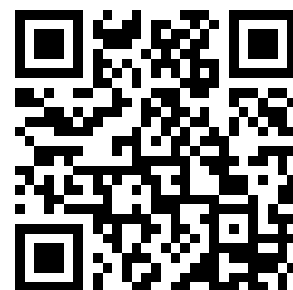


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**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL - AFM 67-1**  
**VOLUME I - PART ONE**  
**AMENDMENT 85**

1. This amendment supersedes amendment 79, dated 25 July 1960.
2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 5 December 1960. The index is alphabetical by volume and also by subject matter. For example: "Depot Procedures," volume III, would be found under "Depot Procedures," and "Receiving" procedures appearing in several of the volumes would be found under "Receiving."
3. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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Page	Edition Date	Page	Edition Date
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Director of Administrative Services

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Part One, Vol I, AFM 67-1

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**HQ, UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.**

**USAF SUPPLY MANUAL — AFM 67-1  
VOLUME I — PART ONE 10/4/60  
AMENDMENT 80 ES.**

1. A current volume I would be assembled as follows:
  - a. Part One. Amendments 48, 65, 67, 70, 72, 76, 77, 79, and 80.
  - b. Part Two. Amendments 74 and 78.Basic volume and amendments not listed have been superseded.
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Chapter 1 revised to effect the following:
  - a. Paragraph 6I clarifies definition for Inventory Deadline Date, and adds definition for Inventory Begin Date.
  - b. Section F, "Management," deleted.
4. Chapter 2 revised to effect the following:
  - a. Paragraph 1j deleted.
  - b. Paragraphs 2b(21), 3a(2), 3g, 5, 6a and h, 9b, 10, 11c, 11d(6), 11e(6), and attachment 1 clarifies routing of accounting and finance copies of receiving reports; requires that tenant and remote activities notify appropriate supply officer of property received direct and makes such activity responsible for naming a firm date for inspection and acceptance of material; and clarifies criteria for discrepancy reporting and requires "Hi-Valu" marking on pertinent reports. Attachment 1 provides for distribution of receiving documents.
5. Chapter 7. Paragraph 4b(7) added.
6. Chapter 10. Paragraph 10 and attachment 1 provides a more uniform procedure for transmission of depot listings of excess base procured items to supply accounts world-wide, and the elimination of field reporting requirement.
7. Chapter 16 revised to effect the following:
  - a. Section B clarifies reportable and nonreportable items in forward supply points, prescribes that primary supply points maintain back-up stocks to support replacement type issues from forward supply points to aircraft, and prescribes level of spares be maintained at forward supply points.
  - b. Section F includes Project Gap-Pine (Code Y30), and provides current references.
  - c. Section O added to provide supply support procedures for U-3 aircraft.
  - d. Section P added to establish policies and procedures governing supply support to SAC units in Canada.
8. Chapter 18. Paragraph 6b(3) added to permit using activities to use the reverse side of the AF Form 50B to record inspection information on certain "in-use" property.
9. Chapter 19 revised as indicated to effect the following:
  - a. Terminology changed to agree with AMCR 400-1.
  - b. Provides for use of AF Form 85 to adjust property records when condition or status of property in storage is changed.
  - c. Deletes detailed AWP procedures now prescribed in AFM 66-1.
  - d. Clarifies repair and return procedures.
  - e. Provides for the assignment of a supply priority to the processing of reparable and TOC property being shipped to a specialized repair activity.
10. Chapter 21. Paragraph 7 eliminates duplicate information outlined in the preface to Federal Stock List 5955.
11. Chapter 22 revised to effect the following:
  - a. Provide current information.

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- b. Paragraph 7b(16) added to provide local excesses of coal to be reported as a supplement to the "Monthly Coal Report."
12. Chapter 23 added to provide procedures for obtaining vehicle requirements without the need for submitting line item requisitions by individual activities.
13. Chapter 24 deleted. The procedures have served their original intent and are no longer required.
14. Chapter 27 revised to effect the following:
- a. Paragraph 3e provides current information.
  - b. Paragraph 22a revised and paragraph 30 added to clarify the back order procedures on substitute GSSF items.
15. Chapter 31. Paragraph 11a(1)(a) (Price Variation Scale) corrects a printing error made on amendment 72 dated 4 Jan 60.

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Page	Edition Date	Page	Edition Date
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1-49	17 Aug 59		
1-51	17 Aug 59		
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**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL — AFM 67-1**  
**VOLUME I — PART ONE**  
**AMENDMENT 79**

1. This amendment supersedes amendment 73 dated 1 April 1960.
2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 15 June 1960. The index is alphabetical by volume and also by subject matter. For example: "Depot Procedures," volume III, would be found under "Depot Procedures," and "Receiving" procedures appearing in several of the volumes would be found under "Receiving."
3. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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**HQ UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL—AFM 67-1**  
**VOLUME I—PART ONE**  
**AMENDMENT 77**

1. A current volume I would be assembled as follows:
  - a. Part one. Amendments 48, 65, 67, 70, 72, 73, 76, and 77.
  - b. Part two. Amendments 74 and 75.

