BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AIR FORCE MATERIEL COMMAND
INSTRUCTION 23-101

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Acquisition Management

AIR FORCE PROVISIONING INSTRUCTION

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements DOD 4140.1-R, DODI 5000.2, AF Supplement to DODI 5000.2 and AFPD 23-1. It provides guidance for acquiring initial support of USAF aerospace equipment. It applies to provisioning activities and provisioning support activities at the Air Logistics Centers (ALCs), Product Centers, HQ AFMC/LGIS (OL) and the Defense Logistics Information Service (DLIS). These instructions do not apply to US Air Force Reserve or Air National Guard units or members.

SUMMARY OF REVISIONS

This instruction provides for the use of AFMC Form 918, **Non-Provisioning Item Supply Support Request (SSR) Data**, when accomplishing non-provisioning SSRs. It also updates procedures by implementing MIL-Standards/Specifications and Acquisition Reform changes. Most of the latter changes are of the pen and ink type. This instruction also incorporates the Air Force Initial Provisioning Performance Specification (IPPS), 1 August 1997, and eliminates the outdated Air Force Addendum to Logistics Support Analysis Record (LSAR) Data Requirements, DD Form 1949-3, 1 January 1994. The IPPS provides guidance and initiatives of Acquisition Reform by eliminating duplicate and unnecessary language.

Chapter 1

PRINCIPLES

1.1. General. Provisioning is the management process for determining and acquiring the range and quantity of support items necessary to operate and maintain an end item of materiel for an initial period of service. The goal of this process is to have the support items available in time to meet/accommodate the operational need date (OND). Provisioning is a team effort and requires the active participation of personnel in the acquisition office, the provisioning office, the contractor and the using command. Close cooperation among these activities is essential to insure timely support is achieved. Support items are items subordinate to, or associated with, an end item (i.e., spares, tools, test equipment and sundry materials) and required to operate, service, repair or overhaul an end item. The acquisition of spares must be integrated with other elements such as support equipment (SE), technical manuals, training and facilities. Successful provisioning depends on early planning to develop cost effective logistics support and attain maximum readiness.

1.2. Objectives:

1.2.1. The main objective of provisioning is to assure the timely availability of initial stocks of spares at all levels of supply and maintenance. These initial stocks are intended to support the end item through the program forecast period AFMCI 23-106, *Initial Requirements Determination,* at the least cost to the government until normal replenishment can be effected.

1.2.2. Every attempt should be made to procure initial spares at fair and reasonable prices. This may include procuring initial spares from the actual manufacturer, when cost effective and practical, and combining initial spares orders with other requirements through the use of the spares acquisition integrated with production (SAIP) technique.

1.2.3. The Air Force should seek to maximize use of items already in the Department of Defense (DOD) inventory in order to minimize the proliferation and use of nonstandard items.

1.2.4. The Air Force should limit its acquisition of data to the minimum amount necessary to support the process. Every attempt should be made to combine data requirements with other logistics requirements.

1.3. Basic Provisioning Concepts:

1.3.1. Plans for provisioning will be developed as soon as the end item of materiel is conceived.

1.3.2. The necessary acquisition documents will be prepared for obtaining provisioning technical data and supplemental data for provisioning required for acquisition and modification programs. This includes drafting the statement of work/statement of objectives (SOW/SOO), identification and tailoring of data item descriptions, and preparing the contract data requirements list for input to the request for proposal. Coordinate this action with the engineering function regarding supplemental data for provisioning (SDFP). Contract for the minimum essential data item descriptions (DIDs) which satisfy the specific acquisition and provide the most effective initial support by the OND. SDFP, in support of commercial items, will be limited to that available to the vendors commercial customers.

1.3.3. Verify the contract contains the appropriate tasking and federal acquisition regulation clause 52.227-14 or DOD Federal Acquisition Regulation (FAR) supplement clause 252.227-7013 regarding rights in data.

1.3.4. Notify all involved activities of scheduled guidance and provisioning conferences. Prepare and forward detailed minutes to all activities for each conference.

Chapter 2

PROVISIONING PLANNING

2.1. General. A provisioning strategy will be developed on all new acquisition programs and on major modification programs. The strategy will be formulated at program initiation and finalized prior to the beginning of the engineering and manufacturing development (EMD) phase and documented in the integrated logistics support plan (ILSP).

2.2. Planning Factors: Essential factors to be considered include:

2.2.1. Maintenance concept.

2.2.2. Reliability and Maintainability (R&M) factors.

2.2.3. Program business strategy.

2.3. Provisioning Techniques. Techniques that will be considered to insure spares are available by the operational need date at a reasonable cost include:

2.3.1. Interim release. This will allows the contractor to begin work on spares with a long production or procurement lead time prior to receipt of a provisioned item order (PIO).

2.3.2. Spares Acquisition Integrated with Production (SAIP). This incorporates Air Force orders for spares and recoverable assemblies with the contractor's orders for production installs (DODI 5000.2) to maximize quantity buys thereby reducing cost. The decision to use or not use the SAIP technique must be documented in the ILSP and in provisioning guidance conference minutes.

2.3.3. Breakout of initial spares. The objective of this technique is to reduce cost by procuring initial spares directly from the actual manufacturer.

2.3.4. Accelerated Provisioning Concept (APC). This technique may be used to shorten the provisioning time. PIO and funding tasks normally done after the provisioning conference are completed during the provisioning conference.

2.3.5. Provisioning Methods.

2.3.5.1. Provisioning conference. This is the normal method for accomplishing data verification for larger systems. The conference may be held at the contractor's facility. The in-house or depot committee provisioning conference, held at the ALC, is preferred for smaller systems.

2.3.5.2. Resident Provisioning Team (RPT) or Resident Integrated Logistics Support Activity (RILSA). This method which employs an Air Force provisioning team permanently assigned to the contractor's facility may be used for major system acquisitions to expedite the processing of a large work load and reduce TDY costs.

2.3.6. Additional Considerations:

2.3.6.1. Budgeting and Funding. Early planning for the availability of funds to purchase spares, provisioning data, etc., is critical. Most initial spares requirements were stock funded beginning in FY 94 as directed by DMRD 904. Initial spares excluded from stock funding are fully delineated in the Jan 93 DMRD 904 Implementation Plan, and include spare engines and classified depot level reparables. Central procurement initial spares funds,e.g., Budget Programs (BP) 16, 26 and

BPs 82, 83 and 84, will reimburse the Reparable Support Division (RSD) of the stock fund for acquisition costs incurred. (NOTE: In FY 95, initial spares funding in BPs 82, 83 and 84 will be consolidated in BP 84; in FY 96 initial spares for these BPs will all be funded in new BP 86.) It is the responsibility of the Single Manager to ensure that adequate amounts of both stock fund obligation authority and central procurement funds are requested/budgeted lead time away from need.

2.3.6.2. Scheduling of Provisioning Events. Provisioning events will begin depending on the design stability of the item and/or interfacing items being provisioned. Provisioning will begin after the physical configuration audit on acquisition category (ACAT) I and II acquisitions or modification programs which have a high degree of instability. For all other acquisition or modification programs provisioning will begin after critical design review.

2.3.6.3. Defense Logistics Service Center (DLSC) screening will be accomplished in-house mechanically through the AFMC Provisioning System along with the Cataloging and Standardization Center Provisioning System.

2.3.6.4. Deferred Procurement. During the initial support period, Provisioning Activities may defer procurement of partial quantities of computed requirements for selected support items when operating program uncertainties or other special circumstances make such risks acceptable in the context of available resources and readiness goals.

2.3.6.5. Warranty considerations. Warranties will impact the timing and/or extent of provisioning. If a warranty applies to the end item or major components, provisioning may be delayed until the end of the warranty period only if all pipeline spares and condemnations are also to be provided by the contractor.

2.3.6.6. Interservice considerations. In joint service/agency acquisitions, Air Force provisioning strategy, planning and contracting must be coordinated with those of the other services/agencies.

2.3.6.7. Foreign Military Sale (FMS) considerations. For programs which include or consist of acquisition for FMS customers, the considerations of the FMS customers must be included in the strategy, planning and contracting.

2.4. Implementation:

2.4.1. Plans. Overall spares support planning, of which provisioning strategy and schedules are a part, will be documented by the Chief of Logistics/Integrated Logistics Support Manager (ILSM), with the assistance of the System Support Manager (SSM) ALC, in the ILSP, acquisition plan and the overall program business strategy plan.

2.4.2. Contracting. Critical for implementation of the provisioning strategy is contracting for the right data to support provisioning and spares requirements. Whenever possible, provisioning requirements are to be included in the EMD or production contract, a separate spares contract or a combination of the above. Contractual considerations are required during all program phases. They include:

2.4.2.1. Program Initiation. The implementing organization, whether a Single Manager or another AFMC activity, should notify its supporting activities (including those responsible for provisioning) of new system/end article requirements as early as possible during development of the acquisition plan. This allows the supporting activities to determine and forward provisioning requirements to the implementing organization.

2.4.2.2. Integration. All provisioning requirements will be constructed to comply with the overall acquisition strategy. They will also be integrated with other integrated logistics elements of the program such as engineering, manufacturing, quality, configuration management, test and evaluation, and technical orders. Use of a separate spares contract will require linkage clauses to assure integration with the contractual language in the associated EMD or production contract. Inclusion of provisioning requirements in the EMD contract will require inclusion with the production contract.

2.4.2.2.1. All essential provisioning requirements (funded SAIP, interim release and provisioning DIDs) in support of the provisioning strategy will be specified in the appropriate part of the EMD request for proposal (RFP), statement of work/statement of objectives (SOW/SOO) or contract data requirements list (CDRL) . This should be done to identify the data to be developed during the EMD for later delivery in the EMD or production phase. When provisioning requirements cannot be put on an EMD contract, they will be considered prior to the production contract and included in the production contract or a separate spares contract. The data authorized for acquisition from the contractor by the Air Force are prescribed in DOD 5010.12-L.

2.4.2.2.2. The Initial Provisioning Performance Specification (IPPS) and provisioning performance schedule must be incorporated into the RFP for the EMD contract, negotiated and incorporated in the production contract. In addition, the Air Force will furnish the contractor a programming checklist containing sufficient programming data to enable the contractor to forecast initial support requirements.

2.4.2.2.3. Preproposal conference. These conferences are held to ensure bidders understand contract requirements. The contractor will be provided information on specific Air Force provisioning documentation, data submittal media, SAIP, interim release and long lead items list (LLIL) concepts, etc., to permit them to develop realistic responses to the RFP.

2.4.2.2.4. Source selection. During source selection, contractor proposals will be evaluated to assure provisioning is adequately addressed.

2.4.3. Provisioning Actions.

2.4.3.1. EMD phase:

2.4.3.1.1. Provisioning guidance conference is required.

2.4.3.1.2. Validation of source, maintenance, recoverability (SMR) codes. This review is accomplished by the equipment specialist (ES) who will be responsible for post-acquisition support of each major assembly/subassembly/line replaceable unit (LRU)/shop replaceable Unit (SRU)/piece part in conjunction with Single Manager ESs and using command representatives. Changes to SMR codes will be coordinated with the SPD and using command when repair level decisions are affected.

2.4.3.1.3. Processing of LLILs and SAIP candidate lists.

2.4.3.1.4. Provisioning technical review.

2.4.3.2. Production phase:

2.4.3.2.1. Release of supply support requests (SSRs), nonconsumable item materiel support requests (NIMSRs), cataloging requests, PIOs and purchase requests (PRs)/military interde-

partmental purchase requests (MIPRs) as funding becomes available. After award of the production contract and when all provisioning actions have been completed, these documents will be released.

2.4.3.2.2. Processing of design change notices (DCNs), administrative change notices (ACNs), etc.

2.4.3.2.3. Any of the actions in paragraph 2-4.3.1 above which remain to be accomplished.

Chapter 3

DATA CALL AND PURCHASE REQUEST (PR)/MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR)

3.1. General. Air Force policy is to buy only the minimum essential contractor-prepared PTD/SDFP. Determination of this data is based on the complexity of the system/end articles and on whether or not they are initial or follow-on requirements.

3.2. Data Call:

3.2.1. A contractor data call is issued by Data Management to identify and record on a DD Form 1423, **Contract Data Requirements List**, the data requirements necessary to develop support for a system/end article to be acquired.

3.2.2. Information contained in the application/interrelationship block, block 7, of the DD Form 1664, **Data Item Description (DID)**, provides a basis for selecting appropriate data items. Use the latest DID, published in the acquisition management systems and data requirements control list (AMSDL), DOD 5010.12-L. If the acquisition is a follow-on, use the DIDs applied to the original contract.

3.2.3. When furnishing requirements for a data call, indicate on the CDRL, use the DID number shown on the DD Form 1664. The use of only a portion of the DID (such as, paragraphs, parts) is not authorized without prior written approval by the HQ AFMC Provisioning Branch. Further, no deviations, deletions, or changes of provisioning data requirements as prescribed in the AMSDL received or initiated by any Air Force activity are authorized without prior written approval by the HQ AFMC Provisioning Branch.

3.2.4. The Single Manager, the SSM or any other organization reviewing data requirements during the data call cycle or PR/MIPR coordination are not authorized to change provisioning data requirements without the coordination of the end article item manager (EAIM) ALC Provisioning Activity.

3.2.5. In response to a data call before or with a PR that will result in an Air Force contract, the ALC Provisioning Activity:

3.2.5.1. Selects the minimum essential DIDs required to satisfy the provisioning requirements of the data call from the AMSDL. The selected DIDs are recorded on the DD Form 1423 and substantiated on the AF Form 585, **Contractor Data Requirements Substantiation**. The selected DIDs should be coordinated with the SSM and SSM ES.

3.2.5.2. Identifies and applies applicable Military Standards, or their replacements, such as MIL-STD-1388-2B, or their replacements. In the case of a follow-on effort the applicable military standards should be those applied to the original contract.

3.2.5.3. Ensures drawings are requested in sufficient quantities for the SSM/EAIM ALC Provisioning Activity and for each preprovisioning review activity (i.e., CASC, Defense Logistics Agency (DLA)).

3.2.5.4. Submits the completed provisioning CDRLs and AF Forms 585, if required, to the data manager for formal approval by the program manager and inclusion with the system/end article data package.

3.2.6. In response to a data call before or with a MIPR, the SSM/EAIM ALC Provisioning Activity:

3.2.6.1. Determines the DOD activity assigned contracting responsibility for the system/end article involved.

3.2.6.2. Ensures the data items applicable to MIL-STD-1388-2B, or its replacement, are indicated on the DD Form 1423/AF Forms 585. In the case of a follow-on effort the applicable military standards for the original contract are indicated on the AF Forms 585.

3.2.6.3. Ensures that block 6 and 14 of the DD Form 1423/AF Form 585 shows the SSM/EAIM ALC having the end item responsibility and the functional address symbol of the Provisioning Activity.

3.3. PR/MIPR Coordination. The PR or MIPR is used to request contracting action for new systems/ end articles or follow-on action for additional programmed requirements. Documents include, when applicable, provisions for the acquisition of initial spares and citation of funds for the required initial support. During the coordination of a PR or MIPR, the ALC Provisioning Activity:

3.3.1. Ensures the PR or MIPR reflects the appropriate acquisition documents, including spares data line items.

3.3.2. Ensures the provisioning DIDs shown on the DD Form 1423 as a result of the data call are compatible with the requirements of the PR or MIPR.

3.3.3. Ensures the IPPS,atch 2, data elements selected satisfy the provisioning effort for the system/ end article being acquired.

3.3.4. Ensures the AFMC Form 718, **Provisioning Performance Schedule**, is included.

3.3.5. Ensures the above forms are compatible with one another.

3.3.6. Ensures adequate funds are cited so that the contractor can proceed with the guidance conference, preparation of the necessary PTD, and interim release for the first 6-month period after contract award. PR/MIPRs received within the Provisioning Activity for coordination should be withheld from coordination (concerning provisioning) pending corrective action if they cite (1) "token" dollars in amounts inadequate to accomplish a reasonable amount of interim release; (2) "0" dollars without substantiating evidence that no guidance conference, PTD, and interim release exist; or (3) a dollar amount which appears inadequate to cover the potential cost of interim release and PTD/SDFP during the first 6 months of the contract,

3.3.7. Provides for provisioning management control of the provisioning effort as applicable using existing data systems and future systems as they become available.

3.3.8. Completes all provisioning requirements.

3.4. Release of the PR/MIPR. Release of the coordinated PR/MIPR by the initiating organization to the contracting activity initiates purchasing action which results in award of a contract. The contractor is provided copies of the DD Form 1423, the IPPS, and AFMC Form 718 as part of the contract. The SSM/ EAIM ALC, at the time of the contract award or not later than the delivery of the first submission of PTD on the contract, furnishes involved inventory management specialist (IMS) ALCs with the programming checklist or with the application program indenture (API) number to locate the programming checklist in

the AFMC Provisioning System, Initial Requirements Determination (IRD). Checklist is to be used in determining initial support requirements.

3.5. Follow-up on PRs/MIPRs:

3.5.1. During the period of time between coordination on the PR/MIPR and contract award, maintain continued surveillance throughout the acquisition negotiation cycle concerning acquisition status and receipt of copy of the contract. The copy of the contract sent to the SSM/EAIM ALC Provisioning Activity provides milestones for provisioning actions. The SSM/EAIM ALC Provisioning Activity must maintain continuing surveillance throughout the contracting cycle. If the Weekly IM/SSM Status Report (J041-4PJ-W2-820) does not reflect contract information by the end of a 60-day period, the SSM/EAIM ALC Provisioning Activity must take the following actions:

3.5.1.1. Contact the SSM for the PR/MIPRs contracted for by the SSM/EAIM ALC.

3.5.1.2. Contact the SSM for the PR/MIPRs contracted for by activities outside the SSM/EAIM ALC.

3.5.2. Formal acceptance of an Air Force initiated MIPR by another service should be made within 30 days and give the estimated contract award date. When it is not included, the appropriate contracting office will get this information. After the initial entry of the MIPR in the weekly status report, subsequent entries on a progressive basis should show acceptance, estimated contract award date, reasons for delay, if applicable, and contract number and actual award date. Track the progress of the MIPR, maintaining formal records of events and milestones.

3.5.3. Upon receipt of a forecast contract award date, which would jeopardize timely end article delivery and logistics support, the ALC Provisioning Activity coordinates action immediately with the PR/MIPR initiator to either expedite contract award, slip end article delivery, or develop and provide a plan for interim support along with the SSM/EAIM program manager.

3.5.4. If a copy of the contract is not received within 15 days of the forecasted date, the ALC Provisioning Activity initiates follow-up action.

3.5.5. If a timely response to a request for contract status is not received, subsequent follow-up action is elevated to higher levels.

3.5.6. The above procedures are limited to the time period before contract award and do not include production follow-up actions. Minimal follow-up action should be required if each weekly status report is properly reviewed and provisioning management controls are properly utilized.

3.6. Modification to PR/MIPR. Systems/end articles may be modified during either the production phase or post-production phase. Regardless of the program period or contracting method, the modification may include the acquisition of recoverable components and repair parts that must be provisioned/ SMR coded for support of the new modified configuration. Organizations proposing modification (or preparing contracting directives for the expenditure of maintenance funds) should request the aid of the ALC Provisioning Activity in identifying the applicable acquisition documents and associated DIDs to be listed on the DD Form 1423. Identification of correct acquisition documents and DIDs forwarded to Air Force organizations and contractors during the engineering phase of a modification will help in the timely provisioning of new items after the modification is approved and funded.

3.7. Programming Checklist. The SSM/EAIM prepares the Programming Checklist, in accordance with (IAW) AFMCI 23-106 for each system/end article wherein spares must be acquired for support. The SSM/EAIM is responsible for inputting the programming checklist into the IRD/requirements data base (RDB) system and updating as necessary. A copy of the programming checklist is normally provided to the contractor at the guidance conference or immediately following the guidance conference. This checklist gives Air Force programming data for end article(s) under contract, and allows the contractor to forecast an interim release to contracting and manufacturing, or to recommend for acquisition the items and quantities required for maintenance and overhaul of the end articles in the initial phase cited in the checklist. The IMS ALCs are furnished the application program designation (APD) number to be used to locate the programming checklist in IRD/RDB either at the time of contract award or not later than with the submission of the first PTD/SDFP on the contract. This allows development of initial support requirements on a common basis.

3.8. Receipt of Contract. The provisioning guidance conference must be held not later than 45 days from receipt of contract by the Provisioning Activity. In the event the provisioning data requirements are not included in the contract as awarded, the SSM must be notified and action taken to have them added to the contract before a provisioning guidance conference can be held.

3.9. Statement of Prior Submission (SPS):

3.9.1. The SPS is used to indicate whether or not the contractor has previously furnished the government with PTD which the contractor believes will satisfy the PTD requirements of the solicitation.

3.9.2. The SPS applies to the end item or to any component thereof.

3.9.3. The delivery of the SPS should be defined on the CDRL as follows:

3.10. First Article Acceptance. When the PR/MIPR reflects requirements for first article acceptance, test, or inspection, the ALC Provisioning Activity adds the following procedure as an attachment: "Production Acceptance Test applies to this acquisition." The contractor shall:

3.10.1. For end articles or components thereof that are not released to production pending production acceptance test, provide the PTD/SDFP specified in the DD Form 1423 to the SSM/EAIM ALC, as soon as possible, but not later than the submission of the end article or component thereof for production acceptance test. The PTD shall indicate items and quantities considered necessary to support the end article or component thereof. Under this condition, interim release authority is not applicable.

3.10.2. For end articles or components thereof released to production pending production acceptance test, proceed to fabricate or place orders with vendors for items and quantities to maintain the end article or components thereof so released under the terms of interim release. Furnish the PTD/SDFP specified in DD Forms 1423 to the SSM/EAIM ALC not later than the submission of the end article or component thereof for production acceptance test.

3.10.3. For any engineering changes incurred as a result of the production acceptance test, proceed to fabricate or acquire items recommended to support these changes. Furnish DCNs to the SSM/EAIM ALC Provisioning Activity specified in the DD Form 1423.

3.11. Notification of Addresses:

3.11.1. Upon receipt of a new contract requiring provisioning action, the ALC Provisioning Activity will forward the address of the Contractor and Defense Contract Management Area Operations (DCMAO) or defense plant representative office (DPRO), plus applicable contract number, to CASC/ POA-CDL at Battle Creek, MI. CASC personnel will input addressee information into the D043 system for distribution of national stock number (NSN) notification to the contractor and contract management personnel, report number D043-053-WY-MJ9.

3.11.2. A copy of this notification will be placed in the applicable contract file maintained by the Provisioning Activity.

Chapter 4

CONFERENCE NOTIFICATION

4.1. Purpose. AFMC Form 771, **Conference Notification**, is used to notify all involved activities of a scheduled conference. Conference notifications must be processed promptly and with enough information for the recipients to determine the extent of participation required and to select the most qualified personnel. Prompt submission of adequate data will:

4.1.1. Reduce the work hours used to coordinate with all interested activities.

4.1.2. Reduce temporary duty time of representatives to actual participation time required.

4.1.3. Limit provisioning conference attendance to those responsible for the items being reviewed.

4.2. Application. The following procedures apply to the SSM/EAIM ALC Provisioning Activity responsible for establishing and monitoring provisioning conferences (guidance, provisioning).

4.3. Preparation. SSM/EAIM ALC Provisioning Activity prepares AFMC Form 771 for all provisioning conferences.

4.3.1. Heading Information:

4.3.1.1. To and From. Complete as applicable. If a distribution list is to be used, insert an "X" and attach the list. Otherwise, insert a specific address.

4.3.1.2. Registry Control Number. Assign and insert the proper registry control number (RCN).

4.3.1.3. Date. Insert date AFMC Form 771 is prepared.

4.3.1.4. Reply Suspense Date. Insert the da te a reply must be received in response to the initiator's specific request for attendance or the recipient's decision to attend. This date must be realistic to allow enough time for coordination by all concerned. HQ AFMC representatives will only attend on a selective basis. When a HQ AFMC representative is desired, include a statement to this effect under Item 6 (Remarks) indicating the reasons for the request.

4.3.1.5. PIIN. Insert applicable procurement instrument identification number (PIIN).

4.3.1.6. Equipment Noun. Insert the name of the item being bought. For example, aircraft, engine, valve assembly, etc.

4.3.1.7. MDS/TMS. When applicable, insert the mission, design, series (MDS) or type, model, series (TMS) of the end item being bought.

4.3.1.8. System/End Article Application. When applicable, indicate the system or end article for which the item being bought provides support.

4.3.1.9. Project Code/Directive. Insert the project code name or project directive number, as applicable.

4.3.2. Item 1, Conference. Insert "X" in the proper block to indicate whether the conference is being established, canceled, postponed, or rescheduled.

4.3.3. Item 2, Type of Conference. Insert an "X" in the proper block to indicate whether the conference basically concerns guidance or spare/repair parts. Also, indicate specific type of conference to be held.

4.3.3.1. If APC is being used, also indicate the date screening data were forwarded, if appropriate, and whether or not funds are available.

4.3.3.2. Place an "X" in the proper blank to show the proper funding appropriation for the system being provisioned. Also show whether applicable funds are available.

4.3.4. Item 3, Conference Information.

4.3.4.1. Item 3A, Conference Chairperson. Insert the chairperson's name, office symbol, and telephone number.

4.3.4.2. Item 3B, Location of Conference. Specify the exact location of the conference, including, when applicable, building number, room number, post number, etc.

4.3.4.3. Item 3C, Point of Contact at Conference Site. Indicate the name, telephone number and, when applicable, office symbol of the person at the conference site who is to be contacted.

4.3.4.4. Item 3D, Convening Date and Duration. Indicate the date and hour the conference convenes; also, the expected duration of the conference (in workdays).

4.3.4.5. Item 3E, Joint Conference. If a joint conference is being held with one or more of the other services, indicate which service(s).

4.3.4.6. Item 3F, Degree of Security Classification Required. Indicate the security classification required for the conference.

4.3.4.7. Item 3G, Using Command. Indicate the using command. Check initial spares support list (ISSL) Block and indicate ISSL type, when applicable.

4.3.4.8. Item 3H, Type Using Command Representative Required. Enter the specific type of using command representative required by function who would be best suited for the commodity/ type of conference involved.

4.3.5. Item 4, Contract Information.

4.3.5.1. Item 4A, Contractor Name and Address. Insert the contractor's full name and address.

4.3.5.2. Item 4B, Vendor's Name and Address. If the conference will convene at a vendor's plant, insert the vendor's full name and complete address. Under these conditions, insert the prime contractor's name only in Item 4A. When the conference is to be held at the SSM/EAIM ALC, insert the prime contractor's name in Item 4A and/or the vendor's name in Item 4B.

4.3.5.3. Item 4C, Quantity Procured (USAF). Insert the number of systems or end articles being bought for which provisioning action is required, except when data is classified IAW AFI 31-401.

4.3.5.4. Item 4D. Quantity Procured (Other). Indicate if another service or International Logistics Program (ILP) is involved and enter the number of end articles for which provisioning action is required.

4.3.5.5. Item 4E, Total Contract Value. Indicate the total dollar value of the contract.

4.3.5.6. Item 4F, Estimated spare/repair parts cost. Insert the estimated dollars considered necessary to buy spares/repair parts.

4.3.5.7. Item 4G, Type of PTD Fwdd to CASC - Date. Enter the type of PTD and date forwarded to CASC.

4.3.5.8. Item 4H, RCN. Enter applicable RCN for PTD forwarded to CASC.

4.3.5.9. Item 4I, ALC Participation. By ALC, indicate the estimated number of items to be reviewed, the number of recoverable assemblies to be SMR coded, and whether or not attendance is required. In Item 6 (continue on reverse side of form), list the individual recoverable assemblies by ALC and NSN. When the NSN has not been assigned, indicate federal supply classification (FSC) and include non-cataloged (NC) numbers and materiel management aggregation code (MMAC), if applicable. Enter total items to be reviewed.

4.3.5.10. Item 4J, Acquisition Document. Check proper block inserting required additional data.

4.3.6. Item 5. Action/Information/Instructions. As specified, the Conference Notification is provided for information only unless otherwise noted on the form. In the blank spaces, indicate available hotel accommodations and transportation arrangements. If it's more feasible to use General Services Administration (GSA) or rental cars, the SSM/EAIM ALC Provisioning Activity will arrange transportation for all conferees using accommodations close to those cited in the Conference Notification.

4.3.7. Item 6, Remarks. To be used at the option of the initiator. The proposed agenda for the conference will be indicated in remarks or attached to AFMC Form 771. Attachment(s) may be added to show additional information pertinent to the conference, i.e., nomenclature/support equipment recommendation data number/NSN, provisioning contract control number (PCCN)/submission control code (SCC), total number of items, total number of first appearance items, provisioning control code (PCC).

4.3.8. Approving Authority. Complete approval authority blocks as indicated on AFMC Form 771.

4.4. Distribution. SSM/EAIM ALC Provisioning Activity distributes AFMC Form 771:

4.4.1. Notifies all involved activities, including the applicable IMS ALC, using command, Administrative Contracting Office (ACO) and AFMC Product Centers at least 21 days before the conference begins. When it is impossible to meet this 21-day requirement, consider the time for the recipient to receive the information, initiate and process travel orders, and make necessary travel arrangements.

4.4.2. Reproduces in sufficient quantity depending on the agenda established, using commands, overseas activities, IMSs involved, and other activities:

4.4.2.1. Send two copies to the appropriate AFMC Product Center, addressed to the involved SPD or the Government furnished aerospace equipment (GFAE) buying division, as applicable. Insert the system/end article application for GFAE in the proper header block so the buying division can inform the involved SPD, when applicable.

4.4.2.2. When establishing a provisioning conference for an item containing a recoverable assembly managed by another ALC, send three additional copies to the recoverable item inventory manager (RIIM) ALC Provisioning Activity. The RIIM ALC Provisioning Activity will distribute these copies to the appropriate offices.

4.4.2.3. Notify the SSM/EAIM ALC Packaging and Transportation Management Branch (DSTD/TIDT, as applicable) of all guidance and provisioning conferences. The IMS ALC Provisioning Activity will furnish copies to the DSTD/TIDT within the IMS ALC.

4.4.2.4. Send one copy to the SSM responsible for a particular system for which the end article to be provisioned (GFAE components) provides support.

4.4.2.5. Send two copies to CASC/POA for all guidance and provisioning conferences, including in-house. CASC will determine cataloging representation at those conferences.

4.4.2.6. Send one copy to HQ AFMC/LGII (Item Requirements Division).

4.4.2.7. Send two copies to HQ ATC/LGSO.

4.4.2.8. Send one copy to each of the DLA Inventory Control Points (ICPs) for provisioning conferences, only.

4.4.2.9. Send one copy to the ALC provisioning activities on site DLA representative for all conferences.

4.4.3. Mail AFMC Form 771 to those geographic areas where timely notification can be made. Notify by electrical transmission only when a conference is set up on an emergency basis. Reference all data required on AFMC Form 771. Electrical transmission of AFMC Form 771 data will require branch level approval.

4.5. Reports Control Symbol. AFMC Form 771 is exempt from licensing IAW paragraph 2.11.10, AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

Chapter 5

CONFERENCE MINUTES

5.1. Purpose. To prescribe procedures for timely preparation and distribution of conference minutes for all conferences, (for example, guidance, provisioning), chaired by the ALC Provisioning Activity.

5.2. Application. Procedure applies to the ALC Provisioning Activity including RPTs, responsible for serving as chairperson of the particular conference.

5.3. Preparation. Detailed minutes will be prepared for each conference chaired by the ALC Provisioning Activity. Conference minutes will reflect the signature of the conference chairperson, contractor and representative(s) of each command/service in attendance as applicable. Actual contents of minutes will vary depending on type and purpose of the conference. Conference minutes should include (as applicable) information in Figure 5-1. Include additional information as necessary:

5.3.1. Preproposal Conference -- PC.

5.3.2. Spares Guidance Conference -- SGC.

5.3.3. Spares Provisioning Conference -- SPC.

5.4. Distribution. Within 14 days after the conference, the chairperson should ensure minutes are prepared and distributed. Copies of minutes should be held to a minimum. Offices with more than one representative at the conference should be encouraged to share a copy. Distribute as follows:

5.4.1. One copy to HQ AFMC Materiel Identification Division (LGIM).

5.4.2. One copy to HQ AFMC Item Requirements Division (LGII).

5.4.3. One copy to HQ AFMC Stock Fund Division (FMR).

5.4.4. Copies as required to participants.

5.4.5. Copies to RIIMs as required.

5.4.6. One copy to the Provisioning Activity affected.

5.4.7. One copy to the SPD/SSM or GFAE office responsible for acquiring the system.

5.4.8. One copy to CASC/POA, Battle Creek MI 49017-3094.

5.4.9. One copy to HQ DLA/DWSSO, Cameron Station, Alexandria VA 22314-6100.

Figure 5.1. Conference Minutes.

CONFERENCE MINUTES

	PC	SGC	SPC
a. Heading	X	X	X
(1) Contract Number and Mailing Date.			
(2) Contractor Name.			
(3) Noun of System/Equipment			
(4) System/Equipment Procured Quantity.			
(5) TMS/MDS.			
(6) Location of Conference.			
(7) Opening and closing dates of Conference			
b. TYPE AND PURPOSE:	X	X	X
(1) Indicate the type of conference; guidance, spares provisioning.			
(2) State the specific purpose, that is, initial selection of spare repair parts, or special tools, etc.			
c. INTRODUCTION.			
Include in this part information concerning:			
(1) Program checklist and initial requirements determination (IRD) application program designation (APD) number.		X	X
(2) System/Equipment delivery schedule.		X	X
(3) Availability of Funds.		X	X
(4) Applicable option/portion of acquisition document.		X	X
(5) Drawing requirement.		X	X
(6) Contractual requirements of first article approval.	X	X	X
d. ACTIONS ACCOMPLISHED.			
This part should include information concerning:			
(1) Registering with the appropriate contract administration office, for example, DPRO or with the appropriate Visitor Control Center.	X	X	X
(2) Support item selection and assignment of technical and management codes.			X
(2.1) Developing estimated prices.	X	X	
(2.2) Price challenges.	X	X	X
(3) Establishing milestone dates, AFMC Form 718, Provisioning Performance Schedule	X	X	
(4) Identifying data items reflected on, added to or deleted from DD form 1423.	X	X	
(5) Subjects discussed that had action taken to resolve/Xsatisfy the condition.	X	X	X
(6) Identifying data elements reflected on, added to or deleted from the IPPS.		X	

Figure 5.1. Conference Minutes. (Continued)

CONFERENCE MINUTES			
	PC	**SGC**	**SPC**
e. ACTIONS TO BE ACCOMPLISHED. This part should state specifically what actions are yet to be taken and or what problems require solutions to provide complete support. Identify specific action agency (OPR) and target date, if applicable, for accomplishing same.			
f. REVIEW AND COMMENT. Information in this part should include:			
(1) Review of the IPPS.		X	
(2) Adequacy of provisioning data and missing SDFP. Indicate the adequacy of the PTD and list by PLISN and part number those drawings that were not available prior to or during the conference or not complete that are required for subsequent processing. Include the date the contractor will furnish them. If a large number of drawings are involved, submit the list as an attachment to the minutes.			X
(3) Instructions provided to the contractor concerning assignment of PCCNs, PLISNs and ELINs.	X	X	
(4) Instructions to the contractor for disposition of SMR codes resulting from provisioning action.	X		X
(5) Instructions to the contractor concerning the disposition of items coded in the "P" series during the provisioning conference.			X
(6) For manual provisioning programs list distribution (quantity and destination) of PCL.		X	X
(7) Instructions to the contractor for submittal of DCNs.	X	X	X
(8) Instructions to the contractor for shipping quick engine change (QEC) units, when applicable, complete with GFP, less engine. These instructions should also advise the contractor of the ALC and symbol to submit his or her firm GFP delivery requirements			X
(9) Action taken concerning the selection of items for ISSL, SPRAM, WRM AND/OR WTDOS listings.			X
(10) Action taken to ensure the assignment of applicable weapon system designator code (WSDC).		X	X
(11) How orders are completed and submitted with a required delivery schedule and shipping instructions.	X	X	X
(12) LLILs processed before the provisioning conference, changes made in previously established SMR codes and action taken on disposition of materiel when applicable.		X	
(13) Instructions for Breakout of Initial Spares to actual manufacturer.	X	X	X
(14) Discussion of SDFP: (a) The AF does not require development of Developmental Design Drawings to satisfy the requirement for SDFP and DI-ALSS-81557.	X	X	

Figure 5.1. Conference Minutes. (Continued)

CONFERENCE MINUTES			
	PC	**SGC**	**SPC**
(15) Is Spares Acquisition Integrated with Production (SAIP) being used? If not, provide the reason for non-use.	X	X	
(16) Total number of items reviewed.			X
(17) The daily work schedule maintained during the conference when overtime and/or leave for participants is involved.	X	X	X
(18) Comments from various participants of the conference, indicating the activity, command, or service represented. Adverse comments should be addressed by the chairperson in the remarks.	X	X	X
(19) Attachments as necessary including the folllowng:			
(a) Copy of applicable PPS	X	X	
(b) Copy of guidance conference checklist.	X	X	
(c) List of the names of all participants, their installations, office represented, office symbol and phone number.	X	X	X
(d) Copy of signature page.	X	X	X

Chapter 6

PREPROPOSAL AND GUIDANCE CONFERENCES

6.1. Preproposal Conference:

6.1.1. A preproposal conference is encouraged for all major systems/equipment acquisitions. If possible, it will be held within 15 days after the RFP or request for quotation (RFQ) has been released. This conference may be held for less than major systems/equipment as determined by the Chief of Logistics (CL)/ILSM/SSM/EAIM Provisioning Activity.

