGH, XSD, XJU, and XSK: Use the AREJ screen to change the FSC on the transaction image and to resubmit the transaction by entering an “R” in the “AC” field per Note 6. **NOTE: The programs edit for invalid SRANs when tempting to load L/P type stock numbers. However, any transaction with an invalid SRAN will be rejected with a “DA” edit code.
AT	REJ	Unidentified Stock Number	The DOC ID is XGJ and the File Maintenance Action Code (FMAC) is “D” and the stock number is not found in the AFEMS database. Corrective Action: Process a 2HQ as described in Note 2 and clear the AFEMS suspense by placing an “X” in the “AC” field on the next transaction day after processing the 2HQ.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
AV	REJ	Invalid vehicle stock number	The stock number is not budget code "V" in the central catalog file or the Item Manager has not loaded the stock number in AFEMS via the "IVID" screen. Registration number reporting is not required. Corrective Action: Verify the budget code. If it is not "V" and the DOC ID is XGI and the corrected EMC is 4 then use the AREJ screen to correct the transaction image and resubmit by entering a "R" in the "AC" field per Note 6. If the budget code is "V" coordinate with the applicable IM to have the stock number loaded in AFEMS (C001) via the "IVID" screen and then clear the suspense XGJ by placing a "X" in the "AC" field.
BD	REJ	Invalid transaction date	The transaction date on the XGG is less than the date of last report on the AFEMS database. Corrective Action: See Note 7.
BI	REJ	Invalid date	The transaction date or creation date is not a valid date. Corrective Action: Verify the transaction. . 1. XGG, XGJ, or XGL. Clear the suspense according to Notes 1 or 3 as applicable. 2. All other DOC IDs. Send the transaction to AFEMS according to Notes 2 or 6 as applicable.
BL	REJ	Reason code BKA missing	An XGH was received with a reason code BKM; however, the preceding XGH with reason code BKA was not received by AFEMS (C001). Corrective Action: Determine the correct data for the BKA and resubmit both XGHs according to Note 2 and/or 6. Also, see Note 4 if an SBSS problem is suspected to have caused the reject condition.
CB	REJ	Unknown organization ID	The 12 position organization ID in the XGL is unmatched to an organization ID in AFEMS (C001). Corrective Action: Use AFEMS on-line query organization list (ORGL) to find a list of valid organizations for a given base parent MAJCOM. 1. Contact the parent MAJCOM CEMO if the reporting organization is valid, and an organization ID is not in AFEMS (C001). After the MAJCOM CEMO has loaded the organization in AFEMS, clear the reject suspense by using the AREJ screen to enter an "X" in the "AC" field to retransmit the transaction to AFEMS. 2. Update the OCCR with the correct organization ID if the parent MAJCOM or Records Maintenance provides a different organization ID. Clear the reject suspense by using the AREJ screen to enter a "D" in the "AC" field next to the transaction image. . 3. Clear the reject suspense in AFEMS by using the AREJ screen to enter an "X" in the "AC" field next to the transaction image to generate a XJE interrogation if the organization ID on the OCCR is different than the organization ID on the rejected transaction.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
CD	REJ	Invalid Organization	The organization code in the XS2 transaction is not registered in AFEMS (C001). Corrective Action: Manually prepare an XJE with edit code "CD" to generate an XGL. Resubmit the XS2 by using the AREJ screen to enter an "R" in "AC" field per Note 6.
	INQ	Request for organization record	No external action is required. XJE input will generate an XGL transaction for reporting to AFEMS (C001).
DA	REJ	Unknown/Invalid DOC ID	Reviewed by SSG and HQ AFMC/DRCS for applicability and corrective action. No external action required by SBSS unless notified by a reviewing agency.
DK	REJ	Duplicate Key	DOC ID: XGI 1. File Maintenance Action Code (FMAC) is blank; Vehicle Reg. Nbr is not blank and the first position of the Reason Code is "R". The Vehicle Reg. Nbr in the XGI already exist in AFEMS (C001) with the same SRAN, Stock Number, and Condition Code or: 2. The FMAC is blank; Vehicle Reg. Nbr is not blank and the Reason Code is SAO. The Vehicle Reg. Nbr already exist in AFEMS (C001) with the same Document Number and Suffix. DOC ID : XJU 3. The FMAC is blank; Vehicle Reg. Nbr is not blank and the Vehicle Reg. Nbr already exist in AFEMS (C001) with the same Document Number and Suffix. Corrective Action: Validate the Vehicle Reg. Nbr and: 1. If correct then delete the reject suspense per Note 1 by entering a "D" in the "AC" field next to transaction image on the AREJ screen. 2. If not correct then Reverse Post the original transactions (REC, ISU/DOR, etc.) and reprocess with the correct Vehicle Reg. Nbr. Delete the reject suspense by entering a "D" in the "AC" field next to transaction image on the AREJ screen. 3. If Reverse Post action can not be accomplished then correct the data on the transaction image within AFEMS on the AREJ screen by entering an "R" in the "AC" field next to the corrected transaction image per Note 6. DOC ID: XGF The L or P type stock number already exist in AFEMS (C001). Corrective Action: Informational only. Delete the suspense by entering a "D" in the "AC" field per Note 1.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
EA	REJ	Invalid action code	The reported transaction contained an invalid file maintenance action code. Corrective Action: EMS must correct the file maintenance action code and resubmit the record(s) per Note 1, 2, 3, 6, or 7. Contact HQ SSG Field Assistance Branch per Note 4 if SBSS programs are outputting the wrong FMC. FMCs are compatible with DOC Ids as follows: DOC ID FMC XGF A, C, or D XGG A, C, or D XGH W XGI W XGJ A, C, D, N, or X XGL A, C, or D XJU None XSB A, C, or D XSC A, C, or D XSD A, C, or D DOC ID - XHA valid COMSEC control transaction codes are: C, E, L, R, P, F, N, S, or X.
EF	VAR	Invalid equipment code	The DOC ID "XGJ" did not have a valid equipment code. Valid equipment codes are: W, A, P, C, N, Q, V, D, R, L, X, U, H, or blank. Corrective Action: If the reported equipment code is not valid then correct the in-use detail and clear the variance suspense according to Note 1.
FB	VAR	Invalid budget code	Valid value check. AFEMS (C001) received a budget code on the XGG transaction from the SBSS which did not equal A-X, Z, 1, 4, 6, 9, or an asterisk. Corrective Action: Verify and correct the budget code on the item record. Clear the suspense and create an XJE by entering an "X" in the "AC" field next to the transaction image on the AREJ screen.
GA	VAR	Invalid replacement code	This edit is for the REM (vehicles only) detail record. The use code is not equal to J, K, L, or M and the replacement code is not blank ; or the use code is equal to J, K, L, or M and the replacement code is other than A-H, J-N, or P-U. Corrective Action: Verify and correct the replacement code or use code. Clear the suspense according to Note 1.
HB	VAR	Invalid vehicle status code	This edit is for the REM (vehicles only) detail record where the status code must be alpha and not equal to an alpha o/O. Corrective Action: Verify and correct the status code then clear the suspense per Note 1.
HC	VAR	Status code/ASC error	This edit is for the REM (vehicles only) detail record and the status code is L, indicating a vehicle on loan to a non-Air Force activity. The ASC must either be 051 or 987 with a loan termination date in the last four positions of the allowance ID. Corrective Action: Verify and correct the status code and/or ALWID suffix. Clear the reject suspense according to Note 1.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
HG	VAR	Invalid supply status code	The supply status code may be alpha or numeric. Corrective Action: Verify and correct the supply status code in the due-in status detail. Clear the variance suspense by entering a "D" in the "AC" field next to the transaction image on AREJ.
HJ	REJ	Base authorization not on the WPAR	DOC ID is XGJ and the use code is equal to C or D, item code equals P, and the base authorization is not matched to a WRM requirement on the WPAR (War Plan Additive Requirement). Corrective Action: Query the AFEMS database using the on-line data transaction (RWPR) screen to determine the correct WRM data. Process an SBSS FCI transaction to adjust the base authorization on the authorized in-use detail record to equal the extracted data from the RWPR screen (non vehicle). Contact your MAJCOM WPAR representative in LGT or LGS, if prior authorization has been received to adjust or establish a WRM/JU requirement. The MAJCOM is responsible for maintaining the WPAR in AFEMS and SBSS in-use records must be equal to data loaded on the RWPR screen. Clear the reject suspense according to Note 1.
HK	VAR	Base vehicle authorization not equal to VAL	The use code is equal to A through D, the equipment code is equal to V, and the base authorization is not equal to the summarized VAL authorized quantity. Corrective Action: Query the AFEMS database using the on-line query (RVAL) vehicle authorization list to determine the total authorized quantity. Adjust the base authorization on the in-use detail record to equal the VAL. Contact the parent MAJCOM (LGT) if prior approval has been received to adjust or establish a vehicle authorization. The MAJCOM must update VAL data in AFEMS through the MAFIS interface. Delete the reject suspense according to Note 1.
HL	VAR	Base authorization not on the VAL	The use code is equal to A-D, the equipment code is equal to V, and the item code equals P without a matching VAL record. Corrective Action: Delete the authorized in-use detail and reject suspense per Note 1. Contact the parent MAJCOM (LGT) if prior authorization has been received to adjust or establish a vehicle requirement. The MAJCOM must update VAL data through the MAFIS interface with AFEMS.
IA	REJ	Invalid allowance identifier (ALWID)	The use code is A through D, item code equals P, equipment code is not equal R, the ASC is not miscellaneous, and the structure of the allowance ID is invalid. 1. Use code A and B: the ASC, position 1-3 ALWID must be numeric and position 4-7 ALWID must be alpha and not equal to spaces. 2. Use code C: the ASC must be numeric and the ALWID suffix must be a WRM comp code. 3. Use code D: the ASC may be numeric or blank and the ALWID suffix may be alpha or a WRM comp code. Corrective Action: Verify and correct the allowance ID in the authorized in-use detail and delete the reject suspense per Note 1.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
IB	VAR	Invalid allowance source code (ASC)	The reported ASC does not match a ASC in AFEMS. Corrective Action: Verify and correct the authorized in-use detail. Delete the suspense per Note 1.
IK	VAR	Unknown allowance/ stock number	AFEMS indicates the reported stock number on the authorized/in-use detail is not listed in an allowance standard. If the authorization is based on the Preface of the allowance standard or other policy guidance (CEMO direction), ensure the special allowance indicator "L" or "T" is used and the allowance ID suffix is correct. Corrective Action: Verify and correct the authorized in-use detail record. Query AFEMS to determine the correct allowance information by using on-line query (TINQ) allowance standard inquiry and/or ensure the correct special allowance indicator is loaded on the in-use detail record. Delete the suspense per Note 1.
JA	REJ	Non-numeric quantity fields	All positions of the quantity field(s) must be numeric 0 through 9. The SBSS automatically generates the below listed DOC IDS to report to AFEMS (C001). Computer Operations will be notified upon receipt of any of this type reject for possible DIREP action. The following quantity fields by DOC ID are edited: DOC ID Quantity Field 1. XGG Serviceable, Unserviceable, Maximum Level, In-Use DIFM Corrective Action: Clear according to Note 1. 2. XGJ Authorization, In-Use, Deployment, Unserviceable Calibration, Unserviceable Maintenance NOTE: If the use code is A-D, item code is P, and equipment code is not equal to V or X, then all quantity fields are edited. If the use code is A-D, item code is P, and the equipment code is equal to V or X, then only the authorized quantity is edited. If the use code is not equal to P, and the equipment codes are not equal to V or X, all quantities are edited except the authorized quantity. If the equipment code equals V or X and the item code is not equal to P, then no quantity fields are edited. Corrective Action: Validate and if necessary, correct the balances. Clear the suspense according to Notes 1 and/or 3.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JA cont.			3. XGH Quantity XGI Ship/Rec Quantity XJU Deployment Quantity Corrective Action: Verify and correct the quantities. Clear the suspense according to Note 6, if necessary. 4. BLO Quantity Serviceable B7A Quantity XSA Due-Out Quantity XSB Serviceable Quantity XSD Due-Out Quantity XSK Quantity Corrective Action: Validate and correct the quantities on the due-out, due-in, due-in status, and shipping suspense details. Resubmit the transactions on the AREJ screen by entering an "R" in the "AC" field next to the transaction image according to Note 6, if necessary. 5. XGF Unit Price Corrective Action: The unit price is not numeric. Validate the item record price. Clear the suspense according to Note 1.
JB	VAR	Authorized quantity exceeds allowance	The reported authorized quantity exceeds the maximum allowance quantity. Corrective Action: Validate and correct the base authorization on the authorized in-use detail. Use the AFEMS on-line query (TINQ) allowance standard inquiry (Selection keys: Stock Number, ALWID, SRAN, and ORG CD)to obtain the maximum authorized quantity. Validate, and if necessary, update the appropriate configuration data using AFEMS on-line transaction (TORC) organization configuration. Clear the suspense according to Note 1 and/or 3.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JC	REJ	Negative balance computed	The reported transaction created a negative balance in the AFEMS database. Logic and corrective action is provided by DOC ID. 1. XGJ: The supply condition code is not blank. The transaction quantity by condition code is subtracted from the AFEMS database warehouse balance and the result in the new balance is less than zero. The transaction quantity is computed as follows: (XGJ; in-use qty + deployment qty + unserviceable calibration qty + unserviceable maintenance qty) - (AFEMS; in-use qty + deployment qty + unserviceable calibration qty + unserviceable maintenance qty). Corrective Action: a. Compare the warehouse balance in AFEMS via the AWAB screen with the SBSS balance for the stock number and supply condition code in the XGJ. If the balances between the SBSS and AFEMS are equal then clear the reject suspense and generate an XJE by entering an "X" in the "AC" field next to the transaction image on the AREJ screen. Do not resubmit the XGJ with the supply condition code. b. If the balances between the SBSS and AFEMS are not equal, check the reject suspense for other rejected transactions applicable to the specific stock number and condition code. Correct those rejects prior to resubmitting the XGJ and clearing the reject suspense according to Note 3.
JC cont.			2. XGH: a. DIFM - The reason code is "AMO" (inventory adjustment loss), "AMY" (combat/disaster loss), "BMK" (modification loss), or "THM" (condemned to DLA loss). The AFEMS database asset DIFM balance minus the quantity on the XGH creates a negative balance. b. Warehouse by supply condition code - The reason code is "AAC" (inventory adjustment), "AAY" (combat/disaster loss), "AAE" (condition code change-from), "BAO" (reidentification loss-from), "TAQ" (538 loss), "TAR" (RPIE loss), "TAV" (assembly loss), or "TAX" (other loss). The AFEMS database asset warehouse balance minus the XGH quantity creates a negative balance. Corrective Action: Check the reject suspense for other rejected transactions for the specified stock number and condition code. Correct the previous rejects prior to resubmitting the XGH and clear the reject suspense according to Note 2 and/or 6.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JC cont.			3. XGI: a. Receipts - The reason code starts with an “R” and the File Maintenance Code (FMC) is a “W” (reversal). (1) The AFEMS database warehouse balance by condition code minus the quantity received on the XGI is less than zero. (2) The AFEMS database intransit quantity received serviceable (condition code A-D) or unserviceable (condition code other than A-D) minus the quantity received on the XGI is less than zero. (3) The AFEMS database gain quantity minus the quantity received on the XGI is less than zero. b. Shipments - The reason code starts with an “S”. (1) The FMC is a “W” (reversal) and the AFEMS database quantity shipped serviceable (condition code A-D) or unserviceable (condition code other than A-D) intransit minus the quantity shipped is less than zero. (2) The FMC is “W” and the reason code is SAO or SAS, and the supply condition is E, F , G, or J, and the AFEMS database reparable generation quantity minus the quantity shipped on the XGI is less than zero. (3) The FMC is a “W” and the reason code is SAH, and the AFEMS condemnation quantity minus the quantity shipped on the XGI is less than zero. (4) The FMC is blank, and the AFEMS database warehouse balance by condition code minus the quantity shipped on the XGI is less than zero. Corrective Action: Check the reject suspense for other rejected transactions for the specific stock number and condition code. Correct the previous rejects prior to resubmitting and clear the reject suspense according to Note 2 and/or 6.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JD	REJ	Invalid registration number	The REM vehicle registration number structure is invalid. Structural edits are as follows: POS EDIT 1-2 Must be numeric, a valid year, and not greater than the current year plus 1. 3 Must be B, C, D, E, K, L, M, or N. 4 Must be numeric. 5-8 Must be numeric or blank (positions 4-8 are left justified with unused fields left blank). Corrective Action: Verify the vehicle registration number on record against the vehicle data plate. Contact the appropriate vehicle Item Manager (IM) if the registration number on record agrees with the data plate but does not comply with the above structural edits. Process a TIN with status code Q and report the correct vehicle registration number according to section I of this chapter. Resubmit the rejected transaction to AFEMS in the following manner. 1. XJU and XGI. Resubmit the transaction to AFEMS and clear the reject suspense according to Note 2 and/or 6. Change the vehicle registration number on the original transaction to the correct registration number. 2. XGJ. After updating the SBSS records, clear the reject suspense according to Note 1.
JE	VAR	Vehicle Reg. Nbr. not found in AFEMS	1. XGJ. The DOC ID is XGJ, the use code is J, K, L, or M, the FMAC is A, C, N, X, or D, and the Veh. Reg. Nbr. is not found in the AFEMS vehicle database. 2. XGI. The DOC ID is XGI, the first position of the Reason Code is “R”, the vehicle registration number is not blank, and the vehicle registration number on the XGI is not found in the AFEMS vehicle database. Corrective Action: AFEMS detects a potential error exists in the reporting of a REMS asset. The vehicle registration number reflecting on the XGJ or XGI has never been reported to AFEMS. The registration number has been inserted into the AFEMS vehicle asset database. Validate the vehicle registration number and: a. If correct then clear the reject suspense according to Note 1. b. If incorrect then reverse post the original SBSS transactions and reprocess with the correct vehicle registration number and delete the reject suspense on the AREJ screen by entering a “D” in the “AC” field next to the transaction image according to Note 1. c. If reverse post action is inappropriate then correct the data in the transaction image and resubmit according to Note 2 or 6 depending on the DOC ID.
JL	INQ	Request for in-use detail records	No external action is required. The XJE sent by AFEMS or through the EMS/Regionalized EME terminal generates stock number input on an XGJ transaction.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JM	INQ	Request for item balance overlay record	No external action is required. The XJE generates an XGG transaction.
JQ	REJ	Record not found	No matching record was found for the incoming transaction. 1. B7A: The SRAN and requisition number were not found in the AFEMS database. Corrective Action: Clear the suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. 2. XGH: a. DIFM - The reason code is "AMO" (inventory adjustment loss), "AMY" (combat/disaster loss), "BMK" (modification loss), or "TMH" (condemned to DLA loss). The stock number/SRAN on the XGH is not found in AFEMS. b. Warehouse by Supply Condition. The reason code is "AAO" (inventory adjustment loss), "AAY" (combat/disaster loss), "AAE" (condition code change-from), "BAO" (reidentification loss-from), "TAR" (RPIE loss), "TAV" (assembly loss), or "TAX" (other loss). The stock number, SRAN, materiel condition code for the XGH is not found in the AFEMS warehouse assets database table. Corrective Action: Check the reject suspense for other rejected transactions for the specified stock number/SRAN/condition code. Correct the previous rejects. Resubmit and clear this reject suspense by entering a "R" in the "AC" field next to the transaction image on the AREJ screen per Note 6.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JQ cont.			3. XGI: a. Receipt - The FMC is blank and the Reason code is “ROA”. The document number and suffix code on the XGI did not match a record in the AFEMS intransit database table. Corrective Action: Verify the document number and suffix code on the receipt paperwork with the document number and suffix code on the XGI. (1) If the numbers and suffix code do not match and reverse post action is appropriate, then reverse post the SBSS transaction/s and reinput the corrected transaction/s to the SBSS. Delete the reject suspense by entering a “D” in the “AC” field next to the transaction image on the AREJ screen. (2) If the numbers and suffix code do not match and reverse post action is not appropriate, resubmit the XGI to AFEMS with the correct document number and suffix code by entering a “R” in the “AC” field next to the corrected transaction image on the AREJ screen per Note 6. (3) If the numbers and suffix code match, contact the shipping base to verify the shipment or 1ET/FME was processed. Use AFEMS on-line query to Equipment Management Directory (IEMD) to find the shipping base EMS phone number/s. (a) If the SHP or 1ET/FME was not processed or it rejected, resubmit the XGI according to Note 6 after the shipping base has processed their transactions and reported the intransit to AFEMS. (b) If the SHP or 1ET/FME was processed and not rejected by AFEMS, obtain the correct document number and suffix code and resubmit the XGI as described above in paragraph 3.a.(2). b. Shipment - The FMC is blank and the first position of the reason code is “S” and no warehouse balance exists in AFEMS for the stock number and condition code. If the XGI is for a vehicle asset, this reject may occur if the vehicle registration number is not in the AFEMS warehouse vehicle database table. Corrective Action: Check the reject suspense and clear all outstanding rejects for stock number and vehicle registration number. Resubmit the XGI and clear the reject suspense by entering a “R” in the “AC” field next to the corrected transaction image on the AREJ screen per Note 6.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JQ cont.			4. XGJ - The item code is other than "P", FMC is A or C, Org/Shop code is 915SC, and no base authorization exists in AFEMS. Corrective Action: Validate the reject suspense and clear all previous rejects with the same org code, shop code, and in-use detail document number. Clear this reject suspense by entering a "D" in the "AC" field on the AREJ screen after all previous rejects are cleared. Do not generate a XJE from the reject suspense, instead manually prepare an XJE with edit code "JU" to reload the in-use detail in AFEMS. Use the procedures in Note 3, if applicable. 5. XJU - The Document Number/suffix on the XJU image are not found in the AFEMS intransit database table. Corrective Action: Check the reject suspense for other rejected transactions for that stock number. Correct the previous rejects prior to resubmitting and clear the reject suspense according to Note 2 or 6. 6. XSK - No matching due-in document number was found in the AFEMS database. Corrective Action: a. Clear the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen if the due-in detail is no longer loaded in the SBSS. b. If the due-in detail is loaded in the SBSS, check the reject suspense for the due-in document number and correct all outstanding rejects. To resubmit and clear this reject suspense enter an "R" in the "AC" field next to the transaction image on the AREJ screen. c. If no outstanding rejects are found, submit an XSD and the rejected XSK (per 6.b. above).
JR	REJ	Incoming delete transaction not found	An incoming delete transaction or overlay indicates a delete action and no matching record was found in AFEMS. 1. B7A, RDO denial. The due-in document number was not found in the RDO suspense table within AFEMS. Corrective Action: Clear the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. 2. XGF - The FMC is a D and the stock number is not in the AFEMS equipment database table. Corrective Action: Check the reject suspense for a previously submitted XGF with the same stock number. a. If the stock number is not loaded in the SBSS and no previous XGF rejects for the same stock number are found in the AFEMS reject suspense, then clear this reject by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. b. If the stock number is not loaded in the SBSS but previous XGF rejects for the same stock number are in the reject suspense, then clear the previous rejects according to their edit codes. Clear this reject suspense according to Note 3.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JR cont.			3. XGG and the FMC is D. Corrective Action: Check the reject suspense for previous rejects for the stock number. a. If previous rejects are not found in the AFEMS reject suspense, then clear this reject by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. Do not generate an XJE or resubmit the XGG. b. If previous rejects for the stock number are in the AFEMS reject suspense, then clear the previous rejects prior to resubmitting the XGG according to Note 3. 4. XGJ and the FMC is D. The authorized/in-use detail record is not matched in AFEMS. The match is accomplished by comparing the org/shop codes, in-use detail document number, and stock number on the XGJ with records in the AFEMS database. Corrective Actions: Check the reject suspense for previous rejects with the same org/shop codes and in-use detail document number and: a. If no previous rejects are on the AFEMS reject suspense with equal org/shop codes and in-use detail document number then clear this reject by entering a "X" in the "AC" field next to the transaction image on the AREJ screen to generate an XJE interrogation. Do not resubmit the XGJ. b. If previous rejects are in AFEMS' reject suspense with the same org/shop codes and in-use detail number then clear all outstanding rejects prior to processing according to Note 3. 5. XGL and the FMC is D. The organization code in the XGL was not in the AFEMS SBSS organization database table. Corrective Action: Clear the reject suspense for this reject and any previous rejects with a DOC ID of XGL and an organization code equal to the organization code of this reject. Enter a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1 (disregard Note 3.).