Basic volume and amendments not listed have been superseded.

2. Chapters 10 and 25 revised as indicated by marginal black line markings to provide specific guidance applying the priority system to base purchase requests.

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**CHANGES TO BE MADE WITH PEN AND INK**

**AMENDMENT 76**

1. Amendment sheet i, Paragraph 4. Change Chapter 2 to Chapter 1.

**CHAPTER 8**

1. Page 8-1, paragraph 2a (3) :

- a. In line 1 insert "punching, recording," between the words "presentation" and "publications."
- b. In line 2 delete the word "will."
- c. In line 4 change "may" to "will." Delete the words "in printed lists" and place a period after "8430-241-2778." Delete the word "but" at end of line.
- d. Delete lines 5 and 6.

**CHAPTER 16**

1. Page 16-53, section M. Change to section N.

**CHAPTER 21**

1. Page 21-2, paragraph 7c. In the last line change "MCLAS" to "MCLACS."

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**USAF SUPPLY MANUAL — AFM 67-1**

**VOLUME I — PART ONE**

**AMENDMENT 76**

1. As a part of the program to reduce the number of volumes by integrating the systems in AFM 67-1, the present volume I is being redesignated as part one, volume I. The pages in this amendment change "Sections" to "Chapters," "Subsections" to "Sections," and "Supplements" to "Attachments." As amendments are published these changes will be made wherever these references appear. In the interim, it will be understood that volume I has been redesignated part one, volume I, and sections, subsections and supplements have been redesignated chapters, sections, and attachments.

2. This amendment supersedes amendment 62 dated 30 April 1958 and amendment 63 dated 15 July 1958. A current volume I would be assembled as follows:

a. Part One. Amendments 48, 65, 67, 70, 72, 73 and 76.

b. Part Two. Amendments 74 and 75.

Basic volume and amendments not listed have been superseded.

3. A solid black line in the left or right margin indicates changes effected by this amendment.

4. Chapter 2. Paragraph 6l revised to include definitions deleted from section 11, volume II.

5. Chapter 5 revised to effect the following:

a. Paragraphs 1c, 2a(2), and 2a(4)(c) provide clarification and current references.

b. Paragraphs 4b(18) and (19) provide compatibility with paragraph 1d, and implement AFR 67-18.

6. Chapter 8 revised to effect the following:

a. Provide a new method for assigning N/L numbers. Provide for a six digit serial number assignment.

b. Provide a uniform method for reflecting part numbers in mechanized processes.

c. Provide a general up-dating of concept.

7. Chapter 14. Paragraph 4a(4) added to authorize overage personnel parachutes, life vests and life rafts to be used for ground training use, providing such items have been identified with the "S" code suffix.

8. Chapter 16 revised to effect the following: (Former supplements in this chapter have been redesignated sections.)

a. Paragraph 5, section D, instructs Ramey AFB to utilize normal oversea ordering procedures as outlined in paragraph 30, section 2, volume II, in obtaining base procurement items from GSA.

b. Section G provides current references.

c. Section M added to provide a special procedure for supply support of projects "FIREE" (crash fire truck equipment) and "LOE" (liquid oxygen generator and charging plant equipment).

9. Chapter 18 revised as indicated to provide general clarification and the following specific changes:

a. Provides that identification markings may be handscribed on containers with small quantities of identical items.

b. Lists the stock numbers of Hi-Valu tape and tags.

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c. Provides that AF Form 50B and 50C may be over stamped to indicate a specific status.

10. Chapter 19 revised as indicated to provide current references.

11. Chapter 21. Paragraph 7 revised to provide a method for reducing pipeline time in supplying category "B" crystals to AACCS activities.

12. Chapter 24 revised as indicated to provide current references.

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CHANGES TO BE MADE WITH PEN AND INK

CHAPTER 24

1. Page 24-1, paragraph 1i. In the fourth line change "18, section 2, volume VI" to read "6g, chapter 11."

2. Page 24-1, paragraph 1j(8). Delete.

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USAF SUPPLY MANUAL - AFM 67-1

VOLUME I

AMENDMENT 73

1. This amendment supersedes amendment 71 dated 1 Sep 59.

2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 31 Dec 1959. The index is alphabetical by volume and also by subject matter. For example: "Depot Procedures," volume III, would be found under "Depot Procedures," and "Receiving" procedures appearing in several of the volumes would be found under "Receiving."

3. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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**HQ, UNITED STATES AIR FORCE****WASHINGTON 25, D. C.****USAF SUPPLY MANUAL—AFM 67-1****VOLUME I****AMENDMENT 72**

**NOTE:** A current volume I would be assembled from amendments 48, 62, 63, 65, 67, 70, 71, and 72. Basic volume and amendments not listed have been superseded.

1. A solid black line in the left or right margin indicates changes effected by this amendment.

2. Section 1. Figure 1A-1 revised to include BOMARC squadrons for distribution of AFM 67-1.

3. Section 2. Paragraph 1i revised to provide for expeditious delivery of reparable direct missile support items to depot repair shops.