6.1.2. During this conference the offeror(s) is alerted of the provisioning requirements for the production contract. Sufficient details on the provisioning documentation and data submission media and procedures will be provided so that the offeror can provide realistic responses to the RFP or RFQ. This communication between the Air Force and the offeror can provide the Contracting Office with topics to negotiate during the production contract negotiations. This provides a responsive and effective provisioning effort.

6.2. Provisioning Guidance Conference:

6.2.1. The SSM/EAIM ALC Provisioning Activity should schedule the provisioning guidance conference immediately after the contract award, normally within 60 days. The guidance conference provides a means by which the contractor, major vendors, and Air Force personnel can gain a mutual understanding of the contractual requirements. Responsibilities should be clearly defined and the various deadlines in the provisioning cycle should be specifically identified.

6.2.2. The guidance conference also provides an opportunity for explanation of the current logistics concept or plan applicable to the system/end article under contract as well as the techniques and methods used by the Air Force in requirements determinations.

6.2.3. This conference should result in a mutual understanding, and reduce some of the more crucial problems inherent in provisioning, such as:

6.2.3.1. Improperly prepared PTD.

6.2.3.2. Delinquent submission of PTD.

6.2.3.3. Inadequate/omitted SDFP.

6.2.3.4. Incomplete or invalid recommendations by the contractor.

6.2.3.5. Late scheduling of the provisioning conference and the resulting delivery of the initial support.

6.2.4. The first step toward a guidance conference is to confirm that the IPPS with attachments was included in the contract. If included proceed with preparation for the guidance conference. In the event the IPPS with attachments is not included in the contract, the SSM must be informed and action taken to have them included in the contract through the PPCO before a provisioning guidance conference is held. The conference will be held at the earliest possible date after award of the EMD or production contract. The ALC Provisioning Activity should insist on a guidance conference whether or not one has been held before with the same contractor. Although the depth of discussions on general items of interest may vary in later conferences with the same contractor, each contract awarded will be considered in relation to its own requirements, and a milestone of events (provisioning performance

schedule (PPS)) will be developed and tailored accordingly. The SSM/EAIM ALC provisioning chief has the authority to make a decision on the need to hold a formal guidance conference only in the event cancellation is requested by the contractor. Prior approval by the HQ AFMC Provisioning Branch is not required. Copies of all correspondence concerning such matters should be forwarded to the HQ AFMC Provisioning Branch.

6.2.5. The ALC Provisioning Activity recommends to the contractor, through the ACO, a date for the guidance conference. This date will be not later than 45 days after receipt of the contract at the PPA. The date established by the contractor must be within 5 days of the date recommended by the ALC Provisioning Activity.

6.2.6. The guidance conference may be held at either the contractor's facility or the SSM/EAIM ALC. The SSM/EAIM ALC selects the location based on the pertinent facts or administrative circumstances associated with each particular contract.

6.3. Attendance. Participation at the preproposal and guidance conferences generally includes qualified representatives from the prime contractor and the major vendors, SSM/EAIM ALC Provisioning Activity (including major recoverable assembly IMSs when involved), using commands, the ACO or authorized representative, and ALC Data Automation when the AFMC Provisioning System is used. When Product Center contracts are involved, the SPD should provide representatives. Other involved services will be invited to attend guidance conferences for multiservice contracts. HQ AFMC Provisioning Branch may attend major guidance conferences to ensure the quality of guidance provided corresponds with that required. CASC/LLGHE-CDL should receive notification of scheduled guidance conferences. Conferences involving major or critical systems are attended by CASC personnel. The Chairperson for the preproposal and guidance conference is provided by the SSM/EAIM ALC Provisioning Activity or RPT, when applicable. Other segments of the SSM/EAIM ALC to be represented should normally include engineering and reliability, material support, investment and stock fund requirements, distribution, packaging and materials handling, planning, technical support and data automation when required. The ACO's attendance is necessary since the PPCO or ACO guide or restrict discussions and agreements regarding contractual commitments on the part of both the Air Force and the contractor.

6.4. Planning the Conferences. The following planning and preliminary actions are the basic ones required of the Conference Chairperson. Before the preproposal or guidance conference, the Chairperson:

6.4.1. Establishes a firm date and location with the contractor or prospective contractor(s).

6.4.2. Prepares and distributes, on a timely basis, the conference notification, AFMC Form 771. If sufficient time is not available to insure delivery of the conference notification by mail, the notification will be issued by message.

6.4.3. Develops agenda and furnishes a copy with each AFMC Form 771 distributed (Guidance Conference only).

6.4.4. Prepares or reviews tentative milestone dates for the provisioning actions (Guidance Conference only).

6.4.5. Obtains qualified personnel for detailed discussions.

6.4.6. Has sufficient copies of the IPPS with attachments and applicable programming checklists available for the conference.

6.4.7. Arranges reservations and transportation, as necessary.

6.4.8. Holds a closed Air Force familiarization meeting before conducting the conference to:

6.4.8.1. Review proposed agenda for the conference.

6.4.8.2. Resolve any difference of opinion.

6.4.8.3. Establish or review the rules of conduct to be in effect during the conference.

6.4.8.4. Recognize and resolve any questions/discussions that relate solely to internal Air Force affairs so as to avoid undue embarrassment.

6.4.8.5. Achieve an Air Force position.

6.4.8.6. Review the provisioning strategy.

6.4.9. Requests contractor to hold a briefing on the system/end article on contract (Guidance Conference only). The briefing should generally include:

6.4.9.1. Design/maintainability/reliability.

6.4.9.2. Operation requirements.

6.4.9.3. Equipment capabilities.

6.4.9.4. Organizational structure in relation to manufacture, delivery, and logistics support.

6.4.9.5. Tour of manufacturer's area if conference is held at the contractor's facility.

6.4.9.6. Contractor's proposed PPS.

6.5. Agenda. As a minimum, include the following topics on the conference agenda.

6.5.1. Introduction and purpose.

6.5.2. Brief presentation on the provisioning process based on the applicable acquisition document.

6.5.3. Contractor presentation on system/end article, proposed actions, and contractor's PPS (Guidance Conference only).

6.5.4. Programming information (Guidance Conference only).

6.5.4.1. Programming data.

6.5.4.2. Requirements determination methodology.

6.5.4.3. Contractor's recommended spares selection of range and quantities.

6.5.4.4. Programming checklist, as applicable.

6.5.5. Maintenance concept.

6.5.6. IPPS with attachments and LMI Data Produce Selection Sheet.

6.5.7. Interim release and recommended items (including SAIP) criteria.

6.5.8. DD Form 1423, **Contract Data Requirements List**, requirements for the provisioning process, such as:

6.5.8.1. SDFP (drawings) requirements, data item DI-DRPR-81000, DI-DRPR-81003 or DI-ILSS-81289, including processing of AFMC Form 784, **Provisioning Technical Data Requirements**, and drawing restrictions.

6.5.8.2. PTD requirements, format and media, contents and distribution based on the IPPS with attachments, applicable CDRLs, and DD Form 1949-3, **LSAR Data Requirements Form**.

6.5.8.3. Limited rights and vendor letters of refusal.

6.5.9. Provisioning conference.

6.5.10. Orders and delivery schedules.

6.5.11. Preservation and packaging. Discussion should cover packaging concepts and requirements including DI-PACK-80120/DI-PACK-80121.

6.5.12. Other related subjects such as SAIP, kit concept, joint usage, AFMC Provisioning System, estimated unit prices, breakout of initial spares to actual manufactures, and APC.

6.5.13. Review of contractor's proposed PPS and convert times to specific calendar dates on the PPS (Guidance Conference only). This will ensure that, assuming timely contractor performance, the PTD and SDFP will be delivered by the specified need date.

6.5.14. Review and acknowledgment of discussion through preparation of minutes.

6.5.15. Review of topics to ensure complete coverage.

6.5.16. Security classification requirements, if applicable.

6.6. Conducting the Conferences:

6.6.1. Introduction and Purpose. The introduction narrative by the Conference Chairperson from the ALC Provisioning Activity must be tailored to fit the audience; however, it should normally include:

- Purpose of conference.
- Introduction of conferees.
- Administrative matters.
- Review of agenda.
- Conduct of Conference.
- Work Schedule.

6.6.2. Presentation of Provisioning Process:

6.6.2.1. The Conference Chairperson gives a brief presentation on the provisioning process based on the applicable acquisition document, to meet the needs of the group and not be in competition with the detailed discussion on specific subjects. The briefing should cover the provisioning process from contract award through placing of final orders and delivery, outlining those actions and procedures needed to ensure support is available when needed by the using organization.

6.6.2.2. A brief explanation of the terms, provisioning conferences, spares, SMR coding, PTD and SDFP should aid in establishing a basic understanding of provisioning terms.

6.6.3. Contractor Presentation. The contractor should explain the system/end article, proposed actions, and the proposed PPS relative to meeting contractual requirements (Guidance Conference only).

6.6.4. Programming Information (Guidance Conference only):

6.6.4.1. Following a brief introduction by the Conference Chairperson, the requirements and distribution representative of the SSM/EAIM ALC gives a detailed presentation on the programming checklist(s) applicable to the contract:

6.6.4.1.1. The applicable programming checklist should be provided to the contractor with the contract award. If this was not done, the checklist will be provided at the guidance conference. The programming checklist is then reviewed and discussed to ensure understanding by the contractor.

6.6.4.1.2. The prime contractor's responsibilities to instruct vendors/subcontractors on the requirements in the applicable acquisition document, CDRLs, the IPPS and the use of programming checklists to fulfill the data and other contractual requirements will be enumerated.

6.6.4.2. Due to the interface between the programming data and the requirements determination, the detailed presentation on initial spares requirements determination should be given next by the SSM/EAIM ALC requirements and distribution representative.

6.6.5. Maintenance Concept. This presentation by the engineering and reliability branch representative of the SSM/EAIM ALC should include:

6.6.5.1. The purpose of the provisioning conference and how the actions provide the contractor with data for inclusion in the illustrated parts breakdown (IPB) should be explained in depth.

6.6.5.2. The SMR coding of components that make up an end article will be based on the maintenance concept desired and the design of the items being coded. The maintenance concept (including repair level analysis (RLA) when applicable) should be discussed in depth before discussing the SMR codes. The concept discussed should include integrated support planning (Air Force Supplement to DODI 5000.2) and the objectives of direct vendor contact.

6.6.5.3. A detailed definition of SMR codes, including the principles, policies and procedures for these codes is contained in TO 00-25-195.

6.6.5.4. The failure factors covered in the IPPS should be thoroughly discussed with the contractor.

6.6.6. Initial Provisioning Performance Specification (IPPS). The Conference Chairperson should discuss the IPPS emphasizing that the prime contractor forward a copy to each of the vendors/sub contractors for compliance. The requirement for HQ AFMC's written approval of any changes, deviations, and new/additional provisioning requirements should also be emphasized. The contractor should be advised to provide adequate SDFP for all logical requirements IAW the contract terms and the applicable data item.

6.6.7. Interim Release Concept. The Conference Chairperson should explain the interim release authority and restrictions outlined in applicable acquisition documents.

6.6.8. Contract Data Requirements List (CDRL). The Conference Chairperson discusses those requirements listed on DD Form 1423 pertinent to provisioning:

6.6.8.1. Provisioning screening by contractors is no longer required except for those contracts where PTD is to be processed manually. It will be accomplished mechanically by the Government through the AFMC Provisioning System.

6.6.8.2. SDFP (drawings) requirements. The SSM/EAIM ALC Provisioning Activity or CASC will cover this portion, explaining the provisioning rules for drawing requirements to satisfy the SMR coding, item entry control and cataloging and standardization requirements. That all SDFP called for in the contract is to be delivered in a timely manner. That letters of refusal will not be accepted unless they provide an acceptable alternate method for providing the required data to the Government.

6.6.8.3. The Conference Chairperson will discuss the various types of PTD requirements, format, content, distribution, and the applicable CDRLs. Discussion should be in sufficient detail for the contractor and prime vendors to fully recognize the full scope of this important facet. Inadequacy of data and/or untimely submission can have serious repercussions on all subsequent action. Discussions should also bring into focus the relationship between the IPPS, the provisioning data requirements reflected on the DD Form 1423, and applicable acquisition documents.

6.6.8.3.1. Instructions for preparation of the various types of PTD in accordance with the IPPS and attachments thereto, and the applicable DIDs should be reviewed in-depth for the benefit of the contractor.

6.6.8.3.2. The requirement for a repairable item list (RIL) will be explained including the purpose, and how and when the requirement is determined and established. The contractor should be advised to submit the RIL not later than 60 days after receipt of request.

6.6.9. Provisioning conference. The Conference Chairperson should negotiate a date with the contractor for holding the provisioning conference. Discussions should also include:

6.6.9.1. PTD and SDFP to be furnished before the scheduled provisioning conference.

6.6.9.2. PTD and SDFP to be available at the scheduled provisioning conference.

6.6.9.3. Availability of adequate facilities and equipment.

6.6.9.4. Attendance of qualified contractor personnel, technical and clerical support (including subcontractor and vendors as required).

6.6.9.5. Inspection tour of the mock-up/production line of the system/end article being provisioned.

6.6.10. Orders and Delivery Schedules:

6.6.10.1. Placing of orders:

6.6.10.1.1. The Conference Chairperson should outline the flow of the PIO from the IMS, through the SSM/EAIM ALC to the contractor, including the process and media available for developing and placing of the PIO as a result of the provisioning process.

6.6.10.1.2. If the end article is being bought through another service, particular emphasis should be placed on the changes in the repair parts order flow and procedures.

6.6.10.2. Delivery Schedules. The Conference Chairperson should point out that the Government will furnish the contractor a required delivery schedule on an AFMC Form 326, **Provisioned Item Order** or automated PIO.

6.6.10.2.1. If unable to meet the required delivery schedule, the contractor will submit a proposed line item delivery schedule for such items to the ALC Provisioning Activity through the ACO.

6.6.10.2.2. The contractor's proposed delivery schedule will be accepted if support by the specified need date is not jeopardized. After the contractor's proposed changes have been agreed to by the SSM/EAIM ALC Provisioning Activity and approved by the ACO, the approved delivery schedule will be incorporated into the contract at definitization.

6.6.11. Preservation and Packaging. The Packaging and Materiel Handling Branch representative will discuss DI-PACK-80120/ DI-PACK-80121 as they pertain to items acquired through provisioning.

6.6.12. Design changes. The Conference Chairperson should emphasize the contractor's responsibility for notifying the SSM/EAIM ALC Provisioning Activity of all design changes.

6.6.13. Data automation. If the AFMC Provisioning System is used to provision a system/end article, the SSM/EAIM ALC data automation representative will explain system input requirements and edits and output products returned to the contractor.

6.6.14. Other Related Subjects. This discussion, or series of discussions, is monitored by the Conference Chairperson and tailored to those subjects for which there is no specific data item. Procedures and techniques should be discussed for subjects such as:

6.6.14.1. Procedure for contractor to follow to obtain Government furnished property (GFP).

6.6.14.2. Repair Part kits concept, AFMCMAN 25-1, *Repair Parts Kits (D031) Users Manual.*

6.6.14.3. MMAC techniques and criteria.

6.6.14.4. Item Management Coding (IMC) techniques and criteria.

6.6.14.5. Concurrent release of spares orders with production order releases.

6.6.14.6. Identifying any clothing and/or textile type requirements. If any are identified, the ALC Provisioning Activity will, subsequent to the provisioning conference, transmit these to the Air Force Clothing and Textile Office (AFC&TO) for development of a support request package by AFC&TO personnel.

6.6.15. Completion of PPS. PPS milestones should be completed at this point (Guidance Conference only).

6.6.16. Preparation of Minutes. The Chairperson prepares and distributes the minutes of the guidance conference including a copy of the applicable PPS and guidance conference checklist.

6.6.17. Conference Checklist. Format listing the various actions to be concluded during the conferences is shown in Figure 6-1. This checklist will be used by the Conference Chairperson as a guide to make sure all applicable elements of data were covered during the conference.

6.7. Checklist Format. This format may be supplemented and reproduced locally as required.

Figure 6.1. Checklist.

ALL PURPOSE CHECKLIST		PAGE 1 OF 2 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA RCN _____ PROVISIONING GUIDANCE CONFERENCE CHECKLIST		OPR OC-ALC/TILP	DATE 12 Oct 93	
NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	YES	NO	N/A
	Familiarization Meeting of Government Representative			
1.	Introduction and Purpose of Conference			
	Briefing by Contractor on End Item.			
4.				
5.	Programming Checklist			
	Joint Usage Concept			
	Maintenance Concept			
8.				
	Direct Contact with Vendors			
9.				
11	SMR Codes			
12	Failure Factors			
15	Interim Release Criteria			
16	Provisioned Item Order (PIO) Procedures			
	Spares Acquisition Integrated with Production (SAIP)			
19	Shipping Instructions			
20	Training Equipment (Spare Parts Support)			
23	Post Conference Documentation Requirements			
24	Design Change Notices/Administrative Change Notices			
27	Parts Kit			
28	Materiel Management Aggregation Code (MMAC) and Item Management Code (IMC)			
.2	Coding .			
31	Provisioning Technical Documentation (PTD)			
32	Provisioning Parts Lists (PPLs)			
35	Engineering Data For Provisioning (EDFP) Requirements and Schedules			
36	Nonacceptability of Letters of Refusal on EDFP			
39	PTD Requirements System (PROTECDARS) AFMC Form 784			
40	Vendor/Subcontractor PTD/EDFP Requirement			
43	Preservation Packaging, Packing and Marking Requirements			
44	Provisioning Conference Documentation Requirements			
46	Repair Level Analysis (RLA) (DI-ILSS-80679)			
47	Complete Provisioning Performance Schedule (AF Form718)			

AF FORM 2519, NOV 91 *(EF)* PREVIOUS EDITION WILL BE USED.

Figure 6.1. Checklist. (Continued)

PAGE 2 OF 2 PAGES

NO.	ITEM *(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)*	YES	NO	N/A
49	Estimated Unit Prices			
50	Estimated Price Challenges			
52	Identify any Clothing and/or Textile			
53	Data Cost			
56	Contractor Notification Medium			
	Contract Number			
	_____ Contractor Name			
	_____ Chairperson's Name and Office Symbol			

AF FORM 2519, NOV 91 *(EF) (REVERSE)*

Chapter 7

PROVISIONING PERFORMANCE SCHEDULE (PPS)

7.1. Purpose. AFMC Form 718, is a management tool for both the Government (SSM/EAIM ALC Provisioning Activity and RPT) and the contractor. The PPS describes and plots, in time frames by calendar dates, those significant actions and events of the provisioning process that must be accomplished by both the ALC Provisioning Activity and the contractor to provide adequate initial support by the OND.

7.2. Application. The AFMC Form 718 is made a part of the PR package during the data call process or the PR/MIPR coordination cycle, incorporated in the resultant RFP, RFQ or invitation for bid (IFB) and, in turn, the production contract.

7.3. Policy:

7.3.1. A blank AFMC Form 718 must be attached to each provisioning package as an attachment to the IPPS at time of coordination for ultimate inclusion with subsequent RFP, IFB or RFQ. The contractor completes the AFMC Form 718 along with the offer. The AFMC Form 718 becomes a part of the contractor's response to the RFP, IFB or RFQ and is reviewed by the AFMC Provisioning Activity before contract award for adequacy in meeting the OND.

7.3.2. The PPS will be thoroughly reviewed and completed at the guidance conference. At this time, contractor established milestones are converted to calendar dates to make review of the PPS easier. The chairperson of the conference, the contractor, and the program manager, if present, will sign the PPS to denote acceptance and understanding. The approved PPS will be placed in the minutes.

7.3.3. The agreed upon milestones (completed AFMC Form 718) will be placed in the contract by supplemental agreement.

7.3.4. Where agreement cannot be reached and initial support cannot be achieved by the operational need date, the chairperson will contact the ACO/DPRO contract management specialist to assist in reaching a mutually acceptable date.

7.3.5. The chairperson will also determine if accelerated techniques can help in meeting the OND.

7.3.6. When satisfactory milestones cannot be agreed upon at the guidance conference, the provisioning chairperson will apprise appropriate management levels within the SSM/EAIM ALC of the specific problem areas for review and resolution.

7.4. Development:

7.4.1. Elements of data essential to develop PPS for specific contracts to ensure support by the OND are:

7.4.1.1. Contract effective date. Obtained from the contract.

7.4.1.2. Spares need date. The date by which spares are required to be in place for the support of the system/end articles as they enter the inventory and become operational. When warranties and/or interim contractor support (ICS) are involved in the provisioning effort, the terms and conditions of the warranties and/or ICS on contract should be used in determining the spares need date, e.g., if a three-year warranty applies to spares, then the OND should be prior to leadtime from the

expiration date. The date that is determined should be used in the OND field in the provisioning operational plan (POP) to record a realistic date repair parts required (DRPR) that will feed to D169.

7.4.2. After determining the starting and completion dates and the provisioning milestones required, the milestone dates should be set up. The contractor's capabilities and past performance must be taken into account if the PPS is to be realistic. The completed PPS will reflect the contractor's stated capability, and must be compatible with the terms of the executed contract.

7.4.3. To accomplish provisioning milestones, the time cycles are detailed in the acquisition documents and related data items. The provisioning manager's PPS should be realistic. A determination can then be made as to whether sufficient, insufficient, or surplus time is available for provisioning.

7.4.3.1. Less Than the Norm. To meet the situation when less time than is required is available to accomplish provisioning, the provisioning time cycle must be compressed. This will be equal in measure with the terms of the contract and the contractor's stated capability and be in relation to the requirements of the applicable acquisition documents and data items. Two possible areas for compression are scheduling the guidance conference just as early as possible, and the contractor's ability to prepare and submit required PTD and SDFP. Generally, as a result of competitive contracting, the contractor has stated the capability to perform in a timely manner. The development of the PPS is merely a means of establishing, plotting, and recording what the applicable major provisioning actions are, who accomplishes them, and specifically when the actions should be taken. Earlier scheduling of the guidance conference, contractor acceleration of the LLIL, early development of the provisioning parts list (PPL), application of APC and interim support by the contractor are some of the alternate ways to compress provisioning time frames. All reductions of the provisioning time cycles must be realistic.

7.4.3.2. Greater Than the Norm. When this occurs, the time cycles between provisioning milestones are extended or provisioning is delayed. Although the relationship to the norm is not all-important, it must be considered. Where production is not due to start for 12 months, no purpose will be served by scheduling the receipt of PTD and SDFP too early.

7.4.4. In determining the specific dates for each provisioning milestone, the following major actions/ events should be considered.

7.4.4.1. HEADER INFORMATION:

7.4.4.1.1. Date Initiated: Enter date form prepared.

7.4.4.1.2. End Article: Enter name of item being provisioned.

7.4.4.1.3. Contractor: Enter contractor's name and address.

7.4.4.1.4. Solicitation or Contract No.: Enter applicable number.

7.4.4.1.5. Type of Contract: Check appropriate block - EMD, EMD w/Prod or Prod option.

7.4.4.2. Step 1 - Event 1 - Contract Award.

7.4.4.3. Step 2 - Event 12 - Operational Need Date. The established date for operational capability of the end item.

7.4.4.4. Step 3 - Event 10 - Spares Need Date. The established date wherein spares are needed to provide logistics support.

7.4.4.5. Step 4 - Event 11 - Training Start Date. The established date wherein spares are needed to provide logistics support for training equipment.

7.4.4.6. Step 5 - Event 2 - Guidance Conference. The guidance conference should be held at the earliest possible date but in no event later than 45 days after the mailing date of the contract. (Chapter 6, para 6.2.5).

7.4.4.7. Step 6 - Event 3 - Defense Logistics Service Center (DLSC) Screening. Only applies to manual PTD processing. The contractor submits provisioning screening data to DLSC not earlier than 30 days prior to the submittal of PTD to the address cited on the CDRL.

7.4.4.8. Step 7 - Event 4a - Candidate List. The contractor must submit a list of recommended SAIP items not later than 165 days prior to the contractor's required order need date.

7.4.4.9. Step 8 - Event 4b - Selected Item Notification. The Provisioning Activity must advise the contractor of the SAIP items selected not later than 30 days after receipt of the SAIP candidate List.

7.4.4.10. Step 9 - Event 4c - Contractor Procurement Schedule. The contractor must submit the SAIP item procurement schedule, PTD and SDFP with screening results not later than 90 days prior to the contractor's order need date.

7.4.4.11. Step 10 - Event 4d - Provisioning Conference. A provisioning conference, if required, for the SAIP items should be scheduled not later than 60 days prior to the contractor's order need date.

7.4.4.12. Step 11 - Event 4e - PIO release to Contractor. PIOs should be released to the contractor not later than 30 days prior to the contractor's order need date.

7.4.4.13. Step 12 - Event 5a - Interim released Items. The contractor must fabricate or acquire spares qualifying under interim release. The contractor may begin interim releasing spares immediately after effective date of the contract. However, interim release LLILs will be furnished no later than 30 days after the contractor has interim released for fabrication or procurement of spares.

7.4.4.14. Step 13 - Event 5b - Recommended Items. These items will be furnished by the contractor as soon as possible after award of the contract and progressively as quickly as engineering design and data are released by the contractor. A reasonable cutoff date by which all LLILs should be received for Air Force processing would be 45 days prior to release of PPL by the contractor.

7.4.4.15. Step 14 - Event 5c - Provisioning Conference. A provisioning conference, if required, for the long lead items should be scheduled no later than 90 days prior to the contractor's order need date.

7.4.4.16. Step 15 - Event 5d - long lead item (LLI) PIOs Released to Contractor. PIOs for LLIs should be released to the contractor within 30 days of receipt of the LLIL. However, outstanding PIOs for LLIs should be submitted no later than 30 days after receipt of the last contractor submitted LLIL. (Chapter 10).

7.4.4.17. Step 16 - Event 6 - PTD/SDFP Requirements. The contractor will prepare and submit the PTD/SDFP not Later than 60 days prior to the scheduled provisioning conference. (Chapter 15).

7.4.4.18. Step 17 - Event 7 - Provisioning Conference. The scheduling of the provisioning conference depends upon the capability of the contractor to produce the required PTD and SDFP on a timely basis. However, the conference must be scheduled no later than 60 days after receipt of PTD/SDFP. (Chapter 14).

7.4.4.19. Step 18 - Event 8 - PIOs with Delivery Schedule. The Provisioning Activity must submit PIOs to the contractor 60 days after the provisioning conference to ensure contractor's ability to have support in place by the OND. (Chapter 28).

7.4.4.20. Step 19 - Event 9 - Contractor's Acceptance/Revised Delivery Schedule. When the Government provides a required delivery schedule with each PIO, the contractor must accept the order and within 60 days notify the Government of acceptance of the schedule or provide a proposed line item delivery schedule for negotiation. The approved schedule will be incorporated into the contract when the PIO is definitized.

7.4.4.21. Remarks. Comments must be provided in this block for any discrepancies in the calendar dates, or for any justification for actions taken outside of the standard/normal time frames.

7.4.4.22. Approval Signature Blocks. The completed form must be signed by the Air Force provisioning chairperson, contractor representative and applicable program manager.

7.5. Disposition. The PPS is maintained throughout the life of the production contract. After completion of all provisioning actions, the PPS is retired with the appropriate contract folder.

Chapter 8

SUPPLEMENTAL DATA FOR PROVISIONING (SDFP)

8.1. Purpose. SDFP is the technical data acquired by contract to support provisioning requirements established by logistics support analysis subtask 401.2.8. SDFP is necessary to assign SMR Codes to each provisioning line item sequence number (PLISN) on the Provisioning Lists; to assign an IMC; to prevent proliferation of identical items in the Government inventory; for maintenance decisions; and for the item identification information necessary for the assignment of a NSN.

8.2. Requirements:

8.2.1. For all of the uses of SDFP, it must provide a unique identification. This definition of item identification is a product of the cataloging system which was established by Public Law 436, The Defense Cataloging and Standardization Act. DoD 4130.2-M, Federal Catalog System Policy Manual, Subsection 23, defines item identification:

Under the Federal Catalog System the concept of eachitem of supply is expressed in, and fixed by, an itemidentification. The item identification will consist of the minimum data required to establish, directly or indirectly, the essential characteristics of the item which give the item its unique character and make it what it is, and to differentiate it from every other item of supply used by the Federal Government.

NOTE:

DLA has assigned to DLSC the responsibility for maintaining item identifications. DLSC controls item identification by assigning each approved item name (AIN) to a Federal Item Identification Guide (FIIG). The FIIG establishes the requirements for describing the "essential characteristics" of an item.

Basic item identification is derived from the commercial and Government entity (CAGE) codes and part numbers (P/Ns) cited on the item's design drawing plus all the technical and management information in any segment of the NSN record including the characteristics description.

8.2.2. SDFP is product engineering drawings and commercial data. Both product drawings and commercial data shall be delivered under MIL-T-31000, Specification for technical data packages (TDPs), when that specification is on contract. Product drawings are delivered utilizing DID DI-DRPR-81000, Product Drawings and Associated Lists, and DD Form 2554-1, **TDP Option Selection Worksheet** (See Figure 8-1). Data defining commercial items which are not defined by DI-DRPR-81000 can be delivered under MIL-T-31000 by DI-DRPR-81003, Commercial Drawings and Associated Lists, and DD Form 2554-4, **TDP Option Selection Worksheet** (See Figure 8-2). When MIL-T-31000 is not on contract, SDFP will be acquired utilizing DI-ILSS-81289, Supplemental Data for Provisioning.

8.2.3. SDFP is required for each item appearing on Provisioning Lists (DI-ALSS-81529/T) (First Appearance only), except for those PLISNs which are identified by definitive U.S. National Industry Association, U.S. Government, or International specifications or standards which are listed in the Department of Defense Index of Specifications and Standards (DODISS). An exception is that SDFP is not required for PLISNs identified by an NSN which has a Full Descriptive Type Item Identification (Type 1, 1A or 1B).

NOTE:

The Data Manager (DM), Provisioning Specialist, and program Engineering Data Management Officer (EDMO) must review statement of work/statement of objective (SOW/SOO) and CDRL language when the data is being acquired. When DI-DRPR-81003 is required to provide SDFP, explicit tailoring language in addition to customary SDFP language must be provided by the program EDMO.

8.2.4. The order of precedence for SDFP is first product engineering drawings and then commercial data. When product drawings are provided for SDFP, the selection is determined by whichever provides a more definitive item description. For example, an assembly drawing should not be provided when a detail drawing is under contract; other assembly drawings should not be provided when a detail assembly drawing is available. Installation assembly drawings should never be provided because they do not provide the essential characteristics of items.

8.2.5. If a drawing, within each Submission Control code (SCC), contains multiple part numbers identified by dashes that represent items with the same form, fit and function, i.e., color coded wire, etc., only one copy of the drawing, for the first appearance dash number, will be required. The Provisioning Line Item Sequence Number (PLISN) of all other dash numbers appearing on that drawing will be annotated on the drawing provided. If the part numbers identified by dashes do not represent items with the same form, fit and function, a copy of the drawing for each dash number will be required.

8.2.6. Commercial data is not developed under Government contract. It includes engineering drawings and company specifications. While the format will be different from product drawings and lists, it must provide the essential characteristics necessary to establish a unique item identification.

8.2.7. The Provisioning Activity is responsible to provide the work statement requirements for the SOW/SOO. Recommended SOW/SOO language is as follows:

The contractor shall plan for the delivery of product TDP documentation to define the items identified. SDFP shall enable the Government to uniquely identify each first appearance item shown from other comparable items in the Government supply inventory (the Defense Logistics Information System, Total Item Record). The contractor shall satisfy SDFP requirements first with product drawings TDP documents. When SDFP requires identification of items which are not included in the product TDP, the contractor shall plan for the delivery of vendor, commercial item documentation. For example, when the requirements for the engineering TDP are satisfied by a vendor item control drawing (e.g., for a fan), definition of the parts comprising the item (fan), a commercial drawing, catalog data, or technical manual with picture and parts list shall be provided. The contractor shall plan for and provide technical data to support design change notices (DCNs).

8.3. Delivery:

8.3.1. The contractor shall deliver SDFP at the time(s) and in the format(s) specified by the CDRL and the Provisioning Performance Schedule, AFMC Form 718. The specified delivery timeframe will normally be 60 days prior to the provisioning conference.

8.3.2. When DOD FAR Supplement (DFARS) 252.227-7013, rights in technical data and computer software, is placed on the contract, SDFP describing items with limited rights to the Government must be delivered. The Government is then responsible to limit access to this data to "U.S. Government Use Only." Limited rights SDFP shall not be used to support a competitive procurement without a formal

review of the development of the item which the data supports. At the provisioning guidance conference, the Air Force will remind the prime contractor that this data must be delivered. IAW DFARS 252.227-7013, subcontractors and vendors may deliver this data directly to the addressee listed on the CDRL.

8.3.3. Limited rights to the Government must be stamped or otherwise identified with the contractually approved limitation statement. When this restriction is changed, engineering drawings will be revised and the statement on them either reworded or deleted.

8.3.4. If SDFP is not delivered IAW the CDRL and the PPS, the Provisioning Activity will request the Procuring Contracting Office to take action to obtain the data including a "show cause" letter. The DD Form 250, **Material Inspection and Receiving Report**, signifying Government receipt and acceptance of the data will not be signed until all contractual requirements have been met and verified by all recipients. In order to recover Government costs, legal action should be taken against a contractor who fails to deliver SDFP as specified in the contract.

8.3.5. Provisioning Activity should request that their contracting and legal office (JAG) attend guidance conferences when data requirements are discussed. Their expertise should be employed especially with delivery of limited rights data and letters of refusal. Letters of refusal can be submitted but not in lieu of furnishing the technical data specified in the contract. Such letters must recommend alternate methods of furnishing adequate SDFP.

8.4. Disposition:

8.4.1. SDFP is no longer useful when all the actions required to complete the provisioning process for a particular acquisition contract have ended.

8.4.2. The following SDFP must be destroyed by shredding or equal means: Limited rights to the Government, restricted data (software), and data marked with distribution statements other than "A". Classified data is disposed of IAW DoD 5200.1-R/AFI 31-401.

Chapter 9

PREPROVISIONING REVIEW

9.1. General. The provisioning goal is to develop effectual logistics support to attain maximum cost effective readiness. Therefore a quality preprovisioning review by all respective organizations is desirable.

NOTE:

Preprovisioning review is currently conducted by CASC for items managaged by both the Air Force and DLA. A memorandum of understanding is currently in draft which will give DLA responsibility for preprovisioning review of DLA-managed items. For the purposes of this instruction, the organization responsibile for preprovisioning review will be referred to as the "cataloging activity" to encompass possible DLA involvement in the future.

9.2. Policy. Cataloging activity personnel perform complete item entry control and a provisioning data review on every line item proposed for procurement as an initial spare. This review results in fewer new items entering the inventory, hence a cost avoidance for the Air Force and DOD.

9.3. Procedures:

9.3.1. The prime contractor will provide PTD in top down breakdown sequence or as specified in the IPPS and/or applicable CDRL. PTD will be submitted on tape and will be forwarded to the prime Provisioning Activity for input to the AFMC Provisioning System, unless a manual provisioning effort is authorized. One copy of all SDFP will be delivered at least 6O days prior to each provisioning event to the following organizations:

9.3.1.1. CASC/POA-CDL.

9.3.1.2. Prime Provisioning Activity.

9.3.2. The prime Provisioning Activity reviews, edits, evaluates and inspects all PTD to ensure contractual compliance and to ensure receipt of SDFP. The cataloging activity will perform an in depth review of all PTD and SDFP either through the Cataloging and Standardization Center Provisioning System (D155) or manually. The cataloging activity will advise the prime Provisioning Activity of receipt of PTD for which no support SDFP has been provided. Information provided as a result of review will help the SSM/EAIM ALC provisioning office to determine whether PTD should be accepted or rejected. PTD should not be arbitrarily rejected for minor discrepancies. If the in-depth review of the PTD indicates rejection, the provisioning office will notify the contractor and the ACO promptly so the provisioning event can be postponed to allow corrective action to be taken. An information copy of any rejection letter to the contractor will be furnished by the prime Provisioning Activity to the PPCO and to CASC/POA. If minor discrepancies are noted, the prime Provisioning Activity will immediately notify the contractor so that corrective action can be accomplished prior to or during the provisioning event.