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JR cont.			6. XSB and the FMC is D. The due-in document number in the XSB was not found in the AFEMS requisition database table. Corrective Action: Clear the reject suspense for this reject and any previous XSB rejects with an equal due-in document number. Enter a "D" in the "AC" field next to the transaction image on the AREJ screen. 7. XSC and the FMC is D. The reporting SRAN in the XSC was not found in the AFEMS DODAAC database table or the computer support base (CSB) SRAN was blank. Corrective Action: a. If the CSB SRAN is not blank, then clear the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. Do not resubmit the XSC. b. If the CSB SRAN is blank, then resubmit the XSC by entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen. Use the reporting SRAN in the CSB SRAN field on the transaction image if the reporting and CSB SRANs are the same. 8. XSK and the quantity is zero. Matching records are found in AFEMS by comparing the SBSS generated XSK due-in document number, suffix code, and status code with the AFEMS requisition status database table. Corrective Action: Clear the reject suspense for this reject and any matching previous rejects with DOC ID XSK by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. Do not resubmit the XSK.
JS	REJ	Invalid delete transaction	The DOC ID is XGL and the FMC is D. The organization code in the XGL cannot be deleted while in-use records or custodian directory records exist in the applicable AFEMS database tables. Corrective Action: Query the AFEMS database to determine the records that still exist for the organization code in the XGL. Use AFEMS on-line query and/or in-use organization assets (AIOR) to determine if authorized/in-use records exist and use the equipment custodian directory (IECD) to determine if custodian directory records still exist. . a. If authorized/in-use records exist in AFEMS then: (1) Clear all previous XGL rejects on the AFEMS reject suspense with the same organization code found in the XGL. (2) Submit an XGJ delete (FMC = D) according to Note 3 for each authorized or in-use detail that still exists after clearing previous rejects. b. If custodian records exist in AFEMS then delete all custodian records found in AFEMS with the same SRAN and organization code found in the rejected XGL. Use AFEMS on-line query/transaction equipment custodian directory (IECD) to find matching custodian records for the SRAN and organization code. c. Resubmit the XGL and clear the reject suspense according to Note 3 after completion of actions specified above are completed.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
JT	REJ	Record not found and stock number not REMS reportable	DOC ID - XGJ. The DOC ID is XGJ, the use code is J, K, L, or M, the FMC is D, and the vehicle registration number in the XGJ is not found in the AFEMS vehicle asset database table nor is the stock number found in the vehicle database table within AFEMS. Corrective Action: Clear the reject suspense according to Note 1 and/or 3, if applicable.
JU	INQ	Request for auth and in-use detail records for Org/Shop codes and in-use detail document number	No external action is required. The XJE generates XGJs for each authorized and in-use details.
KB	VAR	Quantity in-use exceeds quantity authorized	The quantity in-use is greater than the quantity authorized. Edit is performed when the item code equals P and ALWID is not equal to 064 or 000. Corrective Action: 1. If the item code is M or an N, or the excess quantity in-use is pending turn-in action, or it is pending action other than allowance change action (that is, request for ASC change, etc.) then clear the reject suspense by entering a “D” in the “AC” field next to the transaction image on the AREJ screen. Do not generate an XJE or resubmit the XGJ. 2. If the excess quantity in-use is to be retained, then change the SBSS authorized quantity and/or allowance ID as appropriate and clear the reject suspense by entering a “D” in the “AC” field next to the transaction image on the AREJ screen. Do not generate an XJE or resubmit the XGJ.
KC	REJ	Invalid equipment management code (EMC)	The EMC in the XGG is not equal to 1-5 or the EMC in the XGF is not equal to 1-5 or blank. Corrective Action: Determine the correct EMC and change the SBSS item record. Use the AFEMS on-line query catalog data (ISCD) to find the current EMC. Clear the reject suspense according to Note 1.
KM	REJ	Invalid stock number	The stock number in the XGF was not locally assigned (L or P in the 5th position). Corrective Action: Clear the reject by entering a “D” in the “AC”” field next to the transaction image on AREJ. Do not generate an XJE or resubmit the XGF. If a SBSS software problem is suspect, then see Note 4.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
LB	VAR	No gaining command code on incoming record	When the command of the organization is 4Z (for ANG) or OM (for Air Force Reserve), there must be a gaining command code in the XGL. Corrective Action: Validate the SBSS OCCR to determine if a gaining command code is assigned. 1. If the gaining command code is blank on the OCCR, then update the OCCR with the correct gaining command code. Use the AFEMS on-line query organization information (OMOI) to determine the correct gaining command code. Clear the suspense reject by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. Do not generate an XJE or resubmit the XGL. 2. If the gaining command code is not blank on the OCCR, then clear the reject suspense by entering a "D" in the "AC" field next to the transaction image and do not generate an XJE or resubmit the XGL. . 3. If a SBSS software problem is suspected, then see Note 4.
MA	VAR	Invalid Special allowance flag (SAF)	SAF was not equal to A, C, L, T, U, or W on the incoming XGJ. Corrective Action: Correct the SAF within the SBSS and clear the reject suspense by entering a "X" in the "AC" field next to the transaction image on the AREJ screen (if Note 3 does not apply).
NA	REJ	Invalid item code	Item code was not P, S, M, U, N, T, or E on the XGJ. Corrective Action: Correct the item code within the SBSS and clear the reject suspense by entering a "X" in the "AC" field next to the transaction image on the AREJ screen (if Note 3 does not apply).

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
PA	REJ	Invalid DODAAC/ SRAN	The SRAN in the incoming record does not match a valid DODAAC in AFEMS. Corrective Action: Validate the SRAN and if correct, contact the responsible MAJCOM CEMO to load the SRAN into AFEMS prior to clearing the reject suspense. Use AFEMS on-line query master address directory (OMAD) to obtain valid DODAAC/ SRAN. If the SRAN for the following DOC IDs are wrong, then contact the Management and Procedures Flight to change the base constant record and clear the reject suspense as follows: 1. XGF, XGG, XGJ, and XGL reporting SRAN. After the base constant record has been changed, clear the reject suspense by entering a "X" in the "AC" field next to the transaction image (if Note 3 does not apply) on the AREJ screen. If Note 3 applies, change the reporting SRAN to the correct SRAN. 2. B7A (positions 1-6 document number), BLO (positions 1-6 document number, DSA (positions 24-29 and 58-63), DSB (positions 51-56 and 57-62), DSC (see remarks), DSM (positions 51-56), DSR (reconciliation format, both SRANs), XGH, XGI (the reporting SRAN and/or gaining SRAN; gaining SRAN is edited if the reason code equals ROA or SOA), XHA-1 (positions 51-56), XHA-2 (positions 68-73), XJU, XSA, XSB, XSC, XSD (positions 1-6 requisition document number), XS2 (clear the reject suspense according to Note 2 and/or 6 as applicable). Remarks: The SRAN used to correct the DSC is determined by the weapons control transaction code in position 7. Code Action K See DSA to correct H See DSB to correct E See DSR to correct All others See DSM to correct NOTE: An invalid reporting SRAN in the base constant record will cause the majority of reported SBSS transactions to reject when processed in AFEMS.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
PE	REJ	Invalid destination DODAAD - shipping record	DOC IDs : XGI - shipping with reason code SAO XGI - receipt with reason code RXX (where XX equals any alpha/numeric) XJU - deployment Any of the above transactions which caused an intransit record to be cleared with a blank gaining destination DODAAD will reject. Additionally, the destination DODAAD must match a valid DODAAD in the AFEMS DODAAC database table. Corrective Action: 1. If the destination DODAAD is blank in the XGI or XJU, clear the reject suspense and resubmit the transaction by correcting the transaction image and entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen. . 2. If the destination DODAAD is not blank in the XJU, then the DODAAD did not match a DODAAC in the AFEMS database. Determine the correct DODAAD and clear the reject as listed in the above paragraph. Use AFEMS on-line query master address directory (OMAD) to determine the valid DODAADs.
PG	VAR	Invalid destination DODAAD	DOC IDs: DSC Small arms correction report (if gaining SRAN is not blank) BLO Confirmation B7A RDO denial Destination DODAAD does not match a valid DODAAD in the AFEMS DODAAD database table. Corrective Action: Determine the correct DODAAD by using AFEMS on-line master address query (OMAD). Clear the reject suspense by entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen per Note 6.
QA	VAR	Invalid parent command code for organization	AFEMS received an XGL which contained apparent MAJCOM code that did not match a valid command code in the AFEMS database. Corrective Action: Use AFEMS on-line query organization information (OMOI) to ascertain the correct parent command code. Correct the SBSS OCCR via a (FOR) input and clear the variance suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen according to Note 1.
QC	VAR	Invalid using command code	The XGL organization record has a WRM-using MAJCOM code that does not match a valid command code in the AFEMS database. Corrective Action: Use AFEMS on-line query war plans additive requirements (RWPR) to determine the correct WRM-using MAJCOM code. Correct the SBSS OCCR via a (FOR) input and clear the variance suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen according to Note 1.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
RA	REJ	Invalid deployment indicator	The XGJ in-use record has a deployment indicator other than D, P, S, or blank. If blank the deployed quantity must equal zero. Corrective Action: Determine the correct deployment indicator, correct the SBSS authorized/in-use record, and clear the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1.
RB	VAR	Organization not registered to use allowance standard	The XGJ received by AFEMS contains an in-use detail record citing an organization ID that is not registered to use the cited allowance. Corrective Action: Cross reference the organization cod eon the XGJ to an organization ID by using the M24 report. Determine the correct allowance standard to be used by the organization and: 1. Use AFEMS on-line query (TORG) to verify what allowance standard must be used by the organization. If required, process an FCI to change the authorized/in-use record. (Note 7) 2. If the cited allowance is organization specific and valid, then contact the applicable allowance manager to have the organization registered to cited the specified allowance. Use the AFEMS on-line query allowance manager directory (IAMD) to locate the applicable allowance manager. (Note 7)
RC	VAR	Invalid end item/mission data	The XGJ received by AFEMS contains an in-use detail record which is citing an Allowance ID that is not in AFEMS allowance and mission application database tables. Corrective Action: Review the allowance standard using the AFEMS on-line query inquiry (TINQ) to determine the correct allowance ID and change the SBSS authorized/in-use detail record to reflect the correct allowance ID. Clear the suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen.
RD	REJ	No organization data for the referenced org code and SRAN	The XGJ in-use detail record reported to AFEMS is citing an organization code and SRAN that is not in the AFEMS SBSS organization database table. Corrective Action: Review the AFEMS on-line SBSS reject suspense (AREJ) to determine if an XGL organization record load for the organization and SRAN was previously rejected. 1. If an XGL reject is found, then correct the reject condition and after correction clear the reject suspense for the XGJ by entering a "X" in the "AC" field next to the transaction image on the AREJ screen per Note 1. 2. If an XGL reject is not found, then prepare an XJE with edit CD to generate an XGL to AFEMS and then clear the reject suspense and resubmit the XGJ by entering a "X" in the "AC" field next to the transaction image on the AREJ screen per Note 1.
RE	VAR	Invalid equipment code/ allowance ID combination	The XGJ received by AFEMS reflects an in-use detail which contains an equipment code not equal to the equipment code in the AFEMS allowance standard (excluding miscellaneous or special allowances and base authorizations assigned equipment codes H, L, P, U, or X). Corrective Action: See Note 7.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
SA	REJ	Invalid use code	The XGJ received in AFEMS contains an in-use detail record which is citing an invalid use code. Currently acceptable use codes are A, B, C, D, J, K, L, or M and are erroneously reported as follows: 1. The use code is A, B, C, or D and the vehicle registration number is not equal to spaces. 2. A vehicle registration number is reported and the use code is not equal to J, K, L, or M. 3. A vehicle registration number is blank and the use code is not equal A, B, C, or D. Corrective Action: Change the SBSS authorized/in-use detail record to the correct use code and clear the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1.
SN	VAR	Small Arms or COMSEC serial number is not left justified	The DOC ID is XHA, DSA, DSB, DSC, or DSM and the weapon or COMSEC serial number has blank(s) starting in the first position. AFEMS has processed these transactions by removing all leading blank(s) up to the first nonblank. This edit does not check for embedded blanks. Corrective Action: Validate the weapon or COMSEC serial number is correct with the removed blank(s). 1. If the serial number is correct then remove the leading blank(s) in the serial number record and delete the variance suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen according to Note 1. 2. If the serial number(s) are not correct, then submit a DSA (small arms) or XHA format 2 (COMSEC) to report the correct serial number(s). Ensure the change from serial number has the leading blank(s) removed. Correct the serial number record by removing the leading blank(s) and delete the variance suspense by entering a "D"" in the "AC" field next to the transaction image on the AREJ screen according to Note 1.
TA	REJ	Invalid material condition code	DOC Ids: XGH Reason coded transaction XGI Shipping/receiving record XGJ In-use detail record The transaction is citing a material condition code other than A, B, C, D, E, F, G, H, J, K, L, M, N, P, Q, R, S, or W. The condition code may be blank for the XGJ transaction. Corrective Action: Reverse-post the applicable SBSS transaction and reinput with the correct supply condition code. Delete the reject suspense after correcting the SBSS record by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
TC	VAR	Invalid WRM base code	The XGJ received by AFEMS contains an in-use detail record with use code C or D and is citing a WRM base code that is not in AFEMS WRM base code database table. Corrective Action: Use AFEMS on-line query warplans additive requirements (RWPR) to determine correct WRM base codes. Contact the WRM using MAJCOM CEMO by using the on-line query equipment management directory (IEMD), if unable to determine correct WRM base codes. Correct the applicable authorized/in-use detail record and delete the variance by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1.
TD	VAR	Invalid report code	The XGJ received by AFEMS is citing a report code other than N or R or the report code is blank. Corrective Action: Determine the EMC for the stock number, by using either the M14 report or AFEMS on-line query catalog data (ISCD), cited in the XGJ and enter the correct report code in the XGJ when resubmitting the XGJ according to Note 2. Delete the variance after processing the 2HQ to correctly report the transaction to AFEMS by entering a "D" in "AC" field next to transaction image on the AREJ screen per Note 2. Also, see Note 4 if SBSS programming is suspected to be passing erroneous data. ***The report code is assigned under SBSS program control based on the EMC (if the ERRC is other than NF2 (S) or ND2 (U) then assign report code N). EMC Report code 1 or 2 N 3-5 R
TE	VAR	Invalid WRM composition code	The XGJ received by AFEMS contains an in-use detail record with use code C or D citing a WRM composition code that is not in AFEMS WRM composition code database table. Corrective Action: Determine the correct WRM composition code and correct the SBSS authorized/in-use detail record by processing a FCI transaction. Delete the variance after correcting the SBSS records by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1. To determine the correct WRM composition code use the RWPR screen within AFEMS. If unable to determine the correct WRM composition code contact the WRM using MAJCOM CEMO. To locate the CEMO use the IEMD screen within AFEMS.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
VR	VAR	Invalid shipment vehicle registration number	The DOC ID is XGI; the Reason Code is SAH, SAS, SAZ, or SAI; the Vehicle Reg. Nbr is not blank and is not found in the vehicle asset database table when AFEMS is attempting to add the Vehicle Reg. Nbr to the vehicle loss database table. Corrective Action: Validate the vehicle registration number and: 1. If correct, then delete the variance by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1. 2. If not correct, then process Reverse Post transaction/s on the original SBSS transactions, then reprocess the transactions with the correct Vehicle Reg. Nbr and delete the variance by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1. 3. If Reverse Post is not appropriate then resubmit the corrected information and delete the variance by entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen per Note 6.
WA	REJ	Invalid reason code	The reason code cited on the XGH (reason coded transaction) and/or the XGI (shipping/receiving record) is invalid. Corrective Action: Determine the correct reason code from the original SBSS transaction. Resubmit the XGH or XGI with the correct reason code by entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen per Note 7. This will also clear the suspense. Note 5 contains a matrix for reason codes to SBSS transactions. Note 4 may apply since reason codes are assigned under program control.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
WQ	REJ	Blank or invalid document number	The document number (requisition, shipping, receiving, due-out) is blank or the structure is invalid. Corrective Action: 1. XGI - shipping/receiving report. The document number is blank. Determine the document number and clear the reject suspense by entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen according to Note 6. This action will resubmit the corrected XGI and delete the reject suspense. 2. XSB - repair and return XSD - due-in/due-out notification XSA - equipment shortage record XSK - supply/shipping status information The structure of the due-out document number is as follows: Position 1 Activity code must be alpha Position 2-4 Org code must match an org code in the AFEMS database table SBSS_ORG Position 5-6 Shop code may be any alpha/numeric combination Position 7-10 Date must be numeric Position 11 May be alpha or numeric Position 12-14 Must be numeric No embedded spaces are allowed. Inquiry the due-out document number in the SBSS and determine if the structure conforms to the AFEMS edit structure.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
WQ cont.			a. If the structure conforms, then check the AFEMS reject suspense for a rejected XGL transaction with the same Org Code used in the XSA, XSB, or XSK. Correct the rejected XGL transaction and resubmit the XSA, XSB, or XSK by entering a "R" in the "AC" field next to the transaction image on the AREJ screen. If an XGL reject doesn't exist and the Org Code is valid, then manually prepare an XJE with edit code CD for the Org Code used in the XSA, XSB, or XSK. Resubmit the applicable transaction by entering a "R" in the "AC" field next to the transaction image on the AREJ screen according to Note 6. b. If the structure does not conform, then cancel the due-out in the SBSS and reinput with a structurally correct document number. Delete the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen. 3. XSB - repair and return record XSK - supply/shipping status information The structure of the requisition number is invalid and must comply with the following structure: Position 1 and 2 Must be alpha Position 3-10 Must be numeric Position 11 May be alpha or numeric Position 12-14 Must be numeric No embedded spaces are allowed. Inquiry the due-in document in the SBSS and determine if the structure conforms to the AFEMS edit structure.
WQ cont.			a. If the structure conforms to the AFEMS edits, then resubmit the XSB or XSK by entering a "R" in the "AC" field next to the corrected transaction image on the AREJ screen according to Note 6. b. If the structure does not conform, then cancel the due-in document number in the SBSS and reinput with a structurally correct document number. Delete the applicable reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen according to Note 1.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
XA	REJ	Invalid base document number	XGJ - In Use detail record XJU - Shipping/receiving record The base document number which consists of the activity code, org code, shop code, and in-use detail document number is invalid. The AFEMS structure edit is: Activity Code: Must be "E" Org Code: Must be numeric and match an org code in AFEMS (SBSS_ORG_DB) Shop Code: May be alpha/numeric combination with no embedded spaces. In-use detail Position 1 may be alpha/numeric; positions 2-4 Document nbr. must be numeric; no embedded spaces are allowed. Corrective Action: XGJ/XJU - Check the transaction history and inquire the SBSS authorized/in-use detail record to determine if the structure conforms to the AFEMS edit structure. 1. If the structure conforms to the AFEMS edit, then check the reject suspense (AREJ screen) for a rejected XGL transaction with the same org code used in XGJ or XJU. Correct an clear the reject for the XGL, then resubmit the XGJ according to Note 2 and resubmit the XJU by entering a "R" in the "AC" field next to the transaction image on the AREJ screen per Note 6. If a rejected XGL does not exist in the reject suspense and the org code is valid , then manually prepare an XJE with edit code "CD" for the org used in the XGJ/XJU. Clear the reject suspense for XGJ by entering a "X" in the "AC" field next to transaction image on the AREJ screen according to Note 1. Resubmit the XJU by entering a "R" in the "AC" field next to the transaction image on the AREJ screen per Note 6. 2. If the structure does not conform to the AFEMS edit structure, then delete the SBSS authorized/in-use detail. If assets exists, establish a new authorized/in-use detail and transfer (FET) the in-use, deployed, and unserviceable asset quantity to the new detail and delete the erroneous detail. Process an FED to return the deployed assets if the rejected DOC ID is XJU or the quantity deployed on the XGJ is greater than zero. Do not resubmit the rejected AFEMS transaction but do delete them by entering a "D" in the "AC" field next the transaction image on the AREJ screen according to Note 1. Process a 1ET for each asset returned using the new authorized/in-use detail document number.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
XB	REJ	Invalid Mass Organization change record	The DOC ID is XS2 and the "Change From" or "Change To" organization code on the XS2 is blank, or the "Change From" and "Change To" organization and shop codes are equal. Corrective Action: This is an SBSS software problem. Contact the SSG Field Assistance Branch per Note 4 and delete the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1.
XL	REJ	Invalid add/delete attempted	1. XGG - Item balance report for a delete transaction (FMC = D) for a stock number assigned budget code 9 or Z and AFEMS has a RDO suspense record pending confirmation or denial. Corrective Action: Check the AFEMS reject suspense (AREJ) to determine if a BLO or B7A transaction has rejected and contains the same stock number in the XGG. a. If a BLO and/or B7A reject exist, then clear these rejects prior to clearing and resubmitting the XGG according to Note 3. b. If a BLO and/or B7A reject does not exist, then check the SBSS R02 (Cumulative Reject Listing) to clear the rejected A2X RDO from AFEMS. Clear the SBSS reject and then clear and resubmit the XGG according to Note 3. 2. The DOC ID is XGI and the: a. Reason code is SAO and the FMC is blank. The vehicle registration number is not in the AFEMS vehicle asset database table. b. Reason code is Sxx and the FMC is blank. The vehicle registration number is not in the AFEMS vehicle warehouse database table. c. Reason code is not equal to SAO and the FMC is blank. The vehicle registration number is in the AFEMS database as either an in-use or intransit asset. d. Reason code is SAO and FMC is a W. Cannot reverse post if the vehicle registration number is not in the AFEMS asset vehicle database table. e. Reason code is SAO and FMC is a W. Cannot reverse post if the vehicle registration is not in the AFEMS vehicle intransit database table. Corrective Action: Check the AFEMS reject suspense (AREJ) and clear all previous rejects with the same vehicle registration number. Also, determine if the vehicle registration number in the shipping transaction is correct and then: a. If the vehicle registration number in the shipping transaction is correct, then clear all previous rejects and resubmit the XGI transaction by entering a "R" in "AC" field next to the transaction image on the AREJ screen as specified in Note 6.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
XL cont.			b. If the vehicle registration number in the shipping transaction is not correct and the FMC is blank, then reverse post the SBSS shipping transaction and reinput with the correct vehicle registration number. Delete the reject suspense by entering a “D” in the “AC” field next to the transaction image on the AREJ screen according to Note 1. It is important to note that the reverse post action will create an XGI with FMC “W”. This transaction will reject with this edit code so it will be necessary to delete this reject suspense by entering a “D” in the “AC” field next to the transaction image when it appears on the AREJ screen. c. If the vehicle registration number in the shipping transaction is not correct, and the FMC is W, then clear the reject suspense by entering a “R” in the “AC” field next to the corrected transaction image (correct the vehicle registration number) on the AREJ screen according to Note 6. 3. XGI and the reason code is SXX and the FMC is W. The budget code for the stock number is not a “V”, but the transaction had a vehicle registration number. Corrective Action: Determine if the stock number in the shipping reverse post transaction is correct and then: a. If the stock number is correct, then determine the correct budget code (use AFEMS on-line query ICMD), update the SBSS item record budget code, and resubmit the XGI by entering a “R” in the “AC” field next to transaction image on the AREJ screen according to Note 6. b. If the stock number is not correct, the use TIN/ISU procedures according to this chapter to correct the stock number. Then resubmit the XGI and clear the reject suspense by entering a “R” in the “AC” field next to the transaction image on the AREJ screen according to Note 6.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
XL cont.			4. XGL. Cannot add or change AFEMS organization database files (SBSS_ORG_DB) when the ORG ID received on the XGL from the SBSS is valid but the Geographical Location Indicator (GLI) on the XGL does not match the GLI associated with the ORG ID in the AFEMS database file. Corrective Action: Use AFEMS data transaction session's ORGL screen to check the installation (INST) code associated to the ORG ID and: a. If the INST code shown on the ORGL screen is correct, then change the GLI on the OCCR to the INST code shown on the ORGL screen by processing an XSE (this is the only exception to normal XSE processing which is normally downward directed by the MAJCOM or AFEMS) through the SBSS terminal. Delete the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen per Note 1. b. If there is a question concerning the validity of the INST code shown on the ORGL screen, then contact the parent MAJCOM. As required, the parent MAJCOM will update the GLI through the OMOI screen. Resubmit the XGL by entering a "X" in the "AC" field next to the transaction image on the AREJ screen according to Note 1 after the MAJCOM has corrected the GLI in AFEMS. 5. XJU. Cannot delete the parent MAJCOM. The parent MAJ-COM will use the AFEMS vehicle registration number from the in-use database table if redistribution instructions exist. Corrective Action: Contact the parent MAJCOM CEMO to delete the RDO instructions from the AFEMS database. Use AFEMS on-line query AVHR to determine the correct CEMO. Clear the reject suspense and resubmit the XJU by entering a "R" in the "AC" field next to the transaction on the AREJ screen according to Note 6 after the RDO is deleted by the parent CEMO.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
XL cont.			6. XGJ. Unable to delete authorization or in-use detail record. a. An attempt was made to delete (FMC = D) a base authorization (item code = P) and an in-use, deployed, or unserviceable in-use balance exist in the applicable AFEMS database table (AST_INUSE_DB and/or AST_INUSE_UNS_DB). Corrective Action: Check the AFEMS on-line reject suspense (AREJ) and clear all rejects for XGJs with the same org/shop code and in-use detail document number. Resubmit the XGJ according to Note 3. b. An attempt was made to delete a substitute asset (item code other than P) and vehicle registration number(s) exist in applicable AFEMS database tables (AST_INUSE_VEH_DB or VEH_REDIST_DB). Corrective Action: Use AFEMS screen AIUV (vehicle detail information) and/or AVHR (vehicle redistribution) to determine if the vehicle registration number(s) or redistribution instructions exist in AFEMS. If registration number(s) exist without disposition instructions, then clear prior rejects. If disposition instructions exist, then contact MAJCOM REMS personnel to delete the instructions. Clear the reject suspense according to Note 3. 7. XGF. The FMC equals D and the L or P type stock number is not found in the AFEMS equipment database table. Corrective Action: Use AFEMS online screen (AREJ) to determine if other XGFs exist for the same stock number. a. Delete this reject suspense by entering a “D” in the “AC” field next to the transaction image. Do not resubmit the XGF. b. Clear other rejects according to the edit code.