9.3.3. After the tape is received by the Provisioning Activity and input into the AFMC Provisioning System, the DLSC total item record (TIR) is interrogated and screening results for the items are overlaid to the PTD. The cataloging activity will be identified as a data recipient for screening in the DLSC provisioning screening master address table (PSMAT).

9.3.4. Cataloging activity personnel will review all applicable PTD and SDFP for every provisioning event, whether desktop or conference. (When DLA participates in the preprovisioning review, CASC will only review reparable items and all FSCs not managed by DLA). Once the entire package is received, the following review actions will be taken by the cataloging agency.

9.3.4.1. Review of SDFP to determine the following:

9.3.4.1.1. Adequacy for cataloging and standardization functions.

9.3.4.1.2. Completeness/compliance with contractual requirements.

9.3.4.1.3. Annotation of PLISNs on each drawing.

9.3.4.1.4. Drawing reference number(s) match reference number(s) on the provisioning document.

9.3.4.1.5. Proper CAGE, reference number and reference number category code (RNCC) are listed on the PTD in the appropriate block according to the type of drawing received, (vendor item drawing, source control, selected item drawing or altered item drawing).

9.3.4.2. Review provisioning document and reference number screening results to:

9.3.4.2.1. Validate or assign correct FSC.

9.3.4.2.2. Validate or assign AIN.

9.3.4.2.3. Ensure correct NSN and related data has been selected and overlaid by the AFMC Provisioning System.

9.3.4.2.4. Ensure NSN, major organizational entity (MOE) rule and MMAC are current.

9.3.4.2.5. Validate or assign primary inventory control activity (PICA), hardness critical item (HCI) codes, etc., in applicable data blocks of the provisioning document.

9.3.4.2.6. Validate IMC.

9.3.4.3. Perform in house research to determine interchangeability.

9.3.4.4. Determine validity of P/N construction.

9.3.4.5. Perform in house research to determine whether a substitute exists for the requested part. Recommend use of proposed substitute item when applicable. Supporting documentation will be provided when available.

9.3.4.6. The cataloging activity will input interchangeability & substitutability (I&S) data to the I&S Decision Record (DO63) file for historical purposes.

9.3.5. All applicable discrepancies will be reported by the cataloging activity via letter or the Cataloging and Standardization Center Provisioning System (D155) discrepancy report to the prime Provisioning Activity for resolution prior to provisioning event if possible. Major discrepancies should be a consideration for postponement or cancellation of the provisioning event.

9.3.6. When a document is being manually worked, all corrections and/or recommendations will be neatly annotated on the provisioning document. A provisioning parts list review worksheet (PPLRW) (from CASC) or a DD Form 2241, **Standard/Alternate Item Referral** (from DLA), will be included with all recommended substitutes. For automated documents worked in D155, all corrections will automatically be forwarded to the AFMC Provisioning System to be overlaid onto the document. Any

recommendations or substitutions made on items processed through D155 will be forwarded on Discrepancy Reports. The technician's name and phone number will be included for use if recommendation is questioned. Substantiation for any declination will be provided to the technician. All declinations will be included in conference minutes or by letter to the cataloging activity if a formal conference is not held.

9.3.7. SDFP for items which will require cataloging action will be retained by the cataloging activity until subsequent cataloging requests for item entry action are received. The appropriate SDFP will then be consolidated with the cataloging requests, eliminating the need for ALCs to submit a second set of SDFP with requests for cataloging action.

Chapter 10

LONG LEAD TIME ITEM LIST (LLIL)

10.1. General:

10.1.1. Generally, the LLIL is the first type of PTD submitted by the contractor. The LLIL is a list of those items which, due to their complexity of design, complicated manufacturing processes, or limited production, require early ordering to ensure adequate delivery schedules.

10.1.2. At the close of the guidance conference, both the contractor and the Air Force should be in agreement as to the type of items to be submitted on the LLIL. Instructions on the use and processing of the LLIL will have been given to the contractor.

10.2. Policy:

10.2.1. When interim release is authorized by the IPPS, the contractor will segregate and identify interim release items from the balance of long lead items..

10.2.2. The contractor will develop and furnish LLILs to the SSM/EAIM ALC as soon as the design development and availability of engineering data permits. LLILs reflecting interim released items must be submitted as soon as possible, but in no event later than 30 days after interim release has been effected.

10.2.3. All LLILs, whether interim released or recommended items, will be supported with the required SDFP.

10.2.4. The SSM/EAIM ALC provisioning manager reviews, edits, evaluates and inspects all PTD to ensure contractual compliance and to ensure receipt of SDFP.

10.2.5. The SSM/EAIM ALC provisioning manager is responsible for acceptance or rejection of the PTD. PTD should not be arbitrarily rejected for minor deficiencies; impending support should be considered. If the PTD must be rejected, the provisioning manager should notify the contractor and the ACO promptly so corrective action can be taken. An information copy of the rejection letter to the contractor is furnished to the PPCO.

10.2.6. The SSM/EAIM ALC Provisioning Activity is responsible to submit PTD/SDFP for preprovisioning review prior to release to the other ALCs. PTD will not be released until pre-review has been accomplished.

10.3. Supplemental Data for Provisioning (SDFP):

10.3.1. Drawings will be submitted as specified on the DD Form 1423 IAW DID 81557, developmental design/product drawings and associated lists, are required for each item appearing on the PTD except for those items identified to a government specification or standard which completely describes the items. This data is used to assist in item selection (during SMR coding) and later for identification, technical review, and cataloging action. Engineering data available during provisioning may not always be satisfactory for a complete technical review before purchase and NSN assignment.

10.3.1.1. In those cases where SDFP is available for only part of the items in the LLIL, the IMS ALC will process those items. Items accompanied by correspondence from the contractor stating that drawings will be furnished at a later date will be submitted for reference type cataloging.

10.3.1.2. LLIs not accompanied by complete SDFP or correspondence from the contractor will be submitted for reference type cataloging if, in the judgment of the IMS ALC, sufficient item data is available.

10.3.1.3. In all instances where SDFP is not submitted with the LLI, the SSM/EAIM ALC will obtain the SDFP as soon as possible. SSM/EAIM ALCs who experience any difficulty in obtaining PTD/SDFP will solicit the ACO's help in getting the necessary documentation. The PPCO will be furnished information copies of correspondence concerning the difficulties.

10.3.2. Procedures for obtaining SDFP (drawings, blueprints, additional characteristic elements) required for provisioning purposes, but not received with the applicable PTD, are outlined in Chapter 22.

10.4. Provisioning Screening. Provisioning screening data is obtained from the DLSC central cataloging files. This data is used to determine the existence/validity of NSNs, prevent unnecessary cataloging actions, and determine if material managers are assigned. This screening will be accomplished mechanically through the AFMC Provisioning System.

10.5. Processing LLIL:

10.5.1. The contractor submits LLIL, with SDFP, to the SSM/EAIM ALC Provisioning Activity and at the same time will submit SDFP to all other addressees indicated on the CDRL. Upon receipt, the Provisioning Activity:

10.5.1.1. Inspects for completeness and immediately requests missing SDFP via AFMC Form 784.

10.5.1.2. Prepares AFMC Form 726, **Provisioning Document Control**, or uses some other "HQ AFMC authorized" method for controlling documents.

10.5.1.3. Submits PTD/SDFP for preprovisioning review by the cataloging agency, exceptions will be documented in the official contract file.

10.5.1.4. Schedules depot provisioning committee meeting, when appropriate, or prepares PTD and SDFP for sequential processing to:

10.5.1.4.1. Make sure the PTD/SDFP reflects the correct FSCs and item names.

10.5.1.4.2. Review DLSC screening results, for manual listings, to identify those items already stocklisted. Validate management codes assigned to the item, (i.e., IMC, MMAC, MOE, etc.). Inserts PICA code in the applicable data block of the PTD.

10.5.1.4.3. Update the AFMC Provisioning System with the meeting results.

10.5.1.5. Upon completion of the depot provisioning committee meeting or sequential processing to accomplish the above, forwards applicable portions of the PTD and SDFP to the IMS ALC having item manager responsibility for subsequent action, using AFMC Form 773, **Provisioning Document Transmittal**.

10.5.1.6. Forwards SDFP for consumable items coded for non-Air Force management, to the applicable SSR organization (Chapter 26) for preparation of SSRs. Whenever an SSR candidate is identified in federal supply group (FSG) 68 or 91, the candidate item(s) are forwarded to SA-ALC/SFRM for review. Approval items are forwarded, via SSR prepared by SFRM, to the

applicable integrated materiel manager (IMM). SA-ALC/SFRM notifies the submitting ALC of the date of request, resultant action taken codes, and any changes to the SSR.

10.5.1.7. Prepares AFMC Form 778, **Provisioning Document Internal Routing**, for internal SSM/EAIM ALC processing.

10.5.2. The SSM/EAIM ALC Equipment Specialist:

- Establishes SMR codes (TO 00-25-195) and failure factors.
- Assigns expendability, recoverability, repairability category (ERRC) codes to those items source coded in the P" series.
- Recommends quantities in the case of insurance items.
- Assigns IMCs to items (selected as spares) new to the Air Force (with or without NSN) IAW DOD 4140.26-M.
- Assigns demilitarization (DEMIL) codes.
- Assigns MMAC codes as required.
- Assigns precious metal indicator code (PMIC).
- Assigns automatic data processing equipment (ADPE) code.
- Assigns essentiality code (EC)
- Assigns mission item essentiality code (MIEC).

10.5.3. The IMS ALC Provisioning Activity processes the PTD and SDFP as follows:

10.5.3.1. Inspect for completeness. Request drawings, from the SSM/EAIM Provisioning Activity, missing or unaccounted for on the AFMC Form 773.

10.5.3.2. Prepare AFMC Form 726 or use some other "HQ AFMC authorized" routing management control method.

10.5.3.3. Prepare AFMC Form 778 for internal processing, flow, and control of the PTD and SDFP.

10.5.3.4. Assign NC numbers as required.

10.5.3.5. Review list for interim released items not managed by the Air Force. Cancel the interim release quantity, on those found, using AFMC Form 326, **Provisioned Item Order**, for manual listings, automated PIOs for all others.

10.5.3.6. Forward items coded for Air Force management to the applicable IMS for PTD and cataloging action.

10.5.3.7. Request the IMS annotate in the applicable PTD column the method of support (MOS) code, recommended quantity, delivery schedule (when applicable), manager designator code (MDC), etc., for all items selected as logical spares.

10.5.3.8. Upon receipt of processed PTD from the respective IMSs:

10.5.3.8.1. Review all documents for completeness.

10.5.3.8.2. Process AF Form 86, SDFP, when applicable, and copy of document to the cataloging function for NSN assignment.

10.5.3.8.3. Enter the updated PTD information into the AFMC Provisioning System and submit an annotated copy of the PTD reflecting MOS codes and updates to the SSM/EAIM ALC Provisioning Activity.

10.5.3.8.4. Make sure requests for reduction or cancellations of quantities are quickly processed and sent to the SSM/EAIM ALC Provisioning Activity.

10.5.4. The SSM/EAIM ALC Provisioning Activity reviews processed PTD for completeness and consolidates all buys for submission to the contractor, through the PPCO, setting forth any adjustments made to the contractors interim releases and recommendations. A marked-up copy of the PTD will be sent to the SSM/EAIM for method of support information only when specifically requested by the SSM/EAIM.

10.5.5. Follow time standards in Chapter 19 and Attachment 8.

10.5.6. Expeditious processing of all LLILs is important since the Air Force must absorb all of the contractor's substantiated cancellation costs which result from reductions made to the previously authorized interim releases. Further, a delayed reply to LLIL of recommended items may result in the contractor's inability to release and fabricate required items in time to meet need dates of the system/end article being provisioned. Timely processing of the PTD and SDFP is essential to ensure adequate support.

10.5.7. If the PTD reflects erroneous data, such as SMR code, FSC, or manufacturers P/N, make neat and legible corrections in the applicable PTD space (column) for manual listing or update the appropriate field in the Provisioning System.

10.5.8. Return a marked-up copy of the LLIL to the contractor or insure contractor notification listings/tapes are output and forwarded to the contractor.

Chapter 11

ACCELERATED PROVISIONING CONCEPT (APC)

11.1. Purpose:

11.1.1. When sufficient time is not available to use the normal provisioning cycle, APC will be used, when justified, to acquire initial spares support.

11.1.2. APC is a technique for accomplishing portions of the provisioning process, including cataloging and requirements determinations, on an accelerated basis. Basically, APC is used to help provide initial spares support when time is critical by developing and releasing the PIO as part of the provisioning conference.

11.2. Application:

11.2.1. APC is adaptable to any method of provisioning.

11.2.2. The SSM/EAIM ALC will, in conjunction with the applicable SPD, determine when APC should be applied.

11.2.3. Funds availability and attainability must be determined before APC application.

11.3. Procedure:

11.3.1. The SSM/EAIM ALC Provisioning Activity will maintain a close follow-up with the buying activity from the time of coordination on a PR/MIPR requiring development of initial support (provisioning) until notification is received confirming contract award.

11.3.2. The establishment of various milestones of the PPS during the guidance conference with the contractor should alert the Provisioning Activity if APC is warranted. Coordinate this decision with the SPD, if applicable.

11.3.3. APC will not be applied when sufficient time exists to provision in the normal time cycle; however, any slippage being experienced after the guidance conference will be cause for review and may necessitate APC application at that time.

11.3.4. If APC is applied, complete those actions during the provisioning conference pertaining to the PIO which are normally taken during and after the provisioning conference.

11.3.5. If the decision is made to apply APC, the SSM/EAIM ALC will immediately instruct the contractor to provide the PTD and SDFP, developed for use during the provisioning conference, to the SSM/EAIM ALC Provisioning Activity not later than 30 days before the conference date. The SSM/EAIM ALC Provisioning Activity will immediately process the PTD and output data to the D155 for DLSC screening results and CASC/LLGHE-CDL processing.

11.3.6. The requirement for advance PTD as outlined above will not be waived without prior approval of the HQ AFMC Provisioning Branch.

11.3.7. CASC/LLGHE-CDL will complete their review and process in sufficient time to permit updated listings to be made available for use during the provisioning conference. DLSC screening results will be used to determine current status as to NSN and management codes, including interpre-

tation on assignment of MOE rule, as appropriate. PICA will be inserted in applicable data block of the PTD.

11.3.8. The provisioning team chairperson will review the PTD and SDFP received under paragraph 11.3.5 above and, based on the quality of the product, hold the conference as scheduled or postpone the conference until acceptable PTD/SDFP can be obtained. Before postponement, the impending support date will be considered. The contractor will be advised, through the ACO, of a postponement decision. The team chairperson will use the PTD to determine the other ALCs' degree of involvement and whether their participation in the provisioning conference is required. Additional guidance as outlined in Chapter 17 of AFMCM 65-33 will be followed.

11.3.9. The normal provisioning team from the SSM/EAIM ALC will be supplemented, as necessary, by the following technicians:

11.3.9.1. Requirements technicians from IMS ALCs when a significant quantity of items are indicated for their particular area. An IMS ALC requirements technician may elect to have the SSM/EAIM ALC requirements technicians determine the IMS ALC spares requirements when the quantity of items does not justify attendance by the individual IMS ALC.

11.3.9.2. Requirements technicians from the Defense Supply Centers (DSCs). Based on the quantity of items submitted for management by DLA, the applicable DSC(s) should be contacted and encouraged to attend the provisioning conference.

11.3.10. In addition to the normal actions taken during the conferences, process items SMR coded in the "P" series as follows:

11.3.10.1. Items to be managed by the Air Force:

11.3.10.1.1. CASC (or, in their absence, the SSM/EAIM ALC Provisioning Activity) will:

11.3.10.1.1.1. Review and determine acceptability of those drawings to be subsequently used with the post conference list (PCL) for I&S review and cataloging purposes.

11.3.10.1.1.2. In those cases where additional data are required to satisfy cataloging requirements and the provisioning conference is at the contractor's plant, make direct contact with the applicable prime contractor/vendor to obtain the necessary information. These additional required elements of data must be related to the fabrication of the item in question and within the standard requirements of the applicable technical data specification and terms of the contracts. When additional information is required and the provisioning conference is at the ALC, prepare AFMC Form 784.

11.3.10.1.1.3. Make sure the PTD/SDFP reflects the correct FSCs and item names for new items.

11.3.10.1.1.4. Help determine IMC for items (selected as spares) new to the Air Force (with or without NSN) IAW DOD 4140.26-M.

11.3.10.1.1.5. Ensure the true vendor P/N and CAGE code are shown on the drawing and PTD.

11.3.10.1.1.6. Make sure the P/Ns reflected on the PTD/SDFP are constructed IAW DOD 4100.39M, Volume 2, Chapter 9.

11.3.10.1.1.7. Confer with the contractor regarding use of known military specifications/ standards items.

11.3.10.1.1.8. Verify with the equipment specialist the source code on items such as color coded or cut lengths of wire, cut lengths of hose/tubing, common cable assemblies, name plates, etc, which have been source coded for purchase but which might be more appropriately coded for local fabrication (new item entry control). However, the final authority for the source coding of these items based on technical considerations rests with the equipment specialist.

11.3.10.1.1.9. When attending a depot provisioning committee (DPC) conference at an ALC, prepare AFMC Form 784 for additional data or data elements required for cataloging.

11.3.10.1.1.10. Assign NC numbers to all nonstocklisted items selected and designated for Air Force management. Get a block of NC numbers from the applicable FSC IMS ALC before the conference.

11.3.10.1.1.11. Cross reference the designated NC number to the item identification which will be submitted to the appropriate FSC ALC after the APC conference.

11.3.10.1.1.12. The cataloger in attendance at a provisioning conference, either at an ALC or the contractor facility, will retain one copy of the PPL pages containing Air Force retained items. In addition, one copy of the SDFP will be retained for these items. Hand carry these documents to CASC on return for further processing.

11.3.10.1.2. The IMS will:

11.3.10.1.2.1. Prior to the conference, provide the PPCO with evidence of sufficient funds availability, e.g., a specific dollar amount.

11.3.10.1.2.2. Determine the initial support requirements IAW AFMCI 23-106 and manually prepare the appropriate item worksheets to forward to the applicable IMS ALC after the provisioning conference (paragraph 11.3.11.1.3 below). Determining the initial support requirements while at the contractors facility can be accomplished by using a laptop computer to access RDB/IRD. The RDB/IRD system will be utilized to mechanically prepare the item worksheets for those conferences held at an ALC.

11.3.10.1.2.3. Prepare AFMC Forms 326, **Provisioned Item Order (PIO)** for items with a MOS code "1". If the APC is held at the ALC, a mechanized PIO will be generated from the AFMC Provisioning System; otherwise, a manual PIO will be prepared for contract orders. If the manual PIO procedure is utilized at the conference, the prime ALC provisioning office will destroy the mechanized PIO output from the AFMC Provisioning System update to eliminate possible duplicate orders.

11.3.10.1.2.4. Before the conclusion of the conference, the PIO developed will be reviewed, priced (based on the contractor's estimated unit costs), and action taken with the PPCO to effect official release to the contractor. This may be done by one of the following methods as previously agreed to by the provisioning team chairperson and the PPCO:

11.3.10.1.2.4.1. Method A: The provisioning team chairperson will contact the PPCO at the conclusion of developing the PIO (or incrementally - if mutually agreed upon)

and furnish the order number, number of items to be bought and estimated dollar value of the PIO to be released. The PPCO may authorize the team chairperson to release the PIO. The PIO thus released will reflect that action has been coordinated with the applicable PPCO by annotating the order with the name of the PPCO and the time and date of coordination. The PPCO will issue a priority message covering the PIO. The PIO, reflecting the annotation, will be released to the contractor followed by confirmation with issuance of PIO and SF 30.

11.3.10.1.2.4.2. Method B: The PPCO will join the provisioning team just before the close of the conference to effect official release of the PIO.

NOTE:

In the event the aggregate dollar amount of the PIO will exceed $5,000,000, it will be necessary under any of the above options for the PPCO to prepare and issue RCS: DD-LA(AR)1279, Contract Award Announcement of Over Five Million Dollars, IAW Air Force FAR Supplement 5.303. Compliance with this requirement will cause delay not to exceed 5 days in submission/release of PIO to the contractor.

11.3.10.1.2.5. Provide a copy of the PIOs to the contractor prior to conference completion to authorize him to proceed with action to fabricate or order the required items for support.

11.3.10.2. Items to be managed by other services/agencies:

11.3.10.2.1. Annual and retail quantities are not developed during the provisioning conference for these items.

11.3.10.2.2. The responsible ALC, upon receipt of the PTD and SDFP after the conference, will prepare and submit SSRs or NIMSRs expeditiously.

11.3.11. Use one of the following methods to notify the IMS ALCs of actions taken during the conference as well as those actions still to be taken. The team chairperson will decide the method to be used on the circumstances prevalent at the time.

11.3.11.1. Method A: PCL. Under this method, the contractor will be instructed to:

11.3.11.1.1. Prepare a PCL reflecting all data developed by the provisioning team, including such important additional data as quantity placed on order, NC numbers and IMC assigned.

11.3.11.1.1.1. Prepare and distribute within 21 days following the close of the conference, IAW instructions from the provisioning chairperson.

11.3.11.1.2. Method B: Marking PTD:

11.3.11.1.2.1. Under this method, the provisioning team chairperson will ensure all entries added to the master PTD during the provisioning conference are annotated in a neat and legible manner.

11.3.11.1.2.2. The contractor will be instructed to reproduce and distribute the required copies within 5 days after the close of the conference.

11.3.11.1.3. Regardless of the method used, additional data (such as drawings, item identifications, requirements work-sheets, and copies of AFMC Form 326 will accompany the PTD when it is distributed to the IMS for information or action as indicated.

11.3.12. The SSM/EAIM ALC Provisioning Activity will prepare a cover letter to furnish the contractor to be included when the PTD is distributed. The cover letter will clearly state which specific actions have been taken and those still required on the part of the IMS ALC. The letter will specify that the quantities reflected have been placed on order, and inconsequential quantity/dollar changes (plus or minus) should not be made.

11.3.13. If a laptop computer terminal is to be used to update the AFMC Provisioning System, the provisioning team chairperson will prearrange for one of the following methods of communication (listed in order of desirability):

11.3.13.1. Method A: Wide Area Telephone Service (WATS) Line. For provisioning conferences held at a government installation or contractor's facility serviced by WATS, arrange with the Base Communications Office for priority use on a "no time limit" basis.

11.3.13.2. Method B: Commercial Line. The provisioning team chairperson should make prior arrangements for a credit card.

11.3.13.3. Method C: Commercial Line. Arrange with the contractor for calls to be placed and paid for by the contractor subject to reimbursement by the Government.

11.4. General. I&S review will be made by CASC ersonnel during their review and process of the provisioning data in paragraph 11.3.7. A more detailed, time-consuming element review will be made on an after-the-fact basis.

Chapter 12

RESIDENT PROVISIONING TEAM (RPT)

12.1. Concept:

12.1.1. The RPT provides a Provisioning System or portion thereof for new major system/end articles. The concept requires selection and assignment of a cadre of well qualified Air Force personnel on a permanent change of station (PCS) basis to the contractor's facility to accomplish provisioning, or portions thereof. This cadre should be collocated with the contractor's logistics/technical staff to obtain firsthand knowledge of system requirements and providing decisions on critical support problems. The RILSA, enhanced resident integrated logistics support activity (ERILSA) and logistics support cadre (LSC) are an outgrowth of the RPT. The RPT was responsible for provisioning functions only; however, the RILSA, ERILSA or LSC are responsible for such things as the maintenance improvement project, maintainability and reliability, and provisioning. This chapter relates to the provisioning function of the RPT.

12.1.2. The SSM/EAIM ALC commander will provide proper staffing and support for the RPT throughout the assigned tour at the contractor's facility. The SSM/EAIM ALC commander will also ensure the phase down/out of the RPT is conducted so that adequate personnel are retained at the contractor's facility until the workload can be readily absorbed by the ALC Provisioning Activity without adversely affecting systems support. The RPT will be officially assigned to the SSM organization at the ALC.

12.2. Skills Required. Some of the technical skills required for the RPT function include provisioning, maintenance, cataloging/standardization, requirements, and PPCO specialties. These technical skills may vary depending on the depth of provisioning effort to be performed by the RPT at the contractor's facility. Personnel selected for the RPTs must possess in-depth job knowledge in their specialty and be able to apply such knowledge to satisfy system requirements and resolve problems that may arise. In addition, these personnel must be able to provide policy and guidance to the contractor in their areas of responsibility. Functional technicians located with the RPT will perform their duties as prescribed here except as noted below.

12.3. Procedures:

12.3.1. Detailed operational procedures may vary between RPTs, but generally procedures for operating under an RPT will follow the basic guidelines applied to normal provisioning.

12.3.2. Specific operating procedures will be developed by the RPT and submitted for review and approval by the SSM/EAIM ALC. These procedures will prescribe the responsibilities and operation of the RPT to the SSM and IMS ALCs, as well as define documentation flow, processing procedures for initial support of spares (including support of SE), and related functions. Procedures will be binding on all ALCs.

12.4. Provisioning Performance Schedule. The RPT will use AFMC Form 718 as a guide in developing applicable PPS.

Chapter 13

DEPOT PROVISIONING COMMITTEE (DPC)

13.1. General. DPC Method. The DPC conferences are conducted by and held at the SSM/EAIM/RIIM ALC. This method is also known within the Air force as the in house method. Contractor participation will be specified by the Provisioning Activity.

13.2. Policy:

13.2.1. The DPC method as outlined here is used when size and complexity of the end article of the PTD, that is, LLIL, PPL, incremental submission, or RIL, does not justify conducting a provisioning conference at the contractor's/vendor's facility.

13.2.2. A DPC may be established for each system/end article. Full recognition must be given to the value of continuity of membership throughout the provisioning phase.

13.2.3. The DPC is scheduled by the SSM/EAIM/RIIM ALC Provisioning Activity to convene IAW established time cycles and after receipt and evaluation of the PTD/SDFP.

13.2.4. The DPC will select the initial range of spares, assign technical and management codes, and occasionally determine quantitative requirements for initial support of the system/end article being provisioned.

13.2.5. The DPC meeting may be established to:

13.2.5.1. Accomplish complete processing of the PTD including submission of the PIO; or:

13.2.5.2. Accomplish support item selection and assignment of technical and management codes with the PTD to be processed through the system as outlined in Chapter 10 or 15.

13.3. Committee Membership. The DPC membership will be held to the absolute minimum. Number and type of members may vary depending upon the type of PTD being processed and the extent to which the PTD is to be processed by the DPC. The DPC will consist of fully qualified personnel generally from the following ALC functions:

- Provisioning Activity (mandatory).
- Engineering and Reliability Branch (mandatory).
- IMSs (when required).
- Production Management Branch.
- Packaging and Materials Handling Branch.
- Contractors and using command(s) representation, may be included when required.

13.4. Procedures:

13.4.1. The Provisioning Activity, upon receipt of PTD/SDFP will:

13.4.1.1. Establish and maintain prescribed management controls. AFMC Form 726, or other HQ AFMC authorized method may be used.

13.4.1.2. Advise the various representatives indicating actions required for the meeting and the place, date, and time of the meeting.

13.4.1.3. When the engineering and reliability branch requests product directorate maintenance (TRC) representatives, notify the applicable directorate of the requirement.

13.4.1.4. Act as chairperson.

13.4.1.5. Mark up master copy of the PTD in coordination with representatives present by entering additions/changes in a neat and legible manner making no unnecessary markings or annotations. Make markings legible so as to facilitate reproduction, when required.

13.4.1.6. Perform the duties normally accomplished by CASC during a provisioning conference.

13.4.2. Engineering and Reliability Branch representative will perform provisioning conference duties including, but not limited to assignment of SMR codes and maintenance factors, acting as conference co-chairperson, etc.

13.4.3. IMSs will generally be required only in the event PIO is to be released as a part of the DPC meeting and will:

13.4.3.1. Determine initial requirements for prime items.

13.4.3.2. Review and establish or approve firm unit pack quantities IAW criteria established in MIL-STD-2073, in coordination with engineering and reliability branch and packaging and materials handling branch representatives. Make sure the established and approved unit pack quantities are reflected in appropriate property class records.

13.4.3.3. Establish MOS for prime items. Prepare AFMC Form 326, when applicable.

13.4.3.4. Record the NC number assigned by the ALC Provisioning Activity. This number will not be furnished by any other method.

13.4.4. Production management branch representatives, when in attendance, will accomplish the responsibilities as assigned for a provisioning conference.

13.4.5. Packaging and materials handling branch representatives, when in attendance, will accomplish the responsibilities as assigned for a provisioning conference.

13.4.6. Using commands representatives, when in attendance, will follow the actions outlined in Chapter 14.

13.4.7. The Provisioning Activity, upon completion of the DPC meeting, will:

13.4.7.1. Review PTD for action by any other ALCs. If other ALCs are involved, the PTD/SDFP will be transmitted by AFMC Form 773 for action IAW the specific type of PTD, such as LLIL and RIL. The IMS ALCs will process the PTD/SDFP (paragraph 10.5.3.1 through 10.5.3.7 as applicable).

13.4.7.2. Any additional internal processing of the PTD/SDFP will require preparation of AFMC Form 778/773 (paragraphs 10.5.3.3 through 10.5.3.7 as applicable).

13.4.7.3. Send annotated copy of the PTD or automated contractor notification products to the contractor or to the SSM/EAIM ALC Provisioning Activity as appropriate, for inclusion of the SMR codes in the IPB.

Chapter 14

PROVISIONING CONFERENCE

14.1. General:

14.1.1. The provisioning conference provides for the Government to make item selection and assign technical and management codes (previously referred to within the Air force as a source coding conference). The following resources will normally be used:

14.1.1.1. Sample articles when specified in the IPPS.

14.1.1.2. Provisioning technical documentation/SUPPLEMENTAL data for provisioning (PTD/SDFP).

14.1.1.3. Maintenance engineering analysis (MEA), and/or RLA, when a requirement of the contract.

14.1.1.4. Competent personnel with expert technical knowledge of the system/end article with regard to the design, reliability and maintenance characteristics of the system/end article or the portion being provisioned.

14.1.2. It is imperative that only personnel well qualified in their technical specialty attend provisioning conferences and that continuity of personnel be maintained throughout. Keep representatives to a minimum. In all cases, representatives must be authorized to make commitments for their activity.

14.1.3. The SSM/EAIM ALC Provisioning Activity will prepare a tentative schedule of guidance and provisioning conferences on RCS: MTC-LG-(Q)8126, Quarterly Guidance/Provisioning Conference Projections, in the format shown in Figure 14-1.

Figure 14.1. Quarterly Guidance/Provisioning Conference Projections.

Quarterly Guidance/Provisioning

SA-ALC **Conference Projections** **3rd Qtr, FY93**

RCS: MTC-LG (Q) 8126 **Date Prepared: 22 Mar 94**

NO.	Purpose	Contract No. & Equipment	Contractor Name & Address	Conference Location	Dates	Participants	% FMS
1	Provisioning Conference	F41608-92-C-0220 Radio Frequency Switch Matrix	Bell Electronics Inc 5211 Broad River Rd. Columbia, SC	Contractor's Facility	TBD		

Reports will be prepared quarterly with projections for the next quarter, and will be forwarded to reach the addressees no later than 20 March, 20 June, 20 September and 20 December. Forward copies of this report to:

- HQ AFMC/LGIA
- CASC/LGHE
- HQ DLA/MMLSR
- HQ AAC/LGM
- HQ AMC/LGS
- HQ AETC/LGXP

14.2. Responsibilities:

14.2.1. Provisioning Activity - SSM/EAIM ALC:

14.2.1.1. Schedules, administers, and coordinates all provisioning conference actions.

14.2.1.2. Assures that the contractor forwards one copy of the SDFP to the cataloging activity at least 60 days prior to the provisioning conference. Forwards the appropriate PTD to the D155 for all provisioning, including desk top (in-house) provisioning. The PTD must be sent at least 60 days in advance of all scheduled provisioning conferences. This will allow the cataloging activity sufficient time for their necessary review and preparation prior to the provisioning conference. Such review will reveal the deficiencies in the data that otherwise are not normally found until the conference convenes. However, if a 30-day review is not possible, due to the late receipt of the data from the contractor, it then becomes the responsibility of the Provisioning Activity to inform the cataloging activity. Such action will allow the cataloging activity time to inform the applicable ALC if the less than minimum allotted time for the review is acceptable. This should be done on a case-by-case basis. If the decision by the cataloging activity is that more time is needed, the provisioning conference should be delayed. Such delays must not be too extensive that they jeopardize system support required by the OND. A two (2) to three (3) week delay is usually acceptable.

14.2.1.2.1. When CASC has completed their review and has updated the D155, the D155 will mechanically update the AFMC Provisioning System. An updated PTD listing will be generated for use at the provisioning conference, normally held at the contractors facility.

14.2.1.2.2. When DPC provisioning is to be done, CASC personnel will be allowed 12 calendar days from the date PTD data was input into the D155 to do their function as prescribed by local CASC directives. The in-house provisioning will start if the updated provisioning technical data is not received from the D155 by the ALC Provisioning Activity within 16 calendar days after being forwarded to the D155.

14.2.1.3. Provides a chairperson to monitor the provisioning conference and is responsible for the following:

14.2.1.3.1. Hold a closed Air Force meeting (similar to the familiarization meeting held during the guidance conference) before the start of the provisioning conference.

14.2.1.3.2. Ensure the availability of adequate facilities, PTD, SDFP, qualified contractor personnel, and RLA data, when applicable.

14.2.1.3.3. Exercise administrative control over all members of the team for the duration of the conference.

14.2.1.3.4. Set up the work schedule.

14.2.1.3.5. Set up conference procedures; for example, positioning of tables, seating arrangements, flow of documentation, etc.

14.2.1.3.6. Act as a moderator of special discussions.

14.2.1.3.7. Resolve problems on policy and procedures involving SMR coding action and documentation, including disagreements between the conferees and contractor. Refer problem that cannot be adequately resolved to the HQ AFMC provisioning Policy Office with all pertinent facts for resolution with the appropriate staff.

14.2.1.3.8. Ensure that all personnel are aware of the principle of the price challenge policy HQ AFMC direction. Refer all unresolved questions to the HQ AFMC Provisioning Office for policy guidance.

14.2.1.3.9. Certify overtime work when needed.

14.2.1.3.10. Make sure official SMR codes are given to the contractor, through the ACO, for publication in the IPB or the numerical index of the IPB IAW MIL-M-38807 (USAF). ERRC codes will not be included.

14.2.1.3.11. Release team members from team duty when necessary.

14.2.1.3.12. Assure resolution of or action taken on all problem areas.

14.2.1.3.13. Make sure requirement for the RIL, including dates needed are given to the contractor through the ACO.

14.2.1.3.14. Prepare minutes.

14.2.1.3.15. Document problems encountered, such as inadequate or untimely submission of PTD and SDFP, and request the ACO's assistance resolving these problems.

14.2.1.4. When a recoverable item breakdown (RIB) is sent to the RIIM ALC, the PTD is forwarded to the D155. The RIIM ALC's copy of the PPL will be marked to show that the PTD was forwarded to the D155 and CASC will be informed that a copy of the RIB was sent to the RIIM ALC.

14.2.2. Equipment Specialist - from the SSM/EAIM ALC:

- Is the co-chairperson of the team.
- Helps the chairperson set up conference procedures, for example, placing tables, seating arrangements, flow of documentation, etc.
- Exercises direct administrative supervision of the maintenance group members.
- Acts as team chairperson when the chairperson is absent.
- Requests technical services, requirements, and production management representatives from IMS ALCs and DLA, as needed, and representation from the potential or designated TRC when required.
- Arbitrates any disagreements concerning the SMR codes assigned.
- Recommends to the team chairperson the release of maintenance group members from team duty as needs dictate.
- Takes the lead in handling price challenges at the conference.