TYPE EDIT	EDIT	DESCRIPTION OF ERROR	C001 EDIT LOGIC/CORRECTIVE ACTION
XN	REJ	Record not found	1. BLO. RDO confirmation/shipment was not found in the AFEMS RDO suspense datable tables. Corrective Action: Clear the reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen according to Note 1. 2. XGJ. An attempt was made to add a substitute asset in-use (item code other than P) in the AFEMS database table (AST_INUSE_DB) without a base authorization in either the RQMT_CUR_DB (use code A or B) or RQMT_WRM_DB (use code C or D) database tables. Corrective Action: Check AFEMS reject suspense (AREJ) and clear all rejects for XGJs with the same org/shop code and in-use detail document number prior to resubmitting this XGJ or clearing the reject suspense. a. If the material condition code is blank, then clear the reject suspense by entering a "X" in the "AC" field next to the transaction image on the AREJ screen per Note 1. b. If the material condition code is not blank, then clear the reject suspense and resubmit the XGJ according to Note 3. Do not clear the reject suspense with an X -- you must use a D next to the transaction image on the AREJ screen as specified in Note 3. 3. XSD. An attempt was made to change or delete a due-in and the requisition number/SRAN is not found in the REQ_DB table within AFEMS. a. If the FMC is D and the due-in and due-out document numbers are no longer loaded in the SBSS, clear the AFEMS reject suspense by entering a "D" in the "AC" field next to the transaction image on the AREJ screen according to Note 1. b. If the FMC is D and the due-out still exist in the SBSS, then clear all previous AFEMS rejects for XSDs with the same due-out document number. Resubmit this XSD according by entering a "R" in the "AC" field next to the transaction image on the AREJ screen according to Note 6 after clearing all previous XSD rejects with the same due-out document number. c. If the FMC is C and the due-in and/or due-out still exist within the SBSS, then clear all previous rejects for XSDs with the same due-in and/or due-out document number. Resubmit the XSD by entering a "R" in the "AC" field next to the transaction image on the AREJ screen after clearing all previous rejects.

A cumulative reject suspense file of all SBSS rejects and variances is maintained in AFEMS (C001). Use the AFEMS on-line transaction SBSS on-line reject (AREJ) screen to view and/or clear rejects/variances in the suspense file.

NOTES:

1. Enter an Action Code "D" next to the transaction image to delete the suspense. Enter an Action Code "X" next to the transaction image to delete the suspense and in the case of DOC IDs XGJ, XGF, XGG, or XGL to generate an XJE interrogation to the SBSS. Refer to Note 3 if the FMC is a D for any of these DOC IDs or the supply condition code in the XGJ is not blank.

2. To report rejected transactions to AFEMS when reverse post action is not appropriate or authorized utilize TRIC 2HQ (screen 133) as specified in chapter 9, attachment 9A-10. Enter the original transaction from the AFEMS reject suspense file, correct the erroneous data, change the transaction date to the current date, and clear the suspense within AFEMS by entering a "D" next to transaction image. This procedure is only for those transactions which cannot be resubmitted via the AREJ screen within AFEMS utilizing Action Code "R" (see Note 6).
3. Use the 2HQ as described in Note 2 to report: XGJ, XGF, XGG, or XGL transactions when the FMC is "D" or the supply condition code is not blank on the XGJ. Clear the suspense within AFEMS by placing an Action Code "X" next to the transaction image on the transaction day following processing of the 2HQ.
4. Contact HQ SSG/LGS Supply Control Center (DSN 596-5771) if the D24 or the on-line equipment transaction reporting programs are outputting invalid data.
5. MATRIX of reason codes. All transactions must be type account code "E" and EMC 4 or 5. The abbreviation used in the column headers are defined on last page of the Decision Logic Table for Equipment Transaction Reporting in chapter 8, attachment 8F-3.
6. The following AFEMS (C001) DOC IDs can be corrected and retransmitted or resubmitted within AFEMS by using Action Code "R" next to the transaction image on the AREJ screen: XS2, XGH, XGI, XJU, XSA, XSB, XSC, XSD, XSK, BLO, and B7A. Corrective action should be initiated within the SBSS, as applicable, prior to resubmittal of the listed DOC IDs within AFEMS. The invalid data on the transaction image must be corrected prior on the AREJ screen prior to resubmittal to AFEMS.
7. Reject transactions with transaction edit codes AC, BD, DA, RB, and RE will not be displayed on the AREJ screen within AFEMS. They will be displayed one time on the daily CORRPT report available in OUTPUT PRODUCTS and should be reviewed for corrective action within the SBSS. Once corrective action is taken with inputs to the SBSS the appropriate output will be sent to AFEMS.

ATTACHMENT 22G-3

EQUIPMENT SHORTAGE (XSA)

22G3.1. Purpose. To report base-funded equipment (budget code 9/Z) memo due-outs to the AFEMS (C001) for redistribution of excesses reported by other bases.

Table 22G3.1. XSA.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-5	2	Parent MAJCOM Code	
6-20	15	Stock Number	
21-34	14	Due-out Document Number	
35-39	5	Due-out Quantity	Note 2
40-45	6	Reporting SRAN	
46-50	5	Creation Date	

NOTES:

1. This field will always contain the document identifier code XSA.
2. The due-out quantity reflects the ending balance. A quantity of zero identifies due-outs which have been totally satisfied

ATTACHMENT 22G-4

IN-USE DETAIL OVERLAY REPORT (XGJ)

22G4.1. Purpose. To report the load, change, or deletion of authorized/in-use details when the stock number of the prime detail or the stock number of the in-use deployed asset is assigned EMC 3, 4, or 5.

Table 22G4.1. XGJ.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-19	15	In-Use Stock Number	
20	1	Deployment Indicator Flag	
21	1	Reporting Flag	Note 4
22	1	Activity Code	
23-25	3	Organization Code	
26-27	2	Shop Code	
28-31	4	In-Use Detail Document Number	
32-38	7	Allowance Identification	Note 5
39-41	3	WRM Base of Planned use or Blank	
42-45	4	BASS Composition Code or Blank	Note 6
46	1	Special Allowance Flag or Blank	
47	1	Materiel Condition Code or Blank	Note 7
48-53	6	Reporting SRAN	
54	1	Use Code	
55	1	Equipment Code or Blank	
56	1	Item Code	
57-61	5	Authorized Quantity	Note 8
62-66	5	In-use Quantity or Alternative Fuel Code (see **Table 22I1.4.**)	Note 8
67-74	8	Vehicle Registration Number	Note 8
75	1	Vehicle Replacement Code	Note 8
76	1	Vehicle Status Code	Note 8
77-78	2	WRM Reporting Application Code or Blank	
79-80	2	Deployment Selection Code or Blank	
81-83	3	WRM Alternate Storage Location or Blank	
84-88	5	Unit Type Code or Blank	
89	1	Unit Type Code Suffix Code or Blank	
90-95	6	Mobility Increment Code or Blank	
96-100	5	Qty Unserv Calib	Note 8
101-105	5	Qty Unserv Maint	Note 8
106-110	5	Deployment Quantity	Note 8

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
111-115	5	Transaction Date	
116-120	5	SBSS Transaction Number	

NOTES:

1. This field will always contain the document identifier code XGJ.
2. Valid file maintenance codes are:

A	Detail record load
C	Change to detail record
D	Delete detail record
X	Response from XJE, edit code JU
N	Response from XJE, edit code JL
V	Response from XJE, edit code VR

3. The deployment flag will be set to D if the reported in-use detail has any assets in deployed status.
4. The following information applies:
   a. If the EMC is 3, 4, or 5, this field will contain an R.
   b. If the EMC is other than 3, 4, or 5, enter an N.
5. **5.** The following information applies:
   a. If the use code is A or B, the allowance ID is entered.
   b. If the use code is C, the ASC is in positions 32-34 and positions 35-38 are the WRM composition code.
   c. If the use code is D and the ASC is 158 or 159, the allowance ID is entered.
   d. If the use code is D and the ASC is not 158 or 159, positions 32-34 are blank and 35-38 are the WRM composition code.
6. If the use code is D and ASC is 158 or 159, enter BASS composition code, otherwise leave blank.
7. If the in-use stock number is Air Force centrally procured (budget code other than 1, 9, or Z) and the quantity in-use increased or decreased as a result of a transaction to/from the warehouse balance, the transaction supply condition is entered.
8. **8.** The following information applies:
   a. If the use code is A - D, positions 67-76 are blank.
   b. If the use code is J - M, positions 57-61 and 96-110 contain zeros.
   c. If fuel code is changed, positions 62-63 will contain the fuel code; 64-66 will be blank.

ATTACHMENT 22G-5

REASON CODE TRANSACTION REPORT (XGH)

22G5.1. Purpose. To report a change to the asset position for items assigned EMC code 4 or 5 and excludes shipment or receipt to/from a reporting AF activity. (See **Attachment 22G-23** for valid reason codes.)

22G5.2. Output Destination. RPS/main system.

22G5.3. Input. None.

22G5.4. Output Format.

Table 22G5.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-19	15	Stock Number or Change-To Stock Number	Note 3
20-22	3	Reason Code	Note 4
23-28	6	Reporting SRAN	
29-43	1	Stock Number Change-From or Blank	Note 3
44-48	5	Quantity	
49-53	5	Transaction Date	
54-58	5	SBSS Transaction Number	
59	1	Supply Condition Code	

NOTES:

1. This field will always contain the document identifier code XGH.
2. If the transaction is a reverse-post, file maintenance code is W.
3. If the transaction is a reidentification, positions 5-19 will contain the change-to stock number and positions 29-43 is the change-from stock number.
4. This code is assigned under program control. (See **Attachment 22G-23** for reason code definitions.)

ATTACHMENT 22G-6

ITEM BALANCE OVERLAY RECORD (XGG)

22G6.1. Purpose. To report a change in warehouse assets in three categories: serviceable (sum of materiel condition codes A, B, and D); unserviceable (sum of materiel condition codes not equal to A, B, and D); and DIFM. Additionally, this overlay reports the excess exception code to support base-funded redistribution. All EMCs are reported. Item code "D" details are excluded.

22G6.2. Output Destination. RPS/main system.

22G6.3. Input. None.

22G6.4. Output Format.

Table 22G6.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-19	15	Stock Number	
20	1	Budget Code	
21-24	4	Maximum Level	Note 4
25-30	6	Serviceable Asset Quantity	Note 3
31-35	5	Total In-use Quantity	
36-41	6	Reporting SRAN	
42-44	3	Unserviceable Balance	Note 3
45-47	3	DIFM Balance	
48	1	EMC	
49-53	5	Transaction Date	
54	5	Excess Exception Code or Blank	Note 5

NOTES:

1. This field will always contain the document identifier code XGG.
2. File maintenance codes: A is for adds, C is for changes, D is for deletes, and R is for reconciliation.
3. The following information applies:
   a. If the warehouse balance is supply condition codes A, B, or D, the sum of the quantities is in positions 25-30.
   b. If the warehouse balance is other than supply condition codes A, B, or D, the sum of the quantities is in positions 42-44.
4. Authorized quantity from the Adjusted Level Detail applies only to type level flag "D." . If there is no type level flag "D", then zeros will be entered.

5. For reporting of excess exception code (FCD load, change, or delete processing), budget code “9” or “Z”, UND “ND” or “NF”, and EMC 1, 2, or 3 apply.

ATTACHMENT 22G-7

ITEM RECORD/CATALOG MANAGEMENT REPORT (XGF)

22G7.1. Purpose. To provide the AFEMS (C001) with catalog management data for locally assigned stock numbers with an L or a P in the fifth position and for any stock number when requested by XJE inquiry.

22G7.2. Output Destination. RPS/main system.

22G7.3. Input. None.

22G7.4. Output Format.

Table 22G7.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-6	3	Source of Supply	
7	1	File Maintenance Code	Note 2
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25	1	EMC	
26-44	19	Nomenclature	
45-49	5	Commercial and Government Entity Code or Blank	
50	1	ERRC	Note 3
51	1	Budget Code	
52-57	6	Reporting SRAN	
58-64	7	Unit Price	Note 4
65-69	5	Transaction Date	
70-74	5	SBSS Transaction Number	

NOTES:

1. This field will always contain the document identifier code XGF.
2. The following information applies:
   a. If the transaction is a new item record load, file maintenance code is N.
   b. If the transaction is a change to an existing item record, file maintenance code is C.
   c. If the transaction is a item record delete, file maintenance code is D.
3. The three-position ERRC is converted to the one-position ERRC code. (See volume 1, part 1, chapter 9.)
4. This field is whole dollars.

ATTACHMENT 22G-8

ORGANIZATION RECORD REPORT (XGL)

22G8.1. Purpose. To report the load, change, or deletion of SBSS organization records.

22G8.2. Output Destination. RPS/main system.

22G8.3. Input. None.

22G8.4. Output Format.

Table 22G8.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-7	3	Organization Code	
8-19	12	Organization Identification Code	
20-21	2	Parent MAJCOM Code	
22	1	Subordinate Command Code/Blank	
23-28	6	Reporting SRAN	
29-30	2	WRM Using Command Code	
31-32	2	Gaining MAJCOM Code	
33-36	4	Geographical Location Indicator	
37-41	5	Transaction Date	
42-46	5	SBSS Transaction Number	

NOTES:

1. This field will always contain the document identifier code XGL.
2. The following information applies:
   a. If the transaction load is a new OCCR, then the file maintenance code is A.
   b. If the transaction changes an existing OCCR, then the file maintenance code is C.
   c. If the transaction deletes an OCCR, then the file maintenance code is D.
   d. If the input transaction is XJE Edit Code VR, then the file maintenance code is N.

ATTACHMENT 22G-9

SHIPPING OR RECEIVING REPORT (XGI)

22G9.1. Purpose. To report the shipment or receipt for items assigned an EMC code 4 or 5, except for deployment. (See **Attachment 22G-23** for valid reason codes.)

22G9.2. Output Destination. RPS/main system.

22G9.3. Input. None.

22G9.4. Output Format.

Table 22G9.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-19	15	Stock Number	
20-22	3	Reason Code	Note 3
23-36	14	Document Number	
37	1	Suffix Code/Blank	
38-43	6	Reporting SRAN	
44-49	6	Ship-To Consignee SRAN/Blank	Note 4
50-54	5	Quantity Shipped	
55-62	8	Vehicle Registration Number or Blank	
63-67	5	Transaction Date	
68-72	5	SBSS Transaction Number	
73	1	Supply Condition Code	Note 5

NOTES:

1. This field always contains the document identifier code XGI.
2. If the transaction is a reverse post, file maintenance code is W.
3. This code is assigned under program control. (See **Attachment 22G-23** for reason code definitions.)
4. The ship-to SRAN will be entered for shipments.
5. A Supply Condition Code will only appear in position 73 for reason code R0A when the asset is unserviceable. The reason code appears in positions 20-22 of the XGI format.

ATTACHMENT 22G-10

DEPLOYMENT SHIPPING REPORT (XJU)

22G10.1. Purpose. To report the transfer for items assigned EMC 4 or 5 and the accountability is transferred to the gaining base.

22G10.2. Output Destination. RPS/main system.

22G10.3. Input. None.

22G10.4. Output Format.

Table 22G10.1. Output Format.

POS	NO POS	FIELD DESIGNATOR	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-19	15	Stock Number	
20	1	Activity Code	
21-23	3	Organization Code	
24-25	2	Shop Code	
26-29	4	In-use Detail Number	
30-34	5	Transferred Quantity	
35-42	8	Vehicle Registration Number or Blank	
43-56	14	Shipping Document Number	
57-62	6	Gaining SRAN	
63-67	5	Transaction Date	
68-72	5	SBSS Transaction Number	

NOTES:

1. This field will always contain the document identifier XJU.
2. If the transaction is a reverse post, file maintenance code is W.

ATTACHMENT 22G-11

REPAIR AND RETURN ASSET RECORD (XSB)

22G11.1. Purpose. To provide the AFEMS (C001) with authorized/in-use equipment shipped to a contractor or repair facility using RAR procedures.

22G11.2. Output Destination. RPS/main system.

22G11.3. Input. None.

22G11.4. Output Format.

Table 22G11.1. Output Format.

POS	NO POS	FIELD DESIGNATOR	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-19	15	Stock Number	
20-33	14	Due-out Document Number	
34-38	5	Shipped Quantity	Note 3
39-44	6	Supplementary Address	
45-58	14	Requisition Document Number	
59-63	5	Transaction Date	

NOTES:

1. This field will always contain the document identifier code XSB.
2. The following information applies:
   a. If a RAR is initially processed, the file maintenance code is A.
   b. If a partial quantity is received/canceled, the file maintenance code is C.
   c. If the entire quantity is returned or canceled, the file maintenance code is D.
3. The quantity shipped will reflect the ending balance for the due-out.

ATTACHMENT 22G-12

DATA REQUEST RECORD (XJE)

22G12.1. Purpose. This format requests the SBSS to provide the AFEMS (C001) with database on the following edit criteria:

Table 22G12.1. Data Request Record (XJE) Output.

EDIT CODE	REQUESTED INFORMATION	DIC ID	TTPC	FMC	REQUIRED KEYS	NEGATIVE REPLY
AC	For Stock Numbers with L or P in the Fifth Position	XGF	4H	N	Stock Number SRAN/Date	No Item Record
CD	Organization Data	XGL	7Z	N	Org Code SRAN/Date	No OCCR or Delete Ind = D
JL	Authorized/In-use Detail Records by Stock Number	XGJ	2X	N	Stock Number SRAN/Date	No auth/in-use detail found for Stock Number
JU	Authorized/In-use Detail Records by Document Number	XGJ	4N	X	Org Code/ Shop Code/ In-use Detail Number/ SRAN/Date	No auth/in-use detail record found
OR	Organization Reconciliation	XGL		R	Org Code SRAN/Date	No Item Record
OR	Organization Reconciliation	XGJ		R		
OR	Organization Reconciliation	XSA		R		
OR	Organization Reconciliation	XSB		R		
OR	Organization Reconciliation	XSD		R		
OR	Organization Reconciliation	XSK				
OR	Organization Reconciliation	XGG				
VR	Vehicle reconciliation by Stock Number/Reg Number	XGJ	2X	V	Reg Number/ Stock Number SRAN/Date	No OCCR or Delete Ind = D
JM	Item Balances	XGG	4H	N	Stock Number SRAN/Date	No REMS Detail

22G12.2. Input Restrictions. XJE is an input and output TRIC. XJE images are passed to pseudo by inbound SIFS when received from AFEMS (C001). External requests may be processed using screen XJE/199, including negative responses. XJE will be output under program control when a negative response is required to be sent to AFEMS (C001).

22G12.3. Output Destination. AFEMS (C001)

22G12.4. Input Format. Screen XJE/199.

Table 22G12.2. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-5	2	Edit Code	Note 2
6-20	15	Stock Number or Blank	Note 3
21	1	Activity Code or Blank	Note 3
22-24	3	Organization Code or Blank	Note 3
25-26	2	Shop Code or Blank	Note 3
27-30	4	In-use Detail Document Number or Blank	Note 3
31-36	6	Reporting SRAN	
37-44	8	Vehicle Registration Number or blank	
45-46	2	Blank	
47-54	8	AFEMS Request Date YYYYMMDD	
55-56	2	Negative Reply Indicator or blank	Note 4
57-79	23	Blank	
80	1	Manual input Indicator for Edit Code AC	Note 5

NOTES:

1. This field will always contain the document identifier code XJE.
2. Enter the edit code for type data being requested. Edit codes are:

AC	Request for catalog management data for L or P stock number in positions 6-20.
CD	Request for organization cost center record for organization code in positions 22-24.
JL	Request for authorized/in-use detail record overlay for stock number in positions 6-20.
JU	Request for authorized/in use detail record overlay for document number in positions 21-30.
JM	Request of item balance overlay record for stock number in positions 6-20.
OR	Request for organization cost center record reconciliation for organization code in positions 22-24.

VR	Request for REM-vehicle-detail-only overlay for stock number, and vehicle registration in positions 37-44.

3. The following information applies:
   a. If the edit code is AC, JL, JM, or VR, positions 21-30 will be blank.
   b. If the edit code is JU, positions 21-30 will not be blank.
   c. If the edit code is CD or OR, positions 22-24 will have the organization code.
4. If record specified in XJE interrogation is not found in SBSS, original XJE is returned to AFEMS with NL in pos. 55-56, indicating Negative Reply.
5. This field contains an asterisk (*) to provide for manual input edits for edit condition code AC. If a Negative Reply XJE image is required, then blank this field.

ATTACHMENT 22G-13

DUE-IN AND DUE-OUT NOTIFICATION (XSD)

22G13.1. Purpose. To provide the AFEMS (C001) firm due-outs and requisition numbers for base-funded (budget code 9/Z) equipment items.

22G13.2. Output Destination. RPS/main system.

22G13.3. Input. None.

22G13.4. Output Format.

Table 22G13.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-18	14	Due-out Document Number	
19-32	14	Document Number Requisition	
33-47	15	Stock Number	
48-52	5	Due-out Quantity	Note 3
53-57	5	Due-in Quantity	Note 3
58-59	2	Priority Designator	
60-64	5	SBSS Transaction Number	

NOTES:

1. This field will always contain the document identifier code XSD.
2. The following information applies:
   a. If a requisition and/or due-out is initially established, the file maintenance code is A.
   b. If a due-in and due-out quantity is reduced, linked or delinked, or the priority changes, the file maintenance code is C.
   c. If the due-in and/or due-out quantity is fully satisfied or canceled, the file maintenance code is D.
3. The due-out and due-in quantity will reflect the ending balance. All zeros in either quantity field will indicate the total quantity due-in and/or due-out was satisfied or canceled

ATTACHMENT 22G-14

SUPPLY/SHIP STATUS INFORMATION (XSK)

22G14.1. Purpose. To provide the AFEMS (C001) with daily status for base-funded (budget code 9/Z) requisitions.

22G14.2. Output Destination. RPS/main system.

22G14.3. Input. None.

22G14.4. Output Format.

Table 22G14.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-18	15	Stock Number	
19-23	5	Quantity	Note 2
24-37	14	Due-out Document Number	
38-39	2	Status Code	
40-43	4	Estimated Shipping Date	
44-46	3	Shipped Date	
47-63	17	Transportation Control Number	
64-77	14	Document Number Requisition	
78	1	Suffix Code or Blank	

NOTES:

1. This field will always contain the document identifier code XSK.
2. The quantity will reflect the ending balance. Zero in the quantity field will indicate the status for the due-in has been deleted.

ATTACHMENT 22G-15

SBSS AUTHORIZATION/ASSET MASS CHANGE (XS2)

22G15.1. Purpose. To provide the AFEMS (C001) with a single transaction to update SBSS authorizations and in-uses when the organization code or organization code/shop code is changed.

22G15.2. Output Destination. RPS/main system.

22G15.3. Input. None.

22G15.4. Output Format.

Table 22G15.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-9	6	Reporting SRAN	
10-12	3	Change-from Organization Code	Note 2
13-14	2	Change-from Shop Code or Blank	Note 2
15-17	3	Change-to Organization Code	Note 2
18-19	2	Change-to Shop Code or Blank	Note 2
20-24	5	SBSS Transaction Number	

NOTES:

1. This field will always contain the document identifier code XS2.
2. The following information applies:
   a. If the change-from/to shop code is blank, the current shop code is used.
   b. If the change-from/to shop code is not blank, the change-from/to organization cannot be blank.

ATTACHMENT 22G-16

ORGANIZATION CHANGE (XSE)

22G16.1. Purpose. To provide the SBSS with organizational updates, adds, changes, and deletes for all supported organizations including other MAJCOM tenants. Also, it provides updates at the need date/ event date for those organizations which are activating/deactivating, moving/transferring, or changing their mission.

22G16.2. Input Restrictions. May be input at any terminal based upon user ID/Password.

22G16.3. Output. None.

NOTE: XSE transactions are normally forwarded down from the AFEMS (C001) and processed directly in-line. If rejects occur, EME/Regionalized EME should contact the applicable MAJCOM Equipment Flight. The MAJCOM Equipment Flight should forward down a new XSE via AFEMS or provide guidance to clear the reject(s). Base-Level Equipment Management or Records Maintenance personnel should never process corrective action unless directed to do so.

22G16.4. Input Format and Entry Requirements. Screen XSE/440.

Table 22G16.1. Input Format and Entry Requirement.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	XSE
4-15	12	Organization ID Code	Note 1
16	1	Force Activity Code	Note 2
17-18	2	Gaining/Using MAJCOM Code or Blank	Note 3
19-20	2	Parent Command	Mandatory
21	1	Subcommand Code or Blank	Note 4
22-28	7	Mission Design Series	Note 7
29-32	4	Geographical Location	Mandatory
33-38	6	Reporting DODAAC	Mandatory
39	1	Action Code	Note 5
40-51	12	Old Organization ID or Blank	Note 6

NOTES:

1. Organization ID Code:
   a. Add: All fields must contain data unless otherwise specified.
   b. Change:
      (1) Changes to existing ROFs must contain an organization ID in positions 4-15 and changes to the appropriate fields.

(2) If changing the organization ID and both the old and the new organization IDs exist, enter the change to the organization ID in positions 4-15 and the old organization ID in positions 40-51.

(3) If a change to the organization ID does not exist, enter the new organization ID in positions 4-15, and the old organization ID in positions 40-51, along with the appropriate fields to establish a change to the organization ID.

c. Delete: Enter the organization ID (positions 4-15) and the action code (position 39). Deletion of an organization ID will only take place if no organization codes (518) are attached.

2. Authorized FAD codes are 1-5.
3. This field must contain an entry if the parent command is Air National Guard (4Z) or Air Force Reserve (0M).
4. May be blank or contain valid subcommand code.
5. (A)dd, (C)hange, (D)elete, (I)nquiry. The I action code can only be used on the XSE/440 screen.
6. If the organization ID is changed, positions 4-15 will contain the new organization ID. Positions 40-51 will contain the change from the old organization ID. All other fields will be blank.
7. May be blank or contain a valid mission design series.

ATTACHMENT 22G-17

WAR PLANS ADDITIVE REQUIREMENTS (XSF)

22G17.1. Purpose. This format provides the SBSS with war plans additive requirements updates (add, change, delete). These requirements are file maintained in the AFEMS (C001) by the MAJCOM. These changes will be provided as they occur.

22G17.2. Input Destination. Pseudo.

22G17.3. Output. F229 MGT notice to EME.

22G17.4. Input Format.

Table 22G17.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-18	15	Authorized Stock Number	
19-20	2	WRM Using MAJCOM Code	
21-22	2	Reporting MAJCOM Code	
23-27	5	Authorized Quantity	
28-33	6	Reporting SRAN	
34-36	3	Alternate Storage Location	
37-39	3	Base of Planned Use	
40-42	3	Standard Reporting Designator	
43-47	5	Unit Type Code	
48	1	Equipment Code	
49-55	7	Allowance Identifier	Note 2
56-58	3	Filler	
59-62	4	WRM Composition Code	Note 2
63	1	Use Code	
64-65	2	Reporting WRM Application Code	
66-69	4	Base WRM Composition Code	Note 2
70-71	2	Unit of Issue Code	
72-73	2	Segment Code	
74	1	File Maintenance Code	

NOTES:

1. This field will always contain the document identifier code XSF.
2. The following information applies:
   a. If the use code is C, positions 49-51 will contain the ASC and positions 52-55 will be blank.

b. If the use code is D and the ASC is 158 or 159, positions 49-55 will contain the allowance ID and positions 66-69 will contain the BASS composition code.

c. If the use code is D and the ASC is not 158 or 159, positions 49-55 will be blank, positions 59-62 will contain the WRM composition code, and positions 66-69 will be blank.

ATTACHMENT 22G-18

RESERVED

22G18.1. Reserved For Future Use.

ATTACHMENT 22G-19

RESERVED

22G19.1. Reserved For Future Use.

ATTACHMENT 22G-20

EXCESS DISPOSITION NOTICE (XSI)

22G20.1. Purpose. To advise the base reporting base-funded warehouse excesses that the excess is over 120 days old and disposal action is authorized. This transaction will change the EEX code from A to 2.

22G20.2. Input Destination. Pseudo.

22G20.3. Input. XSI (from AFEMS (C001)).

22G20.4. Input Format.

Table 22G20.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note
4-18	15	Stock Number	
19-24	6	Reporting SRAN	

NOTE: This field will always contain the document identifier code XSI.

ATTACHMENT 22G-21

BASE AUTHORIZATION UPDATE (XSJ)

22G21.1. Purpose. To provide the SBSS with the data needed to establish, change, or delete their authorized detail records as a result of:

22G21.1.1. Allowance standard updates

22G21.1.2. Configuration data changes

22G21.1.3. Allowance change requests

22G21.1.4. Forecast conversions

22G21.2. Input Destination. Pseudo.

22G21.3. Input. XSJ (from AFEMS (C001)).

22G21.4. Input Format.

Table 22G21.1. Input Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4-9	6	Reporting SRAN	
10	1	Special Allowance Flag or Blank	
11	1	Transaction Exception Code or Blank	
12-26	15	Authorized Stock Number	
27	1	Activity Code	
28-30	3	Organization Code	
31-32	2	Shop Code	
33-36	4	In-use Detail Document Number	Note 2
37-41	5	Authorized Quantity	Note 3
42	1	Item Code	
43	1	Equipment Code or Blank	
44	1	Use Code	Note 4
45-51	7	Allowance Identifier	
52-56	5	Unit Type Code or Blank	
57	1	Unit Type Suffix Code or Blank	
58-63	6	Mobility Increment Code or Blank	
64-66	3	Mission Item Essentiality Code or Blank	
67	1	File Maintenance Code	Note 5
68-69	2	Mobility Selection Code	Note 6

NOTES:

1. This field will always contain the document identifier code XSJ.
2. If position 67 is a file maintenance code A, the AFEMS (C001) will generate an in-use detail document number between A000 and Z999.
3. The total quantity authorized.
4. The use code will either be A or B.
5. The following information applies:
   a. If the transaction is to establish a new authorized/in-use detail record, then the file maintenance code is A.
   b. If the transaction is to change an existing authorized/in-use detail record, then the file maintenance code is C.
   c. If the transaction is to delete an existing authorized/in-use detail record, then the file maintenance code is D.
6. The Mobility Selection Code can be input in positions 68-69 of the XSJ input.

ATTACHMENT 22G-22

SBSS-TO-AFEMS REHOME NOTIFICATION (XSC)

22G22.1. Purpose. To provide the AFEMS (C001) with all reporting SRANs and their associated computer support bases.

22G22.2. Output Destination. RPS/main system.

22G22.3. Output. None.

22G22.4. Output Format.

Table 22G22.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Note 1
4	1	File Maintenance Code	Note 2
5-10	6	Reporting SRAN	Note 3
11-16	6	Computer Support Base SRAN	Note 3
17-18	2	System Designator	
19-22	4	Geographical Location Indicator	
23-27	5	Creation Date	

NOTES:

1. This field will always contain the document identifier code XSC.
2. The following information applies:
   a. If the base constant record is initially established for a new SRAN, file maintenance code is A.
   b. If the base constant record is changed for an existing constant record, file maintenance code is C.
   c. If a SRAN is deleted from the base constant record, file maintenance code is D.
3. The following information applies:
   a. If the SRAN is a satellite, enter the substitute SRAN in positions 5-10.
   b. If the SRAN is the CSB SRAN, enter the CSB SRAN in positions 5-10 and 11-16.

ATTACHMENT 22G-23

VALID REASON CODE COMBINATIONS

22G23.1. Purpose. To identify the possible combinations of reason codes provided by the SBSS on XGH - Reason Coded Transaction and XGI - Shipping/Receiving Records. The materiel condition code is reported as a separate element on these transactions.

22G23.2. Reason Code Definitions and Criteria.

22G23.2.1. Tracking EMCs: The reason code provides the necessary information to track EMCs 3, 4, and 5 items using the XGI - Shipping/Receiving Record and XGH - Reason Coded Transaction are:

22G23.2.2. Reason Code Configuration.

22G23.2.2.1. Position 1 of the Reason Code indicates the type of action taking place. The valid codes are:

Table 22G23.1. Reason Codes - Position 1.

CODE	DEFINITION
A	Warehouse/Inventory Adjustment
B	Reidentification and Modification
C	Change of Information
R	Receipt
S	Shipment
T	Transfer

22G23.2.2.2. Position 2 of the Reason Code identifies the "Subtract From" counter and Position 3 identifies the "Add To" counter in the AFEMS (C001). The valid codes are:

Table 22G23.2. Reason Codes - Position 2.

CODE	DEFINITION
A	Warehouse Balance
D	Lost Intransit
E	Condition Code Change
H	Condemned
I	Contractor, GFE, GFP, GFM
K	Modification
M	Due-in From Maintenance
O	NOT USED (alpha O)
Q	AF Form 538
R	RPIE
S	Other Services or Agencies
U	In-Use Detail
V	Assembly/Disassembly
X	Other Loss

CODE	DEFINITION
Y	Combat/Disaster Loss
Z	Military/Security Assistance Program
	(MAP/SAP)
	No Action (zero)

22G23.3. Valid Reason Codes.

22G23.3.1. The following list represents the Valid Reason Codes/combinations provided by the SBSS on either the XGH - Reason Coded Transaction or the XGI - Shipping/Receiving Record. The materiel condition code is reported as a separate element on these transactions.

22G23.3.2. Warehouse/Inventory Adjustments:

Table 22G23.3. Valid Reason Code Combinations - Warehouse Inventory Adjustments.

CODE	DESCRIPTION
AAO	Decrease Warehouse Balance, Inventory Adjustment Loss
AUO	Decrease In-Use, Inventory Adjustment Loss
AMO	Decrease Due-In From Maintenance (DIFM), Inventory Adjustment Loss
AAY	Decrease Warehouse Balance, Combat/Disaster Loss
AMY	Decrease DIFM, Combat/Disaster Loss
AUY	Decrease In-Use, Combat/Disaster Loss
AOA	Increase Warehouse, Inventory Adjustment Gain
AOM	Increase DIFM, Inventory Adjustment Gain
AOU	Increase In-Use, Inventory Adjustment Gain
AAE	Decrease Warehouse Balance, Condition Code Change
AEA	Increase Warehouse Balance, Condition Code Change

22G23.3.3. Reidentification and Modification:

Table 22G23.4. Valid Reason Code Combinations - Reidentification and Modification.

CODE	DESCRIPTION
BOA	Increase Warehouse, Reidentification Gain
BOU	Increase Total In-Use, Reidentification Gain
BAO	Decrease Warehouse, Reidentification Loss
BUO	Decrease Total In-Use, Reidentification Loss
BKA	Increase Warehouse, Modification Gain
BMK	Decrease DIFM, Modification Loss

NOTE: A BKA must accompany a BMK transaction.

22G23.3.4. Change Transaction:

Table 22G23.5. Valid Reason Code Combination - Change Transaction.

CODE	DESCRIPTION
C*S	Change Stock Number

22G23.3.5. Receipts

Table 22G23.6. Valid Reason Code Combinations - Receipts.

CODE	DESCRIPTION
ROA	Increase Warehouse, Decrease Intransit
RIA	Increase Warehouse, Contractor Repair Gain
RSA	Increase Warehouse, Other Service Gain
RZA	Increase Warehouse (MAP), SA Program Gain
*ROO	Confirm Intransit Asset Required

22G23.3.6. Shipments:

Table 22G23.7. Valid Reason Code Combinations - Shipments.

CODE	DESCRIPTION
SAO	Decrease Warehouse, Establish Intransit
SAH	Decrease Warehouse, Condemned to DLA Loss, No Intransit
SAI	Decrease Warehouse, GFE Loss, No Intransit
SAS	Decrease Warehouse, Other Service Loss, No Intransit
SAZ	Decrease Warehouse (MAP), SA Program Loss, No Intransit
*SOO	Confirmation of Shipment
*SOD	Declared Lost Intransit, Intransit Loss
*SOU	Increase Warehouse Balance
SUO	Decrease Warehouse Balance

22G23.3.7. Transfers:

Table 22G23.8. Valid Reason Code Combinations - Transfers.

CODE	DESCRIPTION
TAI	Rental Return, Other Loss, No Transit
TAQ	Decrease Warehouse, AF Form 538 Loss
TAR	Decrease Warehouse, RIPE Loss
TAV	Decrease Warehouse, Assembly Loss
TAX	Decrease Warehouse, Other Loss
TMH	Decrease DIFM, Condemned to DLA Loss, No Intransit
TIA	Rental Receipt, Other Gain, No Intransit
TQA	Increase Warehouse, AF Form 538 Gain
TRA	Increase Warehouse, RPIE Gain
TVA	Increase Warehouse, Disassembly Gain
TXA	Increase Warehouse, Other Gain

NOTE:

1. AFEMS Internal Use.

ATTACHMENT 22G-24

CENTRALLY PROCURED WAREHOUSE BALANCES (XYZ)

22G24.1. Purpose. To provide a complete file of warehouse balances by condition code for stock numbers with an EMC of 4 or 5.

22G24.2. Output Destination. RPS/main system.

22G24.3. Input. None

22G24.4. Output Format.

Table 22G24.1. Output Format.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	Document Identifier	Constant XYZ
4-18	15	Stock Number	
19-24	6	Reporting SRAN	
25	1	Condition Code	Constant A
26-30	5	Serviceable Balance	

ATTACHMENT 22H-1

EQUIPMENT/WRM DEPLOYMENT SELECT INPUT (GROUP SELECTION)

22H1.1. Purpose. To select all authorized/in-use detail records corresponding to the input criteria and to process and accomplish the following:

22H1.1.1. Produce the documentation, transactions, and inputs necessary to effect a transfer between Chiefs of Supply.