- Makes sure enough experienced technicians from the SSM/EAIM/IMS ALC are available to do the following within the set maintenance concept and IAW AFMCI 23-104:
  - Assign SMR codes (TO 00-25-195).
  - Assign failure factors or recommend quantities in the case of insurance items.
  - Assign ERRC code to only those items source coded in the "P" series that are either not stocklisted or stocklisted with no DOD users or no Air Force Usage (AFM 67-1, Volume I, PART ONE).
  - Assign IMCs to items (selected as spares) new to the Air Force (with or without NSN), IAW DOD 4140.26-M.
  - Select those recoverable items for which parts breakdown and drawings are required. Coordinate with team chairperson for acquisition.
  - Select the range of items recommended for inclusion in the ISSL and war reserve material (WRM) requirements listing. WRM requirements will not be identified during the provisioning process unless the requirement falls within the two-year leadtime and authorization has been received from HQ USAF (AFMCR 57-18). These actions will be taken along with the using command.
  - Assign DMIL code.
  - Assign MMAC as applicable and ensure that MMAC/FSC are acceptable combinations IAW the AFMC Mission Workload Assignment Compendium, as reflected in the Mission Workload Assignment System (D086).
  - Ensure PMICs and ADPE identifier codes are assigned.
  - Identify and select special purpose recoverables authorized to maintenance (SPRAM) items and quantities IAW AFM 67-1, Volume I, PART ONE, Chapter 11, Section AG, and annotate accordingly for reference when preparing required authorization document.
  - Identify and select weapons training detachments operating spares (WTDOS) candidates in conjunction with the using command IAW AFM 67-1, Volume I, PART ONE, Chapter 11, Section AL.

14.2.3. Production Management Representative:

- Assists the ES, as required, in the assignment of SMR codes.
- Provides information as to base and depot manufacturing capabilities and facilities.
- Reviews all SMR codes assigned with particular emphasis on the MO, MF, or MD coded items.
- Annotates requirements for special raw material which must be bought for the manufacture of MO, MF, or MD coded items.

14.2.4. CASC Representative:

- Reviews and determines acceptability of those drawings to be used for I&S review and cataloging purposes.
- Gets the needed information and additional data when required to satisfy cataloging requirement when the provisioning conference is at the contractor's plant. These additional required

elements of data must be related to the fabrication of the item in question and within the stated requirements of the applicable technical data specification and terms of the contract.

- Makes sure the PTD/SDFP shows the correct FSCs and item names. In case of conflicts concerning correct FSC assignments, the CASC representative has final authority.
- Uses DLSC screening results to determine current status as to NSN and management codes (IMS/MMAC), including interpretation or assignment of MOE rule, as appropriate. Inserts PICA in the applicable data block of the PTD for all nonstocklisted "P" SMR coded items based on the IMC code assigned by the ES and the FSC/MMAC assigned to the item.
- Assists in determining IMC for items (selected as spares) new to the Air Force (with or without NSN IAW DOD 4140.26-M.
- Validates MMACs previously assigned to items reflecting an NSN and ensures the MMAC is entered in the applicable data block of the PTD.
- Makes sure the true vendor P/N and CAGE code are shown on the drawing and PTD.
- Makes sure the P/Ns shown on the PTD/SDFP are constructed IAW DOD 4100.39-M Volume 2, chapter 9.
- Confers with the contractor about use of known military specifications/standards items.
- Verifies with the ES the source code on items such as color coded or cut lengths of wire, cut lengths of hose/tubing, common cable assemblies, name plates, etc, which have been source coded for purchase but which might be more appropriately coded for local fabrication (new item entry control). However, the final authority for the source coding of those items based on technical considerations rests with the ES.
- Reviews the results of the provisioning screening performed by the D155.
- Update appropriate fields such as the PMIC and ADPE identification code on the provisioning document when review of data indicates precious metals or ADPE components are included in the equipment being provisioned.

14.2.5. TRC Representative:

- Provide past usage information on items and raw material required for manufacturing and repairing support of the master repair schedule (MRS).
- Establish initial shop repair cycle time.
- Evaluate availability and adequacy of existing depot SE.
- Assist, as required, in the assignment of SMR codes.

14.2.6. Packaging and Materials Handling representatives of the SSM/EAIM ALC when in attendance:

- Establish and give to the contractor detailed preservation and packaging requirements for selected items IAW AFMCI 24-201.
- Require contractor development and submission of packaging data for those complex or peculiar items for which data cannot be developed before or during the provisioning conference.

14.2.7. Using Command:

•Gives information on field maintenance resources and capability.

- Aids in determining SMR code assignments, primary MO and MF source codes, and the organizational and intermediate use and repair maintenance level codes assigned to all items in the "P" and "A" source code series.
- Gives support to the Engineering and Reliability Branch representatives when selecting the range of item candidates for inclusion in the ISSL.
- Aids the ES in establishing maintenance/overhaul factors.

14.3. Procedures:

14.3.1. Preplanning. Accomplish the following at the guidance conference:

14.3.1.1. Scheduling of Provisioning Conference. Dates for and location of the provisioning conference will be established as recommended by the contractor and approved by the SSM/EAIM ALC Provisioning Activity. Although it is desirable that the provisioning conference be completed as quickly as possible, support item selection and technical and management codes must be accurately assigned. Therefore, the schedule established will be used for planning purposes. The chairperson will ensure all conferees devote their full attention to their respective functions and responsibilities. Conferees should not be held to a set compulsory schedule that must be met each day when such a schedule might result in hastily assigned inaccurate technical and management codes.

14.3.1.2. Facilities and Equipment:

14.3.1.2.1. A conference room large enough to accommodate all representatives and the sample articles for the duration of the conference.

NOTE:

The contractor is responsible for ensuring the availability of sample articles if specified in the contract by coordinating this requirement with all affected departments within his own facility prior to the conference.

14.3.1.2.2. Inform the contractor of the requirements for and arrangement of tables, file cabinets, etc.

14.3.1.3. Documentation Required:

14.3.1.3.1. SDFP:

14.3.1.3.1.1. The latest release (including all engineering orders) must show canceled or superseded parts.

14.3.1.3.1.2. File in PLISN sequence, excluding drawings for items identified by a Government or industry specification or standard which provides a full item description.

14.3.1.3.1.3. File specifications and contractor standard drawings in numerical order.

14.3.1.3.1.4. Separate vendor drawings by systems of which they are components and then file in alphanumeric sequence within the applicable system.

14.3.1.3.2. PTD. The number of copies specified in the IPPS, attachment 2, must be available. Include all required elements of data for those items previously approved for acquisition by Air Force as a result of interim release or processing contractor recommended lists.

14.3.2. Organization:

14.3.2.1. SMR Coding Tables. The number of SMR coding tables depends upon the complexity of the system/end article being coded. These tables will be segregated by engineering section order and presided over by a technical service/equipment specialist of the applicable product Directorate and a contractor design engineer responsible for the section/system being SMR coded. The following is an example of a breakdown for an aircraft meeting: Tables 1 and 2 - fuselage structures, flight controls, control surfaces, etc. Table 3 - wing structures and nacelles. Table 4 - air-conditioning, pressurization, hydraulic, oxygen, pneumatic, fuel and oil systems, landing gear and brakes, etc. Table 5 - radio, communication, electronics, electrical instruments, etc.

14.3.2.2. Review Tables. The review tables allow the production management, production control, and using command representatives to review the SMR codes assigned and to ensure that all parts have been SMR coded. Representatives at these tables will be available to the SMR coding tables when needed. Disagreements with any technical and management codes assigned will be reviewed for a final decision.

14.3.3. Briefing of Team Members. The team chairperson must apprise all team members of the following:

- Planning data for the system/end article on contract including:
  - Quantity.
  - Delivery Schedule.
  - Mission.
  - Deployment.
  - Programming data as outlined in applicable programming checklists.
  - Maintenance/overhaul policy.
  - Number and location of overhaul depots.
  - Documentation required for the provisioning conference.
- Assignment of:
  - Source codes.
  - Maintenance repair level codes.
  - Recoverability codes.
  - Replacement factors.
  - ERRC codes.
  - ISSL recommendations.
  - Requirements from contractor. Availability of sample articles for disassembly or as specified by the contract.
  - NOTE: The contractor is responsible for coordinating this requirement with all affected departments within his own facility prior to the conference.
  - Technical clerical assistance.
  - Documentation following the provisioning conference, as specified in the acquisition document or the IPPS, attachment 2.

- Request that selected SMR coded drawings be forwarded to the SSM/EAIM ALC marked for: Provisioning Activity.

14.3.3.1. Request an inspection tour of the mock-up and/or production line or the system/end article being SMR coded.

14.3.3.2. Flow of work and sequence of review.

14.3.3.3. Comments for minutes. (Chairperson will ensure all comments documented by participants and any problems encountered during the conference are included in the minutes.

14.3.4. Operating Procedures:

14.3.4.1. ES responsibilities

14.3.4.1.1. The supplemental drawings and other PTD (specifications, vendor drawings, commercial data) will be provided in P/N or PLISN sequence, as specified by contract.

14.3.4.1.2. The ALC ES SMR coding, will begin with the first top-assembly drawing of the section under review and assign the appropriate SMR code, maintenance factors, and other applicable codes and rates. IAW AFMCI 23-106, factors developed by the contractor will not be changed by the ES without complete justification. Under no circumstances will any changes be made to contractor furnished maintenance replacement rates (MRRs) by the ES if the factors were developed as part of a reliability and maintainability program unless there is a change in mission or maintenance concept. Such changes require the approval of the SPD. The MRR should always represent the latest information available (i.e., test data, design change information, a like item experience, etc.). The ES must notify the end article system manager of their intent to deviate significantly (i.e., plus or minus 10%) from contractor estimated failure rates on major systems or subsystems being provisioned.

NOTE:

The ES has final authority on SMR code assignments but must retain all supportive documentation justifying changes to the factors for a minimum of three years.

14.3.4.1.3. The ES will check the parts list of each drawing and will:

14.3.4.1.3.1. Verify that each applicable item from the drawing is present on the provisioning document in the correct quantity.

14.3.4.1.3.2. Assign appropriate codes and factors to each detail part based on the established maintenance concept and review of detail drawings, vendor drawings, specifications, or commercial data.

14.3.4.1.4. The ERRC codes will be assigned to all items with a "P" in the first position of the SMR code. With the exception of insurance items, all "P" coded items will be assigned maintenance/overhaul factors.

14.3.4.1.5. Codes, factors and quantities will be reexamined for each occurrence of multiple application items to ensure that accurate data is entered at the first occurrence.

14.3.4.1.6. Where applicable, the ALC ES along with other participants, will review the common/bulk item list (CBIL) and assign SMR code, maintenance factors, and other applicable codes. They must determine whether appearances of those CBIL items on previous lists has

satisfied total weapon system requirements. If so, ensure that MOS coding and quantity passed to the SSR system will not duplicate those requirements.

14.3.4.1.7. ISSL candidates will be identified as applicable.

14.3.4.1.8. Drawings for items SMR coded "M__" will be reviewed to ensure that:

14.3.4.1.8.1. Manufacture of the item is within the capabilities of the depot, intermediate or organizational level shop.

14.3.4.1.8.2. Required raw or semi-fabricated material is identified for procurement by the IMS ALC or inclusion in the technical order (TO).

14.3.4.1.8.3. special tooling or test equipment (ST/STE) required for manufacture is identified for procurement and inclusion in the TO.

14.3.4.1.9. The cognizant design and field service engineers will be available to advise the ES on maintenance practices and field reliability experience.

14.3.4.1.10. Sample articles (if required in the contract) will be disassembled/reviewed as deemed necessary by the equipment specialist.

14.3.4.2. Using command review table when required:

14.3.4.2.1. The drawings will be received in section order.

14.3.4.2.2. The using command representatives will review all drawings to ensure that:

- The extent of repair is economically and technically feasible at the user level.
- The selection of SE, the range of spare parts selected, and the SMR coding are in line with the scope of maintenance established at the using command.

14.3.4.2.2.1. Field units have the capabilities to manufacture, assemble, repair, test and install, as applicable.

14.3.4.2.3. The representative will be available to aid the SMR coding ALC ES when required.

Chapter 15

PROVISIONING LISTS

15.1. First Article Acceptance. When a requirement for first article acceptance, chapter 3, paragraph 1.10, is applicable to the contract, provisioning actions will be governed by the existence of one of the following conditions:

15.1.1. Contractor does not have contractual authority for spares production release pending first article approval. This is a normal condition which should apply in most instances. Acquisition of materials or components or start of production without government approval is at the sole risk of the contractor.

15.1.2. When the above is applicable, interim release provisions of the IPPS, attachment 2, form do not apply before first article approval. PTD/SDFP may be processed and AFMC Forms 326, **Provisioned Item Order** (with Delivery Schedule), and other documents for SSR requirements can be prepared based on lead-time and need date considerations. However, PIOs whether manual or automated will not be sent to the PPCO or SSRs submitted until the first article is approved.

15.1.3. As an exception to the above, in some cases the contractor may have been provided authority for production release before first article approval IAW the provisions of FAR(DAR)9.305:

15.1.3.1. In this event, interim release authority applies for items and quantities required to support the end article released. PTD for interim released items must be processed and the PIO released to the contractor within established time limits regardless of whether the first article test and approval has been completed.

15.1.3.2. PTD/SDFP on items requiring SSR preparation will be sent to the SSR organization for SSR submission and will be limited to those items necessary to ensure spares support for the end articles.

15.2. Provisioning Parts List (PPL):

15.2.1. The PPL must contain all components, assemblies, and support items which can be disassembled, reassembled or replaced, which, when combined, constitute the end item. The only exception being items identified as GFP or items identified on a SPS for which the Government has determined that PTD is not required. The PPL must contain all tools and test equipment required to maintain the end item unless an exclusion statement is included in the IPPS, attachment 2.

15.2.2. Simultaneously with the progressive submission and processing of the LLILs, the contractor must develop and prepare the PPL as directed by the Provisioning Activity in the IPPS.

15.2.3. Incremental submission of a sizable PPL is encouraged, provided that such increments comprise no less than the requirements of a complete component. The PPL and all incremental submissions will always be supported with required SDFP previously described, including screening data when appropriate.

15.2.4. All LLILs submitted will have been completely processed and the results reflected in the PPL.

15.3. Processing PPL:

15.3.1. When all LLILs have been processed, the contractor should complete and send the PPL with required SDFP, to the SSM/EAIM ALC Provisioning Activity and other identified CDRL pre-reviewing activities. Submission of the PPL is required 60 days in advance of the scheduled provisioning conference to allow CASC, DLA and the SSM/EAIM ALC Provisioning Activity time for a pre-conference review.

15.3.2. The PPL or incremental submissions thereof, may be processed in either of the following methods depending on mutual agreements made during the guidance conference:

15.3.2.1. RPT Method. The support item selection and assignment of technical and management codes are accomplished at the RPT site as outlined in Chapter 12.

15.3.2.2. DPC (In-house) Method. The support item selection and assignment of technical and management codes are accomplished at the SSM/EAIM ALC as outlined in Chapter 13.

15.3.2.3. Conference Team Method. The provisioning conference is held at the contractors facility to accomplish the actions outlined in Chapter 14.

15.4. Method of Support (MOS) Code:

15.4.1. For each line item selected as a potential spare, one of the following MOS codes will be annotated by the IMS in the appropriate block of the PTD. Reflecting the MOS code in this manner will provide information on IMS supportability of the individual item:

- Code 0 - Not being bought at this time on production contract. Often used to pass information.
- Code 1 - Being bought on production contract.
- Code 2 - Being bought by IMS through PR/MIPR.
- Code 3 - Immediate purchase not required.
- Code 4 - Nonconsumable item (Air Force ERRC of XD_, ND2, or NF2) being managed by another military service. Supply support will be obtained IAW AFMCR 400-21 procedures. MOS 4 is assigned mechanically during the technical review file maintenance update.
- Code 5 - Breakout item being purchased from the actual manufacturer by the IMS with a PR.
- Code 6 - Other agency/service integrated managed item. SSR is being processed in D169.
- Code 7 - Breakout item being purchased from the actual manufacturer with a PIO on a vendor-contract.
- Code 8 - Reserved.

15.5. Method Of Support (MOS) Code Modifier:

15.5.1. This code is to identify RIB and substitute item status and must be used in conjunction with an MOS code. The user, i.e., IMS, ES, Using Activity, will assign an MOS Modifier Code in the appropriate data field of the PTD work document when applicable.

15.5.2. Method of Support Code Modifier (MM):

- A - Request RIB.
- B - RIB available.
- C - Substitute item will be furnished.

15.5.3. The above procedure applies only to mechanized provisioning.

15.6. Repairable Item List (RIL):

15.6.1. The RIL is a list of those support items of a repairable nature used in the end item, component or assembly.

15.6.2. The RIL is prepared by the contractor and submitted to the SSM/EAIM ALC Provisioning Activity as early in the provisioning process as possible.

15.6.3. The RIL is circulated by the SSM/EAIM ALC Provisioning Activity to involved ALCs to determine the need for any RIB.

15.6.4. The contractor must be advised of RIB requirements as early as possible so that spare/repair parts will be available by the OND.

15.7. Recoverable Items breakdown (RIB):

15.7.1. The RIB, a supplemental PPL, is an all-inclusive breakdown used for support item selection and assignment of technical and management codes. The breakdown for recoverable type items will be requested, as required, at the time of initial review of a provisioning list. The contractor should be asked to provide this information within 60 days after receipt of request or on a date mutually agreed to between the contractor and the ALC Provisioning Activity.

15.7.2. A RIB received before or after the provisioning conference will be processed in the same manner as a PPL, whether the management responsibility for the recoverable item is that of the SSM/EAIM ALC or RIIM ALC. The RIIM ALC will assume the same responsibilities in processing these breakdowns as outlined previously for the SSM/EAIM ALC for a PPL. Manual provisioning efforts mandate that since AFMC Forms 326 are not forwarded to the RIIM ALC by the supporting IMS ALCs involved, the AFMC Form 773 prepared to transmit the RIB and SDFP to the IMS ALCs will show the applicable SSM/EAIM ALC Provisioning Activity in block 4. Each IMS ALC involved will furnish the RIIM ALC an information copy of the endorsed AFMC Form 773 used to send AFMC Forms 326 to the SSM/EAIM ALC. AFMC Forms 326 prepared by IMSs at the RIIM ALC will be sent to the SSM/EAIM ALC Provisioning Activity through the local Provisioning Activity.

15.8. Post Conference List (PCL).

15.8.1. The PCL will list all items selected as logical spares at the provisioning conference and those items previously selected as logical spares to which changes were made during the conference. The appropriate use of this type of listing would be for contracts using manual provisioning, when a RILSA is involved, or for FMS efforts.

15.8.2. The contractor must prepare and submit the PCL, complete with the SDFP, as soon as possible, but not later than 21 days after completion of the provisioning conference. In no event will the time limit be such that receipt of items by the operational need date is jeopardized.

15.8.3. The PCLs are to be submitted by the contractor to the SSM/EAIM ALC Provisioning Activity. Upon receipt of the PTD/SDFP, the ALC Provisioning Activity will:

15.8.3.1. Inspect for completeness. Request missing drawings via AFMC Form 784.

15.8.3.2. Prepare AFMC Form 726, manual or automated.

15.8.3.3. Forward applicable portions of the PTD/SDFP to the IMS ALCs having item management responsibility for subsequent action. Transmit by AFMC Form 773.

15.8.3.4. Prepare AFMC Form 778 for internal SSM/EAIM ALC processing as outlined previously in paragraphs 10.5.3.4 through 10.5.3.8.1 except for 10.5.3.5.

15.8.4. The IMS ALCs will process the PTD/SDFP as previously outlined in paragraphs 10.5.3.1 through 10.5.3.8 except for 10.5.3.5.

15.8.5. The SSM/EAIM ALC Provisioning Activity will review processed PTD for completeness and consolidate all AFMC Forms 326/Automated PIOs for submission to the contractor through the PPCO.

15.8.6. Time standards established in Chapter 19 and Attachment 8 are to be followed.

15.9. Design Change Notice (DCN):

15.9.1. The DCN is the type of PTD used by the contractor to notify the SSM/EAIM ALC Provisioning Activity of all engineering changes, whether of a production or modification type, which are approved for incorporation into the end item on contract and which modify, add to, delete, or supersede parts in the end item or its supporting equipment.

15.9.2. DCNs fall into two categories:

15.9.2.1. DCNs resulting from an approved engineering change proposal (ECP).

15.9.2.2. Non-ECP changes resulting from omission or correction of data submitted by the contractor. These changes are considered administrative change notices (ACNs) and must not be labeled as DCNs. ACNs will be handled in one of the following ways:

15.9.2.2.1. The first method is the submittal of the change. The reason for the change will be identified in the remarks block or the extended remarks block.

15.9.2.2.2. If authorized by the SSM/EAIM ALC Provisioning Activity, the second method is the submittal of a letter from the contractor to the ALC Provisioning Activity describing the corrections to be made. The Provisioning Activity will be responsible for making the corrections to the item record in the AFMC Provisioning System.

15.9.3. All DCNs will be accompanied by applicable SDFP and submitted by the contractor IAW the following time schedules:

15.9.3.1. Within 21 calendar days after release for fabrication or purchase for prime contractor design items.

15.9.3.2. Within 42 calendar days after release for fabrication and purchase for subtier supplier design items.

15.9.4. The contractor will submit all DCNs to the SSM/EAIM ALC Provisioning Activity. Generally, DCN processing will be similar to LLIL processing. The SSM/EAIM ALC Provisioning Activity when submitting DCNs to the responsible RIIM ALC for assignment of technical and management codes, will include NSN or FSC and P/N of the recoverable item on an AFMC Form 773.

15.9.5. When type of change code (TOCC) D is submitted on a DCN, the contractor is responsible for submitting the required data element information based on the most recently received contractor notification received for the item.

15.9.6. When a design change reduces or eliminates support item requirements for the end item component, the contractor shall delete or reduce such requirements originally ordered by a PIO in the ratio authorized by the program data applicable to the end items on order that are affected by the design change.

15.9.7. When a support item previously ordered by the Government is replaced by another item, the contractor shall fabricate or procure the new item in the same ratio as the number of end items/components affected by the change within the previously authorized funding limitations. When the adjustment requires an increase in the total quantity recommended or any additional items of support, the increase will be recommended by the contractor in accordance with program data provided by the Provisioning Activity. Therefore, as the result of a DCN submittal, the contractor should not delay production on the items affected by the change while awaiting receipt of another PIO. The contractor is to continue production of the new configuration within the designated funding authorization without the PIO.

15.9.8. The contractor shall establish positive internal communications between his engineering and logistic personnel to assure that the latest technical and hardware configuration data are used in the preparation of PTD and SDFP and that changes are made concurrently with DCN requirements.

15.10. Common and Bulk Items List (CBIL):

15.10.1. The CBIL contains items of common hardware such as common nuts, bolts, screws, keys, washers, and fittings, except those of special design. The CBIL can also contain bulk items such as electrical wire and cable, gasket material, tubing, hose, adhesives, paints, oil, grease, solvents, and metal stock (such as rods and sheets).

15.10.2. The CBIL is prepared by the contractor and may be submitted to the SSM/EAIM ALC Provisioning Activity together with the PPL.

15.10.3. The CBIL is not subject to the normal support item selection and assignment of technical and management code process; however, to accommodate requirements of automatic data processing equipment operated logistics systems, the source code "PA" will be assigned to government and commercial standard items when these items are predicted for maintenance use. In addition, recommended quantity/factor will be indicated for all items (except FSGs 53 and 59) SMR coded "PA".

15.10.4. Only those items on the CBIL reflecting a SMR code "PA" and/or having a recommended quantity/factor will be extracted from the CBIL and placed on a PCL for further action IAW processing instructions contained in this chapter.

15.10.5. Common hardware items such as common nuts, bolts, screws, keys, washers and fittings will not be submitted on the CBIL if the IPPS, attachment 2, calls for the delivery of a PPL in a topdown breakdown. When the PPL is a requirement, all hardware litems will appear on the PPL, not on the CBIL.

15.11. Tools and Test Equipment List (TTEL):

15.11.1. The TTEL contains those support items that are not an integral part of an end item, but are required to inspect, test, calibrate, service, repair, or overhaul an end item.

15.11.2. The TTEL may be part of the PPL or it may be received as a separate listing. The type and complexity of the end item should be the determining factor.

15.11.3. When Support Equipment Recommendation Data (SERD) is incorporated in the contract, the TTEL is not applicable.

15.12. Short Form Provisioning Parts List (SFPPL):

15.12.1. The SFPPL contains only those support items recommended by the contractor for maintenance of the end item.

15.12.2. This document provides simplified procedures for the provisioning of articles of simple design and technical order (modifications requiring initial spares which do not require the use of detailed group assembly breakdown documentation).

15.12.3. The SFPPL is prepared by the contractor and submitted to the SSM/EAIM ALC Provisioning Activity. The SFPPL will be accompanied by applicable SDFP and processed within the same time frames and procedures as a PPL.

15.13. Manufacturers or Commercial Manual: This manual supplements the SFPPL and is used to determine the range and quantity of support items required to maintain the end item for an initial period of service.

15.14. Initial Spares Support List (ISSL) Items:

15.14.1. The ISSL is a list that is developed and used to lay in stock at the base level to support the activation of a new weapon system or equipment.

15.14.2. To control the timely development of the ISSL, take the following actions:

15.14.2.1. When the applicable programming checklist indicates requirements for an ISSL, the SSM/EAIM ALC Provisioning Activity will check with the system program end article manager, or RIIM to determine and identify the specific organization which develops the ISSL. The Provisioning Activity will load this information into the POP which will establish the ISSL monitor and focal point in the AFMC Provisioning System.

15.14.2.2. Requirements identified by the using command(s) during the provisioning conference will be forwarded to the ISSL monitor via conference minutes. This will help the ISSL monitor to ensure individual AFMC Forms 408 are accounted for.

15.14.2.3. For PTD that is input into the AFMC Provisioning System, all ALC managed items identified as being ISSL candidates the system will automatically generate an AFMC Form 408 with the applicable ISSL monitor's office symbol annotated on the form. Forward this data along with the PTD and any SDFP to the IMS for normal processing. Indicate in the remarks block on the transmittal form that the IMS is to complete and coordinate with the ES the AFMC Form 408 and forward the results on to the designated ISSL monitor. For all DLA items identified as valid ISSL candidates, the SSM is responsible for completing and submitting a manual AFMC Form 408 to the ISSL monitor for file maintenance of the D040 ISSL system. (AFM 67-1, Vol I, Part One, Chapter 12).

15.14.2.4. Manual provisioning requires that the SSM/EAIM ALC Provisioning Activity forwards one copy of all PTD that reflects ISSL items to the ISSL monitor indicating in the remark block of the transmittal that "this data is to be used only in the development of the ISSL". The IMS

is to complete and coordinate with the ES the AFMC Form 408 and forwarding the results on to the designated ISSL monitor.

15.15. Receipt/Acceptance - Material Inspection and Receiving Report, DD Form 250:

15.15.1. The contractor prepares the DD Form 250 for provisioning data listed on the CDRLs which require government inspection and acceptance (per DoDI 5000.2, AF Sup 1). Submission of the DD Form 250 may actually accompany the shipment of PTD/SDFP or may be mailed separately by the contractor at a later date. The following actions are applicable when "inspection and acceptance at destination" is indicated.

15.15.1.1. When the DD Form 250 accompanies the shipment of PTD/SDFP, the Provisioning Activity will:

15.15.1.1.1. Inspect the PTD/SDFP.

15.15.1.1.2. Suspense the DD Form 250 until processing of the PTD has been completed, including receipt of any missing SDFP from the original submission. See chapter 22, Provisioning Technical Data Requirements System (PROTECDARS).

15.15.1.1.3. Upon complete processing of the applicable PTD and all required SDFP, remove the DD Form 250 from suspense and process it for signature.

15.15.1.2. When the DD Form 250 is received subsequent to receipt of applicable PTD/SDFP, the Provisioning Activity will:

15.15.1.2.1. Check files and records to determine receipt of all data listed on the DD Form 250. This will include checking suspense files maintained under PROTECDARS to ensure all applicable SDFP requests have been completely and satisfactorily processed.

15.15.1.2.2. Process DD Form 250 for signature only if records indicate data received was complete and satisfactory. If otherwise, return the DD Form 250 unsigned to the contractor with appropriate explanation.

15.15.2. The DD Form 250 helps ensure that the contractor has fully complied with contractual requirements for submission of complete PTD/SDFP.

Chapter 16

SOURCE, MAINTENANCE, RECOVERABILITY (SMR) CODES

16.1. Principles:

16.1.1. Assign SMR codes to all items which make up or are used in the construction of a system or equipment.

16.1.2. The equipment specialist assigns the SMR codes (alpha codes) during the acquisition of the system/end article.

16.1.3. SMR codes portray the maintenance decisions made by the equipment specialist and are used to communicate these decisions to various logistics offices (both contractor and Air Force).

16.1.4. Detailed principles and policies are contained in TO 00-25-195.

16.2. Policies:

16.2.1. The SMR codes inform the user of the complete method of maintenance support by:

16.2.1.1. Indicating the manner of acquiring items for the maintenance, repair, reconditioning, or overhaul of end items.

16.2.1.2. Indicating the maintenance levels authorized to perform the required maintenance function.

16.2.1.3. Indicating the disposition action on unserviceable support items.

16.2.2. The assignment of SMR codes are normally accomplished during a provisioning conference, previously referred to as a source coding conference. The purpose of a provisioning conference is for the Air Force to make support item selection and assign technical and management codes. Any changes to SMR codes after a provisioning conference and prior to publication of the IPB are to be documented in writing to the prime Provisioning Activity for processing and notifying the contractor of the changes.

16.3. Application:

16.3.1. The procedures defined in above references and outlined here apply to all Air Force systems/ end articles bought for operational requirements. The chairperson of the provisioning conference ensures required technical data is available and SMR codes are applied to the complete range of items of the system/end article under review.

16.3.2. The vendor or prime contractor recoverable assembly line item will be SMR coded by the SSM/EAIM ALC when such items are bought as a component on an end article contract. Subassemblies and detail parts of the recoverable assembly line item will then be SMR coded by the RIIM ALC having prime responsibility for the recoverable item. The RIIM ALC will accomplish SMR coding upon receipt of the breakdown for the recoverable assembly or at the provisioning conference for the end article, whichever comes first. Management coded documents will be immediately furnished to the SSM/EAIM ALC for forwarding to the contractor(s) for inclusion in applicable IPB(s).

16.3.3. In those instances where detail drawings and/or other technical data required to accomplish SMR coding are not available, the SSM/EAIM ALC responsible for the end item or contract will ensure that documentation required is obtained and furnished to the appropriate RIIM ALC.

16.4. Parts Kits. The policies and procedures for the selection of parts kits are outlined in AFMCMAN 25-1.

16.5. Benefits:

16.5.1. Provides an effective method of identifying spares to support the system/end article.

16.5.2. Identifies the level(s) of maintenance authorized to perform required maintenance functions.

16.5.3. Establishes the base line from which all support requirements can be developed.

16.5.4. Indicates the disposition action on unserviceable items.

16.5.5. Creates an efficient communication device reflecting maintenance information for all items within a system/end article.

16.6. Structure. There are two SMR coding structures currently in use within the Air Force. "Joint Military Services" Uniform SMR codes will be applied to all Air Force systems and materiel for which a contract was awarded after 1 July 1972 for new operational requirements (TO 00-25-195). These codes will replace, on an evolutionary basis, the "In-Being" codes.

16.7. Updating and Changing. To provide logistics support by the OND, LLILs require early SMR maintenance and overhaul code assignments. This is accomplished before the provisioning conference. The conference provides the ES with the opportunity to review these early decisions in context with the total range of support decisions. Where possible, the ES should adjust these early decisions to reflect current conditions. Changes in operational requirements, design changes, or quantity of end items being bought must be considered and, where feasible, technical decisions adjusted.

16.8. Matrixes: The two SMR coding matrixes are:

16.8.1. Attachment 5 is the complete series of Joint Military Services uniform SMR codes (reference AFR 66-45).

16.8.2. Attachment 6 is the series of Joint Military Services SMR codes which the Air Force uses (reference TO 00-25-195).

Chapter 17

BREAKOUT PROCEDURES FOR INITIAL SPARES

17.1. Objective. The objective of this procedure is to reduce cost by procuring new, Air Force managed initial spares directly from the actual manufacturer while maintaining the integrity of the system in which the parts are to be used. In this regulation, actual manufacturer is defined as the manufacturer having the design control responsibility of the part. Breakout for competitive procurement is not applicable to initial spares unless two or more actual manufacturers are recommended by the prime contractor and it is cost effective.

17.2. Application:

17.2.1. This policy applies if the prime contractor recommends that items be procured directly from the actual manufacturer or enough information is available to make a responsible management decision that breakout will be cost effective and will not degrade the Air Force mission. Items suited for direct purchase are those that meet all of the following criteria:

17.2.1.1. SMR coded for procurement.

17.2.1.2. Nonstocklisted or still in initial support period.

17.2.1.3. Not actually manufactured by the prime contractor and no value is added by the prime. Value added may include: testing, inspection, engineering review of specifications, configuration management, quality assurance, serialization, tracking, packing, etc.

17.2.1.4. Weapon system oriented (service managed). Application of IMC criteria is vital to assure only appropriate items are retained for Air Force management.

17.2.1.5. Considered to be design stable.

17.2.1.6. Data belongs to the actual manufacturer who exercises total responsibility for the part.

17.2.1.7. Total procurement leadtime to the actual manufacturer is not beyond the need date or is not considered detrimental to support.

17.2.1.8. Items that can be bought more economically from vendor.

17.2.1.9. Warranties will not be violated/nullified/voided if the item is procured from the actual manufacturer.

17.2.2. Urgency of need, configuration stability and control, system warranties and cost analysis can influence the decision to acquire spares from the prime contractor or actual manufacturer.

17.2.3. Initial spares breakout applies to all provisioning acquisitions including SAIP. The Air Force will use the contractor's procurement schedule for SAIP to plan release of the SAIP orders to coincide with the contractor's scheduled release, DODI 5000.2, Part 7, Section A, Para J.

17.3. Policy:

17.3.1. One of the keys to successful breakout is early identification of items and of major vendors by the prime contractor. Identification of major vendors six months prior to the submission of PTD will allow sufficient time for spares contracts to be established with the major vendors, which will allow

PIOs to be used for breakout spares orders. Otherwise, a PR must be used for breakout spares procurement, which greatly increases the procurement leadtime involved.

17.3.2. Breakout will be based on contractor recommendations. The Air Force may decide, based on breakout filter chart (figure 17.1) to break out additional items. Rationale for deviations from contractor recommendations must be documented by item in the remarks block of the PTD, or annotated on the PTD to be retained in the item folder by the IMS.

17.3.3. All SOW/SOOs specifying provisioning requirements must contain a statement similar to the following: It is Air Force policy that selected vendor spares must be purchased from other than the prime system/equipment contractor if it is determined such purchase will reduce acquisition costs without compromising the integrity or supportability of the system in which the parts are to be used. The contractor shall code procurable first appearance nonstocklisted items of which the contractor is not the actual manufacturer and that the contractor recommends for breakout.

17.3.4. For existing contracts citing MIL-STD-1552A (or its replacement), the phased provisioning block ("C" card, block 30 of contractor input) will be used for the contractor to recommend breakout. This code appears on the AFMC Provisioning System document in block 60, "phased provisioning code (PPC)".

17.3.5. The contractor will be instructed to use the following codes in the first position of contractor technical information code (CTIC) block (LSA-036 "E" card, Block 61, DED 058 for existing contracts citing MIL-STD-1388-2B or its replacement; block 62, DED 066 for contracts citing MIL-STD-1388-2A or its replacement). This code displays in the PPC block (block 60) on the AFMC Provisioning System document.

Recommended for Breakout	A
Not Recommended for Breakout-Safety	B
Not Recommended for Breakout-Warranty	C
Not Recommended for Breakout-Unstable design	D
Not Recommended for Breakout-Value Added (see Note 1)	E
Not Recommended for Breakout-Other/Combination	F

Note 1. If code “E” is used, remarks block of PTD will describe what value(s) are added by prime.

Note 2. If code “F” is used, remarks block of PTD will indicate reason.

17.3.6. During the provisioning guidance conference, the contractor will be advised that spares are subject to breakout and will be requested to provide actual manufacturer (CAGE) code and P/N. The contractor must provide applicable breakout code and a source/vendor list IAW applicable CDRL.

17.3.7. Pertinent DCN information received from prime contractor will be amended to spares contract to assure spares are delivered in pro-rata relationship to the configuration for the end item delivered, or in the latest usable configuration.

17.3.8. Initial spares actually manufactured by the prime contractor will continue to be bought via PIO on the end item production or spares contract.

17.3.9. If two or more actual manufacturers are identified and recommended by prime, the item will be referred to the contracting officer for competition consideration.

17.4. Responsibilities:

17.4.1. The SSM/EAIM:

17.4.1.1. Works with the provisioning office, IMSs, and ESs toward achieving breakout on all contracts that include provisioning.

17.4.1.2. Assures that initial spares breakout is included in the provisioning strategy. Includes breakout requirements in the SOW and instruction to offerer (ITO).

17.4.1.3. Ensures, via the SOW, that the prime contractor remains responsible for all provisioning data and configuration control, even if spares buys are broken out to the vendor.