22H1.1.2. Record the short-term deployment of and/or return from short-term deployment of selected authorized/in-use detail records.

22H1.2. Special Instructions. Before processing FME group transfer, action code T, verify that no details within the group selection criteria have assets in deployed, calibration, or maintenance status. Failure to do so could result in substitute details being left without a prime/authorized detail.

22H1.3. Input Restrictions. RPS/main system. Must be input after an END input has been processed and prior to processing an RPT input.

22H1.4. Output. See **Attachment 22H-8** through **Attachment 22H-15**.

22H1.5. Input Format and Entry Requirements.

Table 22H1.1. Input Format And Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FME
4-6	3	Project Code	Note 1
7	1	Blank	
8-13	6	Unit Type Code	Note 14
14-19	6	Increment Code/Number	Note 15
20-22	3	EIIC/SRD	Note 16
23-24	2	System Designator	Note 2
25-30	6	Blank	
31-33	3	Organization Code	Note 3
34-35	2	Custody Receipt Account Code	Note 4
36-43	8	Blank	
44	1	Use Code	Note 5
45-51	7	Allowance Identification	Note 6
52-54	3	Gaining/Deployment Routing ID	Note 18
55-57	3	Blank	
58-59	2	WRM Reporting Application Code/Deployment Selection Code	Note 7
60-63	4	Gaining BEMO/EME/Regional EME	Note 8

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
64	1	Priority Designator	Note 9
65	1	Documentation Code	Note 10
66	1	List/Punch Code	Note 11
67	1	Blank	
68-72	5	Gaining SRAN	Note 12
73-74	2	Gaining System Designator	Note 13
75-77	3	Gaining Organization Code	Note 13
78-79	2	Gaining Shop Code	Note 13
80	1	Action Code	Note 17

Table 22H1.2. Allowance ID.

45	46	47	48	49	50	51	
N	N	N					ASC
N	N	N	A				allowance ID suffix
N	N	N	A	A			ASC, positions 1 and 2 of allowance ID suffix
N	N	N	A	A	A		ASC, positions 1-3 of allowance ID suffix
N	N	N	A	A	A	A	ASC, allowance ID suffix

Table 22H1.3. Type Documentation Output.

CODE	TYPE DOCUMENTATION OUTPUT
1	Custody Receipt Transfer Documents
2	DD Form 1348-1A Shipping Documents
4	DD Form 1348-1A Shipping Documents that will be sent through normal transportation channels; CMOS interface record, if the CMOS flag is on; and SC&D interface record, if the SC&D flag is on. A shipment suspense detail will also be stored on the database.

NOTES:

1. The following information applies:
   a. If applicable, enter the project code.
   b. If entered, this code will be printed on DD Form 1348-1A shipping documents in block D.
   c. If not applicable, leave blank.
2. Enter the system designator for the records you want to select. **CAUTION:** This cannot be left blank.
3. The following information applies:
   a. If you wish to select detail records for a specific organization, enter the organization code.
   b. If you do not wish to select an organization code, leave blank.
4. The following information applies:

a. If you wish to select detail records for a specific shop code, enter the shop code. Selection may be on the complete shop code or only the first position (position 34).

b. If selection is on the first position only, enter the desired code in position 34.

c. If selection on shop code is not desired, leave blank.

5. The following information applies:

a. If selection on use code is desired, enter the desired code.

b. If not applicable, leave blank.

6. If selection on allowance ID is desired, any of the allowance ID combinations authorized in **Attachment 22E-1**, may be used. See **Table 22H1.2.**.

7. The following information applies:

a. If selecting detail records with use codes A or D and selection of a specific increment, part, or set is desired, enter the applicable code.

b. If not applicable, leave blank.

8. The following information applies:

a. If position 80 is T, OR if position 80 is R and position 52 is T, enter the ship-to geographical location code (4 position alpha, see chapter 22).

b. If not applicable, leave blank.

9. The following information applies:

a. If DD Form 1348-1A shipping documents are being output, enter the priority required in the output document. Acceptable codes are 1-9 which will be combined with 0 to form an output priority designator of 01-09. If left blank, then a constant priority of 05 will be assigned by the computer.

b. If the documentation code is a 1, leave this field blank.

10. For transfers, enter the appropriate code to specify the type of documentation required to transfer the equipment. See **Table 22H1.3.**.

11. List Punch Code (position 66). For transfers (position 80 = T), you must enter a 1 or a 3 to specify type output desired. If left blank for transfers, an 001 reject will occur. Type output for each code is as follows:

CODE	OUTPUT
1	FED/FCS/ISU/REC/FCI
3	FIL/FED/FCS/ISU/REC/FCI

12. For transfers (position 80 = T), you must enter the gaining SRAN. If left blank, an 001 reject will occur.

13. The following information applies:

a. If for transfers (position 80 = T), you must enter the gaining SRAN, routing identifier system designator, organization code, and shop code. If any field is left blank, an 001 reject will occur.

b. If not for transfers (position 80 = C or E), leave blank.

14. The following information applies:
    a. If selection by unit type code is desired, enter the desired code.
    b. If not applicable, leave blank.
15. The following information applies:
    a. If selection by increment code/number is desired, enter the desired code.
    b. If not applicable, leave blank.
16. The following information applies:
    a. If selection by EIIC/SRD is desired, enter the desired code.
    b. If not applicable, leave blank.
17. Enter action code.

CODE	DESCRIPTION
C	Returns from Short Term Deployment
E	Short Term Deployment
T	Transfers

18. The following information applies:
    a. For transfers, action code T, enter the routing identifier code of the base to which the asset is being transferred.
    b. For deployment, action code E, enter the deployed routing identifier or a 001 reject notice will be produced. This routing identifier will be placed on the deployed detail to identify the deployed location of the asset. Details already deployed will not be selected if they fall within the group selection criteria.

ATTACHMENT 22H-2

PREPARATION AND PROCESSING OF 1RB581

22H2.1. Purpose. To provide the listings and input images for a review of items subject to deployment/transfer. Personnel may process a single 1RB581 image to select specific groups of items subject to deployment or transfer. Group selection is based upon the system designator, organization code, shop code, use code, WRM reporting application code, unit type code, increment code, end item identification code, and/or allowance identification. For selection of special purpose-asset detail records, selection is based upon organization/shop code and type SPRAM flag.

22H2.2. Input Restrictions. The 1RB581 input runstream can be processed during any mode of operation on either the primary or secondary system. To process a 1RB581, execute a start of a runstream containing the 1RB581 select image.

22H2.3. Output. The output from processing the 1RB581 input will be a listing of all selected records. If 1ET images were requested, the computer will produce them in the format requested by the 1RB581 options and write them to a BPS file.

22H2.3.1. Output of multiple records. With the 1RB581 input, you have the option to include a parameter input to select records by multiple organization and shop codes. A maximum of two parameter inputs for a maximum of 30 selections is available with one processing runstream.

22H2.3.2. Output of vehicle-only records. If 1ET images are requested and the program finds a REM vehicle-only detail record, the program will produce an 1ET image for a quantity of one for each registration number selected.

22H2.4. Input Format. **Attachment 22H-3** and **Attachment 22H-4** contain the input format and applicable notices for 1RB581 preparation.

ATTACHMENT 22H-3

EQUIPMENT/WRM DEPLOYMENT REVIEW INPUT (GROUP SELECTION ONLY)

22H3.1. Purpose. To select all authorized/in-use or special purpose asset detail records corresponding to the input criteria and to process and produce the following:

22H3.1.1. A review listing of selected detail records.

22H3.1.2. The 1ET/1ED images in the format requested by the 1RB581 select image.

22H3.2. Input Restrictions. Must be initiated by a start command on any demand-capable terminal during any mode of operation on either the primary or secondary system. A normal batch processing runstream must be prepared before executing the start.

22H3.3. Output. See **Attachment 22H-5** and **Attachment 22H-6**.

22H3.4. Input Format and Entry Requirements.

Table 22H3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-6	6	TRIC	Constant 1RB581
7	1	SPRAM Indicator	Note 1
8	1	Type SPRAM Code	Note 2
9-10	2	System Designator	Note 3
11-13	3	Organization Code	Note 4
14-15	2	Shop Code	Note 5
16	1	Blank	
17-22	6	Unit Type Code	Note 6
23-28	6	Increment Code	Note 7
29-31	3	End Item Identification Code	Note 8
32	1	Use Code	Note 9
33-39	7	Allowance Identification	Note 10
40-41	2	WRM Reporting Application Code	Note 11
42	1	Deployed Routing Indicator Flag	Note 12
43-50	8	Blank	
51	1	Documentation Code	Note 13
52	1	Priority Code	Note 14
53	1	Blank	
54	1	Type Processing Code	Note 15
55	1	Sort Sequence Indicator	Note 16
56-64	5	Blank	
65-66	2	Gaining System Designator	Note 17
67-69	3	Gaining Organization Code	Note 17

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
70-71	2	Gaining Shop Code	Note 17
72-76	5	Gaining SRAN	Note 17
77-79	3	Gaining/Deployed Routing ID	Notes 17, 18
80	1	In-Use-Serialized Control Detail Print Option	Note 19

Table 22H3.2. PARAM Inputs.

SELECT POS	NO POS	FIELD DESIGNATION	REMARKS
1-5	5	Parameter	Constant PARAM
6-8	3	Organization Code	Enter organization code. **CAUTION:** This field cannot be blank if multiple option was entered in 1RB581 SELECT image.
9-10	2	Shop Code	Enter shop code or leave blank.
11-80	70	Same as 6-10 above.	

Table 22H3.3. Stop Image.

SELECT POS	NO POS	FIELD DESIGNATION	REMARKS
1-4	4	Stop Parameter	Constant STOP
5-80	76	Blank	

Table 22H3.4. Documentation Code and Output.

CODE	TYPE DOCUMENTATION OUTPUT
Blank	DD Form 1348-1A Shipping Documents.
4	DD Form 1348-1A Shipping Documents that will be sent through normal transportation channels: This code will cause program GV572 to build a shipment suspense detail and the appropriate interface record for CMOS or SC&D, as applicable.

Table 22H3.5. Type Processing Codes.

CODE	EXPLANATION	1RB581 OUTPUT
T	Transfer	1ET Images and Review List
D	Deployment	1ED Images and Review List
R	Return of Deployment	1ED Images and Review List
Blank	No images produced	Review List only

NOTES:

1. The following information applies:
   a. If selection is for SPRAM details, enter a K.
   b. If selection is for authorized in-use details, leave blank.
2. Type SPRAM code.

a. If selection is for SPRAM details and a specific type SPRAM code is desired, enter appropriate code.

b. If a specific type SPRAM is not desired, leave blank. **CAUTION:** If selecting SPRAM details, type SPRAM code and organization/shop code cannot both be blank.

3. System Designator. Enter the system designator for the records you want to select. **CAUTION:** You cannot leave this field blank.

4. Organization Code.

   a. If you do not wish to select by organization code, leave blank.

   b. If you want to select detail records for a single organization, enter the three-position organization code.

   c. If you want to select detail records for several organizations, enter ***. If this option, you may input a maximum of two PARAM images. A STOP image must follow the last PARAM image. These inputs are as follows: See **Table 22H3.2.** and **Table 22H3.3.**.

5. Shop Code.

   a. If you want to select detail records for a specific shop code, enter the two-position shop code.

   b. If you want detail records for several shop codes, enter **. If you enter **, you must also use a PARAM image and a STOP image. See Note 3 for information about the PARAM and STOP images. **CAUTION:** If shop codes are entered, you must also enter organization codes or input will be rejected.

   c. If you do not want to select by shop code, leave this field blank.

6. Unit Type Code (UTC).

   a. If selection by UTC is enter the applicable code.
   desired,

   b. If not desired, leave blank.

7. Increment Code.

   a. If selection by increment code is desired, enter the applicable code.

   b. If not desired, leave blank.

8. End Item Identification Code (EIIC).

   a. If selection by EIIC is desired, enter the applicable code.

   b. If not desired, leave blank.

9. Use Code.

   a. If selection by use code is desired, enter the applicable code.

   b. If not desired, leave blank.

10. Allowance Identification. If selection by allowance ID is desired, any of the allowance ID combinations authorized in **Attachment 22E-1** may be used.

11. WRM Reporting Application Code.

   a. If you want detail records with use codes A or D and a specific code, enter the applicable code.

   b. If not applicable, leave blank.

12. Deployed Routing Indicator Flag.
    a. If you do not wish to select by a deployed routing identifier, leave blank.
    b. If you want to select by a deployed routing identifier, enter a 'Y' in position 42. Position 54 must contain an 'R'. Enter the deployed routing identifier in positions 77-79.
13. Documentation Code. Enter a 4, or leave blank. See **Table 22H3.4.**.
14. Priority Designator.
    a. If you want to specify the priority in the output images, enter a digit 1-9.
    b. If not applicable, leave blank.
15. Type Processing Code. Enter one of the following codes to appear as the action code in position 4 of the output images. This code will also determine the output TRIC. If you enter a T, you must enter data in positions 65-76. See **Table 22H3.5.**.
16. Sort Sequence Indicator.
    a. Enter an A in position 55 for sort in prime stock number sequence within organization and shop code. (A page eject will occur upon change of organization and/or shop code.)
    b. Enter a U in position 55 for a sort in prime stock number sequence by unit type code (UTC) sequence within organization and shop code. (A page eject will occur upon change of organization/ shop code.)
    c. Leave blank for sort in document number sequence.
17. Gaining Base Codes for Transfers. If the type processing code (position 54) is T, you must enter the gaining system designator, organization code, shop code, SRAN and routing identifier. If any field is left blank, an 001 reject will occur.
18. Gaining/Deployed Routing Identifier.
    a. If the type processing code in position 54 is T or D, a 3-position routing identifier is mandatory. If the type processing code is T, the routing identifier will be placed in positions 81-83 of the output 1ET image. If the type processing code is D, the routing identifier will placed in positions 69-71 of the output 1ED image.
    b. If the type processing code in position 54 is R and the deployed routing identifier flag in position 42 is Y, enter the routing identifier to select only those details deployed to that routing identifier. If left blank, all details meeting the remaining selection criteria will be selected, regardless of the deployment status.
19. In Use Serialized Control Detail (250) Print.
    a. Enter a "Y" in position 80 to selectively print 250-IN USE-CONTROL-DETAIL or blank if not desired. This option may be processed with all options.

ATTACHMENT 22H-4

RUNSTREAMS FOR PROCESSING 1RB581 INPUTS

22H4.1. Purpose. To list the runstream for processing a 1RB581 input.

```
@@NOPR
LIS N
@RUN 581RUN,LG,1USAF
@SYM,D PRINT$
@COPY,A USAF*GVABSUD001.GV801A,TPF$.
@FREE USAF*GVABSUD001.
@XQT TPF$.GV801A
1RB581          ***
PARAM126    136     503
STOP
@EOF
END OF FILE
-
@@NOPR
LIS N
@RUN 581RUN,LG,1USAF
@SYM,D PRINT$
@COPY,A USAF*GVABSUD001.GV801A,TPF$.
@FREE USAF*GVABSUD001.
@XQT TPF$.GV801A
1RB581K 01160AE                                1        1EA                    B1234
STOP
@EOF
END OF FILE
-
@@NOPR
LIS N
@RUN 581RUN,LG,1USAF
@SYM,D PRINT$
```

```
@COPY,A USAF*GVABSUD001.GV801A,TPF$.
@FREE USAF*GVABSUD001.
@XQT TPF$.GV801A
1RB581   *****
PARAM126AA136BB503CC
STOP
@EOF
END OF FILE
-
@@NOPR
```

ATTACHMENT 22H-5

EQUIPMENT/SPRAM SINGLE ITEM DEPLOYMENT/RETURN - 1ED

22H5.1. Purpose. To record and document the deployment and return from deployment of EAID and SPRAM assets.

22H5.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/ Password.

22H5.3. Output. 1ED document/deployment notice.

22H5.4. Input Format and Entry Requirements. Screen 1ED/548.

Table 22H5.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	1ED
4	1	Action Code	Note 1
5-6	2	Blank	
7	1	SPRAM Indicator	Note 2
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity	Note 3
30-43	14	Detail Document Number	
44-56	13	Blank	
57-64	8	Vehicle Registration Number	Note 4
65	1	Priority	Note 5
66-68	3	Project Code	Note 6
69-71	3	Deployed Routing ID	Note 7

NOTES:

1. Enter a D for deployment. Enter an R for return from deployment.
2. Enter a K for SPRAM assets. Leave blank for EAID assets.
3. Cannot be blank. Enter the specific quantity to be deployed or returned. The quantity cannot exceed 00001 for vehicle assets.
4. For vehicle assets (equipment code = V), enter the vehicle registration number. Leave blank for all other assets.
5. Enter the desired priority or leave blank. Acceptable codes are 1-9. The input code will be combined with 0 to form the output priority designator (01-09). The default priority designator is 05.
6. Enter the project code, if applicable, or leave blank.
7. Deployed Routing Identifier.

a. If position 4 (Action Code) is D (DEPLOY): You must enter the deployed routing identifier or a 001 reject notice will be produced. This routing identifier will be placed on the deployed detail to identify the deployed location of the asset. SPRAM assets of a single detail may only be deployed to one location. If SPRAM detail assets are to be deployed to different locations, use FET to transfer assets to different details. Non-SPRAM equipment assets of a single detail may be deployed to more than one location, using the routing identifier of the deployed location.

b. If position 4 (Action Code) is R (RETURN): Enter the routing identifier of the deployed location of the equipment item to be returned. If the detail has multiple items deployed to different locations, ensure the correct routing identifier is input.

ATTACHMENT 22H-6

EAID/SPRAM ACCOUNTABILITY TRANSFER (INLINE) - 1ET

22H6.1. Purpose. To provide inline capability to produce the transactions and documentation necessary to effect the transfer of single EAID and SPRAM assets between Chiefs of Supply.

22H6.2. Input Restrictions. Pseudo or any terminal based on system designator and user-ID/ Password.

22H6.3. Output. DD Form 1348-1A shipping document (see **Attachment 22H-8** through **Attachment 22H-12**). For the 99S image, see chapter 9, attachment 9K-1.

22H6.4. Input Format and Entry Requirements. Screen 1ETT/#549.

Table 22H6.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	1ET
4	1	Action Code	T
5	1	Documentation Code	Note 1
6	1	Blank	
7	1	SPRAM Indicator	Note 2
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity	Note 3
30-43	14	Detail Document Number	
44	1	TEX	Note 4
45-56	12	Shipping Document Number	Note 5
57-64	8	Vehicle Document Number	Note 6
65	1	Priority	Note 7
66-68	3	Project Code	Note 8
69-73	5	Gaining SRAN	Note 9
74-75	2	Gaining System Designator	Note 9
75-78	3	Gaining Organization Code	Note 9
79-80	2	Gaining Shop Code	Note 9
81-83	3	Gaining Routing Identifier	Notes 9, 10

NOTES:

1. Enter a 4 to build CMOS and/or SC&D interface records if either of the interfaces are active. Leave blank if neither interface is active, or if it is desired to bypass creation of CMOS or SC&D records.
2. Enter a K for SPRAM assets. Leave blank for EAID assets.

3. Cannot be blank. Enter the specific quantity to be deployed or returned. The quantity must be 00001 for vehicles.
4. Enter TEX code 6 for post-post transfers, or leave blank. If TEX code 6 is used, a shipping document number must be entered in positions 44-56.
5. The following information applies:
   a. If shipping document numbers have been preassigned, enter the SRAN, date, and serial number in this field. The program will prefix this number with F and the type stock record account code to form the shipping document number.
   b. If this field is blank, the program will assign a shipping document number.
6. For vehicle assets (equipment code = V), enter the vehicle registration number. Leave blank for all other assets.
7. Enter the desired priority or leave blank. Acceptable codes are 1-9. The input code will be combined with 0 to form the output priority designator (01-09). The default priority designator is 05.
8. Enter the project code, if applicable, or leave blank.
9. The fields are mandatory entries for transfers. Any blank field will result in a 001 reject notice.
10. Enter the routing identifier code of the base to which the asset is being transferred. This code will be placed on the 99S image and used to route the image to the gaining base via AUTODIN. The 99S image will load a transferred equipment due-in detail.

ATTACHMENT 22H-7

RESERVED

22H7.1. Reserved For Future Use.

ATTACHMENT 22H-8

NON-EAID EQUIPMENT DETAIL INPUT (FEDX)

22H8.1. Purpose. To create, increase, decrease or delete authorized/in-use detail records for non-EAID equipment.

22H8.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/ Password.

22H8.3. Output. N/A.

22H8.4. Input Format and Entry Requirements: Screen #495/FEDX.

Table 22H8.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FED
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity On Hand	
30	1	Type Detail Code	Constant B
31-44	14	Document Number	Note 1
110	1	Action Code	Note 2

NOTES:

1. Document Number, positions 31-44; document number will always have an activity code of “P” and a constant “00000001” as the last eight positions. (Example: P555JS00000001).
2. Action Code, position 110, I = Increase and D = Decrease.
   a. If action code “I” is used and the in-use detail does not exist, then the detail will be created. If action code “I” is used, the detail will be increased by the input quantity.
   b. If action code “D” is used and the input quantity on hand is equal to the in-use detail on hand quantity, then the detail will be deleted. Otherwise, detail will be decrease by input quantity.

ATTACHMENT 22H-9

EQUIPMENT/WRM/SPRAM TRANSFER/DEPLOYMENT (FME) OUTPUT FORMAT - SBSS COPY (DOT MATRIX 1348-1A)

22H9.1. Purpose. To provide the auditable document for each authorized/in-use detail record selected using FME deployment procedures where the input contained a documentation code of 2 or 4.

22H9.2. Output Destination. RPS/main system.

22H9.3. Input. See FME input (**Attachment 22H-1** and **Attachment 22H-5**).