17.4.1.4. Uses the information received from DI-MGMT-80894, Source/Vendor List, to determine, for each applicable breakout vendor, if it would be appropriate to establish PIO breakout spares contracts. Existing contracts and follow-on contracts may use DID DI-V-5320A/T.

17.4.1.5. Initiates PRs with required backup data to secure those breakout contracts. Contracting officers require a minimum of 180 days to establish vendor PIO contracts. The minimum data required is the estimated number of spare items and the estimated total cost for each vendor. The source of the data should be in the following order of precedence as available:

17.4.1.5.1. Actual data from LSAR.

17.4.1.5.2. Contractor's best estimate.

17.4.1.5.3. Historical data.

17.4.1.6. The SOW for the breakout spares contract will instruct the vendor that they are not relieved of the requirements for submitting normal provisioning data to the prime contractor, and will be required to furnish to the prime contractor data for spares orders to allow the prime sufficient time to meet their DCN requirements. This data will include quantity ordered by the Air Force by PCCN, PLISN, and reference number, quantity shipped, and proration quantities.

17.4.1.7. Submits a sole source class justification and approval (J&A), if applicable, for each vendor contract.

17.4.1.8. Notifies the prime provisioning office of what actions are taken to secure spares contracts with the vendors. Furnishes the necessary information to the provisioning specialist for update to the AFMC Provisioning System.

17.4.1.9. Ensures that PIO breakout spares contracts require the breakout vendors to attend provisioning guidance conferences.

17.4.2. Provisioning Office Responsibilities:

17.4.2.1. Assures that initial spares breakout is included in the provisioning strategy.

17.4.2.2. Notifies the SSM/EAIM if breakout instructions are not included in the contract specifying provisioning requirements, and recommend the SSM/EAIM include them.

17.4.2.3. Ensures the IPPS, attachment 2, for both the prime and breakout spares contracts specify clearly that the prime will remain responsible for data flow to the Air Force, and that the breakout contractors are required to furnish proration/order data to the prime to enable them to fulfill DCN requirements.

17.4.2.4. Ensures that all prime contracts require attendance by the prime contractor at Air Force breakout contractor guidance and technical information meetings.

17.4.2.5. In those cases when it is necessary to procure data from the breakout contractor, prepares data packages, including requirements for the IPPS, attachment 2, and DD Form 1423,CDRL.

17.4.2.6. Includes "Order Breakout to Vendors" on the agenda for all guidance conferences. Discusses breakout at the guidance conferences, including, but not limited to, the following actions:

17.4.2.6.1. Requests contractor furnish breakout codes for all procurable first appearance nonstocklisted vendor items.

17.4.2.6.2. The contractor is not to recommend breakout later than the provisioning (technical review) conference. The preferred method for recommendation is as a part of the provisioning data as discussed in the PGC. This is a recommendation only; the final decision to breakout or not will be made during the residual support-item manager (RS-IM) cycle.

17.4.2.6.3. The contractor will receive no notification of which items are to be broken out, except that the item record on the contractor notification tape/list will reflect a MOS Code 7 and quantity procured or MOS Code 5 and no quantity if a PR is used with a listing of vendors, and that this listing may be used by the Air Force to identify major vendors and possibly let separate spares contracts with them. Existing contracts and follow-on contracts may use DID DI-V-5320A/T.

17.4.2.6.4. To retain configuration control and submit DCNs for items which are broken out for direct procurement.

17.4.2.6.5. That DCNs will include appropriate order/delivery information received from the breakout contractor to be portrayed as determined by the provisioning office.

17.4.2.7. Will be prepared to conduct guidance conferences with the vendors for separate spares breakout contracts.

17.4.2.8. When conducting on or off base technical and RS-IM reviews, insures that all ESs and IMSs are aware of the breakout codes, the data field where they can be found, their significance, and how these items are to be processed.

17.4.2.9. Establishes and maintains vendor PIO contract information in the AFMC Provisioning System.

17.4.3. Equipment Specialist Responsibilities:

17.4.3.1. Considering the contractor's recommendation (block 60, PPC, on the AFMC Provisioning System technical review document), the ES will, as part of the technical review, determine if sufficient data is available to breakout items to the actual manufacturer. Sufficiency of the data is based upon the ES's knowledge and complexity of the item.

17.4.3.2. If a decision against the contractor's recommendation is made during technical review, the PPC block will be updated with the new breakout code, and Remarks block updated to reflect the reason.

NOTE:

At this time, the AFMC Provisioning System can accommodate only one breakout code; therefore visibility of the contractor's recommendation is lost when the code is updated by the Air Force.

17.4.3.3. In most cases the actual breakout decision will be made during the RS-IM review cycle. The ES will assist in the decision process as necessary.

17.4.4. Item Manager Responsibilities:

17.4.4.1. During the RS-IM review, the IMS will work in conjunction with the ES and SSM/EAIM to determine on an item-by-item basis whether items will be broken out.

17.4.4.2. Processes RS-IM review document following normal procedures, except as follows:

17.4.4.2.1. Assigns MOS 7 to breakout items acquired via separate vendor breakout PIO contract.

17.4.4.2.2. Prepares AFMC Form 326 for appropriate vendor breakout PIO contract, if manual provisioning process is used.

17.4.4.2.3. Determines one of the following alternate actions if items are recommended for breakout but a vendor PIO contract has not been established:

17.4.4.2.3.1. Requests the SSM/EAIM establish a vendor contract to allow PIO action if lead time allows.

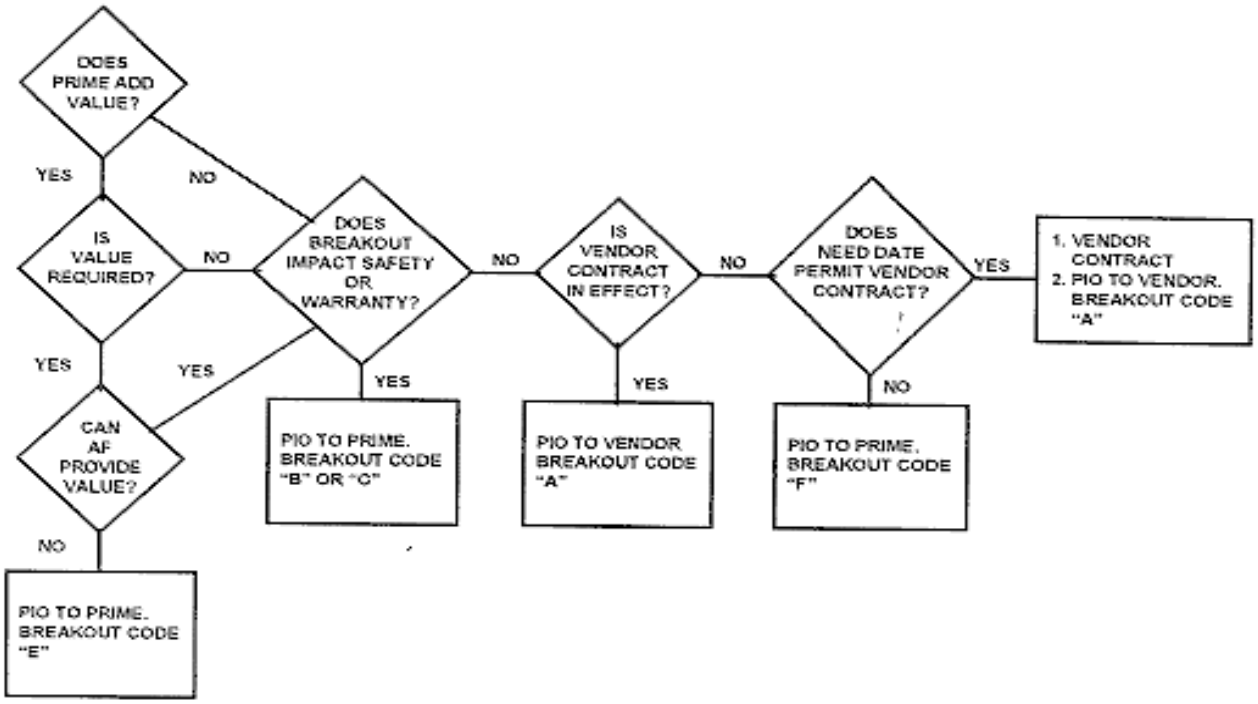
17.4.4.2.3.2. Acquires from prime contractor on PIO (MOS 1).

17.4.4.2.3.3. Prepares and processes individual item PRs to actual manufacturer and assigns MOS 5 to the item if lead time allows.

NOTE:

PIOs against vendor contracts must be used whenever possible. However, the use of single item PRs and the dollar delimitation, if any, must be decided by the IMS on an item by item basis.

Figure 17.1. Initial Spares Breakout Decision tree.



Chapter 18

INITIAL PROVISIONING PRICE CHALLENGES

18.1. Purpose. The purpose of price challenges during initial provisioning is to correct unreasonable estimated unit prices before they can be input into Air Force and DOD data systems. Proper application of this procedure will eliminate the need for most downstream challenges made through other procedures.

18.2. Policy. This policy pertains only to those items being purchased through initial provisioning. These price challenges are to be resolved with the contractor to the fullest extent possible at the provisioning conference otherwise, the final PIO will have the Air Force estimated price in the unit price block, and the word challenge will be printed in the remarks block before forwarding the PIO to the applicable DPRO. This information will serve only as notification to the ACO that the Air Force considers the contractor's estimated unit price to be unreasonable.

18.3. Procedures:

18.3.1. At the provisioning guidance conference the Conference Chairperson shall ensure the contractor understands:

18.3.1.1. The current definition of unit price as stated in the MIL-PRF 49506. Special emphasis should be placed on the potential adverse impact on various Air Force systems of unreasonable estimated prices. This should include, but not be limited to, the impact on base level stock fund accounts when requisitioning against abnormally high unit prices, and the potential distortion of future budget projects. The unit price shall be the best estimated price per unit of issue for each item based on the total recommended quantity, taking into consideration the quantity per unit pact and programming checklist data. The contractor should be prepared to provide, if asked, a quotation for a greater or lesser quantity, indication where appropriate, the existence of price breaks for particular batches or order quantities.

18.3.1.2. Any unit price considered unreasonable will be challenged at the provisioning conference. Unless the contractor can provide a more realistic price during the conference, the PTD will be updated to reflect the Air Force estimated price.

18.3.2. At the provisioning conference:

18.3.2.1. The ALC ES, CASC representative and conference chairperson, in conjunction with other Government attendees will question unit prices which are considered to be too high or too low based on historic or other data.

18.3.2.2. If the contractor can provide a more reasonable price or agrees with the challenged price, the revised estimated price will be updated on the PTD and no other action is required.

18.3.2.3. If the contractor disagrees, the conference chairperson will:

18.3.2.3.1. Update the PTD with the Air Force estimated price.

18.3.2.3.2. Insure the word "challenge" is output in the remarks block of the final PIO by using proper file maintenance procedures.

18.3.2.4. CASC will send provisioning price challenges directly to the ALC Conference Chairperson under the following conditions:

18.3.2.4.1. CASC was not represented at the conference.

18.3.2.4.2. CASC did not have sufficient time to review the PTD prior to the conference.

18.4. Summary:

18.4.1. When an item is challenged at the provisioning conference and the contractor is in disagreement, it is absolutely necessary for the final PIO to reflect both the Air Force estimated price in the unit price block and the word "challenge" in the remarks block. This action will alert the DPRO that the estimated price was reviewed at the provisioning conference and the Air Force thought the contractor's estimated price appeared to be unreasonable. Again, we emphasize the need for the Conference Chairperson to ensure the word "challenge" prints out in the remarks block of the final PIO, as this is our only means of communicating to the DPRO that the Air Force feels the contractor's estimated price was unreasonable at the provisioning conference.

18.4.2. Even though the ALC ES should take the lead in handling price challenges at the provisioning conference, it is the responsibility of all government attendees to participate in challenging estimated prices.

Chapter 19

PROVISIONING DOCUMENT CONTROL (AFMC FORM 726)

19.1. Purpose and Application:

19.1.1. AFMC Form 726, provides the Provisioning Activity with an effective and efficient control of individual documents and correspondence on the process of developing spares, AFMC Form 726 is used by the Provisioning Activity to control PTD whether operating as an SSM/EAIM (prime) or an IMS ALC (lateral). The use of a "HQ AFMC authorized" local automated provisioning documentation control method may be substituted.

19.1.2. For applicable PTD and suspense dates, refer to Chapter 15 and Attachment 8.

19.2. Preparation. Show all dates in Section I and II, AFMC Form 726, in four digits (Julian Date)- the first digit being the last digit of the calendar year and the last three digits being the numeric day of the year. Prepare the form as follows:

19.2.1. Heading:

19.2.1.1. Subject - Enter the contract, item number and the type of document. In case of a letter, enter the abbreviated subject.

19.2.1.2. End Item - Enter the system/end article. Include MDS for systems, and TMS for equipment and subsystems.

19.2.1.3. From - Enter the contractor's abbreviated name or the originating source of the document, such as, the SSM/EAIM ALC in the case of lateral IMS ALCs.

19.2.1.4. Registry Control Number - Enter the identifying file number as assigned by the SSM/EAIM ALC Provisioning Activity or contractor.

19.2.1.5. Date of Letter - Enter the official date of the transmittal letter sending the PTD/SDFP to be processed (not the date shown on the PTD).

19.2.1.6. Date Received - Enter the date the document was received.

19.2.1.7. Suspense Date - Enter the date IAW set time frames.

19.2.1.8. Date of Approval - Enter the date the reply was sent to the PPCO, contractor for appropriate items or applicable SSM/EAIM ALC Provisioning Activity.

19.2.1.9. PIO Released - The SSM/EAIM ALC Provisioning Activity will record the date the PIO is sent to the contractor or the date the Planning and Technical Support Branch sent the repair parts order by the MIPR amendment to another military service.

19.2.1.10. Item Count - Enter the total number of items shown on the PTD needing action.

19.2.2. Section I - Internal:

19.2.2.1. This section is used to effect control of PTD/SDFP flowing through SSM/EAIM ALC product directorates.

19.2.2.2. Activity - Organization components; under "Item Mgrs," enter the symbol of the involved IMSs. Control will be exercised IAW unit or section level within the IMS divisions as opposed to individual FSC/MMAC.

19.2.2.3. Item Count - Enter the number of items shown on the PTD needing action by the recipient.

19.2.2.4. Date Forwarded - Enter date the PTD/SDFP was hand carried or mailed to the next applicable activity. More than one addressee may be listed for action. Therefore, the releasing activity will send one copy of AFMC Form 778 to the ALC Provisioning Activity showing date action was completed and sent to next addressee. The ALC Provisioning Activity will use the copy of the AFMC Form 778 to record proper transactions to the AFMC Form 726.

19.2.2.5. Suspense Date - Enter date a reply is due.

19.2.2.6. Date Received - Enter the date the PTD or copy of AFMC Form 778 (in case of multiple addresses) was received back in the ALC Provisioning Activity.

19.2.3. Section II - External:

19.2.3.1. This section is used only by the SSM/EAIM ALC Provisioning Activity to show distribution of the PTD/SDFP or parts thereto to involved IMS ALCs. (These lines may also be used by the ALC Provisioning Activity, prime or lateral, as an extension of Section I).

19.2.3.2. Item Count - Enter the number of items shown on the PTD needing action by the recipient.

19.2.3.3. Date Forwarded - Enter the date the PTD was sent to involved IMS ALCs and/or other organizations.

19.2.3.4. Suspense Date - Enter the date IAW set time allowances.

19.2.3.5. Date Received - Enter the date the PTD was received back at the SSM/EAIM ALC Provisioning Activity.

19.3. Disposition. When all actions have been completed file the form in the proper contract folder.

19.4. Time Cycles for Provisioning Actions: The time cycles necessary to process PTD through the Air Force activities are identified in attachment 8.

Chapter 20

PROVISIONING DOCUMENT INTERNAL ROUTING (AFMC FORM 778)

20.1. Purpose. The AFMC Form 778, provides the Provisioning Activity the information to update, track, and control the intra-ALC flow of PTD. It also provides the information required to maintain AFMC Form 726 or other "HQ AFMC authorized" method for provisioning document control.

20.2. Application. AFMC Form 778 is used by all ALC provisioning activities.

20.3. Preparation:

20.3.1. All dates entered on AFMC Form 778 are expressed in four digits, the first being the last digit of the calendar year and the last three digits being the Julian day. Complete blocks as applicable.

20.3.2. The Provisioning Activity will:

20.3.2.1. Prepare AFMC Form 778 in a sufficient number of copies to provide a copy to each address involved and a receipt system.

20.3.2.2. Complete the following blocks/columns:

20.3.2.2.1. Final Suspense Date. Insert date IAW established time cycles (Chapter 19).

20.3.2.2.2. Registry Control Number. Insert the RCN assigned by the SSM/EAIM/RIIM ALC or the contractor.

20.3.2.2.3. Complete Contract Number. Self-explanatory.

20.3.2.2.4. Contract Line Item Number/Sub-line Item No. Self-explanatory.

20.3.2.2.5. Contractor. Insert the contractor's abbreviated name.

20.3.2.2.6. End Item MDS/TMS. Enter the MDS when the end item on contract is a system or TMS for equipment and subsystems.

20.3.2.2.7. Quantity. Insert the quantity of end items being procured.

20.3.2.2.8. Subject and Date. Insert the type of document and the official date of the document being processed. In case of a letter, include the abbreviated subject.

20.3.2.2.9. Received From. Insert the name of the contractor or the SSM/EAIM/RIIM ALC forwarding the documents.

20.3.2.2.10. Date. Enter the date the document was received in the ALC Provisioning Activity.

20.3.2.2.11. Provisioning Technician. Insert the name and telephone extension of the contract monitor within the Provisioning Activity.

20.3.2.2.12. Prime-Lateral. Check the applicable block to identify type of action to be taken.

20.3.2.2.13. Repair Parts - SE. Check as applicable.

20.3.2.2.14. Total Items. Insert the total number of items included in the PTD requiring action.

20.3.2.2.15. Net Dollar Value of Order. Separate orders by investment type items and expense type items. Indicate total dollar value of each type.

20.3.2.2.16. Action Codes. The action codes listed are considered self-explanatory. Check the proper block within the action code, as applicable.

20.3.2.2.17. Attachments. AFMC Form 773, may be attached to indicate other attachments included with the AFMC Form 778. Check the blocks on the AFMC Form 773 which are applicable.

20.3.2.2.18. Internal Routing and Action:

20.3.2.2.18.1. Addresses. Insert the symbol of each addressee in the desired order of routing, including the Provisioning Activity symbol.

20.3.2.2.18.2. Action Codes. Insert the action code(s) applicable to each addressee. Codes are not required for the Provisioning Activity entry, all others must be coded.

20.3.2.2.18.3. Date Received. When the document is returned after processing by all addressees, insert the date received in the Provisioning Activity.

20.3.2.2.18.4. Suspense Date. Insert the applicable suspense date IAW locally established time allowances.

20.3.2.2.18.5. Date Fwd - Processed By. This column is used by each action addressee when sending the document to the next addressee.

20.3.2.2.19. Technical Data Status and Target Date. Show the actual number of drawings forwarded. If all required drawings are attached, enter the drawing count in the space marked "ALL." If all drawings are not available, enter the count in the space marked "partial." Also, list the missing drawings in the remarks block by PLISNs and enter the target date the missing drawings are to be provided.

20.3.2.2.20. Remarks. This block, and the reverse side of the forms may be used by the initiator to provide information not covered by AFMC Form 778.

20.3.2.2.21. Signature. The person in the Provisioning Activity monitoring the contract will sign and date AFMC Form 778 just before delivery (hand-carry) to the first addressee.

20.3.2.3. As each copy of AFMC Form 778 is returned, the Provisioning Activity will record the "date forwarded" (to next addressee) and "date received" on the applicable AFMC Form 726 or other "HQ AFMC authorized" provisioning document control method.

20.3.3. Each addressee will:

20.3.3.1. Complete the following blocks/columns:

20.3.3.1.1. Date Received. Immediately upon receipt of the document for processing, insert the date.

20.3.3.1.2. Date Fwd - Processed By. Immediately before delivering the document to the next addressee in the routing sequence the person who processed the document will sign and date.

20.3.3.1.3. Remarks. This block, and the reverse side of AFMC Form 778, may be used to provide any additional information. Addressees using the remarks block will clearly identify the originator.

20.3.3.2. Deliver the document to the next addressee.

20.3.3.3. Return one copy of AFMC Form 778 to the provisioning office.

20.4. Disposition. Upon receipt of the document in the provisioning office showing all actions have been completed, detach the original AFMC Form 778 from the documents, ensure all necessary information has been posted to the AFMC Form 726 or other "HQ AFMC authorized" provisioning document control method, and file the original AFMC Form 778 in the applicable contract folder.

Chapter 21

PROVISIONING DOCUMENT TRANSMITTAL (AFMC FORM 773)

21.1. Purpose. The SSM/EAIM ALC Provisioning Activity uses AFMC Form 773 to transmit PTD, SDFP, or other data for processing. It expedites transmittal and aids mail separation at point of receipt.

21.2. Application:

21.2.1. The SSM/EAIM ALC Provisioning Activity uses AFMC Form 773 as a transmittal letter to send data to an off-base activity.

21.2.2. The RIIM ALC, upon completion of support item selection and assignment of technical and management codes for the PTD, uses AFMC Form 773 as follows:

21.2.2.1. Signs the original AFMC Form 773 and sends it to the SSM/EAIM ALC Provisioning Activity or RPT.

21.2.2.2. Prepares a new AFMC Form 773 (three copies) for each submission of PTD/SDFP to the IMS ALC for further action. A copy of the AFMC Form 773 will be provided the applicable SSM/EAIM ALC Provisioning Activity or RPT by attaching to the signed reply covered above.

21.2.3. The IMS ALC endorses AFMC Form 773 for sending the results of processed PTD and SDFP to the initiating activity or as instructed by applicable entries in block 4 or 8b.

21.3. Preparation:

21.3.1. Express all dates on AFMC Form 773 in four digits, the first digit being the last digit of the calendar year, the last three digits being the Julian date.

21.3.2. Prepare two copies of AFMC Form 773 when documents or data are transmitted for information only and reply is not required. Forward the original with the document or data and keep the remaining copy for contract file in the provisioning office.

21.3.3. Prepare three copies of AFMC Form 773 (except as provided for RIIM ALC, above) when documents or data transmitted require action and reply. The original and one copy are sent with the document or data and one copy kept for contract file in the ALC Provisioning Activity. The recipient, upon completion of action, will endorse the original to the initiating activity, unless otherwise instructed, and keep the copy for contract file in the provisioning office. The above includes the transmittal of the PIO to the PPCO at the SSM/EAIM ALC.

21.3.4. AFMC Form 773 is divided into two parts, basic and endorsement transmittal.

21.3.5. Explanation of the basic parts:

21.3.5.1. Block 1 - Enter RCN assigned to the document or data sent.

21.3.5.2. Block 2 - Enter date of preparation.

21.3.5.3. Blocks TO and FROM - Enter activity and symbol.

21.3.5.4. Block 3 - Enter appropriate date reply is needed if block 4 is checked, otherwise leave blank.

21.3.5.5. Block 4 - Enter an "X" if the document being sent needs action. Name activity to which reply should be sent, if different from initiator. For example, documents sent by an RIIM ALC for processing generally need direct reply to the SSM/EAIM ALC Provisioning Activity or RPT.

21.3.5.6. Block 5 - Enter an "X" if the document sent is for information only and reply is not needed.

21.3.5.7. Block 6 - Scratch out the block labeled "YES" (Reference paragraph 21.5).

21.3.5.8. Block 7 - Put an "X" in proper blocks to show whether the document listed is revised, attached, or sent direct by contractor, citing date of letter accordingly.

21.3.5.8.1. The specific documents are identified by entering numeric count of copies sent.

21.3.5.8.2. When entering quantity in block "RIB OR COMMERCIAL BREAKDOWN FOR P/N" also enter applicable P/N in space provided.

21.3.5.8.3. When entering quantity in block "LETTER" also enter applicable identifying data in space provided.

21.3.5.8.4. When referring to a PTD requiring determination, review, or adjustment of requirements, the current applicable programming checklist or programming data for integrated managed items are reflected by including latest initiation date of same (not printing date). However, don't enter a quantity in the form number block unless the form is actually being sent.

21.3.5.9. Block 8 - Put an "X" in proper blocks to reflect actions to be taken. Include applicable contract and contract line item number (CLIN), when appropriate.

21.3.5.9.1. Block 8a. When entering an "X" in this block, also enter an "X" to indicate type of requirements action and specific format for submission of an order and copy requirements.

21.3.5.9.2. Block 8b. When entering an "X" in this block, also show by an "X" the specific actions required.

21.3.5.9.3. Block 8c - 8f. Enter an "X" in these blocks, if applicable.

21.3.5.9.4. Block 8g. When entering an "X" in this block, also show the ISSL manager by inserting the proper ALC and symbol.

21.3.5.10. Block 9 - Enter the applicable provisioning specification.

21.3.5.11. Block 10 - Enter the applicable equipment MDS.

21.3.5.12. Block 11 - Enter the count of items sent for action.

21.3.5.13. Block 12 - When items have been coded for integrated materiel management under the IMC criteria and an AFMC Form 715, **Programming Data for DLA/Other Service Managed Items**, was previously sent, enter the PCC previously assigned.

21.3.5.14. Block 13 - Enter the actual count of drawings sent. If all required drawings are attached, enter the drawing count in the space "ALL." When drawing count is entered in the space "partial," enter in block 15 or by separate attachment those missing drawings identified by PLISN. Items for which drawings are not available will be accompanied by contractor correspondence showing the status of the missing drawings. Indicate for those missing drawings whether AFMC Form 784 has been initiated and target date to obtain these drawings.

21.3.5.15. Block 14 - Enter NSN, FSC, P/N of the recoverable assembly when source coding action is required.

21.3.5.16. Block 15 - Enter information not specifically covered above.

21.3.5.17. Block 16 - Enter the name and title of person authorized to sign block 17. Use of a rubber stamp is authorized.

21.3.5.18. Block 17 - Signature.

21.3.6. Explanation of 1st Endorsement:

21.3.6.1. Blocks TO and FROM - Enter activity and symbol.

21.3.6.2. Block 18 - Enter date of reply.

21.3.6.3. Block 19 - Enter total estimated net cost of order, when appropriate, reflected as "investment" and/or "expense."

21.3.6.4. Block 20 - Enter disposition of items received for action on PTD.

21.3.6.4.1. Block 20a. Enter quantity of items approved for purchase as submitted on attached order form.

21.3.6.4.2. Block 20b. Enter quantity of items (P source coded) not needing buy action. Appropriate MOS code will have been annotated on applicable PTD.

21.3.6.4.3. Block 20c. Enter quantity of items rejected, stating reasons in block 21.

21.3.6.4.4. Block 20d. Enter quantity of items referred to other ALCs for action. (This space will be restricted in use to RIIM ALC in sending the SMR coded recoverable item provisioning parts list (RIPPL).

21.3.6.4.5. Enter the quantity of items by applicable ALC to break out the item count of block 20d.

21.3.6.4.6. Attach a copy of the sent document to the endorsed reply.

21.3.6.4.7. The total of blocks 20a through d should equal the item count previously entered in block 11.

21.3.6.5. Block 21 - Use this space for information not specifically provided for above; continue on reverse side, if necessary.

21.3.6.6. Block 22 - Enter the name and title of the person authorized to sign block 23. Use of a Rubber stamp is authorized.

21.3.6.7. Block 23 - Signature.

21.4. Restrictions. Preprinted entries on AFMC Form 773 will not be altered or added beyond those authorized here without prior approval in writing from HQ AFMC/LGIM.

21.5. Reports Control Symbol. AFMC Form 773 is exempt from licensing IAW paragraph 2.11.10, AFI 37-124, *The Information Collections and Reports Management Program*; *Controlling Internal, Public, and Interagency Air Force Information Collections*.

Chapter 22

PROVISIONING TECHNICAL DATA REQUIREMENTS SYSTEM (PROTECDARS) (AFMC FORM 784)

22.1. Purpose:

22.1.1. The SSM/EAIM ALC Provisioning Activity maintains a rigid suspense control for ensuring that SDFP (drawings, blueprints, and additional data) required for provisioning purposes, but not received with the applicable PTD, is obtained from the contractor as quickly as possible.

22.1.2. AFMC Form 784, is used for requesting and controlling all SDFP requests. The system increases accuracy and provides processing of requests on an accelerated basis.

22.2. Application:

22.2.1. The procedures contained here apply to all Provisioning Activities, RPTs and CASC/ LLGHE-CDL. For ease of communication, references to SSM/EAIM ALC also applies to the RPTs and CASC. Procedures are applied, as outlined below, to all organizations which process SSRs.

22.2.2. AFMC Form 784 is used for the following actions:

22.2.2.1. Letter of transmittal from initiator to contractor through channels, as necessary.

22.2.2.2. Request for specific type SDFP required by the initiator.

22.2.2.3. Reply or comment by the contractor.

22.2.2.4. Letter of transmittal from contractor to initiator.

22.2.2.5. Suspense file.

22.2.2.6. Follow-up action.

22.3. Policy:

22.3.1. AFMC Form 784 will be initiated by one of several activities, however, to avoid duplication, a request for SDFP for a given item will be initiated by only one activity IAW the following:

22.3.1.1. By the SSM/EAIM ALC Provisioning Activity when SDFP is contractually required, but not received with the PTD, from the contractor. This will include SDFP requirements of the Engineering & Reliability Branch in processing the PTDs.

22.3.1.2. By the RIIM or IMS ALC when SDFP is contractually required, but not received with the PTD unless the AFMC Form 773 qualified the status of the specifically required drawings.

22.3.1.3. By CASC for I&S reviews and when additional data and elements are required to prepare full descriptive method identifications.

22.3.2. AFMC Forms 784 processed by the SSM/EAIM ALC Provisioning Activity will be sent directly to the contractor with an information copy to the applicable ACO.

22.3.3. All requests for SDFP will be submitted on AFMC Form 784.

22.3.4. Normally, each request for SDFP will require a separate form and only one line item will be indicated on an AFMC Form 784. However, multiple items may be submitted on one form when it is certain a series of P/Ns appears on the same drawing from a single vendor/contractor (same CAGE) and when the same type of correction is needed.

22.3.5. The SSM/EAIM ALC Provisioning Activity will set up a suspense file consisting of a minimum of two 31-day months. In keeping the suspense file dates for the monthly (30-day) suspense cycle, as used here, the numeric part of the date shown in Section I or II, depending on starting point, will always be retained with progression to the next applicable month. For example, a form initiated by the SSM/EAIM ALC Provisioning Activity with a date of 31 March will show suspense dates of 30 April, 31 May, 30 June, as necessary, regardless of actual dates follow-up action was initiated. A form initiated by other than the SSM/EAIM ALC with a date of 31 March will indicate a date of 30 April or 31 May depending on time in transit from originator to the ALC Provisioning Activity (paragraph 22.5.3.3.1). However, there will be only one suspense date reference on the form at one time. This systematic method of periodic follow-up and use of initial numeric data eliminates the need for a duplicate cross-reference file.

22.3.6. Only the SSM/EAIM ALC Provisioning Activity will maintain a suspense and initiate follow-up actions. The initiator of AFMC Form 784, when other than the SSM/EAIM ALC Provisioning Activity, will verify requests for SDFP at 90 and 180 day intervals.

22.3.7. Follow-up action by the SSM/EAIM ALC Provisioning Activity will be on a monthly (30-day) cycle. The first follow-up (second request) will be made 30 days after the request is sent to the contractor. Subsequent follow-up requests will be at 30-day intervals until SDFP is received.

22.3.8. Forms may be computer generated or legibly and neatly handwritten to minimize preparation time and potential errors.

22.4. Explanation:

22.4.1. Section I. For use only by requesting activities when other than the SSM/EAIM ALC Provisioning Activity.

22.4.1.1. Mail to. Insert the applicable SSM/EAIM ALC Provisioning Activity.

22.4.1.2. From. Insert the address and symbol of the applicable requesting activity.

22.4.1.3. Date. Insert date prepared.

22.4.2. Section II. For use only by the SSM/EAIM ALC Provisioning Activity.

22.4.2.1. Mail to. Insert the contractor's name and address plus parenthetical annotation "(Info Copy to ACO)." This information may be individually typed or by approved automation.

22.4.2.2. From. Insert the address of the applicable SSM/EAIM ALC Provisioning Activity.

22.4.2.3. Date. Insert date prepared. If Section I has already been completed, insert date forwarded to contractor.

22.4.3. Section III. For use only by the contractor:

22.4.3.1. Mail to. Insert the applicable SSM/EAIM ALC Provisioning Activity address to receive the requested SDFP. This should be the same as the "From" Block in Section II.

22.4.3.2. From. Insert the contractor's name and address.

22.4.3.3. Date. Insert date of reply from contractor to SSM/EAIM ALC Provisioning Activity.

22.4.4. Section IV. For use only by the SSM/EAIM ALC Provisioning Activity and applicable only when form was initiated by other than the SSM/EAIM ALC Provisioning Activity.

22.4.4.1. Mail to. Insert the address and symbol of the applicable initiating activity.

22.4.4.2. From. Insert the applicable SSM/EAIM ALC Provisioning Activity.

22.4.4.3. Date. Insert the date reply is sent to initiating activity.

22.4.5. Section V. Identification of Requirements:

22.4.5.1. Contract Number. Insert applicable contract number.

22.4.5.2. NC Number. Insert assigned NC number, if applicable.

22.4.5.3. RCN. Insert RCN as assigned to the applicable PTD.

22.4.5.4. PLISN. Insert applicable PLISN as shown in the PTD.

22.4.5.5. CAGE - Manufacturer's P/N. Insert applicable CAGE for manufacturers and manufacturer's P/N of the item for which SDFP is being requested.

22.4.5.6. CAGE - Contractor's P/N. When applicable, insert CAGE and contractor's P/N of the item for which the SDFP is being requested.

22.4.5.7. Description of Requirement. Check appropriate block to indicate:

22.4.5.7.1. Drawing Requested. Check the block when a drawing is required, but not received. Use lined portion of block for any required explanation.

22.4.5.7.2. Other Data (specify below). Check this block when specific additional elements of data are required. Use the lined portion to list the specific additional data requested. This block should include clarification of the request, i.e., PCC date of request, PICA and phase/status of the item to assist the SSM/EAIM Provisioning Activity in matching SDFP to the correct requirement.

22.4.5.7.3. Initiator. Insert name, symbol, and telephone number (area code and extension) of the person to be contacted for clarification of requirement.

22.4.6. Section VI:

22.4.6.1. Contractor's Comments. Space is provided for use by the contractor in replying to the initiator's queries. This may also be used by the contractor to certify nonavailability of SDFP requested, when appropriate.

22.4.6.2. Contractor's Signature - Phone. For contractor's signature and the telephone number (area code and extension) of the person to be contacted for any clarification of data provided.

22.4.7. Section VII. Space used by the SSM/EAIM ALC Provisioning Activity in identifying second request, third request, etc, and applicable date. Also used by the initiating activity when other than the SSM/EAIM ALC Provisioning Activity for identifying verification requests.

22.4.8. Section VIII. Space used by SSM/EAIM ALC Provisioning Activity for inserting dates used in operating the suspense file.

22.5. Procedures:

22.5.1. Initiating a Request for SDFP:

22.5.1.1. The SSM/EAIM ALC Provisioning Activity upon receipt of the PTD for processing:

22.5.1.1.1. Conducts a review to determine status of required drawings.

22.5.1.1.1.1. When the provisioning monitors determine sufficient drawings have not been received to permit processing, they will immediately notify the contractor by telephone that the PTD has been suspended (rejected). Pending receipt of the required drawings, the notification will be confirmed in writing as soon as possible.

22.5.1.1.1.2. When the provisioning monitors determine sufficient drawings have been received to permit processing, they will promptly prepare AFMC Form 784 in original and four copies for those drawings required but not received. The PTD will be released for processing.

22.5.1.1.2. Records in Block 13, AFMC Form 773, or Block entitled Technical Data Status, AFMC Form 778, the status of drawings.

22.5.1.1.3. Sends the original and one copy of the AFMC Form 784 to the contractor immediately, with an information copy to the applicable ACO.

22.5.1.1.4. Uses one copy of the AFMC Form 784 to establish and maintain the suspense file.

22.5.1.2. The RIIM/IMS ALC Provisioning Activity upon receipt of PTD for processing:

22.5.1.2.1. Conducts a review to determine status of required drawings.

22.5.1.2.2. Requests drawings which are required but not received or accounted for on the AFMC Form 773 by preparing AFMC Form 784 in original and five copies.

22.5.1.2.3. Records the status of required drawings in Block 13, AFMC Form 773, or Block entitled Technical Data Status, AFMC Form 778.

22.5.1.2.4. Forwards the original and four copies of AFMC Form 784 immediately to the SSM/EAIM ALC Provisioning Activity for action.