22H9.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22H9.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	4	1-3	3	FME	Constant
PP (4-6)	4	4-6	3	Routing Identifier	
PP (7)	4	7	1	Media and Status Code	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (17-22)	4	17-22	6	Supplementary Address	Note 2
PP (29-31)	4	29-31	3	Project Code	Note 3
PP (32-33)	4	32-33	2	Priority Designator	
PP (43)	4	43	1	Material Condition Code	
PP (45-52)	4	45-52	8	Unit Price	Note 1
1	4	54-61	8	Extended Price	Note 1
2	2	58-63	6	Losing SRAN	
3	2	71-76	6	Gaining SRAN	Note 2
5	7	48-52	5	Document Date	
6	7	57-62	6	National Motor Freight Classification Code	Note 3
8	7	72-73	2	Type Cargo Code	Note 3
9	10	49	1	Controlled Item Code	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
11	10	65	1	Quantity Unit Pack	
16 Top	15	69-77	9	Special Packing Instruction Number	Note 3
16 Bottom	16	47-79	49	Type Cargo Phrase(s)	Note 3
17 Top	18	50-79	30	Controlled Item Code Phrase	
17 Bottom	19	53-71	19	Nomenclature	
17 Bottom	19	77-79	3	ERRCD	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 4
24 Line 7	13	16-29	14	Document Number	
25 Line 5	21	10-24	15	Stock Number	
26 Line 2	27	5-17	13	**POST-POST**	Note 3
26 Line 2	27	22-32	11	Condition Code Phrase	
26 Line 3	28	20-33	14	Transferred Detail	
26 Line 3	28	49-52	4	Gaining EME/Regional EME Geographical Location Code	Note 3
26 Line 3	28	68-79	12	*DATED ITEM*	Note 3
26 Line 4	29	10-39	30	Precious Metals Code/Phrase	Note 3
26 Line 5	30	5-79	75	WARRANTY/GUARANTY ITEM:MODEL# _____ SERIAL#_____ MFG:_____	Note 5
26 Line 6	31	22-43	22	Ship From Address	
26 Line 7	32	5-79	75	MODE_____TCN_____ DATE AVL SHP_____ TYPE HOLD CODE_____ DATE SHP_____	Constant
27 Line 1	34	20-55	36	CRIT/INVESTMENT Item Phrase(s)	Note 3
27 Line 2	35	20-76		Ship to Address	
27 Line 4	37	3-32	30	Transaction Date/Serial Number (Bar Code)	Note 4
27 Line 4	37	35-79	45	SIGNATURE/DATE:_____	Constant
27 Line 6	39	7-16	10	Transaction Date/Serial Number	
27 Line 6	39	22-31	10	Date/Time	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
27 Line 6	39	35-79	45	PRINTED NAME/TIME:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. The five least significant positions of this field will be blank when termination's are processed without transportation copies.
3. Headings and data for these fields will be printed only if the corresponding fields on the input or detail record contains data.
4. Bar-coded entities will only appear if 001-TYPE-DEVICE-FLG is equal to 28.
5. This phrase is printed if the issue exception code is a B. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.

ATTACHMENT 22H-10

EQUIPMENT/WRM/SPRAM TRANSFER/DEPLOYMENT (FME) OUTPUT FORMAT - SBSS COPY (LASER 1348-1A)

22H10.1. Purpose. To provide the auditable document for each authorized/in-use detail record selected using FME deployment procedures where the input contained a documentation code of 2 or 4.

22H10.2. Output Destination. RPS/main system.

22H10.3. Input. See FME input (**Attachment 22H-1** and **Attachment 22H-5**).

22H10.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22H10.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	7	1-3	3	FME	Constant
PP (4-6)	7	4-6	3	Routing Identifier	
PP (7)	7	7	1	Media and Status Code	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (17-22)	7	17-22	6	Supplementary Address	Note 2
PP (29-31)	7	29-31	3	Project Code	Note 3
PP (32-33)	7	32-33	2	Priority Designator	
PP (43)	7	43	1	Material Condition Code	
PP (45-52)	7	45-52	8	Unit Price	Note 1
1	7	54-61	8	Extended Price	Note 1
2	4	64-69	6	Losing SRAN	
3	4	74-79	6	Gaining SRAN	Note 2
5	9	46-50	5	Document Date	
6	9	52-57	6	National Motor Freight Classification Code	Note 3
8	9	60-70	2	Type Cargo Code	Note 3
9	9	79	1	Controlled Item Code	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
11	11	53	1	Quantity Unit Pack	
16 Top	12	70-78	9	Special Packing Instruction Number	Note 3
16 Bottom	13	46-78	49	Type Cargo Phrase(s)	Note 3
17 Top	14	49-78	30	Controlled Item Code Phrase	
17 Bottom	15	46-64	19	Nomenclature	
17 Bottom	15	77-79	3	ERRCD	
24 Line 3	10	3-42	40	Document Number (Bar Code)	
24 Line 5	12	16-29	14	Document Number	
25 Line 3	17	10-24	15	Stock Number	
25 Line 6	20	5-17	13	**POST-POST**	Note 3
25 Line 6	20	22-32	11	Condition Code Phrase	
26 Line 1	21	20-33	14	Transferred Detail	
26 Line 1	21	49-52	4	Gaining EME/Regional EME Geographical Location Code	Note 3
26 Line 1	21	68-79	12	*DATED ITEM*	Note 3
26 Line 2	22	10-39	30	Precious Metals Code/Phrase	Note 3
26 Line 3	23	5-79	75	WARRANTY/GUARANTY ITEM: MODEL# _____, SERIAL#_____, MFG:_____	Note 4
26 Line 4	24	22-43	22	Ship From Address	
26 Line 5	25	5-79	75	MODE_____TCN_____ DATE AVL SHP_____, TYPE HOLD CODE_____, DATE SHP_____	Constant
27 Line 1	26	20-55	36	CRIT/INVESTMENT Item Phrase(s)	Note 3
27 Line 2	27	20-76	57	Ship to Address	
27 Line 4	29	3-32	30	Transaction Date/Serial Number (Bar Code)	
27 Line 4	29	35-79	45	SIGNATURE/DATE:_____	Constant
27 Line 6	31	7-16	10	Transaction Date/Serial Number	
27 Line 6	31	22-31	10	Date/Time	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
27 Line 6	31	35-79	45	PRINTED NAME/TIME:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. The five least significant positions of this field will be blank when termination's are processed without transportation copies.
3. Headings and data for these fields will be printed only if the corresponding fields on the input or detail record contains data.
4. This phrase is printed if the issue exception code is a B. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.

ATTACHMENT 22H-11

EQUIPMENT/WRM/SPRAM TRANSFER/DEPLOYMENT (FME) OUTPUT FORMAT - TRANSPORTATION COPY (DOT MATRIX 1348-1A)

22H11.1. Purpose. To provide the shipping document for each authorized/in-use detail record selected using FME transfer/ deployment procedures where the input contained a documentation code of 2 or 4.

22H11.2. Output Destination. RPS/main system.

22H11.3. Input. See FME input (**Attachment 22H-1** and **Attachment 22H-5**).

22H11.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22H11.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	4	1-3	3	FME	Constant
PP (4-6)	4	4-6	3	Routing Identifier	
PP (7)	4	7	1	Media and Status Code	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (17-22)	4	17-22	6	Supplementary Address	
PP (29-31)	4	29-31	3	Project Code	Note 2
PP (32-33)	4	32-33	2	Priority Designator	
PP (43)	4	43	1	Material Condition Code	
PP (45-52)	4	45-52	8	Unit Price	Note 1
1	4	54-61	8	Extended Price	Note 1
2	2	58-63	6	Losing SRAN	
3	2	71-76	6	Gaining SRAN	
5	7	48-52	5	Document Date	
6	7	57-62	6	National Motor Freight Classification Code	Note 2
8	7	72-73	2	Type Cargo Code	Note 2

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
9	10	49	1	Controlled Item Code	
11	10	65	1	Quantity Unit Pack	
16 Top	15	69-77	9	Special Packing Instruction Number	Note 2
16 Bottom	16	47-79	49	Type Cargo Phrase(s)	Note 2
17 Top	18	50-79	30	Controlled Item Code Phrase	
17 Bottom	19	53-71	19	Nomenclature	
17 Bottom	19	77-79	3	ERRCD	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 3
24 Line 7	13	16-29	14	Document Number	
25 Line 1	17	1-14	14	**TRANS COPY**	Constant
25 Line 3	19	3-45	40	Stock Number (Bar Code)	Note 3
25 Line 5	21	10-24	15	Stock Number	
26 Line 2	27	5-17	13	**POST-POST**	Note 2
26 Line 3	28	20-33	14	Transferred Detail	
26 Line 3	28	49-52	4	Gaining EME/Regional EME Geographical Location Code	Note 2
26 Line 3	28	68-78	12	*DATED ITEM*	Note 2
26 Line 5	30	5-79	75	WARRANTY/GUARANTY ITEM: MODEL# _____, SERIAL#_____, MFG:_____	Note 4
26 Line 6	31	24-78	55	Ship From Address	
27 Line 1	34	20-55	36	CRIT/INVESTMENT Item Phrase(s)	Note 2
27 Line 2	35	10-39	30	Precious Metals Code/Phrase	Note 2
27 Line 4	37	20-76	57	Ship To Address	
27 Line 6	39	7-16	10	Transaction Date/Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	39	44-79	36	INSPECTOR: _____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the input or detail record contains data.
3. Bar-coded entities will only appear if 001-TYPE-DEVICE-FLG is equal to 28.
4. This phrase is printed if the issue exception code is a B. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.

ATTACHMENT 22H-12

EQUIPMENT/WRM/SPRAM TRANSFER/DEPLOYMENT (FME) OUTPUT FORMAT - TRANSPORTATION COPY (LASER 1348-1A)

22H12.1. Purpose. To provide the shipping document for each authorized/in-use detail record selected using FME transfer/ deployment procedures where the input contained a documentation code of 2 or 4.

22H12.2. Output Destination. RPS/main system.

22H12.3. Input. See FME input (**Attachment 22H-1**, **Attachment 22H-5**, and **Attachment 22L-3**).

22H12.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22H12.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	7	1-3	3	FME	Constant
PP (4-6)	7	4-6	3	Routing Identifier	
PP (7)	7	7	1	Media and Status Code	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (17-22)	7	17-22	6	Supplementary	
PP (29-31)	7	29-31	3	Project Code	Note 2
PP (32-33)	7	32-33	2	Priority Designator	
PP (43)	7	43	1	Material Condition Code	
PP (45-52)	7	45-52	8	Unit Price	Note 1
1	7	54-61	8	Extended Price	Note 1
2	4	64-69	6	Losing SRAN	
3	4	74-79	6	Gaining SRAN	
5	9	46-50	5	Document Date	
6	9	52-57	6	National Motor Freight Classification Code	Note 2
8	9	69-70	2	Type Cargo Code	Note 2

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
9	9	79	1	Controlled Item Code	
11	10	53	1	Quantity Unit Pack	
16 Top	12	70-78	9	Special Packing Instruction Number	Note 2
16 Bottom	13	46-78	49	Type Cargo Phrase(s)	Note 2
17 Top	14	49-78	30	Controlled Item Code Phrase	
17 Bottom	15	46-64	19	Nomenclature	
17 Bottom	15	77-79	3	ERRCD	
24 Line 3	10	3-42	4	Document Number (Bar Code)	
24 Line 5	12	16-29	14	Document Number	
24 Line 7	14	1-14	14	**TRANS COPY**	Constant
25 Line 1	15	3-45	40	Stock Number (Bar Code)	
25 Line 3	17	10-24	15	Stock Number	
25 Line 6	20	5-17	13	**POST-POST**	Note 2
26 Line 1	21	20-33	14	Transferred Detail	
26 Line 1	21	49-52	4	Gaining EME/Regional EME Geographical Location Code	Note 2
26 Line 1	21	68-78	12	*DATED ITEM*	Note 2
26 Line 3	23	5-79	75	WARRANTY/GUARANTY ITEM: MODEL#_____, SERIAL#_____,MFG:_____	Note 3
26 Line 4	24	24-78	55	Ship From Address	
27 Line	26	20-55	36	CRIT/INVEST-MENT Item Phrase(s)	Note 2
27 Line 2	27	10-39	30	Precious Metals Code/Phrase	Note 2
27 Line 4	29	20-76	57	Ship To Address	
27 Line 6	31	7-16	10	Transaction Date/ Serial Number	
27 Line 6	31	22-31	10	Date/Time	
27 Line 6	31	44-79	36	INSPECTOR:_____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the input or detail record contains data.
3. This phrase is printed if the issue exception code is a B. Enter the required data. If the item is a weapon, forward one copy to Document Control, otherwise forward one copy to Contract Maintenance.

ATTACHMENT 22H-13

RESERVED

22H13.1. Reserved For Future Use.

ATTACHMENT 22H-14

RESERVED

22H14.1. Reserved For Future Use.

ATTACHMENT 22H-15

RESERVED

22H15.1. Reserved For Future Use.

ATTACHMENT 22H-16

EQUIPMENT/WRM RECEIPT/TRANSFER INPUT (FED)

22H16.1. Purpose. To record the receipt of transferred EAID items and create authorized/in-use detail records.

NOTE: For items requisitioned through normal procedures, use TRIC REC. FED is to be used only to receipt for and establish an authorized-in-use detail for equipment received when the base has not established an original requisition. (For example, push due-in details, transfers, and prepositioned material receipts (PPMR).

22H16.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22H16.3. Output. See FED Receipt (**Attachment 22H-17** or **Attachment 22H-18**) and FED Issue (**Attachment 22H-20** or **Attachment 22H-21**).

22H16.4. Input Format and Entry Requirements. Screen FEDE/#186.

Table 22H16.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	FED
4-7	4	Shipping Document Serial Number	Notes 1, 2, 9
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Quantity On Hand	
30	1	Type Detail Code	Constant B
31-44	14	Document Number	Notes 1, 2, 3, 9
45-49	5	Authorized Quantity	Note 4
50	1	Item Code	
51	1	Blank	
52	1	Equipment Code	Note 2
53	1	Use Code	Note 2
54-60	7	Allowance Identification	Note 2
61-63	3	Base of Planned Use	Notes 5, 6
64-66	3	Alternate Storage Location Code	Notes 5, 6
67	1	Special Allowance Flag	Note 5
68	1	REM Component Flag	Note 5
69-74	6	Losing SRAN	Note 1, 9
75-79	5	Blank	
80-85	6	Unit Type Code	
86-91	6	Increment Code/Number	

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
92-94	3	EIIC/SRD	
95-97	3	Mission Item Essentiality Code	
98-103	6	Blank	
104-105	2	WRM Reporting Application Code/Deployment Selection Code	Note 5, 9
106-109	4	A+F Interface Code	Notes 2, 7, 9
110	1	Action Code	Notes 2, 8, 9

NOTES:

1. Positions 4-7, 37-40, 69-74. FED outputs produced by FME processing will contain the shipping document serial number in positions 4-7, shipping document date in positions 37-40, and the losing SRAN in positions 69-74. These fields are combined to form a shipping document number. For manually prepared FEDs, the shipping document number is required. The shipping document number must be the same as that used by the deploying base to ensure that intransit files within the AFEMS (C001) are properly updated.
2. The FED program will edit compatibility between the A&F interface code, allowance identification, use code, equipment code, action code, and shipping document number upon input. See **Table 22H16.2.** for input data.
3. FED outputs produced by FME processing will contain the detail document number specified by FME input parameters. The date field will be the date the FME was processed. For manually prepared FEDs, enter the document number of the authorized/in-use detail record to be established. Entries in the date field will be as outlined in note 1.
4. The authorized quantity field must be blank for anything other than primary items, (item code 'P'), when creating a new detail or 001 reject notice will occur. When a quantity is input to this field, it will be added to the authorized quantity on the detail.
5. The following information applies:
   a. If data are not applicable, leave blank.
   b. If input base of planned use and alternate storage location codes are other than blank, and equal to each other, input will generate a 001 reject notice.
6. If positions 54-56 are 158, 900, 907, 908, or 911 (BASS/MOSS), enter the composition code in positions 61-64, (1 alpha, 3 numeric), otherwise, enter the base of planned use and alternate storage location code, if applicable, or leave blank.
7. Enter EAID. The code assigns FIA code 020 under program control.
8. This code corresponds to the documentation code that was used in FME processing.

CODE	DESCRIPTION	OUTPUT
1	Custody Receipt Transfer	None
2	DD Forms 1348-1A	Deployment ISU

9. When using an FED to receipt for assets when a 99S due-in document number is produced from push due-in details, transfers, and prepositioned material receipts (PPMR) the following information applies;
   a. A+F interface code: EAID.
   b. Shipping document serial number: Enter the last four positions of the 99S due-in document number.
   c. WRM RPT/application code: For weapons, enter the WRM reporting application code that is located in positions 61-62 of the 201-authorized-in-use-detail. For COMSEC items, leave blank.
   d. Document number: Enter the organization and shop code of the 201-authorized-in-use-detail, the date field from the 99S due-in, and the 201-authorized-in-use detail item number.
   e. Losing SRAN: Enter the SRAN listed in the 'SUP-REQUISIT' field of the 99S due-in.
   f. Action code: Enter a numeric 2.

Table 22H16.2. A&F Interface Code Information.

A&F INTERFACE CODE	USE ASC	EQUIP CODE	SHIPPING CODE	DOC NO	ACTION CODE
EAID	= 050	= E	= R	Numeric > 0	1 or 2

ATTACHMENT 22H-17

FED RECEIPT OUTPUT FORMAT

22H17.1. Purpose. To provide the auditable document resulting from the receipt (FED) of an equipment deployment/transfer with an A&F interface code of RENT or LOAN.

22H17.2. Output Destination. RPS/main system or terminal.

22H17.3. Input. See Equipment/WRM Receipt Transfer Input (**Attachment 22H-16**).

22H17.4. Output Format.

Table 22H17.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
1	1-3	TRIC	Input
	4-7	Blank	
	8-22	Stock Number	Input
	23-24	Unit of Issue	Item Record
	25-29	Quantity	Input
	30-43	Document Number	Input. When the input date and serial number are blank, the transaction date and four nines (9999) will be program assigned.
	74-80	Unit Cost	Item Record

Table 22H17.2. Output Format (continued).

BLOCK	DESCRIPTION	REMARKS
A	FROM	Constant plus A&F Interface Code
B	Gaining Detail	Input
E	Extended Cost	Total Dollar Value
U	Part Number	Part Number Detail Record.

BLOCK	DESCRIPTION	REMARKS
X	Controlled Item Code Phrase(upper line) Nomenclature and ERRCD (lower line)	CIC Phrase Record Item Record
BB	Transaction Number	Date and Serial Number

ATTACHMENT 22H-18

RECEIPT OF TRANSFERRED EQUIPMENT (FED) OUTPUT FORMAT - RECEIPT (DOT MATRIX 1348-1A)

22H18.1. Purpose. To provide the auditable document resulting from the receipt (FED) of an equipment deployment/transfer with an A&F interface code of RENT or LOAN.

22H18.2. Output Destination. Input terminal or RPS/main system.

22H18.3. Input. See FED input (**Attachment 22H-16**).

22H18.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22H18.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-6)	4	1-6	6	FEDREC	Constant
PP (7)	4	7	1	IEX Code	Note 2
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (46-52)	4	46-52	7	Unit Price	Note 1
1 Bottom	4	54-61	8	Extended Price	Note 1
9 Bottom	10	50	1	Controlled Item Code	
17 Top	18	50-79	30	Controlled Item Code Phrase	
17 Bottom	19	53-71	19	Nomenclature	
17 Bottom	19	77-79	3	ERRCD	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 3
24 Line 7	13	16-29	14	Document Number	
25 Line 5	21	10-24	15	Stock Number	
26 Line 3	28	11-14	4	A&F Interface Code	
26 Line 3	28	33-47	14	Gaining Detail Number	
26 Line 5	30	5-39	35	Issue Exception Phrase	Note 2
26 Line 7	32	10-40	31	Precious Metals Code/Phrase	Note 2

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
27 Line 4	37	3-32	30	Transaction Date/ Serial Number (Bar Code)	
27 Line 4	37	44-79	36	MMO SIGNATURE:_____ Constant	
27 Line 6	39	7-16	10	Transaction Date/Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	39	44-79	36	INSPECTOR:	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
3. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.

ATTACHMENT 22H-19

RECEIPT OF TRANSFERRED EQUIPMENT (FED) OUTPUT FORMAT - RECEIPT (LASER 1348-1A)

22H19.1. Purpose. To provide the auditable document resulting from the receipt (FED) of an equipment deployment/transfer with an A&F interface code of RENT or LOAN.

22H19.2. Output Destination. Input terminal or RPS/main system.

22H19.3. Input. See FED input (**Attachment 22H-16**).

22H19.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22H19.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-6)	7	1-6	6	FEDREC	Constant
PP (7)	7	7	1	IEX Code	Note 2
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (46-52)	7	46-52	7	Unit Price	Note 1
1 Bottom	7	54-61	8	Extended Price	Note 1
9 Bottom	9	79	1	Controlled Item Code	
17 Top	14	49-78	30	Controlled Item Code Phrase	
17 Bottom	15	46-64	19	Nomenclature	
17 Bottom	15	77-79	3	ERRCD	
24 Line 3	10	3-42	40	Document Number (Bar Code)	
24 Line 5	12	16-29	14	Document Number	
25 Line 4	17	10-24	15	Stock Number	
26 Line 1	21	11-14	4	A&F Interface Code	
26 Line 1	21	33-47	14	Gaining Detail Number	
26 Line 3	23	5-39	35	Issue Exception Phrase	Note 2
26 Line 5	25	10-40	31	Precious Metals Code/ Phrase	Note 2

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
27 Line 4	29	3-32	30	Transaction Date/Serial Number (Bar Code)	
27 Line 4	29	44-79	36	MMO SIGNATURE:_____	Constant
27 Line 6	31	7-16	10	Transaction Date/Serial Number	
27 Line 6	31	22-31	10	Date/Time	
27 Line 6	31	44-79	36	INSPECTOR: _____	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.

ATTACHMENT 22H-20

FED ISSUE OUTPUT FORMAT

22H20.1. Purpose. To provide the auditable document establishing EAID accountability resulting from the receipt (FED) of an equipment deployment/transfer. A DD Form 1348-1A issue document is prepared for each receipt of deployment with action code 2 entered in the FED input.

22H20.2. Input Restrictions. RPS/main system or terminal.

22H20.3. Output. See Equipment/WRM Receipt Transfer Input (**Attachment 22H-16**).