22.5.1.2.5. Files the fifth copy of the AFMC Form 784 as a matter of record pending reply. File will be in sequence of date prepared with oldest request in front.

22.5.2. Processing a Request for SDFP:

22.5.2.1. The SSM/EAIM ALC Provisioning Activity upon receipt of the AFMC Form 784 initiated by other activities:

22.5.2.1.1. Checks file copy of AFMC Form 773 or 778, as applicable, to determine that requests do not duplicate those initiated earlier by the SSM/EAIM ALC Provisioning Activity.

22.5.2.1.2. Completes Section II of the forms and crosses out the words "Mail to" in Section I.

22.5.2.1.3. Sends the original and one copy of the form promptly to the contractor for necessary action. In addition, sends an information copy to the applicable ACO.

22.5.2.1.4. Sends one copy to CASC with the technical data package.

22.5.2.1.5. Uses the remaining copy of the form to establish and maintain the suspense file system.

22.5.2.2. The provisioning chairperson instructs the contractor in the processing and use of the AFMC Form 784 during the guidance conference. Also, brief processing instructions for the contractor are printed on the reverse side of the form. The contractor should be instructed to:

22.5.2.2.1. Process requests for SDFP and respond promptly, preferably within 20 days of receipt. Upon receipt of a request for SDFP not completely understood, the contractor should contact the initiator by telephone to resolve the question instead of implementing an extensive, time-consuming exchange of correspondence.

22.5.2.2.2. Use the form for reply whenever possible, both for furnishing requested drawing(s) and for commenting in the space provided. If the requested data are unobtainable, the contractor should certify nonavailability of data in the portion provided for contractor's comments, and include a copy of contractor's request and vendor's refusal correspondence. Indication of verbal communication will not be acceptable.

22.5.2.2.3. Return one copy of AFMC Form 784 with response to help process the contractor's reply, regardless of method of response used by the contractor.

22.5.2.2.4. Direct all replies to the SSM/EAIM ALC Provisioning Activity.

22.5.2.2.5. Complete Section III of the form and cross out the words "Mail to" in Section II.

22.5.3. Establishing and Maintaining Suspense File. The SSM/EAIM ALC Provisioning Activity:

22.5.3.1. Sets up suspense file using a 2-month period (31 days each).

22.5.3.2. As the initiating activity:

22.5.3.2.1. Inserts a date in the first block of Section VIII (using the retained copy) to replace 1 month subsequent to the date reflected in Section II. A request dated 31 March will be assigned a suspense and follow-up date of 30 April, with actual follow-up action being initiated 1 May.

22.5.3.2.2. Places annotated copy in the suspense file under the applicable suspense date reflected in the first block of Section VIII.

22.5.3.3. As the forwarding activity (form initiated by other than the SSM/EAIM ALC Provisioning Activity):

22.5.3.3.1. Inserts a date in the first block of Section VIII (using copy retained) to reflect 1 month after the date reflected in Section I. However, if the request was initiated more than 10 days earlier, insert a date in the first block of Section VIII to reflect 2 months subsequent to the date reflected in Section I. The date in Section I is necessary for maintaining suspense file and to avoid duplicative cross-reference files.

22.5.3.3.2. Places annotated copy in the suspense file under applicable suspense date reflected in the first block of Section VIII.

22.5.3.4. As replies for SDFP are received, removes the copy from the suspense file and processes IAW paragraph 22.5. As date becomes due, removes remaining suspense copies (if any) and follows up IAW paragraph 22.5e.

22.5.4. Processing Receipt of SDFP:

22.5.4.1. The SSM/EAIM ALC Provisioning Activity upon receipt of reply from contractor:

22.5.4.1.1. Removes applicable copy from the suspense file, annotates action by the contractor, and files in manufacturer's P/N sequence with the contract. If there are multiple P/Ns on the AFMC Form 784, annotates the copy appropriately. Files with the contract only after all items have been accounted for.

22.5.4.1.2. For request initiated by the SSM/EAIM ALC Provisioning Activity, reviews the information provided by the contractor and forwards the SDFP to the applicable activity for processing.

22.5.4.1.3. For requests initiated by other activities, immediately completes Section IV, crosses out the words "Mail to" in Section III and sends to initiating activity for action.

22.5.4.2. The initiating activity, when other than the SSM/EAIM ALC Provisioning Activity:

22.5.4.2.1. Removes the applicable copy from file and destroys. If AFMC Form 784 contains multiple P/Ns and the reply addresses only part of them, annotates the copy accordingly. Destroys the copy only after all items have been accounted for.

22.5.4.2.2. Processes the information provided by the contractor, as necessary.

22.5.5. Initiating follow-up Actions. The SSM/EAIM ALC Provisioning Activity:

22.5.5.1. Maintains a systematic follow-up on all requests for SDFP, regardless of point of initiation.

22.5.5.2. Reviews suspense file daily for requests requiring follow-up action.

22.5.5.3. For requests requiring follow-up action, removes copy from suspense file and reproduces three copies. Stamps only the reproduced copies "Second Request" plus current date in Section VII and mails one copy to the contractor, as already reflected in Section II, and one copy to the ACO.

22.5.5.4. Using the retained (third) reproduced copy, inserts a date in the second block of Section VIII to reflect the new suspense date, attaches to suspense copy, and refiles in the suspense file. The new suspense file date reflected will be 1 month after the date reflected in the first block of Section VIII, regardless of the actual date the follow-up action was initiated.

22.5.5.5. Continues periodic follow-up action to the contractor on a monthly (30-day) basis until request for SDFP is adequately completed; that is, receipt of required data or certificate of non-availability.

22.5.5.6. If subsequent follow-up actions are necessary, repeats the above operation except as follows:

22.5.5.6.1. Identifies subsequent requests as third request, fourth request, etc, as applicable.

22.5.5.6.2. Consolidates reproduced copies by contract number and forwards under cover letter signed at directorate level through applicable ACO by contractor requesting immediate resolution of the problem. Forwards an information copy of letter to SPD, when appropriate.

22.5.6. Verification of Request for SDFP:

22.5.6.1. The initiating activity, when other than the SSM/EAIM ALC Provisioning Activity:

22.5.6.1.1. Reviews file kept IAW paragraph 22.5.1.2.5 daily for requests 90 days old.

22.5.6.1.2. For requests 90 days old, removes file copy and reproduces two copies. Stamps only the reproduced copies "Verification-90" plus current date in Section VII and mails one copy to the SSM/EAIM ALC Provisioning Activity as already shown in Section I.

22.5.6.1.3. Attaches the retained (second) reproduced copy on top of the copy removed from file and refiles in original date sequence. In this manner, the oldest request will always be in the front of the file.

22.5.6.1.4. Repeats the preceding operation again for any request left in the file 180 days. However, stamp reproduced copies "Verification - 180."

22.5.6.2. The SSM/EAIM ALC Provisioning Activity upon receipt of requests for verification:

22.5.6.2.1. Reviews files to find the exact status of request.

22.5.6.2.2. Annotates appropriate comments/status on the verification copy, identifies same as SSM/EAIM ALC Provisioning Activity comments, and returns copy to initiating activity.

22.5.6.3. Based on the systematic and regulated follow-up procedures outlined here, all requests for SDFP will be adequately completed; that is, receipt of required data or certificate of nonavailability, before end of 180 days from date of first request.

22.6. IMM Items. Any request for additional SDFP will be sent to the SSM/EAIM ALC Provisioning Activity for action by the contractor. This source (contractor) for additional SDFP will normally expire with termination of the contract.

22.7. Drawings Loaned:

22.7.1. Occasionally, contractors and vendors furnish the Government drawings for provisioning purpose that contain proprietary data, on the premise that such drawings will not be reproduced and will be returned immediately upon conclusion of their intended use; that is, help in the identification of the item in question.

22.7.2. Each such drawing should be conspicuously marked detailing the contractor's desired/required restrictions. Drawings so marked will facilitate recognition, by all subsequent users, of stated restrictions and/or conditions under which drawings were provided.

22.7.3. Loaned drawings received through the ALC Provisioning Activity will be returned to the submitting contractor by the same route.

Chapter 23

INTERSERVICE PROVISIONING

23.1. General. This chapter implements the Management and Execution of Integrated Logistics Support (ILS) Program for Multiservice Acquisitions (AFR 800-43). The Joint Memorandum of Agreements, procedures, and acquisition documents are contained in the basic regulation. All related DIDs are published as part of AMSDL, DOD 5010.12-L.

23.1.1. This concept, originally identified as Standard Integrated Support Management Systems (SISMS), was first developed to be applied as the ILS document for multiservice aeronautical systems. The Joint Logistics Commanders (JLCs) subsequently broadened its scope to include all system/equipment acquisition programs, either single or multiservice.

23.1.2. Under this concept, the Executive Service will designate a ILS manager to execute the ILS program and support the program manager in all matters related to ILS programs. Each participating service will designate a ILS representative or service ILS manager who will act as the focal point on all logistics matters for that service.

23.1.3. Joint Logistics Commanders' policy requires that any system/subsystem requiring a depot capital investment, including SE and facilities, exceeding $100,000 be reviewed by the Maintenance Interservice Support Management Offices (MISMOs) for interservicing opportunity. AFMCR 800-30, *Logistics Depot Maintenance Interservice*, gives the policy and procedures for identifying candidates for depot maintenance interservicing evaluation.

23.2. Contract Requirements. Defense Acquisition Management Policies and Procedures, DODI 5000.2, directs the use of LSA throughout the acquisition program.

23.3. Provisioning Method. Essentially, with the exception of terminology, provisioning under this concept is the same as provisioning under separate Air Force contracts. For example RPT functions are accomplished as a part of a RILSA on a PCS basis at the contractor's facility. Provisioning may also be accomplished through the conference team method (provisioning conference at the contractor's facility) and/or the in-house method (provisioning conference at the Provisioning Activity). The method of provisioning to be used will be determined by the program manager (executive service) for logistics in collaboration with the responsible SSMs and Provisioning Activity.

23.4. Responsibilities:

23.4.1. In those cases where the Air Force is the executive service and one or more of the services are taking part, the following changes or additions to normal policy are needed:

23.4.1.1. The SSM/EAIM ALC Provisioning Activity will:

23.4.1.1.1. Help the participating service(s) if questions arise on provisioning data during the data call or upon receipt of the MIPR or contract.

23.4.1.1.2. On major systems/end items programs and before contract award, invite representatives of the provisioning activities from the participating services to an interservice provisioning planning conference. At this conference, explain the provisioning methodology to be used, the proposed PPS, the input which will be required from the participating services, when

those inputs will be required and interservice channels of communication. For less than major systems/end items programs, a letter to the other service Provisioning Activity covering the areas discussed above will suffice.

23.4.1.1.3. Inform participating services' Provisioning Activities of any changes in the provisioning schedule and of any other information which may affect their ability to support their initial deployment.

23.4.2. In those instances where the Air Force is the participating service and one of the other services is executive, the following changes or additions to normal policy are necessary.

23.4.2.1. The SSM/EAIM ALC Provisioning Activity will:

23.4.2.1.1. Upon notification of their forthcoming participation in a multiservice provisioning effort on a major system or equipment, request the executive service to chair an interservice provisioning planning conference. Areas to be covered are the same as in 23.4.1.1.2 above. On less than major systems/end items programs, a written statement from the executive service explaining their approach to the areas covered above will suffice.

23.4.2.1.2. Respond to data calls provided by the executive service through the appropriate Air Force data management office (DMO). Along with this, every effort should be made to use data being obtained by the executive service as long as the data is in the applicable acquisition document format.

23.4.2.1.3. Attend the provisioning guidance conference established by the executive service. Any peculiarities which have been identified between services should be identified to the contractor at this point (for example, if the Air Force wants a PCL and the other service does not, this should be explained).

23.4.2.1.4. Attend other service chaired provisioning conferences if the Provisioning Activities' attendance is warranted.

23.4.2.1.5. Upon receipt of post-provisioning conference documentation, process it through the same internal Air Force channels as the data would be processed if the Air Force were executive service. NIMSRs and SSRs are prepared by the appropriate ALC activity and forwarded to the appropriate service/agency for support IAW AFMCR 400-21 and DOD 4140.26-M.

23.4.2.2. The SSM/EAIM Engineering and Reliability Branch will:

23.4.2.2.1. Provide appropriate representation to all interservice provisioning conferences.

23.4.2.2.2. Comply with the requirements of paragraph 14.2.2.8 of this regulation.

23.4.2.2.3. Prepare a trip report on the conference and send one copy to the HQ AFMC provisioning office.

23.4.2.3. CASC will:

23.4.2.3.1. Provide appropriate representation to all interservice provisioning conferences.

23.4.2.3.2. Comply with the requirements of paragraph 14.2.4 of this regulation.

Chapter 24

DOD WHOLESALE MATERIEL MANAGER

24.1. Purpose. To provide policy and procedural guidance in implementing DOD 4140.26-M, Defense Integrated Materiel Management for Consumable Items.

24.2. Policy:

24.2.1. There will be only one DOD Wholesale Materiel Manager for each consumable item. This determination is made IAW DOD 4140.26-M, Chapter 2.

24.2.2. Existing IMM assignment for items with NSNs should be available from the DLSC provisioning screening results which updated the PTD. The PICA will uniquely define and identify the DOD item management relationship.

24.3. IMM Determination:

24.3.1. During the process of establishing SMR codes, the provisioning team will assign the applicable IMC to each new item selected as a logical spare.

24.3.2. The ES will take the lead in assigning the IMC, with the other team members participating based on assigned responsibilities. In the event of disagreement, the ES will make the final decision.

24.3.3. The IMC assigned to new items will be annotated on the PTD in the appropriate space.

24.3.4. Determination of IMM for new items in the excluded FSCs is relatively simple, since such items will be registered to the introducing service.

24.3.5. Once IMMs are established, DLSC screening results will reflect the assigned IMM by the PICA code. Thus, determination of IMMs for items appearing on PTD will be reduced to new items, generally items without an assigned NSN.

24.4. Override Authority:

24.4.1. Since the initial IMC assignment for new items was a result of a team effort, subsequent override authority will be limited to the following:

24.4.1.1. When validation of new items by CASC/LA activities reveals previous IMC establishment/assignment to exist, notify the appropriate IMS ALC.

24.4.1.2. Where I&S relationships determined by CASC/LA dictate a change in assigned IMC, notify the appropriate IMS ALC.

24.4.2. Changes other than those outlined above will not be made without including complete justification for the change on the PTD.

Chapter 25

INTEGRATED MANAGED ITEMS (AFMC FORM 715)

25.1. Purpose. Programming Data for DLA/Other Service Managed Items, AFMC Form 715, used by the SSR system in evaluation and support of consumable managed by DLA or other services is established and file maintained in the AFMC Provisioning System by the establishment of the PCCN master file. The AFMC Form 715 is used to transmit this data for items coded for DLA or other services management.

25.2. Application.

25.2.1. The SSM/EAIM ALC Provisioning Activity prepares and submits the AFMC Form 715 and establishes the PCCN master file.

25.2.2. The AFMC Form 715/PCCN master file may be prepared/established anytime after the full range of data becomes available but not later than with the initial submission of PTD. Resubmission of an AFMC Form 715 and update of the PCCN master are required only when the data originally submitted are changed.

25.2.3. An AFMC Form 715 is required for every PCC assigned

25.2.4. Subsequent submission of PTD for which the AFMC Form 715/ PCCN master file was previously submitted/established requires validation of the programming data to determine whether a change has been made. When program changes occur during the life of the contract, annotate the PCC in Block 12, AFMC Form 773. When program changes occur at any point during the life of the contract, analyze changes to determine their effect on items previously transmitted to integrated materiel managers for support. Program changes having an effect on operational dates, end item delivery, date repair parts are required, and contract termination require updating the AFMC Form 715 and the PCCN master file. The following are examples of programming changes that require updating the AFMC Form 715 and the PCCN master file:

25.2.4.1. Late receipt of end items. Delay caused by redesign during production.

25.2.4.2. End items delivered. Not operational pending delivery of another end item.

25.2.4.3. Program realignment and time required for overhaul, end items out of operation for long periods of time.

25.2.4.4. End items in process of being removed from system.

25.2.4.5. Contract terminated, at which time all actions including provisioning action were terminated.

25.2.4.6. End items undergoing tests over an extended period of time. Anticipated usage will not occur until end items are in complete operational phase.

25.2.4.7. Extension or contraction of the delivery schedule and/or a change to the average/ adjusted months program(s).

25.3. Preparation. Enter all dates on the form in four digits, the first being the last digit of the calendar year and the last three digits being the numeric day of the year.

25.3.1. Copy Requirements:

25.3.1.1. Keep a copy of each AFMC Form 715 initiated in the official contract file for future reference and validation before release of subsequent PTD.

25.3.1.2. Furnish two copies to each SSR organization, if applicable.

25.3.2. Explanation:

25.3.2.1. Heading Blocks:

25.3.2.1.1. To and From. Enter the appropriate activity and office symbol.

25.3.2.1.2. PCC. Enter the PCC assigned.

25.3.2.1.3. Date. Enter the Julian date of initiation.

25.3.2.1.4. Revision. When programming data are being revised, enter the applicable revision number.

25.3.2.2. Explanation of line items (information column):

25.3.2.2.1. Line 1. Enter the NSN or name of the end item/recoverable item when available.

25.3.2.2.2. Line 2. Enter the date if NSNs are required in less than 60 days after receipt of the request (SSR package) by an IMM. Otherwise, leave blank.

25.3.2.2.3. Line 3. Enter the date on which materiel must be in an integrated materiel manager's supply system to support requisition submitted by users of the end item being provisioned. The DRPR must take into account the anticipated procurement lead time, warranties and/or ICS, in addition to the OND, when they are part of the contract.

25.3.2.2.4. Line 4. Enter the name, model, number or type designation of the end item being provisioned.

25.3.2.2.5. Line 5a. Enter the last digit of the calendar year.

25.3.2.2.6. Line 5b. Enter the calendar year quarter when the first end item will be delivered, (1 for January, February or March; 2 for April, May or June, etc).

25.3.2.2.7. Line 5c. Enter the number of months involved in the delivery of end items on contract. This can be determined from the programming check list by determining the progam time base (PTB) where the adjusted months inventory program stops increasing. Enter the PTB number where this occurs. If the program is still increasing at PTB 48, use 48 if no additional schedule information is available on the programming check list.

25.3.2.2.8. Line 6. Enter the CAGE of the end item.

25.3.2.2.9. Line 7. Enter the assigned weapon system designator code to provide DLA the visibility of those DLA managed NSNs requiring special management attention to ensure continued on-the-shelf stock support selected weapon systems. Codes are contained in AFM 67-1, Volume I, PART ONE, Chapter 11, Section AK and should be verified by the SSM before entering on the AFMC Form 715.

25.3.2.2.10. Line 8. Enter a 1 if items have been screened by the DLSC; if not, leave blank.

25.3.2.2.11. Line 9. Enter the total quantity of end items.

25.3.2.2.12. Line 10. Enter the percent of end items which will be delivered to or deployed from the east coast. Use 99 to indicate 100 percent.

25.3.2.2.13. Line 11. Enter the stock record account number (SRAN) of the IMS ALC requesting support (AFM 67-1, Volume I, PART TWO).

25.3.2.2.14. Line 12. Enter the office symbol of the applicable SSM and IMS.

25.3.2.2.15. Line 13. Enter the appropriate adjusted (formerly peak) month program at PTB 12 from the programming checklist as follows:

25.3.2.2.15.1. If the programming check list was developed on the RDB IRD, the number will be displayed as a whole number; in this case, enter the whole number in the first 3 positions of the field (right justified, zero filled) and enter zeroes in positions 4 and 5.

25.3.2.2.15.2. If the programming check list was developed manually, or by a system other than IRD, the program may have decimal places displayed. In this instance, the numbers preceding the decimal go into positions 1 through 3 (right justified), zero filled); the first two decimal places on the programming check list are entered in positions 4 and 5.

25.3.2.2.15.3. These instructions apply regardless of the type of program code.

25.3.2.2.15.4. Current active PCCN masters should be reviewed, and updated with current program data when applicable, upon receipt of new submissions of PTD.

NOTE:

Do not complete AFMC Form 715 if the programming check list is not available. Establishment of the PCCN master using bogus program numbers will result in erroneous SSR quantities being computed in the D169.

25.3.2.2.16. Line 14. Enter the type of program code from the programming checklist (H=Hours, M=Months, R=Rounds).

25.3.2.2.17. Line 15. Enter the average month program (AMP) from the programming check list. See additional instructions in para 25.3.2.2.15 above. If the programming check list is not available, do <u>not</u> complete this form or establish the PCCN master until it becomes available.

25.3.2.2.17.1. For the depot, the AMP is developed for the PTB which will be at least 12 months. There is a decimal between the 3rd and 4th digit which allows for computation to hundredths.

25.3.2.2.17.2. For the base, the AMP is developed for the total deliveries of end articles on contract to sites activated during the program forecast period (PFP).

25.3.2.2.18. Remarks. On initial submission of AFMC Form 715, enter the symbol of the applicable SSM/EAIM/RIIM to which subsequent support advice and NSN assignments should be sent.

25.4. Special Conditions:

25.4.1. Same End Item Under Multiple Contract Item Numbers. When the same end item of equipment appears under multiple item numbers on the contract for different funded programs, only one AFMC Form 715 is required for which only one PCC will be assigned. Only one weapon system des-

ignator code (WSDC) can be assigned to each PCC, therefore , only one weapon system can be identified as a user unless multiple PCCN(s)/PCC(s) are assigned. See Chapter 26. The data required by line items 5 (5a, 5b, 5c) and 9 will be determined and shown as follows:

25.4.1.1. Consolidate the total end item quantity on the contract and enter in Line 9.

25.4.1.2. For line item 5 (5a, 5b, 5c) review the contract to determine:

25.4.1.2.1. Calendar year the first end item will be delivered and enter the last digit of the calendar year on Line 5a.

25.4.1.2.2. Calendar year quarter when the first end item will be delivered and enter on Line 5b.

25.4.1.2.3. Overall number of months involved in the delivery of the end items on contract and enter on Line 5c.

25.4.2. Design Change Notices:

25.4.2.1. Validation of programming data is required to determine whether a change has been made.

25.4.2.2. When programming data has not changed, updating of the AFMC Form 715/PCCN master file is not required.

Chapter 26

SUPPLY SUPPORT REQUEST (SSR) ADVICE NOTICE

26.1. Purpose. To establish policy and procedures on the provisioning process in the course of complying with DOD 4140.26-M. Knowledge of this regulation is necessary since it takes precedence over the following guidance in cases of conflict.

26.2. Single Focal Point. Each ALC has a single focal point for the submission, receipt, processing, and control of all SSRs and advice notices related thereto. Since functional address symbols are not standard and for the ease of communication, the single focal point will be referred to as the SSR organization.

26.3. Policy:

26.3.1. The prime provisioning ALC assigns the PCC. Provisioning technicians will not duplicate PLISNs within the PCC/PCCN.

26.3.2. The SSM/EAIM/RIIM ALC will send PTD/sDFP showing items needing SSR action to the SSR organization.

26.3.3. Clothing and textile type requirements are excluded from SSR processing. The Provisioning Activity will send these to AFC&TO, Philadelphia, PA. AFC&TO will develop applicable supply request packages.

26.4. Provisioning Control Code:

26.4.1. The PCC is a 3-digit alphanumeric code assigned by an SSM/EAIM/SE IMS/RIIM ALC responsible for provisioning support of a system/end article, end item of SE or recoverable item. These codes provide a positive control feature in data processing and data exchange between the above activities, SSR originators, and IMMs.

26.4.2. Instructions and criteria for assignment of PCC are:

26.4.2.1. All digits of the PCC are variable. Each provisioning parts list must have at least one PCC assigned to it. A PCC assigned to a system will be used only when the items involved are directly related to the system. Equipment, components, end items of SE, recoverable items which perform a function when used in a system as a whole, or give support thereto (such as end items of SE), will be given separate PCCs.

26.4.2.2. Alphanumeric characters 2, 5, 7, A and B for column 57 are not available for use with PTD. These characters have been reserved for use by the SSR organization in the control of non-provisioning SSRs.

26.4.3. A register will be kept within each ALC Provisioning Activity to avoid duplication of code assignments. Once a code is assigned, it is not to be used on another contract until the original contracts are closed out. No local forms will be prescribed for the register.

26.5. Procedures. Procedural details are limited mostly to those actions essential to identify, screen, review, and process Air Force requirements for items designated for management by other than the Air Force:

26.5.1. The applicable provisioning organization, upon receipt of PTD for local processing and determination of Air Force requirements, will review and break out items coded for management by other than the Air Force to the SSR organization for needed actions.

26.5.2. The SSR organization will take action to prepare required SSRs.

26.5.3. When an AF Form 86, **Request for Cataloging Data/Action**, is required, it will accompany the SSR through the processing cycle. AFMC Form 918, may be used for non-provisioning SSRs. AFMC forms will not accompany SSR transactions to other military services, Defense Logistics Agency (DLA) or General Services Administration (GSA).

26.6. Restriction on Air Force Buy. AFM 67-1, Volume III, Part One, Chapter 10, prohibits issuing initial shipping instructions for direct shipment to the user for stock fund items on provisioning orders unless there is a funded requisition on hand. Air Force interim buy of items designated for DLA management is not authorized unless conditions (that is, funded requisition) of above referenced AFM 67-1 are evident and DLA has indicated that they can not meet our DRPR in the SSR (see DOD 4140.26-M). The provisioning organization will furnish all needed inputs including drawings and other technical data, when available.

Chapter 27

INTERNATIONAL LOGISTICS PROGRAM (ILP) PROVISIONING

27.1. Purpose. Provisioning is the primary method of obtaining spares support for ILP system sales of items not previously provisioned for USAF.

27.2. Application. This provisioning policy applies to ILP acquisition of new weapon systems and modifications which include initial support in the letter of offer and acceptance (LOA) or supplemental conditions. Definitization applies the customer country's parameters to provisioning already completed for the Air Force.

27.3. Policy. Basic provisioning policy contained in applicable chapters within this regulation apply to ILPs. Purchases for FMS customers must be implemented under normal acquisition and contract management procedures set forth in the FAR and other directives. However, the FMS customer may request that a defense article or defense service be obtained from a particular prime source. In such cases, FAR 6-302-4 and DFARS 6.302.4 provide authority to contract without full and open competition. See AFMC FAR Supplement 5306-1 and 2 for sample formats. The FMS customer may also request that a subcontract be placed with a particular firm. The contracting officer shall honor such requests from the FMS customer only as specified in the LOA or other written direction by the military sales organization.

27.4. Procedures:

27.4.1. A provisioning guidance conference is required to achieve a mutual understanding of the contractual requirements of the acquisition document involved, and to establish provisioning milestones. The guidance conference is conducted IAW Chapter 6, with AFMC Air Force Security Assistance Center (AFSAC) representatives and ILP customer as the using command, invited. The applicable system case request checklist, AFMAN 16-101, *Security Assistance Management*, provides data pertinent to the programming checklist and the maintenance concept.

27.4.2. The provisioning conference is required to select the range and depth of items needed to support a system during its initial operating period. Initial support is usually limited to a 2-year support level but is specified in the system case request checklist.

27.4.2.1. If a system case request checklist does not include initial support or training, or provides for limited support, this must be stated in the LOA or supplemental conditions. If ICS is required, it must be stated in the LOA and identified as a separate line item.

27.4.2.2. In addition to the requirements of Chapter 14, ILP provisioning source coding includes:

27.4.2.2.1. Requisition number assignment

27.4.2.2.2. Destination and delivery schedule determination.

27.4.2.2.3. Computation of total quantity.

27.4.3. Nonstandard items are not included in the DOD inventory nor procured for use by DOD. Nonstandard items and the extent to which they are supported must be identified in the LOA. Initial support for nonstandard items (when provided) will be IAW AFMCM 72-2.

27.4.3.1. Nonstocklisted items will be stocklisted with an ILP MMAC and obtained by PIO or PR. These codes are:

- SA-ALC-XX(LAV), XT(LPE)
- OO-ALC-PU(MMS), XW (all other)
- OC-ALC-XV
- SM-ALC-XY
- WR-ALC-XZ(LK), EX(LN), XG(LK)

27.4.3.2. Nonstandard stocklisted items will be requisitioned or obtained on PIO, dependent on program requirements.

27.4.4. If the ILP customer procures engineering data, the SSM ALC will send, or require the contractor to send a copy of this data to CASC for use in preparing item identification and NSN assignment.

27.4.5. Standard stocklisted items will be requisitioned from source of supply (SOS).

27.4.6. DLA items for ILPs are not supported by SSR, but are obtained upon receipt by SOS of funded requisition.

27.4.7. The AFMC Provisioning System will be used for ILP provisioning. The POP must be specifically tailored for the ILP requirement as agreed to in the provisioning guidance conference.

27.4.8. SAIP, DODI 5000.2, PART 7, SECTION A, Paragraph 3j applies to ILP support.

Chapter 28

PROVISIONED ITEM ORDER (PIO)

28.1. Purpose:

28.1.1. A PIO is an unpriced order issued under a contract to acquire spares, repair parts, support items, and PTD for new or modified Air Force weapon systems or end items of equipment. A PIO is used to acquire only that quantity of an item forecast to be needed for a limited period of initial support. This period begins with the OND (as shown on the programming checklist, reference AFI 23-106) at delivery of the first system/equipment to the first operational unit, and continues through the PFP. When warranties and/or ICS are involved in the provisioning effort, the terms and conditions of the warranties and/or ICS on contract should be used in determining the OND, e.g., if a three-year warranty applies to spares, then the OND should be lead-time away from the warranty expiration date. The PFP is the spare part item lead time plus 3 months past either the OND or the date of the first end article delivery which has a new item that was not installed on previous deliveries of the end article.

28.1.2. The PIO is used to furnish the PPCO with a written request for items to be bought through the provisioning process on a production or separate provisioning spares contract.

28.1.3. The PIO, when attached to Standard Form 30, **Amendment of Solicitation/Modification**, by the PPCO, sets forth the specific items ordered, the estimated cost, and the required delivery schedule and destination.

28.2. Application. These instructions apply to IMSs responsible for ensuring the availability of initial support for all items (for which they have assigned management responsibility) that are obtained through the provisioning process. The instructions also apply to the Provisioning Activity which processes spare/repair parts orders and contain information for the PPCO to issue the orders.

28.3. Policy:

28.3.1. AFMC Form 326 or PIOs output by the AFMC Provisioning System are the only documents used to authorize the issuance of or to be attached to Standard Form 30 for all PIOs and changes thereto, including interim release approvals, unless a specific deviation is authorized in writing by HQ AFMC Provisioning Policy Office. Deviation must also be authorized in writing by HQ AFMC Provisioning Policy Office when spares are to be obtained by an exhibit to a production contract. PIOs may be used to obtain data; this applies to PTD only.

28.3.2. Separate AFMC Forms 326 will be prepared for investment type items and expense type items. These items must not be mixed together on a page.

28.3.3. The contractor must be told of the action to be taken on all interim release items.

28.3.4. An exhibit line item number (ELIN) will be assigned by the PPCO for each item ordered and entered on the AFMC Form 326 before the forms are sent to the contractor. PIOs output from the AFMC Provisioning System will have mechanically assigned ELINs with the exception of prorated ELINs assigned by contractors and for PIO error corrections.

28.3.5. When increasing the quantity of an item on order, the added quantity is considered a new requirement and a new ELIN will be assigned by the PPCO or the AFMC Provisioning System. This does not apply to minimum buy quantity or interim release items being processed for the first time

when the determination is made to increase the quantity recommended by the contractor. Interim release items are not on order until an AFMC Form 326 or a mechanized PIO attached to a SF 30 is sent to the contractor.

28.3.6. To ensure legibility of all AFMC Forms 326, they will be prepared using reproducible ink. Crossouts, strikeovers, etc, will be permitted on PIOs when unit prices are incorrect due to definitization of subsequent DCNs (the actual dollars obligated for each individual ELIN reflects the final, correct unit price) Correction to the AFMC Forms 326/mechanized PIOs will be coordinated with the Provisioning Activity.

28.3.7. Request for Cataloging Data/Action for LLILs must be submitted within 20 days of submission of the PIO.

28.3.8. When the DLSC screening or CASC/DLA preprovisioning review reveals an item or an acceptable substitute has a NSN, a PIO will not be used unless one of the following exceptions apply:

28.3.8.1. New items having NSNs due to early cataloging action or a delay in PIO processing, but not previously procured by the Government.

28.3.8.2. A PIO may be used to buy a new item, which was stocklisted during incremental provisioning of a system/equipment, as long as the item is within its initial support period or program forecast period (procurement leadtime plus 3 months).

28.3.8.3. A PIO may be used to buy items currently stock listed without a DOD user. This includes FMS items that were previously country peculiar.

28.3.8.4. A new item that is out of the initial support period but has not yet been identified through the provisioning process. A one-time PIO can be issued for the PFP quantity provided the item meets the PIO policy criteria outlined above.

NOTE:

This does not relieve the IMS of the obligation to pursue any or all breakout opportunities that may exist or are recommended by the contractor. Under these conditions, normal breakout policy as defined in chapter 17 will apply.

28.3.8.5. An item affected by a DCN submitted after release of the original PIO will be processed during the quantity delete/part added (QD/PA) transaction for the quantity remaining on order. Any and all subsequent requirements for items included in this category, except those involved in incremental provisioning, will be processed via PR and under no circumstances will additional PIOs be issued.

28.3.9. A PIO will not be used to buy an item:

28.3.9.1. Which was previously bought through a replenishment requirements system (D041 or D062). Emergency requirements, including mission capability (MICAP) requirements, will be supported through the use of urgent PRs as specified in AFMCPD 23-1.

28.3.9.2. From the prime contractor if it has an acquisition method code (AMC) that specifies competitive procurement or direct procurement from the actual manufacturer (other than prime contractors). PIOs to actual manufacturers are addressed in Chapter 17 of this regulation, and in Chapter 8 of AFMCM 65-33.

28.3.9.3. Is stock listed (as revealed by DLSC screening or CASC/DLA preprovisioning review), unless one of the above exceptions 28.3.9.1 through 28.3.9.2 applies.

28.3.9.4. Is being procured as a replenishment buy under the SAIP technique.

28.3.9.5. If the item identified during provisioning is design stable and sufficient lead time exists to support the weapon system/end item OND through the use of a PR.

28.3.9.6. For an initial spare item in support of a production lot subsequent to the initial support period/PFP.

28.3.10. If the item is available from commercial off-the-shelf inventories or has commercial servicing capabilities and will be used to support a commercial end item, a PIO will not be used unless written justification to establish provisioning requirements is included in the official contract file. The justification, written by the SPD, will validate the need to provision the commercial end item and the need to maintain on-hand inventories of support items instead of relying on commercial off-the-shelf inventories or commercial servicing contracts. The following considerations, at a minimum, will be addressed:

28.3.10.1. Availability. The availability of commercial inventories or servicing capabilities will be described and assessed.

28.3.10.2. Impact. The impact to combat readiness, combat effectiveness, and worldwide supportability by relying on commercial inventories or servicing capabilities will be described and assessed.

28.3.10.3. Repair Kits. When an on-hand supply of support items appears to be warranted, a description of why issuance of a one-time repair kit concurrent with end item delivery is not a feasible alternative.

28.3.11. As a result of an APC when items are purchased on AFMC Form 326, provisioner will load the ELINs that were identified and associated information into the AFMC Provisioning System to ensure interface with the Acquisition and Due in System (J041) will be complete.

28.4. Procedures:

28.4.1. The Prime Provisioning Activity or RPT:

28.4.1.1. Provides special instructions (for the preparation of AFMC Forms 326, assignment of ELINs for DCNs and PIO corrections) on the AFMC Form 773 when sending the PTD for processing. Keeps copy requirements to a minimum.

28.4.1.2. Ensures all AFMC Forms 326 received are properly prepared. Enters appropriate CLIN on the AFMC Form 326.

28.4.1.3. Reviews mechanized PIOs for errors, i.e., Exhibit identifier, CLINs, and takes appropriate action to correct.

28.4.1.4. Combines all AFMC Forms 326/mechanized PIOs and forwards to the funds manager in turn to the PPCO using AFMC Form 773 or 778. Ensures separate forms are sent for investment and expense type items. The original AFMC Form 326 is provided to the PPCO. After processing, the PPCO reproduces the copies needed to complete order for distribution.

28.4.1.5. Ensures transmittal of corresponding QD/PA PIO actions or provides in remarks information why these corresponding actions are not being forwarded at the same time.

28.4.1.6. Ensures pertinent information is given to the PPCO regarding manual ELINs, reason for actions, etc.

28.4.1.7. Identifies all PIOs for items being procured under the SAIP concept by marking "SAIP ITEM" on those PIOs. These markings may be either handwritten or stamped. Red ink must be used in either case. Letters should be approximately 1" tall.

28.4.1.8. Suspenses a copy of the AFMC Form 326/mechanized PIO until a copy of the PIO (Standard Form 30 with attached AFMC Form 326/mechanized PIO) is received from the PPCO indicating the PIO has been released to the contractor. The suspense copy may then be sent to the ALC DST office for inclusion of data in the Packaging and Transportation Data System if they are not on the distribution list and require a copy. A copy of the PIO, as sent to the contractor, is kept in the contract file in the Provisioning Activity.

28.4.1.9. Ensures the appropriate cataloging action is input via Air Force/DLIS Edit and Routing System (D143C) within prescribed time limits.

28.4.2. The EAIM/IMS ALC Provisioning Activity:

28.4.2.1. Indicates copy requirements on AFMC Form 778.

28.4.2.2. Ensures complete instructions as provided by the prime Provisioning Activity are included on AFMC Form 778/773 regarding ELINs.

28.4.2.3. Ensures AFMC Forms 326 received from the IMS are properly Prepared.

28.4.2.4. Combines AFMC Forms 326 and separates by investment and expense type items.

28.4.2.5. Forwards original AFMC Forms 326 and copies, as requested, to the Prime Provisioning Activity or RPT.

28.4.2.6. Ensures the appropriate cataloging action is submitted via D143C within prescribed time limits.

28.4.2.7. Makes appropriate input to the AFMC Provisioning System for output of PIO at the Prime Provisioning Activity.

28.4.3. The IMS:

28.4.3.1. When processing non-mechanized PIO, prepares an original AFMC Form 326 and reproduces the number of copies required as specified on AFMC Form 778/773. When preparing AFMC Form 326, gives special attention to instruction on AFMC Form 778/773 for completion of the ELIN blocks for DCNs and PIO error corrections.

28.4.3.2. When processing LLIL for interim released items, prepare an AFMC Form 326 or appropriate transaction for output of PIO in the AFMC Provisioning System for all items on the LLIL.

28.4.3.3. Submits appropriate cataloging action via D143C.

28.4.3.4. Sets up delivery schedules IAW paragraph 28.4.4.

28.4.4. Delivery Schedule Criteria:

28.4.4.1. The dates set up for required deliveries are based upon the expected need dates for the item. Every effort must be made to place orders far enough in advance of need to allow for the contractor's normal production leadtime from date of order release to date of first delivery.

NOTE:

A minimum of 30 days is necessary for the award and contract receipt process, therefore, schedules, as a minimum, must reflect this leadtime.

28.4.4.1.1. Where program revision, design change, etc, result in the release of an order less than production leadtime from need date, first delivery will be established IAW projected need date, but no earlier than 30 days from the date of PIO.

28.4.4.1.2. Requests for delivery at less than stated production leadtime will normally only occur when it is known the spares are ready or nearly ready to be shipped by the contractor, as in the case of DCNs where the contractor began production of the new part prior to receipt of the confirmatory PIO.

28.4.4.1.3. Other circumstances allowing this would include quantity changes or error correction on items with outstanding PIOs, SAIP items, etc., when IMS has reason to believe the contractor can meet the requested delivery dates.

28.4.4.1.4. If none of the above apply, the IMS will use the stated production leadtime plus 30 days from the PIO date as the earliest requested delivery date.

28.4.4.2. Need dates can generally be determined as follows:

28.4.4.2.1. ISSL requirements for spares are normally delivered 60 to 120 days (depending upon cost) before OND dates IAW activation schedules.

28.4.4.2.2. Insurance items should be scheduled for delivery to coincide with delivery of the last production article.

28.4.4.2.3. Spares requirements in support of depot stockage, repair, overhaul, and base demands are normally required 60 to 120 days in advance of requirements or anticipated reparable generations of the next higher recoverable assembly.

28.5. Preparation:

28.5.1. Mechanized PIOs are output based on IMS update transactions to PTD in the AFMC Provisioning System. Instructions for these updates are contained in the user's manual for the AFMC Provisioning System.

28.5.2. The data required at the top of AFMC Form 326 must be completed as follows:

28.5.2.1. Contractor's Name and CAGE code - Insert the contractor's name as shown on the contract and include the applicable 5-digit CAGE code.

28.5.2.2. Activity - Insert the code of the activity initiating the AFMC Form 326.

28.5.2.3. RCN - Insert the RCN previously assigned by the Prime Provisioning Activity.

28.5.2.4. PIIN - Insert the complete contract number (including the supplementary procurement instrument identification number (SPIIN) if appropriate) under which the items will be purchased.

28.5.2.5. CLIN - This data will be completed by the prime Provisioning Activity.

28.5.2.6. End Item MDS/TMS - Insert the MDS/TMS of the end item on contract or part number of the vendor recoverable item.

28.5.2.7. Preparation Date - Insert the date the AFMC Form 326 was prepared.

28.5.2.8. Initiators - The IMSs initiating the acquisition of the line item will insert their name, symbol and extension.

28.5.2.9. Page _____ of _____ pages - For use by the Prime Provisioning Activity or RPT. After consolidating the order, sequentially number the pages.

28.5.2.10. Indicate in the appropriate box whether the items listed on the page are investment or expense type items. These items must not be commingled.

28.5.3. The data required for each ELIN must include the following:

28.5.3.1. AC - Action Code. Select the appropriate action code from those reflected at the bottom of the form and insert in the block. These action codes, definitions, and usages are:

28.5.3.1.1. PA - Part Added. The first time the item is placed on order, including interim release items and when increasing an item already on order.

28.5.3.1.2. QD - Qty Decreased. A quantity of an item already on order being decreased, including decrease to zero quantity.

28.5.3.1.3. IR - Interim Release Disapproved. The item and quantity interim released by the contractor has been disapproved by the Air Force. Also, complete the following blocks: PLISN, CAGE, P/N and insert a zero in the Procurement Quantity and Total Cost.

28.5.3.1.4. EC - Error Correction. Correcting a previous error other than in acquisition quantity. Indicate in Remarks block the reason for the error correction.

28.5.3.2. ELIN - To be assigned and inserted by the PPCO with the exception of action to decrease the quantity of an item previously on order or for an error correction. The IMS will insert the assigned ELIN on the AFMC Form 326 in these cases.

28.5.3.3. PLISN - Insert the provisioning list item sequence number as listed on the PTD.

28.5.3.4. FSC - Insert the FSC assigned.

28.5.3.5. NIIN - Insert the national item identification number (NIIN). Until an NIIN is assigned, enter the standard interservice agency serial control number (SIASCN).

28.5.3.6. MC - Insert the MMAC if applicable, otherwise leave blank.

28.5.3.7. CAGE - Insert the applicable 5-digit CAGE code for the part number listed.

28.5.3.8. Mfr's Part Number - Insert the manufacturer's P/N.

28.5.3.9. Item Name - Insert the item name. Complete nomenclature is not required.

28.5.3.10. U/M - Insert the unit of measure.

28.5.3.11. Proc Qty - Insert the quantity to be purchased. When decreasing a quantity of an item already on order, the quantity remaining on order will be inserted. Show the dollar value of the decreased quantity in remarks to facilitate net increase or decrease.

28.5.3.12. Delivery Schedule - List the required delivery schedule within a calendar year by month, quantity per month, and destination. However, when there is insufficient space to project the complete schedule on the designated lines, continue the schedule in the next block down. When this occurs, the only additional elements of data which must be repeated are the ELIN and/or PLISN. The required delivery schedule will be developed IAW delivery schedule criteria above and indicated as follows:

28.5.3.12.1. Year - Insert calendar year that the deliveries by month are required.

28.5.3.12.2. Month - Specify the required delivery by month by entering the quantities for delivery with that month.

28.5.3.12.3. Destination - Indicate the initial destination (SRAN) for the quantities listed. The destination block for the second line is available, if needed.

28.5.3.13. QUP - Enter the quantity of unit pack.

28.5.3.14. Unit Price - Insert the unit price (estimated) as shown on the PTD. Use definitized prices, if available.

28.5.3.15. Total Cost - Insert the total cost (estimated) of the quantity to be bought. This figure will be the result of multiplying the quantity by the unit price.

28.5.3.16. Remarks - Include any additional or explanatory information. In the event more space is needed, continue on next line.

28.5.3.17. Page Total $ - Considering all actions taken, indicate at the bottom of each page the total dollars (estimated) involved and whether the page total is an increase or decrease in dollars.

28.6. Data Change After PIO:

28.6.1. When the Provisioning Activity has initiated action to catalog an item introduced through the provisioning process and the response by CASC results in an existing NSN, the Provisioning Activity will forward that information to the IMS. The IMS will review for appropriate action to be taken. If required, the IMS will immediately prepare and process through provisioning channels an AFMC Form 326 or required information for input to the AFMC Provisioning System to cancel the PIO, unless a PIO is allowed under the exceptions listed in paragraph 28.3.8. The PTD will be processed IAW chapter 15.

28.6.2. Part number corrections will be processed as error corrections (action code EC) on AFMC Form 326 or appropriate transaction in the AFMC Provisioning System.

28.6.3. Changes to SMR codes which affect the ERRC (ERRC N to P, ERRC P to N, and procurable to nonprocurable) will be coordinated with the Provisioning Activity and IMS to ensure appropriate action is taken on PIOs.

28.6.4. Reinstatement of ELINs will be accomplished by a modification issued by the PPCO. Authority to reinstate the ELINs will be provided either through the provisioning office to the PPCO or by the IMS to the PPCO.

Chapter 29

RECORDING OBLIGATION/DEOBLIGATION OF FUNDS

29.1. General. This Chapter gives procedures for making commitments, obligation and deobligation of funds for provisioning requirements procured on PIOs in compliance with Section 1311, Public Law 663. These procedures permit continuation of the normal methods of preparation and processing of PTD by contractors IAW provisioning appendices.

29.2. Requirements for Estimated Cost:

29.2.1. PIOs will be segregated as to investment/expense type items. Release of AFMC Forms 326 will require a total estimated cost.

29.2.2. In exception cases, the IM/ES may be requested to estimate unit costs when time is not available to allow the contractor to obtain valid price estimates. Unit price is an element which we buy from the contractor, and should be obtained from the contractor by the Prime Provisioning Activity.

29.3. Confirmation:

29.3.1. Provisioning Conference. This conference provides for support item selection and assignment of technical and management codes. However, the quantity of items for purchase is not normally established or confirmed during the conference. Accordingly, the total estimated cost of an order is neither established nor confirmed. Only under the APC are PIOs prepared reflecting the total estimated costs. The PIOs are promptly released to the contractor as authorized by the ALC PPCO, thereby complying with Section 1311, Public Law 663, as implemented by AFR 170-8.

29.3.2. SE provisioning review team (PRT) Action. As a result of the SE PRT action on the AFMC type contract, the written order will be prepared by the PRT chairperson and signed by the ALC PPCO. The order will include a total estimated cost of the items and quantities initially reviewed. Also included are any increased quantities of items previously selected and approved by the PRT. The PRT chairperson will ensure the total estimated cost is included with the written order. Any previously selected, but unaltered items and quantities approved by the SSM/EAIM and released to the contractor would already be recorded as an obligation.

29.4. Fund Information:

29.4.1. The IMS ALC, when forwarding AFMC Forms 326 to the Prime Provisioning Activity will:

29.4.1.1. Consolidate the estimated total costs (investment/ expense) from the AFMC Forms 778.

29.4.1.2. Enter the estimated cost of the total PIO in block 19 of the first endorsement, AFMC Form 773, by investment and expense, as applicable.

29.4.2. The Prime Provisioning Activity will:

29.4.2.1. Consolidate the estimated total costs (by investment and expense) from the AFMC Forms 773 received from IMS ALCs and the AFMC Forms 778/773 and PIOs received from IMSs within the SSM/EAIM ALC or the PIOs output from the AFMC Provisioning System.

29.4.2.2. Prepare AFMC Form 773 (or AFMC Form 778, if applicable), in two copies for transmittal of the PIO to the SSM funds manager in turn to the PPCO, reflecting the total estimated cost

of the order (investment/expense) in block 15 on the AFMC Form 773 (or the remarks section of AFMC Form 778).

29.4.3. The SSM Funds Manager will:

29.4.3.1. Review PIO for funds availability. If funds are available, annotate funds cite in block 21 of the AFMC Form 773 or in the remarks block of AFMC Form 778.

29.4.3.2. If funds are not available, forward PIO to the SSM with annotation that insufficient funds are available for the order.

29.4.4. If funds are not available, the SSM will upon receipt of the unfunded PIO from the funds manager:

29.4.4.1. Review program requirements, available funds, and determine necessary adjustments to the order.

29.4.4.2. Return the unfunded PIO to the Prime Provisioning Activity for adjustment of items and quantities to dollar value available.

29.4.5. The Prime Provisioning Activity, upon receipt of the unfunded PIO from the SSM will initiate action within the SSM/EAIM ALC to reduce items and quantities as directed by the SSM. The AFMC Form 326/mechanized PIO will be processed IAW para 29.4.2 above. The Prime Provisioning Activity will provide the involved IMSs with a copy of the revised AFMC Form 326/mechanized PIO for update of records as applicable.

29.5. Release of PIO and obligation of funds:

29.5.1. The ALC PPCO upon receipt of AFMC Form 326/mechanized PIO list from the SSM funds manager, attaches the PIO list to the SF 30, Amendment of Solicitation/ Modification of Contract, and issues the contract modification against the contract line items (CLINs) for provisioning spares.

29.5.2. The PPCO then prepares an administrative commitment document (ACD) and processes it to the responsible ALC/FM office. The ALC/FM office certifies that there are sufficient funds to cover the total estimated price. After certification, the PPCO releases the PIO to the contractor who must provide a proposal withing 60 days. The ACO negotiates a firm price and delivery schedule for the PIO and definitizes the PIO withing 180 days of issuance.

29.5.3. The ALC/FM organization should be consulted for detailed guidance on the rules of funds obligation. Obligation of funds, a legal reservation of a specific amount of funds associated with a firm contract or other obligating document that will require payment in this or future periods, involves certain absolute rules/limitations, established by public law, that must be observed:

29.5.3.1. Specificity. The 31 USC 1501 requires documentary evidence of a binding agreement for specific goods. Any agreement that fails this test is not a valid obligation.

29.5.3.2. Bona Fide Need. A particular fiscal year's appropriated funds may be obligated only to meet a legitimate need of that same fiscal year. In contrast, stock funds are "no year" funds.

29.5.3.3. Expired funds are no longer available for obligation. The availability of appropriated funds for obligation varies from 1 to 3 years depending on the type of funds. Stock funds are available for for obligation for 1 year.

29.5.3.4. Consistency. Consistency of funds means continuing to use the same type of funds to satisfy a particular requirement once that type of funds has been specified.

29.5.4. The PIO must be retained by the ACO to support obligations/deobligations (see para 29.7) recorded as a result of the release of the PIO to the contractor until superseded by priced exhibits incorporating the related provisioned items into the contract by supplemental agreement. The ALC PPCO's file of PIOs is also retained as supporting documentation.

29.6. Additional Funds Requirements:

29.6.1. If, at any time, the ACO or the contractor determines that funds originally obligated are insufficient to cover the total cost for items on any PIO, the PPCO will be notified in writing of the need for additional funds. The PPCO will prepare an ACD for additional funds and forward it to the SSM funds manager. The funds manager will advise the PPCO as to funds availability. If funds are available, the ACD will be forwarded to the local accounting office for certification. The PPCO will then prepare an SF 30 to obligate the additional funds.

29.6.2. When additional funds are not available, the PPCO will return the PIO to the SSM for review and action to reduce items and/or quantities to the dollar value available. The SSM will return the PIO to the Prime Provisioning Activity for adjustment of items and quantities in the AFMC Provisioning System. The Prime Provisioning Activity will then process the adjusted PIO IAW para 29.4.5 above.

29.7. Decreased Dollar Amounts. When PIO definitization results in a decrease in the funding required, excess funds should be deobligated IAW Air Force FAR SUP 5317.7603-90.

29.8. Reponsibility of the single manager for funds:

29.8.1. While many organizations are involved with the funds associated with the PIO process, single managers have ultimate responsibility for managing these funds. In this case, "managing" means ensuring that funds are used for their intended purpose, and knowing the status of funds (i.e., what funds have been committed, obligated, deobligated, have entered expired status, or have been canceled).

29.8.2. Single managers are also responsible to ensure compliance with statutory and regulatory limitations, compliance with Air Force funds control policies and procedures, submission of interim reports on suspected violations, and prompt investigation and reporting of all actual violations.

29.9. Reponsibilites of all personnel involved in funds management:

29.9.1. All personnel who, in their assigned duties, are specifically authorized to distribute funds, certify funds availability, commit funds, incur obligations, or expend funds are *accountable officers*. In addition, other persons who advise, oversee, or direct actions may be named *responsible parties*. Accountable officers and responsible parties are "accountable" and "responsible" for the decisions and actions made during their tenure even after they have left the particular job.

29.9.2. Proper PIO funds management entails establishing strong and clear lines of communication between the single manager, the provisioning procuring contracting officer, the administrative contracting officer, the appropriate ALC product directorate's financial management point of contact, and the DFAS paying station.

Chapter 30

OBLIGATION OF FUNDS OTHER SERVICES CONTRACTS

30.1. General:

30.1.1. The provisioning and ordering of spares from the contractors under the cognizance of other services will conform to any existing interservice provisioning agreements with the various contracting agencies.

30.1.2. The obligation document released to the contractor by the contracting military services will be used as the basis for recording obligations.

30.2. Forwarding PIO. The Provisioning Activity will forward PIOs involved with other military services to the appropriate program office via transmittal form, AFMC Form 773 (or AFMC Form 778, if appropriate), in two copies. That office will ensure the availability of sufficient funds prior to the issuance of a MIPR amendment to the contracting military service.

30.3. Insufficient Funds. PIOs that exceed available funds for a given program year will not be released. If sufficient funds cannot be obtained, the directorate funds control officer (or Planning and Technical Support Branch) will return the PIO to the Provisioning Activity. The Provisioning Activity will immediately refer the document to the appropriate Engineering and Reliability Branch. That organization will review the PIO and establish the criteria required to reduce the items and/or quantities to the available dollars. The PIO will then be sent to the IMS(s) for revision IAW the set criteria. Upon completion, the revised PIO will be returned to the Provisioning Activity who will, in turn, forward the document to the SPD involved for an update of records.

30.4. Request for Additional Funds. AFMCPD 23-1, *Purchase Request (PR) and Military Interdepartmental Purchase Request (MIPR) Operations* outlines the rules to be followed for processing requests from other military services (as a contracting activity) for additional AFMC funds for provisioned items.

30.5. Cancellation Actions. See AFMCPD 23-1, for procedures on cancellation action for provisioned items.

30.6. Provisioning Action Completed. The Provisioning Activity will advise the SPD and the accounting and finance office when provisioning is completed. The SPD will begin action with the contracting agency to decide whether excess funds exist. If so, the SPD will promptly prepare and distribute a decommitting MIPR document.

30.7. Forms Prescribed. AFMC Form 408, **Initial Spares Support Items,** AFMC Form 715, **Programming Data for DLA/Other Service managed Items,** AFMC Form 718, **Provisioning Performance Schedule,** AFMC Form 726, **Provisioning Document Control,** AFMC Form 771, **Conference**

Notification, AFMC Form 773, **Provisioning Document Transmittal,** AFMC Form 778, **Provisioning Document Internal Routing,** AFMC Form 784, **Provisioning Technical Data Requirements**, AFMC Form 918, **Non-Provisioning Item Supply Support Request (SSR) Data**.

THOMAS W. BATTERMAN, Deputy Director
Directorate of Logistics

Attachment 1

GLOSSARY OF ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms

ACAT—acquisition category

ACD—administrative commitment document

ACN—administrative change notice

ACO—administrative contracting office

ADPE—automatic data processing equipment

AFC&TO—Air Force Clothing and Textile Office

AFSAC—Air Force Security Assistance Center

AIN—approved item name

ALC—Air Logistics Center

AMC—acquisition method code

AMP—average month program

AMSDL—acquisition management system and data requirement control list

APC—accelerated provisioning concept

APD—application program designation

API—application programs indenture

CAGE—commercial and government entity

CASC—Cataloging and Standardization Center

CBIL—common/bulk items list

CDRL—contract data requirements list

CL—Chief of Logistics (replaces Deputy Program Manager for Logistics)

CLIN—contract line item number

CTIC—contractor technical information code

DCMAO—Defense Contract Management Area Operations

DCN—design change notice

DFARS—DOD FAR Supplement

DID—data item description

DLA—Defense Logistics Agency

DLSC—defense logistics services center

DM—Data Manager

DMIL—demilitarization

DMO—data management office

DoD—Department of Defense

DODISS—Department of Defense Index of Specifications and Standards

DPC—depot provisioning committee

DPRO—Defense Plant Representative Office

DRPR—date repair parts required

DSC—Defense Supply Center

EAIM—end article item manager

EC—essentiality code

ECP—engineering change proposal

EDMO—engineering data management office

ELIN—exhibit line item number

EMD—engineering and manufacturing development (replaces full scale development)

ERILSA—enhanced resident integrated logistics support activity

ERRC—expendability, recoverability, repairability category

ES—equipment specialists

FAR—Federal Acquisition Regulation

FIIG—Federal Item Identification Guide

FMS—Foreign Military Sales

FSC—federal supply classification

FSG—federal supply group

GFAE—Government furnished aerospace equipment

GFP—Government furnished property

GSA—General Services Administration

HCI—hardness critical item

I&S—interchangeability and substitutability

IAW—in accordance with

ICP—inventory control point

ICS—interim contractor support

IFB—invitation for bid

ILP—international logistics program

ILS—integrated logistics support

ILSM—integrated logistics support manager

ILSP—integrated logistics support plan

IMC—item management code

IMM—integrated materiel manager

IMS—inventory management specialist

IPB—illustrated parts breakdown

IPPS—initial provisioning performance specification

IRD—initial requirements determination

ISSL—initial spares support list

ITO—instruction to offerer

J&A—justification & approval

JLC—joint logistic commander

LLI—long lead item

LLIL—long lead item list

LOA—letter of offer and acceptance

LRU—line replacement unit

LSC—logistics support cadre

MDC—manager designator code

MDS—mission, design, series

MEA—maintenance engineering analysis

MICAP—mission capability

MIEC—mission item essentiality code

MIPR—military interdepartmental purchase request

MISMO—maintenance interservice support management office

MM—method of support code modifier

MMAC—materiel management aggregation code

MOE—major organization entity

MOS—method of support

MRR—maintenance replacement rate

MRS—master repair schedule

NC—non-cataloged

NIIN—national item identification number

NIMSR—nonconsumable item materiel support request

NSN—national stock number

OND—operational need date

P/N—part number

PCC—provisioning control code

PCCN—provisioning contract control number

PCL—post conference list

PCS—permanent change of station

PFP—program forecast period

PICA—primary inventory control activity

PIIN—procurement instrument identification number

PIO—provisioned item order

PLISN—provisioning list item sequence number

PMIC—precious metal indicator code

POP—provisioning operational plan

PPC—phased provisioning code

PPCO—provisioning principal contracting office

PPL—provisioning parts list

PPLRW—provisioning parts list review worksheet

PPS—provisioning performance schedule

PR—purchase request

PROTECDARS—provisioning technical data requirements system

PRT—provisioning review team

PSMAT—provisioning screening master address table

PTB—program time base

PTD—provisioning technical documentation

QD/PA—quantity deleted/part added

R&M—reliability and maintainability

RCN—register control number

RCS—report control symbol

RDB—requirements data base

RFP—request for proposal

RFQ—request for quotation

RIB—recoverable item breakdown

RIIM—recoverable item inventory manager

RIL—repairable item list

RILSA—resident integrated logistics support activity

RIPPL—recoverable item provisioning parts list

RLA—repair level analysis

RNCC—reference number category code

RPT—resident provisioning team

RS-IM—residual support-item manager

SAIP—spares acquisition integrated with production

SCC—submission control code

SDFP—supplemental data for provisioning

SE—support equipment

SERD—support equipment recommendation data

SFPPL—short form provisioning parts list

SIASCN—standard interservice agency serialized control number

SISMS—standard integrated support management system

SMR—source, maintenance, recoverability

SOO—statement of objectives

SOS—source of supply

SOW—statement of work

SPD—System Program Director

SPIIN—supplementary procurement instrument identification number

SPRAM—special purpose recoverables authorized to maintenance

SRAN—stock record account number

SPS—statement of prior submission

SRU—shop replaceable unit

SSM—System Support Manager

SSR—supply support request

ST/STE—special tooling or test equipment

TDP—technical data package

TIR—total item record

TMS—type, model, series

TO—technical order

TOCC—type of change code

TRC—product directorate maintenance

TTEL—tools and test equipment list

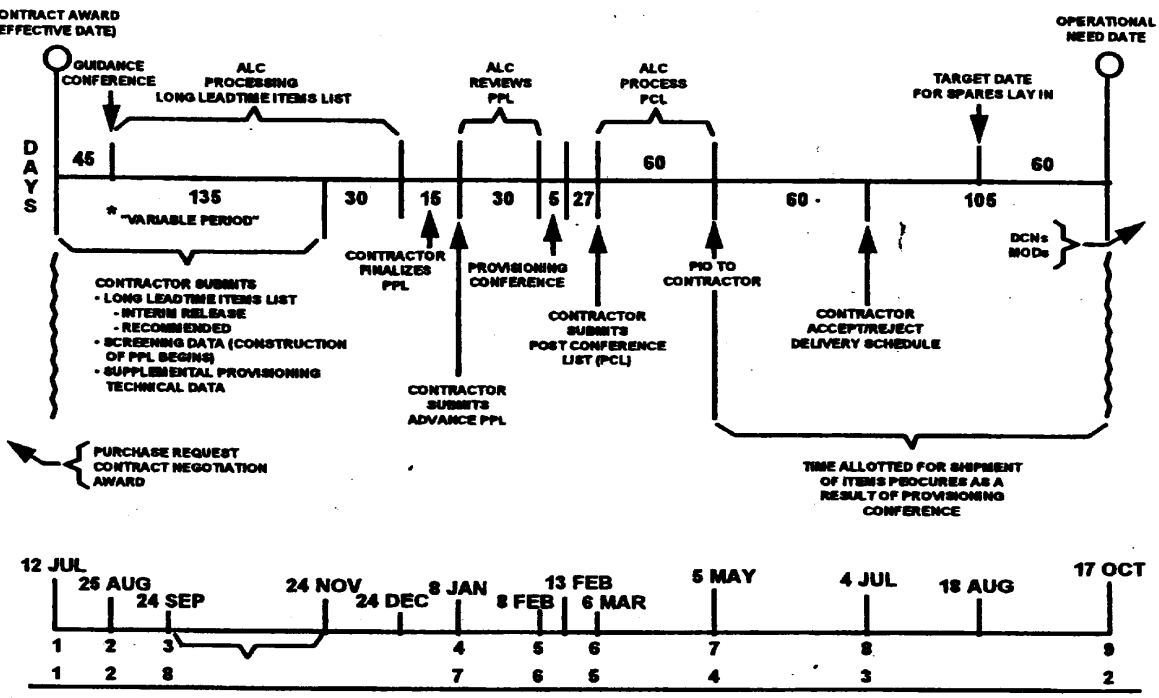
WATS—wide area telephone service

WRM—war reserve requirements

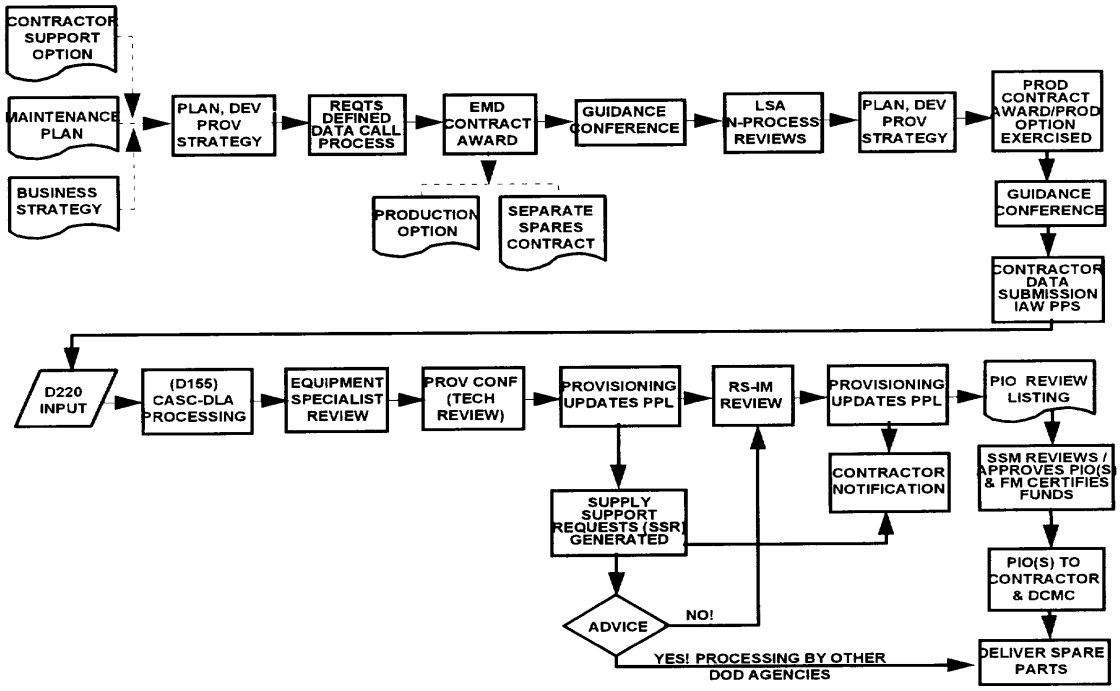
WSDC—weapon system designator code

WTDOS—weapon training detachments operating spares

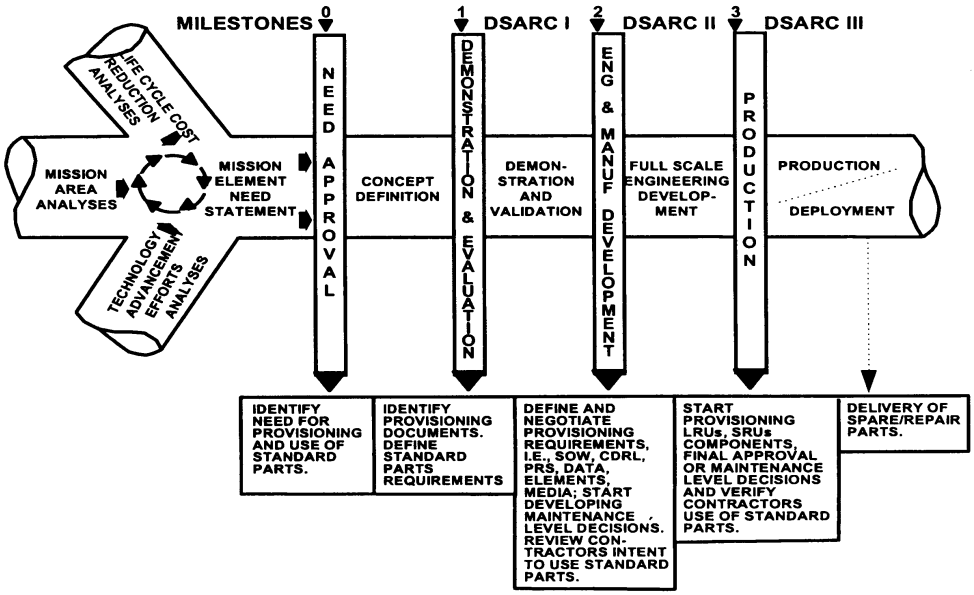
Attachment 2
SAMPLE PROVISIONING CYCLE
MAJOR MILESTONES & TIME LIMITS (16 MONTH CYCLE)*



Attachment 3
PROVISIONING PROCESS FLOW



Attachment 4
PROVISIONING RESPONSIBILITIES



Attachment 5
JOINT SERVICES UNIFORM SMR CODES
(AFR 66-45)

SOURCE				MAINTENANCE				RECOVERABILITY		
				USE		REPAIR				
1ST POSITION		2ND POSITION		3RD POSITION		4TH POSITION		5TH POSITION		6TH POSITION
P	PROCURABLE	A	STOCKED	O	REPLACE AT ORGANIZATIONAL LEVEL	O	ORGANIZATIONAL	O	CONDEMN AT ORGANIZATIONAL LEVEL	RESERVED
		B	INSURANCE							
		C	CURE DATED			F	INTERMEDIATE	F	CONDEMN AT INTERNATIONAL LEVEL REPARABLE	
		D	ONE TIME							
		E	SUPPORT EQUIP	F	REPLACE AT INTERMEDIATE LEVEL	H	INTERMEDIATE	H	CONDEMN AT INTERNATIONAL LEVEL REPARABLE	
		F	SUPPORT EQUIP							
		G	LIFE OF TYPE			G	INTERMEDIATE	D	CONDEMN AT DEPOT REPARABLE	
K	COMPONENT OF A REPAIR KIT	F	INTERMEDIATE	H	REPLACE AT INTERMEDIATE LEVEL	D	LIMITED INTERMEDIATE OVERHAUL DEPOT			
		D	DEPOT					L	CONDEMN AT DEPOT REPARABLE	
		B	BOTH			L	DEPOT ONLY			
M	MANUFACTURER	O	ORGANIZATION	G	REPLACE AT INTERMEDIATE LEVEL	Z	NO REPAIR	Z	CONDEMN AT LEVEL NOTED IN COL 3 NONREPARABLE	
		F	INTERMEDIATE							
		H	INTERMEDIATE			B	NO REPAIR RECONDITION	A	SPECIAL HANDLING	
		G	INTERMEDIATE							
		D	DEPOT	D	REPLACE AT DEPOT LEVEL					
A	ASSEMBLE	O	ORGANIZATION							
		F	INTERMEDIATE							
		H	INTERMEDIATE							
		G	INTERMEDIATE							
		D	DEPOT							
X	NONSTOCKED	A	SEE NHA							
		B	RECLM / RQN							
		C	DRAWINGS OBS							

Attachment 6
JOINT MILITARY SERVICES UNIFORM SMR CODING MATRIX
(TO 00-25-195)

SOURCE				MAINTENANCE				RECOVERABILITY		ERRC CODE	
				USE		REPAIR					
1st Position		2nd Position		3rd Position		4th Position		5th Position		6th Position	
P	Procurable	A	Stocked	O	Remove/ Replace at Organizational Level	Z	No Repair	Z	Nonreparable Condemn at 3rd Position Level	N	Nonrecoverable XB3 Condemn at Any Level
		B	Insurance								
		C	Deteriorative								
		E	Support Equipment Stocked			B	No Repair Recondition	O	Reparable Condemn at Organizational (or Field or Depot)	P	Recoverable XF3 Condemn At Field
		F	Support Equipment Stocked							C	Recoverable XD1 (SCARS) Condemn at Depot
		G	Life of System Support								
K	Component of a Repair Kit	F	Intermediate Kit	F	Remove/ Replace at Intermediate Level	O	Repair at Organizational	F	Reparable Condemn at Intermediate (or Depot)	T	Recoverable XD2 Condemn at Depot
		D	Depot Kit								
		B	In Both Kits								
M	Manufacture	O	Organization			F	Repair at Intermediate			S	Nonexpendable Support Equipment, Depot ND2
		F	Intermediate								
		D	Depot								
A	Assemble	O	Organizational	D	Remove/ Replace at Depot Level	D	Limited Repair at O or F Level Overhaul at Depot	D	Reparable Condemn at Depot Only	U	Nonexpendable Support Equipment, Organizational and Intermediate NF2
		F	Intermediate								
		D	Depot								
X	Nonprocured	A	Requisition NHA								
		B	Reclamation or Requisition by Part Number			L	Repair at Depot	A	Special Handling		
		C	Mfg Drawing								

NOTE: Recoverability Code "L" is no longer valid. When this code is encountered in existing TOs, apply this definition: Reparable item. Repair, condemn and dispose of at Depot Level only.

Attachment 7

AIR FORCE INITIAL PROVISIONING PERFORMANCE SPECIFICATION (IPPS)

(1 AUGUST 1997)

1. Initial Provisioning Performance Specification (IPPS). This document provides specifications for contractor's use in submitting Provisioning Technical Documentation (PTD) compatible with the AFMC D220 Provisioning System or its replacement and participating in the provisioning process with the Government.

1.1. **Initiator and Prime Provisioning Activity (PPA):**

Initiating ALC Provisioning Office (EX: OC-ALC/TILP

3001 STAFF DRIVE STE 1AF196A

TINKER AFB OK 73145-3043)

1.2. Date of Initiation: _____. Revision # and Date: _____

2. Correspondence:

2.1. Address all correspondence pertaining to spare/repair parts provisioning and related data items to the PPA.

2.2. The PPA shall be the sole Government activity with which the contractor interfaces on initial provisioning matters, unless specifically authorized by the PPA. Pursuant to paragraph 2.1 and this paragraph, correspondence from the PPA shall be accepted and all provisioning actions therein accomplished unless otherwise directed by the Principal Contracting Officer (PCO).