22H20.4. Input Format.

Table 22H20.1. Input Format.

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
1	1-3	TRIC	Input
	4-6	Delivery Destination Code	Constant ISU
	7	Issue Exception Code	Item Record
	8-22	Stock Number	Input
	23-24	Unit of Issue	Item Record
	25-29	Action Quantity	Input
	30-43	Document Number	Input
	44-51	Blank	
	52	Budget Code	Item Record
	53	Force Activity Designator	Organization Cost Center Record
	54	Controlled Item	Item Record
	55-56	System Designator	Item Record
	57-59	Blank	
	60-77	PROJECT DEPLOYMENT	Constant
	78-80	Blank	

PRINT LINE	POS	FIELD DESIGNATION	REMARKS
2	6-11	SRAN	SRAN From Organization Cost Center Record
	26-47	Organization Title	Organization Cost Center Record
	51-54	A&F Interface Code	Input
	58-71	Blank	
	73-80	Unit Cost	Item Record
3	26-47	Parcel Post Freight Address	Organization Cost Center Record
	58-67	Constant DATED ITEM	When Applicable
	73-80	Extended Cost	Transaction History Record
4	2-15	Shipping Document Number	Input
5	3-17	Prime Stock Number	When Applicable
	21-52	Part Number/ Controlled Item Code Phrase	Part Number Detail Record.
	53-80	Precious Metal Indicator Code and Phrase	When Applicable
6	20-43	Nomenclature	Item Record
	46-48	ERRCD	Item Record
	50-51	Application Code	Item Record
7	15-18	TIME	Constant
	20-23	Output Time	SBSS ADS Generated
8	15-24	Date and Serial Number	SBSS ADS Generated
	41-75	Issue Exception Phrase	When Applicable
9	43-77	Type Cargo Phrase	When Applicable

ATTACHMENT 22H-21

RECEIPT OF TRANSFERRED EQUIPMENT (FED) OUTPUT FORMAT - ISSUE (DOT MATRIX 1348-1A)

22H21.1. Purpose. To provide the auditable document establishing EAID accountability resulting from the receipt (FED) of an equipment deployment/transfer. This form is prepared for each equipment receipt processed with an action code of 2.

22H21.2. Output Destination. Input terminal or RPS/main system.

22H21.3. Input. See FED input (**Attachment 22H-16**).

22H21.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22H21.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
PP (1-3)	4	1-6	6	FEDISU	Constant
PP (7)	4	7	1	IEX Code	Note 2
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
PP (46-52)	4	46-52	7	Unit Price	Note 1
1 Bottom	4	54-61	8	Extended Price	Note 1
3 Line 1	2	71-76	6	Receiving SRAN	
9 Bottom	10	50	1	Controlled Item Code	
16 Bottom	17	47-79	33	Type Cargo Phrases	Note 2
17 Top	18	50-79	30	Controlled Item Code Phrase	
17 Bottom	19	53-71	19	Nomenclature	
17 Bottom	19	77-79	3	ERRCD	
24 Line 4	10	3-42	40	Document Number (Bar Code)	Note 3
24 Line 7	13	16-29	14	Document Number	
25 Line 5	21	10-24	15	Stock Number	
26 Line 2	27	16-37	22	Organization Title	
26 Line 3	28	16-37	22	Organization Address	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS/NOTES
26 Line 4	29	5-39	35	Issue Exception Phrase	Note 2
26 Line 5	30	25-28	4	A&F Interface Code	
26 Line 5	30	49-79	31	Precious Metals Code/Phrase	Note 2
26 Line 6	31	21-34	14	Ship-From Document Number	
26 Line 7	32	23-24	2	Application Code	Note 2
27 Line 1	34	20-34	15	Prime Stock Number	Note 4
27 Line 4	37	3-32	30	Transaction Date/ Serial Number (Bar Code)	Note 3
27 Line 4	37	35-79	45	SIGNATURE/DATE:____	Constant
27 Line 6	39	7-16	10	Transaction Date/ Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	31	35-79	45	PRINTED NAME/TIME:_	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
3. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.
4. The prime stock number will be printed if the transferred asset is for a substitute authorization.

ATTACHMENT 22H-22

RECEIPT OF TRANSFERRED EQUIPMENT (FED) OUTPUT FORMAT - ISSUE (LASER 1348-1A)

22H22.1. Purpose. To provide the auditable document establishing EAID accountability resulting from the receipt (FED) of an equipment deployment/transfer. This form is prepared for each equipment receipt processed with an action code of 2.

22H22.2. Output Destination. Input terminal or RPS/main system.

22H22.3. Input. See FED input (**Attachment 22H-16**).

22H22.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22H22.1. FED Output.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT DESCRIPTION	REMARKS/NOTES
PP (1-3)	7	1-6	6	FEDISU	Constant
PP (7)	7	7	1	IEX Code	Note 2
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
PP (46-52)	7	46-52	7	Unit Price	Note 1
1 Bottom	7	54-61	8	Extended Price	Note 1
3 Line 1	4	74-79	6	Receiving SRAN	
9 Bottom	9	79	1	Controlled Item Code	
16 Bottom	13	46-78	33	Type Cargo Phrases	Note 2
17 Top	14	49-78	30	Controlled Item Code Phrase	
17 Bottom	15	46-64	19	Nomenclature	
17 Bottom	15	77-79	3	ERRCD	
24 Line 3	10	3-42	40	Document Number(Bar Code)	Note 3
24 Line 5	12	16-29	14	Document Number	
25 Line 4	17	10-24	15	Stock Number	
25 Line 7	20	16-37	22	Organization Title	
26 Line 1	21	16-37	22	Organization Address	

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT DESCRIPTION	REMARKS/NOTES
26 Line 2	22	5-39	35	Issue Exception Phrase	Note 2
26 Line 3	23	25-28	4	A&F Interface Code	
26 Line 3	23	49-79	31	Precious Metals Code/Phrase	Note 2
26 Line 4	24	21-34	14	Ship-From Document Number	
26 Line 5	25	23-24	2	Application Code	Note 2
27 Line 1	26	20-34	15	Prime Stock Number	Note 2
27 Line 4	29	3-32	30	Transaction Date/ Serial Number (Bar Code)	Note 3
27 Line 4	29	35-79	45	SIGNATURE/DATE:____	Constant
27 Line 6	31	7-16	10	Transaction Date/Serial Number	
27 Line 6	31	22-31	10	Date/Time	
27 Line 6	31	35-79	45	PRINTED NAME/TIME:_	Constant

NOTES:

1. Leading zeros are suppressed on this field.
2. Headings and data for these fields will be printed only if the corresponding fields on the detail record contain data.
3. The prime stock number will be printed if the transferred asset is for a substitute authorization.

ATTACHMENT 22I-1

VEHICLE DATA ELEMENTS

22I1.1. Vehicle Registration Number (8 DIGIT-A/N). Identifies a particular vehicle by year, type, and serial number. Vehicle registration numbers are assigned through an AFEMS (C001) online transaction according to AFI 24-301 and designated as follows:

Table 22I1.1. Vehicle Registration Number Designation.

NUM POS	A/N	DESCRIPTION
2	N	Year of Manufacture (i.e., 62, 53, etc.)
1	A	Design/Application code
5	N	Serial Number (Serial numbers are left justified with the field. Do not use a zero in the first position of the serial number. Blanks may remain in the unused portions.)

22I1.2. Vehicle Replacement Code (1 DIGIT-A). Indicates the condition of the vehicle. The vehicle historical record will provide the latest code according to TO 00-25-249 and AFI 24-301.

Table 22I1.2. Vehicle Replacement Code/Description.

CODE	DESCRIPTION
A	Age, miles and one-time repair
B	Age and one-time repair
C	Miles and one-time repair
D	One-time repair
E	Destroyed
F	Obsolete
G	Age and miles
H	Age
J	Miles
K	Age and miles, 1 Year
L	Age, 1 Year
M	Miles, 1 Year
N	Age and miles, 2 Years
P	Age, 2 Years
Q	Miles, 2 Years
R	Midcycle of vehicle's life expectancy (in years) has been reached
S	Depot repaired vehicles
T	Code assigned when replacement codes A through S and U do not apply
U	Warranty (other than depot)

22I1.3. Vehicle Status Code (1 DIGIT-A). Indicates the utilization or physical location of a vehicle in-use, in-place, intransit, lost to the COS, etc.

Table 22I1.3. Vehicle Status Codes.

CODE	DESCRIPTION
A	Vehicle is assigned for authorized use (except for use line code M assets). ASC cannot be 000 or 987. Note 1.
B	Vehicle is being shipped to a repair facility. Disposition instructions have been or will be provided to the repair facility by the CEMO. Vehicle will not return to the former owning organization and is a loss to the COS. Note 2.
C	Vehicle is being used in maintenance training (AETC only). Note 1.
D	Disposition instructions are received, but vehicle accountability is being maintained on authorized/in-use and REM-vehicles-only detail records pending shipment, maintenance, transfer to DRMO, sale, etc. Note 1.
E	Vehicle is unserviceable. Accountability is being maintained on authorized/in-use and REM-vehicles-only detail records until transfer to DRMO. Cannibalization of vehicle is authorized prior to processing to DRMO. Note 1.
F	Vehicle is assigned to special project/exercise other than WRM or mobility. Use code must be K. Note 1.
G	Vehicle is being shipped to a facility for repair and subsequent IM redistribution. It is a loss to the COS and excess to the CEMO. Note 2.
H	Vehicle is in place for an authorized WRM requirement and is in serviceable condition. ASC must be a BASS composition code, and use code must be M. Note 1.
I	Vehicle is sent to the vehicle maintenance facility, awaiting limited technical inspection (LTI). Note 1.
J	Vehicle is unauthorized but is in-use and required. Allowance change request has been submitted (ASC000A must be assigned). Note 1.
K	Vehicle is excess to the owning MAJCOM and is being held at direction of the IM for disposition instructions. ASC must be 000, and use code must be K. Note 1.
L	Vehicle is on loan in excess of 30 days to a non-Air Force organization. Use code must be K. ASC must be 987 with the loan termination date in the last four positions of the ASC field or ASC 051. Note 1.
M	Vehicle is being transferred to DRMO. REMS management must ensure that AF Form 271 cites the specific disposal activity and location. Note 2.
N	Vehicle is unserviceable. Disposition instructions and/or repair authority has been requested from the major command. Note 1.
P	TIN code is used for all other physical losses where vehicle will not return to AF REMS. Examples include losses to DOD or governmental agencies, foreign governments, commercial agencies (excluding AF vehicles on loan to contractors), theft, etc. REMS management must submit delete (loss) record. Be sure that the required form lists applicable recipients or other clarifying specifics. Note 2.

CODE	DESCRIPTION
Q	TIN input code is used to delete an incorrect registration number or erroneously assigned stock number; for example, vehicle gained in error, registration or stock number entered incorrectly, or change from REM to non-REM. This code will not be used for normal file maintenance stock number changes distributed through Stock Number User Directory (SNUD). Note 2.
R	At the option of the MAJCOM, change the status code to R for vehicles in base- or depot-level repair for more than 60 days.
S	Vehicle is transferred to an organization of another MAJCOM. Losing and gaining organizations are both supported by the same COS. Note 1.
T	Vehicle is intransit to an Air Force activity of another MAJCOM and is a loss to the COS and CEMO. The TIN input reflecting code T will not be processed until immediately before turn over of the vehicle to transportation. Note 2.
U	Vehicle is intransit to an Air Force activity of the same MAJCOM and is a loss to the COS. Note 2.
V	Vehicle is on loan within or between MAJCOMs not to exceed 180 days. ASC must be 987. Use code must be J or K. Note 1.
W	Vehicle is being held within AFMC for system support requirements. (For AFMC system support manager use only.) Note 1.
X	Vehicle is excess to the COS and is awaiting CEMO directed action. ASC must be 000, and use code must be K. Note 1.
Y	In-place WRM asset is in unserviceable (reparable) condition and expected to be out of commission for 30 days or more. Use code M applies. ASC must be a BASS composition code. Note 1.
Z	Vehicle is intransit to port of embarkation (POE) either to or from an overseas destination. It is anticipated that the shipment time will exceed 180 days. Note 1.

NOTES:

1. These codes are in-use or in-place status codes used on ISU, FET, and FCI inputs.
2. These intransit codes are used only on TIN and FME inputs. They indicate the REM item is no longer in-use or in-place at this COS and has been shipped or transferred.

22I1.4. Alternative Fuel Codes (2 DIGIT-A/N). Identifies type fuel used in vehicle.

Table 22I1.4. AFVSPO Fuel Codes And Comments.

	NEW FUEL CODE	AFVSPO'S FUEL DESCRIPTION	SOURCE	AFVSPO's COMMENTS	OLD FUEL CODE
		FLEX-FUEL = Passenger cars designed to run on blends of unleaded gasoline and either ethanol or methanol			
1	A	Ethanol (15% G / 85% E) 'Flex-Fuel'	OEM	(Also known as ethyl alcohol, grain alcohol) can be produced chemically from thylene or biologically from the fermentation of various sugars from carbohydrates found in agricultural crops & cellulosic residues from crops or wood.	A
2	M	Methanol (15% G / 85% M)'Flex-Fuel'	OEM	(Also known as methyl alcohol< wood alcohol) A liquid fuel formed by catalytically combining CO with hydrogen in a 1:2 ratio under high temperature and pressure.	M
		BI-FUEL = a vehicle with two separate fuel systems designed to run on either an alternative fuel or conventional gasoline, using only one fuel at a time		BI-FUEL systems are usually used in passenger cars or trucks.	
3	B	Gasoline or CNG (Bi-Fuel)	OEM	Burns either gasoline or CNG	B
4	F	Gasoline or CNG (Bi-Fuel)	CONV	Burns either gasoline or CNG	F
5	Q	Gasoline or Propane (Bi-Fuel)	OEM	Burns either gasoline or propane	Q
6	R	Gasoline or Propane (Bi-Fuel)	CONV	Converted to burn either gasoline or propane	None
7	H	Gasoline or LNG (Bi-Fuel)	CONV	LNG on board storage (CNG fuel)	H
8	G	Gasoline	OEM	Designed for unleaded gasoline	G
9	C	Compressed Natural Gas (Dedicated)	OEM	Designed for CNG	C
10	D	Diesel Fuel	OEM	Designed for Diesel Fuel	D
		'REPOWER'=replacement of conventional diesel fueled engine with dedicated CNG engine.			
11	U	CNG - dedicated Diesel 'REPOWER'	CONV	Modified to burn only CNG '	None

	NEW FUEL CODE	AFVSPO'S FUEL DESCRIPTION	SOURCE	AFVSPO's COMMENTS	OLD FUEL CODE
		DUAL-FUEL - a vehicle capable of operating on a combination of alternative fuel, such as CNG or LPG, and a conventional fuel, such as gasoline or diesel. A vehicle has two separate fuel tanks from which both fuels are injected into the combustion chamber simultaneously.		A dual-fuel system is used in heavy-duty or diesel engines.	
12	S	Diesel and CNG (Dual Fuel)	CONV	Converted to burn Diesel and CNG	None
13	W	Diesel and Propane (Dual-Fuel)	CONV	Converted to burn diesel and propane	None
		BIO-DIESEL-a biodegradable transportation fuel for use in diesel engines that is produced through transesterification of organically derived oils or fats		Biodiesel is used as a component of diesel fuel. In the future it may be used as a replacement for diesel.	
14	Z	BIO Diesel (80%> Diesel)	OEM	Designed for 80% or more bio-diesel	None
15	E	BIO Diesel 100% (NEAT)	OEM	Designed for 100% Bio-Diesel (NEAT)	None
16	J	JP-8 Aviation Fuel		Single battlefield fuel	J
17	L	Diesel and Liquefied Natural Gas	OEM	Diesel > 50 gal CNG on board storage	L
18	P	Liquefied Petroleum Gas	OEM	Designed for dedicated LPG	P
19	N	No Fuel	OEM	Towed Vehicles and Equipment Items	N
		ELECTRIC VEHICLE = A vehicle powered by electricity, generally provided by storage batteries but also provided by photovoltaic cells or a fuel cell.			
20	V	Electric	OEM	Battery Powered (EVs)	V
		Hybrid Electric Vehicle (HEV) = a vehicle that is powered by two or more energy sources, one of which is electricity. HEVs combine the engine and fuel tank of a conventional vehicle with the battery and electric motor of an electric vehicle in a single drive rain.			
21	T	Electric and Diesel	OEM	Hybrid - Electric	T
22	X	Electric and Gasoline	OEM	Hybrid Electric Vehicle	X
23	Y	Electric and CNG	OEM	Hybrid Electric Vehicle	Y

	NEW FUEL CODE	AFVSPO'S FUEL DESCRIPTION	SOURCE	AFVSPO's COMMENTS	OLD FUEL CODE
		FUEL-CELL: an electrochemical engine (no moving parts) that converts the chemical energy of a fuel such as hydrogen, and an oxidant, such as oxygen, directly to electricity. The principal components of a fuel cell are catalytically activated electrodes for the fuel (anode) and the oxidant (cathode) and an electrolyte to conduct ions between the two electrodes.			
24	6	Hydrogen Fuel Cell	OEM	To include (1) Phosphoric Acid, (2) Proton Exchange Membrane cell, (3) Solid Oxcide, (4) Molten Carbonate, Fuel Cells	6
25	8	Miscellaneous (Any Other)			8
26	9	Fossil Fuels	OEM	WR-ALC Use Only	9
		The following codes are available for future use - (**NOTE:** Try not to use I-O-0-1)			
27	I				
28	K				
29	O				
30	1				
31	2				
		The following codes are available for future use - (**NOTE:** Try not to use I-O-0-1)			
32	3				
33	4				
34	5				
35	7				
36	0				

ATTACHMENT 22I-2

FCI REM-VEHICLES-ONLY DETAIL RECORD CHANGE INPUT NUMBER 2

22I2.1. Purpose. To change Commercial and Government Entity Code, Vehicle Status Code, Vehicle Replacement Code, Alternative Fuel Code, or warranty date on REM-vehicles-only detail records.

22I2.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22I2.3. Output. See FCI Notice Number 2 (**Attachment 22E-6**).

22I2.4. Input Format And Entry Requirements. Screens FCIREM/129 and INQFCIREM/112.

Table 22I2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	Constant FCI
4-17	14	Blank	
18-32	15	Stock Number	Note 1
33-34	2	System Designator	Note 2
35	1	Type Detail	Constant V
36-49	14	Document Number of Detail Record	Note 3
50-54	5	Commercial and Government Entity Code (CAGE)	Note 4
55	1	Blank	
56	1	Vehicle Status Code	Note 5
57	1	Vehicle Replacement Code	Note 6
58	1	Blank	
59-65	7	Warranty Date	Note 7
66-69	4	Blank	
70-77	8	Vehicle Registration Number	Note 8
78- 79	2	Alternative Fuel Code (see **Table 22I1.4.**.)	Note 9
80-123	44	Blank	
124	1	Image Identification Code	Constant 2

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
125	1	Action Code	Constant C

NOTES:

1. Enter the stock number related to the REM-vehicles-only detail record being changed.
2. Enter the system designator related to the REM-vehicles-only detail record being changed.
3. Enter the detail document number of the REM-vehicle-only detail record being changed.
4. This code is not mandatory and may be left blank on REM-vehicle-only detail records.
   a. If you want to add or change this field on the REM-vehicles-only detail record, enter the applicable code.
   b. If you enter a code, you must fill all five positions.
   c. If no change is required, leave blank.
   d. If you want to delete the CAGE code on the record, enter an asterisk (*) in position 54.
5. Data for change to this code must originate from or be coordinated with the vehicle maintenance officer.
   a. If you want to add it or change it on the REM-vehicles-only detail record, enter the applicable code.
   b. If no change is required, leave blank.
   c. If this code is blank both on the input and on the REM-vehicles-only detail record, a management notice will be printed. See chapter 7.
6. Data for a change to this code must originate from the vehicle maintenance officer or from vehicle status code update (XSH) received from the AFEMS (C001).
   a. If you are adding or changing the REM-vehicle-only detail record, enter the applicable code.
   b. If no change is required leave blank.
7. This date is a seven-digit Ordinal date. This code is not mandatory and may be left blank.
   a. If you are adding or changing the REM-vehicles-only detail record, enter the applicable code.
   b. If you want to delete this code on the REM-vehicles-only detail record, enter an asterisk (*) in position 63, the last position of the input field.
8. Enter the vehicle registration number of the record to be changed. **NOTE:** Vehicle registration numbers may be changed only by processing a turn-in and re-issue.
9. Enter Alternative Fuel Code (see **Table 22I1.4.**) or leave blank for no change.

ATTACHMENT 22I-3

FCI NOTICE NUMBER 2

22I3.1. Purpose. To indicate that an FCI Format Number 2 input has been successfully processed.

22I3.2. Output Destination. RPS/main system or the EME terminal.

22I3.3. Input. See FCI REM-Vehicles-Only Detail Record Change Input Number 2.

22I3.4. Output Format.

Table 22I3.1. Output Format.

PRINT LINE	POS	FIELD DESIGNATION	SOURCE
1	1-3	TRIC	Input
	4-80	Next 77 positions of the input	Input
2	1-35	Positions 81-115 of the input	Input
	36-80	Blank	
3	1-9	CHANGE FROM:	Program Constants
	10	Blank	
	11-15	Federal Supply Code Manufacturer's	Detail
	16	Vehicle Status Code	Detail
	17	Vehicle Replacement Code	Detail
	18-22	Warranty Date	Detail
	23-24	Alternative Fuel Code (see **Table 22I1.4.**)	
	25-80	Blank	
4	1-9	CHANGE TO:	Program Constants
	10	Blank	
	11-20	Same format as the CHANGE FROM except the updated detail information is used.	

ATTACHMENT 22J-1

RESERVED

22J1.1. Reserved For Future Use.

ATTACHMENT 22K-1

ALLOWANCE SOURCE CODES/MANAGEMENT CODING IDENTIFIED IN SECTION 22K

22K1.1. Purpose. To provide a quick reference, by specific paragraph, to ASC identified in **Section 22K.**

Table 22K1.1. Allowance Source Code and Titles.