3. Conferences.

3.1. Provisioning Guidance Conference (PGC) is required. Contractor must submit a written request for waiver of the conference to the PPA if a PGC is not desired.

3.2. Spares Provisioning Conference (SPC) requirements will be determined at the PGC.

3.3. A sample article of the component/end item **is /is not required** at the SPC. If required, sample article will be **viewed /disassembled** at the conference.

4. Spares Acquisition Integrated with Production (SAIP) is /is not applied. When applied, employ the concept of a concurrent release of spare orders with identical production installs. If not formally applied, any opportunity to combine spares orders with production installs to lower costs should be exploited.

5. Manufacturers or Commercial Manuals are/are not required. When required furnish a manufacturer's or commercial manual to supplement the Short Form Provisioning Parts Lists (SFPPL) or Provisioning Parts Lists (PPL) that have embedded Commercial Off-the-Shelf (COTS) equipment. All publications prepared and printed without regard to Government format and outline but which include a parts list will be acceptable as a manufacturer or commercial manual for the purpose of this requirement. This requirement applies only to available manuals for the end item or components thereof. No manuals will be developed to satisfy this requirement.

6. Interim Release (IR) is /is not authorized.

7. Statement of Prior Submission (SPS) is required where applicable. The SPS is submitted to certify that the contractor/subcontractor has previously furnished the Government PTD for the end item or any component thereof which may satisfy the PTD requirements of this contract. The SPS will include identifying information (current procurement or previous submission) such as contract number, contract/exhibit line item number, end item/component type or model number/reference number, item name, manufacturer's name and Commercial and Government Entity Code, PPA receiving the PTD and date prepared, NSN (if available) and other information as required by the PPA. If the Government determines that the previously submitted data is adequate, the SPS may result in reduction or elimination of PTD and Supplemental Data for Provisioning requirements specified on DD Form 1423 and conference requirements.

8. Provisioning Performance Schedule (PPS), AFMC Form 718. PPS (Atch 1) will be developed by PPA and Contractor at the PGC.

9. Supplemental Data for Provisioning (SDFP): For provisioning purposes, SDFP order of precedence shall be:

9.1. Data equivalent to approved product engineering drawings.

9.2. Data equivalent to in-process/incomplete product engineering drawings.

9.3. Commercial drawings

9.4. Commercial manuals, when required to provide information on a commercial assembly.

9.5. Catalogs or catalog descriptions.

9.6. Sketches or photographs with brief descriptions of dimensional, materiel, mechanical, electrical, or other descriptive characteristics. When sketches or photographs are provided for an assembly, a bill of material shall also be provided.

10. Design Change Notices (DCN). DCNs will include all changes required to an item previously presented to align spares support with actual production items. Unless specifically instructed otherwise by the PPA, the contractor shall notify the PPA of any and all changes whether of a production or modification type which are approved for incorporation into the system/equipment furnished under the contract. DCNs are to be accompanied by applicable SDFP.

10.1. Changes resulting from omission or correction of data previously submitted are considered administrative changes. This type of change may be submitted in non-standard PTD formats to include business letter, computer lists, etc, as directed by the PPA at the PGC.

10.2. **Reference Number Changes.** Reference numbers are not to be rolled or changed unless specifically allowed by applicable specifications. New design numbers are not to be assigned strictly for administrative or manufacturing purposes, or to facilitate the production control process.

10.3. **Reference Items.** Submit DCNs against only the first appearance items, unless specifically instructed otherwise by the PPA.

10.4. DCNs to document changes made during the provisioning process by the Government to previously submitted PTD shall not submitted.

10.5. **Procurable Type Items.** DCNs for procurable type items are required to be submitted within twenty-one (21) days after release for fabrication or procurement for prime contractor design items and forty-two (42) days after release for fabrication and procurement of subcontractor supplied items.

10.5.1. **DCNs Requiring Revision to Provisioned Item Orders (PIO).** When a design change affects any part ordered by the government, the contractor shall take immediate action to affect the following revisions and incorporate the results on DCNs for approval:

10.5.1.1. **Deletions.** When a design change reduces or eliminates spare/repair parts requirements for the end item/component, the contractor shall delete or reduce such requirements originally ordered by PIO in the ratio authorized by the program data applicable to the end items on order that are affected by the DCN.

10.5.1.2. **Adjustments.** When a spare/repair part previously ordered by the Government is replaced by another item, and the replacing part is not stocklisted, the contractor shall fabricate or procure the new item in the same ratio as the number of end items/components affected by the change not to exceed the amount funded for affected items. When the adjustment requires an increase in the total quantity recommended or additional items of support, the increase will be recommended by the contractor in accordance with program data provided by the PPA.

10.6. **Nonprocurable Type Items.** When required by the PPA, design change data for nonprocurable type items (items not coded as spares) (Source, Maintenance, Recoverability (SMR) Code first position X, A, M, K) will be prepared in accordance with instructions from the PPA. Submittals will be within sixty (60) days after release for fabrication or purchase.

11. PTD Submittal Specifications. The following paragraphs provide specifications for submission of PTD by multiple card image on tape to be compatible with the AFMC Automated Provisioning System (hereafter referred to as the D220 System). Strict adherence to these instructions must be applied to ensure PTD is accepted by the D220 System. Data elements to be included in the PTD are reflected in attachment 2.

11.1. **Media.** Multiple card image records on nine track magnetic tape, 1600 Bits Per Inch (BPI) using Extended Binary Coded Decimal Interchange Code (EBCDIC), Odd Parity, with American National Standards Institute (ANSI) labels. Records are 80 charachters long blocked by 37 records (2960 character block).

11.2. **Labels.** Internal standard tape label is required. A standard label is the ANSI computer operating system physical tape initialization structure that is generated when a tape is initialized or formatted and is not part of the data file.

NOTE: For definitive instructions on labels see the ANSI. Failure to comply with ANSI will prevent D220 system acceptance of PTD.

11.2.1. In Volume Header Label:

11.2.1.1. Position 1 through 4 enter: VOL1

11.2.1.2. Position 5, enter: P

11.2.1.3. Position 6 through 10 enter: Contractor's Commercial and Government Entity (CAGE) code.

11.2.1.4. Position 11 through 80: Leave blank.

11.2..2. Inter record gap.

11.2.3. In first File Header label:

11.2.3.1. Positions 1 through 4 enter: HDR1.

11.2.3.2. Position 5 through 8 enter: D220

11.2.3.3. Position 9 enter: a period

11.2.3.4. Position 10 through 20 enter: CARD FORMAT (position 14 blank)

11.2.3.5. Position 21 through 80: Leave blank.

11.2.4. Inter record gap

11.2.5. (Optional) Additional file header(s). If used, follow para 11.2.3.1 through 11.2.4. with position 4 incremented by 1 for each successive header used. EX: HDR2, HDR3, HDR4.

11.2.6. Tape mark (used after final header).

11.2.7. External tape label shall include <u>as a minimum</u>:

11.2.7.1. Contract Number.

11.2.7.2. Contract Prime Commercial and Government Entity (CAGE) Code.

11.2.7.3. D220 036.

11.2.7.4. Provisioning Contract Control Number (PCCN).

11.2.7.5. Submission Control Code (SCC).

11.2.7.6. Type PTD Code.

11.2.7.7. Number of PLISNs submitted.

11.3. **Security Classification of Data**. Classified data (programs or line item data) cannot be entered into the D220 System. Classified data is processed outside the D220 System using contingency operating procedures as program directed.

11.4. **PTD Format**. Required format for PTD is depicted in Attachment 3.

11.4.1. **Header Card.** Required for all types and submissions of PTD.

11.4.1.1. CC 1-6, enter PCCN which will be provided at PGC.

11.4.1.2. CC 7-25, enter Procurement Instrument Identification Number (PIIN). Do not use dashes. Alpha characters must be upper case.

11.4.1.3. CC 26-46, enter Model or Type No.

11.4.1.4. CC 47-56, Control Data:

11.4.1.4.1. CC 47, enter appropriate type PTD Code. Mandatory entry. This code, peculiar to the Air Force, identifies the type of PTD being submitted. PTD code must be one of the codes defined below:

Type PTD

Select Code	**Definition**
I	Long Lead Time Items List (LLTIL) Interim Release (IR)
R	Long Lead Time Items List (LLTIL), Recommended Items and/or SAIP
G	Provisioning Parts List (PPL)
F	Short Form Provisioning Parts List (SFPPL)
D	Design Change Notice (DCN)
C	Common/Bulk Items List (CBIL)
B	Recoverable Item Breakdown (RIB)
P	Post Conference List (PCL) (Foreign Military Sales or Manual Provisioning)

11.4.1.4.2. CC 48, enter B. Mandatory.

11.4.1.4.3. CC 49-56 - For contractor use, if required, and agreed upon with the PPA.

11.4.1.5. CC 57-61, enter Prime CAGE.

11.4.1.6. CC 62-66, enter appropriate SCC (ex: 00001, 00002, etc).

11.4.1.7. CC 67-72, enter date of list, e.g. “YYMMDD”.

11.4.1.8. CC 73-80, blank.

11.4.2. **Basic Line Item Records.** Basic line item records shall be completed for each provisioning line item and submitted by Card Format Identifier A, B, C, D, E, F, G, H, J, and L as appropriate. The number of card images that the D220 System is capable of accepting are explained below. These instructions do not, however, impose card count restrictions upon the contractor in the submission of PTD to the Government.

11.4.2.1. **A Card.** A maximum of four "A" cards can be accepted per Provisioning Line Item Sequence Number (PLISN). The number will depend upon total number of reference numbers being presented. Reference number are identified on “A” Cards as follows:

01A Card - First Precedent Reference Number (FPRN)

02A Card - Second Precedent Reference Number (SPRN)

03A Card - First Additional Reference Number (FARN)

04A Card - Second Additional Reference Number (SARN)

11.4.2.2. **B Card.** Only one “B” Card can be accepted per PLISN.

11.4.2.3. **C Card.** Only one “C” card can be accepted per PLISN.

11.4.2.4. **D Card.** Two “D” cards can be accepted per PLISN. This will be based on number of cards required to present reference designations.

11.4.2.5. **E Card.** Only one “E” card can be accepted per PLISN.

11.4.2.6. **F Card.** Maximum of 30 “F” cards can be accepted depending on serial effectivity. Submitted only on type PTD “D”.

11.4.2.7. **G. Card.** Only one “G” card can be accepted per PLISN. Submitted only on type PTD ‘D”.

11.4.2.8. **H Card.** A total of three “H” cards can be accepted per PLISN with a maximum of 105 characters in the remarks. Only the first fifteen positions of the third “H” card can be accepted by the D220 System.

11.4.2.9. **J Card.** Only one "J" card can be accepted per PLISN,

11.4.2.10. **L Card.** Only one "L" card is accepted per PLISN.

11.4.3. **Card Sequence Numbers (CSN).** Two position numeric code, cc 78-79. Mandatory entry, 01, 02, 03, etc, as needed.

11.4.4. **Card Format Identifiers (CFI).** One position alpha code, CC 80. Mandatory entry.

11.5. **Data Elements.** Specific codes and definitions for data elements can be found in DOD 4100.39M, Federal Logistics Information System (FLIS) Procedures Manual and MIL-PRF-49506, Logistics Management Information (LMI) Specification. Specifications for the length, type, positional justification, and decimal placement of a data element field, or subfield, can be found in MIL-PRF-49506. Data elements not contained in the LMI are defined in Atch 2.

11.6. **Type PTD "D", DCN.** DCN submittals require the following:

11.6.1. Header Card per para 11.4.1.

11.6.2. For Replaced PLISNs:

11.6.2.1. 01A Card with PCCN, PLISN, Type of Change Code (TOCC), CAGE, Reference Number and CSN entered.

11.6.2.2. "F", "G" and "H" Cards as required.

11.6.3. For Superseding PLISNs: Cards "A" through "L" are required as applicable.

11.6.4. The following information is provided for preparation of DCNs and use of the TOCC. There are five basic types of PTD updates which are required when data is added, changed, or deleted affecting provisioning lists (PL) previously delivered. These transactions are required based on data changes in provisioning data baselined by a previous PTD submittal.

11.6.4.1. **Standard Data Update.** For each PTD card affected by data which has been added or changed since the previous PTD delivery, mandatory data, i.e., PCCN, PLISN, CSN, and CFI, an "M" TOCC and the added/changed data only are required. If data has been deleted, a "G" is required in the TOCC and in

the left most position of each field deleted on the appropriate PTD card. Data deletions and changes/additions occurring on the same PTD card will require both a change and deletion card for the appropriate data.

11.6.4.1.1. If all data on a PTD CFI is deleted, a delete transaction is required consisting of the PCCN, PLISN, CSN "01", CFI (except A), the key data associated with that PTD Card, and a "G" TOCC.

11.6.4.1.2. When an entire PLISN record is deleted, a delete transaction is required consisting of the appropriate PCCN, PLISN, CAGE, Reference Number, and a "D" TOCC on the 01A card. Also, if the reference designation exists, it along with the PCCN and PLISN on the 01D card with a "G" TOCC is required. In addition, if any change authority related information is changed, CFIs "F", "G" and "H" update transactions are also required.

11.6.4.2. **Quantity Data Update.** If a quantity field is updated, mandatory data, a "Q" TOCC, and the updated quantity data field(s) are required. This will only apply to the following data: Quantity Per Assembly, Quantity Per End Item, Total Quantity Recommended, Quantity Shipped, Quantity Procured and Prorated Quantity. If additional data displayed on the same PTD card also changes, only one change card is required with TOCC "Q". If quantity data is deleted, a change card is required with a zero filled quantity and TOCC "Q".

11.6.4.3. **Key Data Update.** Certain provisioning data are considered key and associated data elements and are listed below. Changes to key data requires the submission of both a delete and change card for the appropriate key data. The deletion card should contain a "G" TOCC and the original key data. The change card should contain an "M" TOCC with new key data and applicable associated data. When key data is deleted, deletion of the corresponding associated data is required.

KEY DATA	**ASSOCIATED DATA**
CAGE and Additional Reference number	RNCC and RNVC
NHA PLISN	ORR
UOC	None
Reference Designation	RDOC, RDC
PLCC	None

Change Authority Number	Serial Number Effectivity
	Prorated Exhibit Line Item Number
	Prorated Quantity
	IC
	Replaced or Superseding PLISN
	Total Item Changes
	Quantity Shipped
	Quantity Procured
Serial Number Effectivity	None

11.6.4.4. **Associated Data Update.** Changes to associated data require the submission of a change card consisting of an "M" TOCC with the changed data and entry of the applicable key data. Deletion of associated data requires the submission of a deletion card with a "G" TOCC, a "G" in the left most position of the associated data field and entry of the key data.

11.6.4.5. **Design Changes with Limited Serial Effectivity.** When PTD updates are submitted for these design changes, Change Authority Number and Serial Number Effectivity along with a "L" TOCC for the replaced item are required. If a quantity change occurs on a limited effectivity item, an "L" TOCC is required in lieu of a "Q". The superseding item is submitted with a "blank" TOCC.

12. Additional Information. Information regarding the following requirements or any other provisioning matter may be requested from the PPA through the PCO by the contractor prior to contract award. Requests for this information must be submitted to the PCO in writing. Detailed guidance on these subjects will be provided at the PGC. This information may also be available in the Bidder's Library.

12.l. **Instructions for Failure Factors,** Maintenance Replacement Rate 1 (MRR1), Condemnation Below Depot (CBD), Condemnation at Depot (CAD), Overhaul Replacement Rate (ORR), and Not Repairable this Station (NRTS). It should be noted that the AF definition for MRR1 differs from the LMI Data Product Definition (DPD) #0560.

12.2. **Provisioning Factor Table.** This table is used to determine which factors are required for items assigned a procurable SMR code.

12.3. **Contractor Notification (CN) Products.** These products are generated by the AF in the provisioning process. The contractor shall specifiy desired media for CN products, i.e., tape or hardcopy, during

the PGC. Peculiar AF data elements will be included in CN products which will be explained at the PGC. The Government does not require the contractor to develop an Automated Data Processing (ADP) capability to accept Provisioned Item Orders (PIO) and/or the CN products by magnetic tape.

3 Atch

1. AFMC Form 718
2. LMI Data Product Selection Sheet – PTD
3. PTD Format

PROVISIONING PERFORMANCE SCHEDULE

DATE

OMB NO 0704-0188

END ARTICLE

CONTRACTOR

END ARTICLE DELIVERY DATES

DATE OF FIRST DELIVERY

DATE OF LAST DELIVERY

SOLICITATION OR CONTRACT NUMBER

REVISION NUMBER

REVISION DATE

TYPE OF CONTRACT

☐ EMD ☐ PROD

☐ EMC W/PROD OPT

NO	EVENT	ACTION AGENCY	TIMING	CALENDAR DATE
1	CONTRACT AWARD	GOVT	CONTRACT MAILING DATE	
2	GUIDANCE CONFERENCE	GOVT AND CONTR	NLT 45 DAYS AFTER MAILING DATE OF CONTRACT	
3	DLSC SCREENING	CONTR	SUBMIT TO DLSC NOT EARLIER THEN 30 DAYS PRIOR TO SUBMITTING PTD	
4	SAIP a. CANDIDATE LIST	CONTR	NLT 165 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
	b. SELECTED ITEM NOTIFICATION	GOVT	NLT 30 DAYS AFTER RECEIPT OF CANDIDATE LIST	
	c. CONTRACTOR PROCEURMENT SCHEDULE PTD, EDFP SCREENING	CONTR	NLT 90 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
	d. PROVISIONING CONFERENCE	GOVT AND CONTR	NLT 60 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	START FINISH
	e. PIOs RELEASED TO CONTRACTOR	GOVT	NLT 30 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
5	LONG LEAD ITEMS LIST (LLIL) WITH EDFP AND DLSC SCREENING RESULTS	CONTR	NLT 30 DAYS AFTER RELEASE FOR FABRICATION OR PROCUREMENT OF	START
	b. RECOMMENDED ITEMS	CONTR	45 DAYS PRIOR TO RELEASE OF PPL	FINISH
	c. PROVISIONING CONFERENCE	GOVT AND CONTR	NLT 90 DAYS PRIOR TO CONTRACTOR'S ORDER NEED DATE	
	d. PIOs RELEASED TO CONTRACTOR	GOVT	NLT 30 DAYS AFTER RECEIPT OF LLIL FROM CONTRACTOR	
6	PTD/EDFP REQUIREMENTS	CONTR	NLT 60 DAYS PRIOR TO PROVISIONING CONFERENCE	
7	PROVISIONING CONFERENCE	GOVT AND CONTR	NLT 60 DAYS AFTER RECEIPT OF PTD/EDFP	START FINISH
8	PIOs w/DELIVERY SCHEDULE	GOVT	DUE 90 DAYS AFTER RECEIPT OF PTD/EDFP	
9	ACCEPTANCE/REVISION OF DELIVERY SCHEDULE	CONTR	NLT 60 DAYS AFTER RECEIPT OF PIO's	
10	SPARES NEED DATE	GOVT	IAW PROGRAMMING CHECKLIST BUT NLT 90 DAYS PRIOR TO OND	
11	TRAINING START DATE	GOVT		
12	OPERATIONAL NEED DATE	GOVT		

REMARKS *(Continue on reverse)*

APPROVED BY

AF PROV CHAIRPERSON	CONTRACTOR	PROGRAM MANAGER

AFMC FORM 718, APR 94

REPLACES AFMC FORM 718, JUL 92 WHICH IS OBSOLETE

CARD	CC	DPD	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADDITIONAL INFORMATION
A-L	1-6	870	PROVISIONING CONTRACT CONTROL NR (PCCN)	X	X	X	X	X	SEE NOTE 1
A-L	7-11	890	PROVISIONING LINE ITEM SEQUENCE NR (PLISN)	X	X	X	X	X	SEE NOTE 2
A-L	12	1420	TYPE OF CHANGE CODE (TOCC)					X	SEE NOTE 3
A	13	370	INDENTURE (OPTION 1)		X			X	
A	14-18	140	COMMERCIAL AND GOVERNMENT ENTITY (CAGE)	X	X	X	X	X	SEE NOTE 4
A	19-50	1050	REFERENCE NR (FPRN)	X	X	X	X	X	
A	51	1060	REFERENCE NR CATEGORY CODE (RNCC)	X	X	X	X	X	
A	52	1070	REFERENCE NR VARIATION CODE (RNVC)	X	X	X	X	X	
A	55	280	ESSENTIALITY CODE (EC)	X	X	X	X	X	
A	56-74	480	ITEM NAME	X	X	X	X	X	
A	75	1190	SHELF LIFE	X	X	X	X	X	
A-L	78-80		CARD SEQUENCE NR (CSN AND CARD FORMAT INDICATOR (CFI)	X	X	X	X	X	SEE NOTE 5 Not in LMI
B	13-32	680	NSN OR FSC	X	X	X	X	X	SEE NOTE 6
B	45-46	1470	UNIT OF ISSUE (UI)	X	X	X	X	X	
B	47-56	1500	UNIT OF ISSUE PRICE	X	X	X	X	X	SEE NOTE 7
B	62-64	980	QUANTITY UNIT PACK (QUP)	X	X	X	X	X	
B	65-70	1220	SOURCE/MAINT/RECOVER-ABILITY (SMR)CODE	X	X	X	X	X	SEE NOTE 8
B	71	230	DEMILITARIZATION CODE (DMIL)						
B	72-73	830	PRODUCTION LEAD TIME (PTL)	X	X	X	X	X	
B	74	340	HARDNESS CRITICAL ITEM (HCI)						
B	75	180	CONTROLLED ITEM INVENTORY CODE (CIIC)	X	X	X	X	X	
B	76	790	PRECIOUS METALS INDICATOR CODE (PMIC)	X	X	X	X	X	
B	77	40	AUTOMATED DATA PROCESSING EQUIPMENT CODE (ADPEC)	X	X	X	X	X	
C	13-17	690	NEXT HIGHER ASSEMBLY PLISN (NHA PLISN)		X			X	
C	19-21	740	OVERHAUL REPLACEMENT RATE (ORR)	X	X	X	X	X	SEE NOTE 9
C	22-25	930	QTY PER ASSEMBLY (QPA) OPTION 1	X	X	X	X	X	SEE NOTE 10
C	26-30	950	QTY PER END ITEM (QPEI) OPTION 1	X	X	X	X	X	SEE NOTE 11
C	31-38	560	MAINTENANCE REPLACEMENT RATE (MRRI)	X	X	X	X	X	SEE NOTE 9

CARD	CC	DPD	DATA PRODUCT TITLE	LLTIL	PPL RIB	SFPPL	CBIL	DCN	ADDITIONAL INFORMATION
C	54-59	1400	TOTAL QUANTITY RECOMMENDED	X	X	X	X	X	SEE NOTE 12
C	60-64	1150	SAME AS PLISN (SPLISN)		X			X	SEE NOTE 13
C	65-69	820	PRIOR ITEM PLISN (PPLISN)		X	X		X	SEE NOTE 14
C	70-73	620	MAXIMUM ALLOWABLE OPERATING TIME (MAOT)	X	X	X	X	X	
C	74	540	MAINTENANCE ACTION CODE (MAC)	X	X	X		X	
C	75-77	710	NOT REPAIRABLE THIS STATION (NRTS)	X	X	X	X	X	SEE NOTE 9
D	13-20	1560	USEABLE ON CODE (UOC)	X	X	X	X	X	SEE NOTE 15
D	21-52	1030	REFERENCE DESIGNATION	X	X	X		X	SEE NOTE 16
D	53		REFERENCE DES OVERFLOW CODE (RDOC)	X	X	X		X	
D	54	1040	REFERENCE DESIGNATOR CODE (RDC)	X	X	X		X	
D	55	1260	SPECIAL MATERIAL CONTENT CODE (SMCC)	X	X	X	X	X	
D	56	880	PROVISIONING LIST CATEGORY CODE (PLCC)	X	X	X	X	X	SEE NOTE 17
D	57	1240	SPECIAL MAINTENANCE ITEM CODE (SMIC)	X	X	X	X	X	
E	23-24	580	CONDEMNATION BELOW DEPOT (CBD)	X	X	X	X	X	SEE NOTE 9
E	25-26	580	CONDEMNATION AT DEPOT (CAD)	X	X	X	X	X	SEE NOTE 9
E	27-44	1080	REPAIR CYCLE TIME OPTION 1	X	X	X		X	SEE NOTE 18
E	72	170	CONTRACTOR TECHNICAL INFORMATION CODE (CTIC)	X	X	X	X	X	SEE NOTE 19
F	13-27	120	CHANGE AUTHORITY NUMBER					X	SEE NOTE 20
F	28-29	430	INTERCHANGEABILITY CODE (IC)					X	
F	30-49	1170	SERIAL NUMBER EFFECTIVITY					X	SEE NOTE 21
F	52-56	1090	REPLACED/SUPERSEDING PLISN					X	
F	58-63	1000	QUANTITY SHIPPED					X	
F	64-69	990	QUANTITY PROCURED					X	
G	28-33	850	PRORATED EXHIBIT LINE ITEM NR (ELIN)					X	SEE NOTE 22
G	34-39	860	PRORATED QUANTITY					X	
H	33-77	920	PROVISIONING REMARKS	X	X	X	X	X	
J	30-40	1580	WORK UNIT CODE (WUC)	X	X	X	X	X	SEE NOTE 23
01L	26		INITIAL SPARES SUPPORT LISTING (ISSL)	X	X	X	X	X	SEE NOTE 24 Not in LMI
01L	27		SPECIAL ITEM CODE (SI)	X	X	X	X	X	SEE NOTE 25 Not in LMI

NOTES:

1. PCCN - provided by PPA during PGC.

2. PLISN - Contractor resequencing of previously submitted PTD to the Government cannot be accepted by the current provisioning system. A provisioning plan that will preclude resequencing of PTD will be decided at the PGC.

3. TOCC - Used with type PTD "D" only. Additional guidance for TOCC will be provided during PGC.

4. CAGE Code - Guidance for obtaining CAGE Code may be provided at the PGC if required.

5. A-L, 78-80 Card Sequence Number (CSN) and Card Format Indicator (CFI) e.g., 01A, 01B, etc., as required.

6. NSN - CC 16-19, FSC (mandatory on all first appearance items regardless of SMR code). CC 20-28, NIIN (if available). Per Cataloging Handbook H2/H6.

7. The Unit of Issue (UI) Price shall be the best estimated price per unit of issue for each item based on the total recommended quantity, taking into consideration the quantity per unit pack and Programming Checklist (PCL) data. The Contractor shall provide, if known, any existing price break for particular batches or economical order quantities, in the remarks block or as directed by the PPA at the PGC.

8. SMR - Acceptable SMR codes are contained in Technical Order 00-25-195. Handouts for acceptable SMR codes will be provided at PGC.

9. MRRI, ORR, NRTS, CAD, and CBD factors for Federal Supply Groups (FSCs) 53 and 59 (except 5955) are not required when non-repairable SMR codes are recommended.

10. QPA - "V" (variable) and "A" or "AR" (as required) are not acceptable entries for the D220 provisioning system. Entry must be numeric or >0.

11. QPEI - "V" (variable) and "AR" (as required) are not acceptable entries. Entry must be numeric and >0 for first appearance. NOTE: If "REF" is entered in QPEI, CC 26-30, the "Same as PLISN" should be entered in CC 60-64.

12. Total Quantity Recommended - Enter recommended quantity only on the non-stocklisted repairable items which are SMR coded as procurable. Unless advised otherwise by the PPA, when SMR is procurable, field must be blank or filled with a quantity greater than 0. NOTE: If the contractor is aware that a minimum buy quantity exists, the recommended quantity block should reflect the minimum buy. In the remarks block, annotate, "MIN BUY."

13. SPLISN - If SPLISN is entered, QPEI must reflect "REF" in CC 26-30.

14. PPLISN - When PPLISN is entered, the remarks block should reflect the PCCN and SCC where the PPLISN appears. Entry limited to PLISNS for the same reference number previously submitted on LLIL PTD on current contract.

15. UOC - to be determined at PGC. Contractor should be prepared to make recommendations at the PGC.

16. Reference Designation. Compression (gang listing) of reference designators under one PLISN is allowed. Specific details for reference designators to be determined at the PGC.

17. Provisioning List Category Code (PLCC) - Contractor installed Government Furnished Equipment (GFE) will appear in the PTD as a single line item entry without a breakdown and will be identified by an "A" in CC 56 of the "D" card.

18. Repair Cycle Time - Details to be determined at the PGC. Only, sixth subfield (CC 42-44) used for provisioning. If required, Option 1 will be used unless otherwise directed by the PPA.

19. CTIC - Only first position shall be used to enter breakout code.

20. Change Authority Number - For design changes which result from an Engineering Change requiring approval of the configuration control authority, change authority block will reflect the approved Engineering order (EO) number or other applicable approval authority. For changes without such approval the change authority block in the PTD will be left blank and the reason for the change identified in the remarks block.

21. Serial Number Effectivity - Serial number effectivity FROM 9CC 30-39) and TO (CC 40-49) limited to thirty (30) breaks in serial number per basic line item. Additional "F" card required for each break in serial numbers.

22. Prorated ELIN - When authorized by the Government, the contractor may utilize an ELIN suffix on ELINs previously assigned by the PPCO or by the D220 System when submitting DCNs. If the proration is a result of a design change, enter the new "Prorated "TO" ELIN" in the PTD as instructed by the PPA.

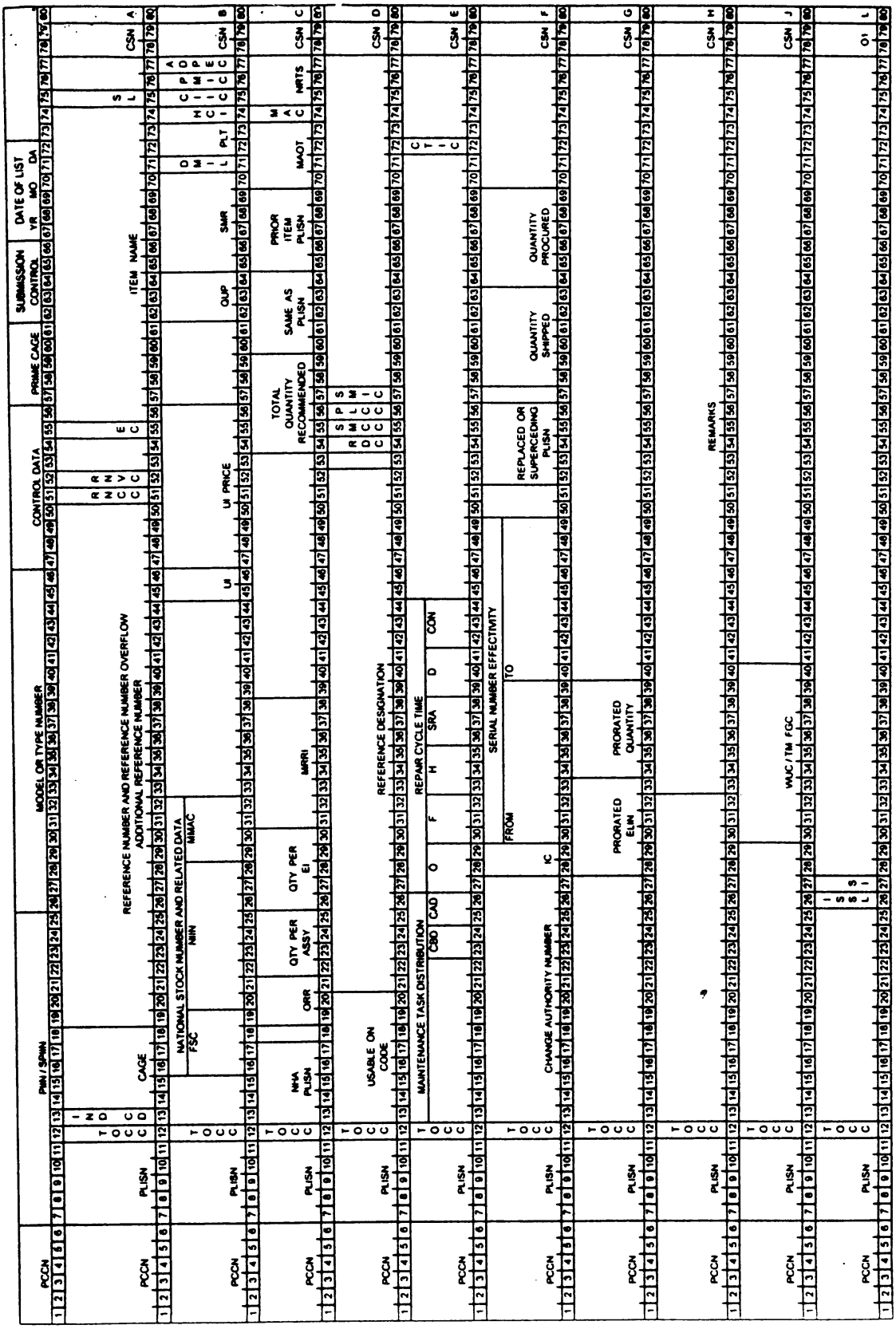
23. Work Unit Code - AF uses only CC 30-34. 35-49 to be left blank.

24. ISSL - One alpha position (use one of the following codes):

CODE	DEFINITION
X	ISSL
A	Air Training Command
S	Special Purpose Recoverable Authorized to Maintain (SPRAM)

25. Special Item Code - One alpha position (use one fo the following codes):

CODE	DEFINITION
S	SAIP
W	Warranty Item
B	Both SAIP and Warranty


PCCN
PLISN
PWN / SPWN
CAGE
REFERENCE NUMBER AND REFERENCE NUMBER OVERFLOW
ADDITIONAL REFERENCE NUMBER
NATIONAL STOCK NUMBER AND RELATED DATA
FSC
NIIN
MMAC
NHA PLISN
USABLE ON CODE
ORR
QTY PER ASSY
QTY PER EI
MRRI
MAINTENANCE TASK DISTRIBUTION
CBO
CAD
REPAIR CYCLE TIME
O
F
H
SRA
D
CON
CHANGE AUTHORITY NUMBER
IC
FROM
TO
SERIAL NUMBER EFFECTIVITY
PRORATED ELIN
PRORATED QUANTITY
MODEL OR TYPE NUMBER
UI
UI PRICE
CONTROL DATA
TOTAL QUANTITY RECOMMENDED
REPLACED OR SUPERCEDING PLISN
PRIME CAGE
QUANTITY SHIPPED
SUBMISSION CONTROL
SAME AS PLISN
QUANTITY PROCURED
DATE OF LIST YR MO DA
ITEM NAME
PRIOR ITEM PLISN
SMR
MAOT
MRTS
REMARKS
WUC / TM FGC
CSN A
CSN B
CSN C
CSN D
CSN E
CSN F
CSN G
CSN H
CSN J
CSN L

ATCH 3

Attachment 8
TIME CYCLES NECESSARY TO RPCESS PROVISIONING TECHNICAL DOCUMENTATION THROUGHT AF ACTIVITIES
PART 1

DOCUMENT CODE	TYPE OF PTD
1	LONG LEAD ITEM LIST (LLIL) - INTERIM RELEASE AND RECOMMENDED ITEMS (SUPPORT ITEM SELECTION AND CODING ACTION REOUIRED)
2	PROVISIONING PARIS LIST (PPL) DESIGN CHANGE NOTICES (DCNS) (SUPPORT ITEM SELECTION AND CODING ACTION REQUIRED)
3	POST CONFERENCE LIST (PCL) - MANUAL PROVISIONING ONLY (SUPPORT ITEM SELECTION AND CODING ACTION NOT REOUIRED)
4	RECOVERABLE ITEM BREAKDOWN. (RIB) (RECOVERABLE ITEM IMS LOCATED AT SSM/EAIM ALC)
5	RECOVERABLE ITEM BREAKDOWN (RIB) (RECOVERABLE ITEM IM LOCATED OTHER THAN AT SSM/EAIM ALC)

PART 2
APPLICABLE PROCESSING TIME IN CALENDAR DAYS

RECEIPT OF PTD

DOC CODE	SSM/ EAIM ALC	TRAN SFER	CASC/ DLA REV	MAIL	RIM ALC	MAIL	IM ALC	MAIL	SSM/ EAIM REPLY DUE IN*	EAIM ALC	SSM/ EAIM REPLY DUE OUT*	TOTAL PRO-CESS TIME
1	6					4	12	4	20	4	30	30
2	8	1	60			4	20	4	28	4	10	101
3	3					4	20	4	28	4	35	35
4	8	1	60			4	20	4	28	4	40	101
5	3	1	60	4	8	4	20	4	40	4	41	107