ASC	PARAGRAPH	SHORT TITLE
000	22.174., 22.184.	Unauthorized Equipment on Hand
000A	22.182., 22.184.	Excess Equipment Awaiting Authorization
000C	22.189.	Communication Project Materiel Awaiting Installation
006	22.149., 22.151.	Office Furniture and Office Equipment
014	22.182.	FM Class III Training Aids
040	22.167.	Non-Standard Research, Development and Testing Equipment
041	22.140., 22.164.	Special Allowance
043	22.112.	School Unique Items
044	22.123.	Gift Items
047	22.106.	Collateral Equipment
048	22.99., 22.140., 22.169.	Retention Authority
049	22.167.	Standard Research, Development, and Testing Equipment
050	22.134.	Equipment Loaned to USAF
051	22.131.	AF Equipment for Non-AF Activities
052	22.174.	Stock/Operating Levels
054	22.161., 22.173.	Special Projects (One Time)
055	22.182.	Class II Training Equipment
056	22.170.	Service Test Non-Aero communications Items (AF Owned
057	22.170.	Service Test Non-Aero communications Items (On Loan)
060	22.139.	Mechanized Materiel Handling Systems (MMHS)
063	22.132.	Inter/Intra Command Loan (Losing Base)
064	22.132.	Inter/Intra Command Loan (Gaining Base)
067	22.168.	Visual Information Equipment (VIE)
080	22.101.	BASS and MOSS Sets
081, 082, and 083	22.102.	Reserved for special equipment management purposes and may only be used when directed by the Air Staff (HQ/USAF/ILSP).
106	22.104., 22.171.	Representational Positions
414	22.104., 22.159.	Quarters Furniture and Bedding
534STBY	22.130.	Laundry/Dry Cleaning Standby Equipment

ASC	PARAGRAPH	SHORT TITLE
ASC STBY	22.176.	Allowance standard Prescribed Standby Equipment
986	22.160.	Quick Reaction Capability
987	22.133.	Temporary Required Items

ATTACHMENT 22K-2

RESERVED

22K2.1. Reserved For Future Use.

ATTACHMENT 22L-1

SPECIAL PURPOSE ASSET DETAIL RECORD LOAD, CHANGE, INQUIRE, OR DELETE INPUT (1XA)

22L1.1. Purpose. To load, change, inquire, or delete special purpose asset detail records in support of SPRAM system.

22L1.2. Input Restrictions. None. However, input through a satellite terminal function must be for that particular/specific satellite system designator.

22L1.3. Output. Printed output is not produced unless the input is via terminal, rejected, or requires a management notice to be printed for external action.

22L1.4. Input Format and Entry Requirements. Screen 1XA/175.

Table 22L1.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	1XA
4-6	3	Delivery Destination/Blank	
7	1	Issue Exception Code	Note 1
8-22	15	Stock Number	
23-24	2	System Designator	
25-27	3	Standard Reporting Designator	Note 2
28-29	2	Blank	
30-43	14	Document Number	Note 3
44-48	5	Authorized Quantity	Note 4
49	1	Item Code	Note 5
50	1	SPRAM Flag	Note 6
51	1	Transaction Exception Code	Note 1
52-62	11	Blank	
63	1	Blank	
64	1	Issue Flag	Note 7
65-66	2	Urgency Justification Code	Note 8
67-76	10	Authorized Document Code	Note 9
77-79	3	Blank	
80	1	Action Code	Notes 10, 11

NOTES:

1. Issue Exception Code (position 7); Transaction Exception Code (position 51).
   a. If an issue exception code is required, enter the applicable code in position 7; otherwise, leave position 7 blank.

b. If a transaction exception code is required, enter 7, P, or T in position 51; otherwise, leave position 51 blank.

2. Standard Reporting Designator (positions 25-27). For type organization codes V, G, I, 7, 8, and 9, enter the SRD in positions 25-27.
3. Document Number (positions 30-42). Enter the document number constructed as follows (see chapter 3, attachment 3A-3):
   a. One-digit activity code equals D.
   b. Three-digit numeric organization code to which the asset is assigned.
   c. Two-digit alpha/numeric shop code.
   d. Four-digit Julian date of preparation.
   e. Four-digit numeric serial number (line number of the authorization). The authorized detail record and its substitutions, if any, reflect the same document number.
4. Authorized Quantity (positions 44-48).
   a. If position 49 is P, enter the authorized quantity load inputs.
   b. If you wish to change authorized quantity, enter the figure desired.
   c. If the input affects substitute detail records or if you are entering a delete input, leave this field blank. **CAUTION:** Do not enter this field on change inputs unless the authorized quantity is to be changed.
5. Item Code (position 49). Enter P for authorized detail records and S for substitutes. Leave blank on change inputs unless a substitute detail record is being changed to an authorized detail record. If change is desired, enter the input against the substitute detail record related stock number with a P in position 49 and a C in position 80. The old authorized detail record is changed to a substitute or is deleted under program control, depending upon on-hand quantities and due-outs. The authorized quantity field may also be changed with this input.
6. SPRAM Flag (position 50). Enter one of the following as applicable:

FLAG	DESCRIPTION
A	Stand Alone
B	Test Station Spares
D	21 TO-Alternate Mission Equipment (780)
F	Fault Isolation
S	Shop Standard
T	Training
Z	Other

7. Issue Flag (position 64). Enter I on load and change inputs if automatic processing by the ISU routine is desired; otherwise, leave blank. Leave blank on SPD funded SPRAM details.
8. Urgency Justification Code (positions 65-66). When position 64 equals I, enter one of the following urgency justification codes: AV, BV, or CV.
9. Authorized Document Code (positions 67-76).
   a. The one-digit code which identifies the type of authorization is constructed as follows:

CODE	TYPE
M	Manual
R	Regulation
T	Technical Order
L	Letter
C	Message
O	Other

b. The one-digit code which identifies the origin or office of primary responsibility (OPR) of the type authorization is constructed as follows:

CODE	OPR
U	Headquarters USAF
M	MAJCOM
A	AFMC
L	Local

c. The eight-digit code identifies the series number or date of the type authorization. This field CANNOT be blank. Enter the most meaningful dates. When the entry contains less than eight characters, the field is right justified and prefixed by blanks. For example:

MU/Blank/Blank/Blank/Blank/66-1

TU11A-1-10

LL/Blank/25 May 81

10. Action Code (position 80). Enter L for load, C for change, I for inquiry, or D for delete.
11. SPRAM details for ERRCD XF can be deleted with an on-hand balance. However, a prime authorized detail can not be deleted if there are substitute or due-out detail records loaded. No SPRAM detail can be changed or deleted if the record has a deployed flag assigned.

ATTACHMENT 22L-2

ESTABLISHMENT OF SPRAM ACCOUNTABILITY INPUT (FED)

22L2.1. Purpose. To show the receipt of transferred SPRAM assets and to create special purpose asset detail records in the SBSS.

22L2.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22L2.3. Output. See FED Receipt (**Attachment 22H-17** or **Attachment 22H-18**) and FED Issue (**Attachment 22H-20** or **Attachment 22H-21**).

22L2.4. Input Format and Entry Requirements. Screen FEDS/187.

Table 22L2.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	FED
4-7	4	Shipping Document Serial Number	Note 1
8-22	15	Stock Number	
23-24	2	System Designator	
25-29	5	Action/On-Hand Quantity	
30	1	Type Detail	Constant K
31-44	14	Document Number	Note 2
45-49	5	Authorized Quantity or Blank	Note 3
50	1	Item Code	
51	1	Blank	
52-61	10	Authorized Document Code	
62	1	Blank	
63	1	SPRAM Flag	
64	1	Blank	
65-67	3	Standard Reporting Designator	
68	2	Blank	
69-74	6	Losing SRAN	Note 1
75-109	35	Blank	
110	1	Action Code	Constant 2

NOTES:

1. Shipping Document Serial Number (positions 4-7); Losing SRAN (positions 69-74). FED inputs produced by FME processing contain the shipping document serial number in positions 4-7, shipping document date in positions 37-40, and losing SRAN in positions 69-74. These fields are combined to form a shipping document number.

2. Document Number (positions 31-44). FED inputs produced by FME contain the detail record document number specified by FME input parameters; the date field is the date the FME was processed. For manually prepared FED inputs, enter the document number of the special purpose asset detail record previously established.
3. Authorized Quantity (positions 45-49). The authorized quantity is blank for all substitute items. For prime items, the group selection produced FED contains the authorized quantity from the prime detail record. For prime items, the single selection produced FED is blank.

ATTACHMENT 22L-3

SPRAM ACCOUNTABILITY TRANSFER/DEPLOYMENT INPUT (FME) (GROUP SELECTION)

22L3.1. Purpose. To select all special purpose asset detail records corresponding to the input criteria and process. It is specifically used as follows:

22L3.1.1. To produce documentation, transactions, and inputs necessary to make transfers.

22L3.1.2. To record short term deployment and/or return from short deployment of selected detail records.

22L3.2. Input Restrictions. RPS/main system after an END input has been processed and before processing an RPT input.

22L3.3. Output. RPS/main system. See Special Purpose Asset Detail Record Load, Change, or Delete Input (1XA) (**Attachment 22L-1**) and Establishment of SPRAM Accountability Input (FED) (**Attachment 22L-2**).

22L3.4. Input Format and Entry Requirements.

Table 22L3.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	FME
4-6	3	Project Code or Blank	Note 1
7	1	Type Detail	Constant K
8-22	15	Blank	
23-24	2	System Designator	
25-30	6	Blank	
31-33	3	Organization Code or Blank	Note 2
34-35	2	Shop Code or Blank	Note 3
36-50	15	Blank	
51	1	Type SPRAM Flag	Note 4
52-54	3	Gaining/Deployed Routing ID	Notes 9, 11
55-57	3	Blank	
58-63	6	Blank	
64	1	Priority Designator or Blank	Note 5
65	1	Documentation Code	Note 6
66	1	List Punch Code	Note 7
67	1	Type Processing	Note 8
68-72	5	Gaining SRAN	Note 9
73-74	2	Gaining System Designator or Blank	Note 9
75-77	3	Gaining Organization Code	Note 9

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
78-79	2	Gaining Shop Code	Note 9
80	1	Action Code	Note 10

NOTES:

1. Project Code (positions 4-6). Enter the project code if it is applicable. If it is entered, this code will be printed on DD Form 1348-1A shipping documents in block D.
2. Organization Code (positions 31-33). Enter the organization code to select detail records for a specific organization.
3. Shop Code (positions 34-35). Enter the shop code to select details for a specific shop.
4. Type SPRAM Flag (position 51). Enter the SPRAM flag or leave this field blank. When selection is by organization or shop code, leave position 51 blank to reflect all special purpose asset detail records. Enter the specific type SPRAM flag for a specific selection. Enter only one code at a time.
5. Priority Designator (position 64).
   a. If a DD Form 1348-1A is being output, enter the last position of the priority designator required (01-09).
   b. If this field is blank, the program enters 05.
6. Documentation code (position 65). Documentation codes specify type output documents. Enter 1 for custody receipt transfer documents. Enter 2 for DD Form 1348-1A shipping documents. Enter a 4 if DD Form 1348-1A documents are required and the property will be sent through the transportation channels. A shipment suspense detail will be built. If the CMOS flag is on, a CMOS interface record will be built, and if operating under the SC&D concept, an SC&D interface record will be built.
7. List Punch Code (position 66). For transfers (position 80 = T), you must enter a 1 or a 3 to specify type output desired. If left blank for transfers, an 001 reject will occur. Type output for each code is as follows:

CODE	OUTPUT
1	FED
3	FIL/FED/1XA

8. Type Processing (position 67). Enter 1 to specify group selection.
9. The following information applies:
   a. If for transfers (position 80 = T), you must enter the gaining SRAN, routing identifier, system designator, organization code, and shop code. If any field is left blank, an 001 reject will occur.
   b. If not for transfers (position 80 = C or E), leave blank.
10. Action Code (position 80). The action codes are as follows:

CODE	ACTION
C	Returns from short-term deployment
E	Short-term deployment
T	Transfers

11. The following information applies:
    a. For transfers, action code T, enter the routing identifier code of the base to which the asset is being transferred. This code will be used to route the output 99S image to the gaining base via AUTODIN. The 99S image will load a transferred asset due-in detail.
    b. For deployment, action code E, enter the deployed routing identifier or a 001 reject notice will be produced. This routing identifier will be placed on the deployed detail to identify the deployed location of the asset. Details already deployed will not be selected if they fall within the group selection criteria. If assets are to be deployed to different locations, prior to deployment, use the FET procedures and transfer assets to different details.

ATTACHMENT 22L-4

DOCUMENT FLOW FOR FET

22L4.1. Equipment Management.

22L4.1.1. Prepare AF Form 1991 or 1530 in two copies.

22L4.1.2. Forward copy 1 to the terminal operation or Distribution for keypunching.

22L4.1.3. File copy 2 in suspense.

22L4.2. Terminal Operator/Distribution.

22L4.2.1. Input FET using the terminal/satellite terminal or prepare the FET and forward it to ADPE.

22L4.2.2. Destroy copy 1 of the input creation after verifying the prepared input or terminal input.

22L4.3. Computer Operations.

22L4.3.1. Input the prepared FET using the RPS reader.

22L4.3.2. Forward all copies of the DD Form 1348-1A to the EMS.

22L4.4. Equipment Management.

22L4.4.1. Compare the suspense to the output for accuracy.

22L4.4.2. Correct and reprocess the input if the input rejects.

22L4.4.3. If the input is correct, do the following:

22L4.4.3.1. Destroy the suspense.

22L4.4.3.2. Make sure the required signatures are put on the DD Form 1348-1A turn-in and issue documents, if they are printed.

22L4.4.3.3. Distribute the DD Form 1348-1A turn-in and issue documents, if they are printed.

ATTACHMENT 22L-5

INTERCUSTODY SPRAM RECEIPT TRANSFER INPUT (FET)

22L5.1. Purpose. To record the transfer of SPRAM assets between custodians and to provide auditable documents for these transfers.

22L5.2. Input Restrictions. Pseudo or any terminal based on system designator and User-ID/Password.

22L5.3. Output. See FET Output Notice (**Attachment 22L-6**).

22L5.4. Input Format and Entry Requirements. Screens FET/380 and INQFET/379.

Table 22L5.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	FET
4	1	Type Detail	Constant K
5-15	11	Blank	
16-17	2	Issue Priority or Blank	Note 1
18-32	15	Stock Number	Note 2
33-34	2	System Designator	
35	1	Blank	
36-49	14	Losing Detail Document Number	Note 3
50-54	5	Action Quantity	Notes 2, 4
55-68	14	Gaining Detail Document Number	Note 5
69-73	5	Decrease Authorized Quantity or Blank	Notes 2, 6
74-78	5	Increase Authorized Quantity or Blank	Notes 2, 7
79	1	Blank	
80	1	Transaction Exception Code	Note 8

NOTES:

1. Issue Priority (positions 16-17). If the field for the issue priority is blank, the program assigns issue priority code 12 to output DD Form 1348-1A.
2. Stock Number (positions 18-32). Leave blank when the transfer of all details with the same document number is desired.
3. Losing Detail Document Number (positions 36-49). Enter the document number of the special purpose asset detail record from which the item is being transferred.
4. Action Quantity (positions 50-54). Enter the quantity of the item that is being transferred. This quantity should be five numbers greater than 00000, but it cannot be greater than the on-hand quantity on the losing detail record.
5. Gaining Detail Document Number (positions 55-68). Enter the document number of the special purpose asset detail record to which the item is being transferred. When the transfer satisfies a

due-out, then the custodian cancels the due-out. When a special purpose asset detail record is not loaded for this document number and input stock number, the FET program establishes a substitute detail record.

6. Decrease Authorized Quantity (positions 69-73). Enter the decrease authorized quantity field only if you desire adjustment of the authorized quantity on the losing special purpose asset detail record. The figure in this field is subtracted automatically from the authorized quantity on the prime record of the losing detail record document number. The figure in this field cannot exceed the input action quantity or the authorized quantity on the losing record.
   a. If the authorized quantity is reduced to zero and no on-hand quantity remains on the prime or substitute records, the prime record (and substitute records) is deleted.
   b. If the authorized quantity is reduced to zero and there are on-hand quantities remaining, a 246 reject notice is output.
7. Increase Authorized Quantity (positions 74-78). Enter the increase authorized quantity only if you desire an adjustment of the authorized quantity on the gaining special purpose asset detail record. The figure in this field is added automatically to the authorized quantity on the prime detail record of the gaining document number. The figure in this field cannot exceed the input action quantity.
8. If you want the words post-post printed on the issue and turn-in documents, enter the number 6. The program will ignore any other entry.

ATTACHMENT 22L-6

RESERVED

22L6.1. Reserved For Future Use.

ATTACHMENT 22L-7

SPRAM ASSET IDENTITY CHANGE (1SA)

22L7.1. Purpose. To change the recorded identity of SPRAM details by transferring assets from one stock number to another.

22L7.2. Input Restrictions. Pseudo or any terminal based upon user-ID and password.

22L7.3. Output. SPRAM identity change output notice. See **Attachment 22L-8**.

22L7.4. Input Format and Entry Requirements. Screen 1SA/550.

Table 22L7.1. Input Format and Entry Requirements.

POS	NO POS	FIELD DESIGNATION	REMARKS/NOTES
1-3	3	TRIC	1SA
4-7	4	Blank	
8-22	15	Change-From Stock Number	
23-24	2	System Designator	
25-29	5	Action Quantity	
30-43	14	SPRAM Detail Document Number	
44-49	6	Blank	
50-64	15	Change-To Stock Number	
65-80	16	Blank	Note

NOTE: The change-to stock number must be loaded for the input system designator.

ATTACHMENT 22L-8

SPRAM IDENTITY CHANGE OUTPUT NOTICE

22L8.1. Purpose. To provide the auditable document for SPRAM detail record identity changes.

22L8.2. Output Destination. Input terminal.

22L8.3. Input. See SPRAM Identity Change (1SA) Input (**Attachment 22L-7**).

22L8.4. Output Format.
Table 22L8.1. Output Format.

PRINT LINE	PRINT POS	FIELD DESIGNATION	SOURCES/NOTES
1	80	Input Image	Input
2	1-7	Blank	
	8-22	Change-From Stock Number	Input
	23-29	Blank	
	30-44	Change-To Stock Number	Input
	45-80	Blank	
3	1-14	Document Number	Input
	15-60	Blank	
	61-65	Action Quantity	Input
	66-80	Blank	
5	1-22	Blank	
	23-41	Nomenclature	Item Record
	42-80	Blank	
6	1-60	Blank	
	60-80	Inspector's Signature	Program Constants
7	1-21	SPRAM Identity Change	Program Constants
	22-62	Blank	
	63-80	Approving Official	Program
	Constants		

PRINT LINE	PRINT POS	FIELD DESIGNATION	SOURCES/NOTES
8	1-46	Date XXXXX Time XXXX:XX Transaction Ser Nr XXXXX	
	47-80	Blank	

ATTACHMENT 22L-9

SPRAM IDENTITY CHANGE (1SA) OUTPUT FORMAT (DOT MATRIX 1348-1A)

22L9.1. Purpose. To provide the auditable document for SPRAM detail record identity changes.

22L9.2. Output Destination. EMS terminal or RPS/main system.

22L9.3. Input. See 1SA input (**Attachment 22L-7**).

22L9.4. Output Format. This format is produced if 001-TYPE-FORM-FLG is equal to an A or a B.

Table 22L9.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS
PP (1-3)	4	1-3	3	Constant (1SA)	
PP (9-10)	4	9-10	2	Unit of Issue	
PP (11-15)	4	11-15	5	Action Quantity	Note 1
17 Bottom	19	53-71	19	Nomenclature	Note 2
24 Line 4	10	3-42	40	Document Number(Bar Code)	Note 3
24 Line 7	13	16-29	14	Document Number	
25 Line 5	21	10-24	15	Change-From Stock Number	
26 Line 3	28	21-35	15	Change-To Stock Number	
27 Line 3	36	44-52	9	APPROVING	Constant
27 Line 4	37	3-32	30	Transaction Date/ Serial Number(Bar Code)	Note 3
27 Line 4	37	44-79	36	OFFICIAL:_____	Constant
27 Line 6	39	7-16	10	Transaction Date/ Serial Number	
27 Line 6	39	22-31	10	Date/Time	
27 Line 6	39	44-79	36	INSPECTOR:_____	Constant

NOTES:

1. Leading zeros are suppressed on the action quantity.
2. This is the nomenclature of the change-to stock number.

3. Bar coded entities will appear only if 001-TYPE-DEVICE-FLG is equal to 28.

ATTACHMENT 22L-10

SPRAM IDENTITY CHANGE (1SA) OUTPUT FORMAT (LASER 1348-1A)

22L10.1. Purpose. To provide the auditable document of SPRAM detail record identity changes.

22L10.2. Output Destination. EMS terminal or RPS/main system.

22L10.3. Input. See 1SA input (**Attachment 22L-7**).

22L10.4. Output Format. This format is produced if 001-TYPE-DEVICE is equal to 37.

Table 22L10.1. Output Format.

LOCATION ON IRRD BLOCK	LINE	POS	MAX LENGTH	TEXT/DESCRIPTION	REMARKS
PP (1-3)	7	1-3	3	Constant (1SA)	
PP (9-10)	7	9-10	2	Unit of Issue	
PP (11-15)	7	11-15	5	Action Quantity	Note 1
17 Bottom	15	46-64	19	Nomenclature	Note 2
24 Line 3	10	3-42	40	Document Number (Bar Code)	
24 Line 5	12	16-29	14	Document Number	
25 Line 3	17	10-24	15	Change-From Stock Number	
26 Line 1	21	21-35	15	Change-To Stock Number	
27 Line 2	28	44-52	9	APPROVING	Constant
27 Line 3	29	3-32	30	Transaction Date/Serial Number (Bar Code)	
27 Line 3	29	44-79	36	OFFICIAL:_____	Constant
27 Line 5	31	7-16	10	Transaction Date/Serial Number	
27 Line 5	31	22-31	10	Date/Time	
27 Line 5	31	44-79	36	INSPECTOR:_____	Constant

NOTES:

1. Leading zeros are suppressed on the action quantity.
2. This is the nomenclature of the change-to stock number.