4. Section 4 revised to effect the following:

a. Paragraph 6g provides clarification and compatibility with supplement V.

b. Paragraph 7e clarifies procedure for furnishing advance information of materials being shipped from oversea to the zone of interior.

c. Paragraph 9b designates other depots or activities responsibility for accepting and processing items from contractor facilities destined for oversea shipment.

5. Section 6. Paragraph 12a revised to delete the list of authorized Hi-Valu tape and tags which have been incorporated in section 18.

6. Section 11 added to provide supply portion of procedures contained in volume VI, pending rescission effective 1 January 1960.

7. Section 15 revised as indicated to provide current references and incorporates the GEEIA organization.

8. Section 16 revised to effect the following:

a. Paragraphs 2b, 4a(1), 6b, and 7, supplement IX, transfers the accountability for the (IS-101) Ionospheric Scatter Communication System and auxiliary equipment from the Electronics Defense Systems Division (AFH 1800) to the Federal Electric Corporation, Det 2, Hq ADC, Paramus, New Jersey (AFH 2524).

b. Paragraphs 6d(2) and (3) permits the Coast Guard to negotiate with applicable inventory managers for a reimbursement price for reparable category I (Hi-Valu) items prior to executing an exchange for like serviceable items. Current paragraphs 6d(3), (4), and (5) renumbered 6d(4), (5), and (6).

c. Supplement XII added to provide a special procedure for annual supply of DEW Line sites (land based segment).

d. Supplement XIII added to provide procedures for AMC redistribution of in-service ground support equipment.

9. Section 17. Paragraph 14c(1) revised to require that the word "none" will be entered in the appropriate block of AF Form 510 when no classified materiel is installed on the aircraft.

10. Section 23 deleted. This section has served its purpose and information contained therein is now published in other parts of AFM 67-1.

11. Section 27 revised to effect the following:

a. Paragraph 1d deleted.

b. Paragraph 3b provides clarification by including GSSF items.

c. Paragraph 22a reduces the number of requisitions returned by AMAs and depots without supply action.

d. Paragraph 27 revised and paragraph 28 added to change the current credit procedures for turn-in of stock fund items under the provisions of section 27. Current paragraph 28 renumbered 29.

FEB 24 1960



12. Section 29. Paragraphs 2a(4), 2b(2), (3), and (4), 2c(1), (2), and (4), and 2d(1) revised to provide for:

a. The assignment of supply priority 5 to shipments of Hughes Aircraft Company designed fire control system components for repair and serviceable replacements which are subsequently furnished automatically.

b. Requirements for requisitions for serviceable replacements of MG 10 AWCS components include document number assigned to the shipment of the reparables.

13. Section 31 revised to effect the following:

a. Paragraph 1a. Note provides current reference.

b. Paragraph 2a provides current reference.

c. Paragraph 4a(1) (d) deleted. Current paragraph 4a(1) (e) renumbered 4a(1) (d).

d. Paragraphs 8, 12, and 14b provides current information and revises procedure for computing prices for TOC Kits and up-dates the policy for transmitting price changes by transceiver.

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**CHANGES TO BE MADE WITH PEN AND INK**

**SECTION 1**

1. Page 1-21, Figure 1-9. Change the "Petroleum" block to read "Petroleum—Ground." Change the "Salvage and Disposal Flight" block to read "Redistribution and Marketing Flight."

**SECTION 16**

1. Page 16-29, Supplement VIII. In the title change "Identificaition" to "Identification." Printing error.

**SECTION 17**

1. Page 17-8, paragraph 16b(5). In the sixth line change "VI" to "VII."

**SECTION 25**

1. Page 25-4, paragraph 10c. In the first line delete "The original" and insert "A."

**BY ORDER OF THE SECRETARY OF THE AIR FORCE:**

**THOMAS D. WHITE**  
Chief of Staff, United States Air Force

**OFFICIAL:**

**J. L. TARR**  
Colonel, USAF  
Director of Administrative Services

**DISTRIBUTION:**

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**HQ, UNITED STATES AIR FORCE**

**WASHINGTON 25, D. C.**

**USAF SUPPLY MANUAL—AFM 67-1**

**VOLUME I**

**AMENDMENT 71**

1. This amendment supersedes amendment 69 dated 15 May 1959.

2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 30 June 1959. The index is alphabetical by volume and also by subject matter. For example: "Depot Procedures," volume III, would be found under "Depot Procedures," and "Receiving" procedures appearing in several of the volumes would be found under "Receiving."

3. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
 Chief of Staff, United States Air Force

OFFICIAL:

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 Colonel, USAF  
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**HQ, UNITED STATES AIR FORCE**  
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**USAF SUPPLY MANUAL — AFM 67-1**  
**VOLUME I**  
**AMENDMENT 70**

**1. Superseded amendments:**

a. This amendment supersedes amendments listed below:

Amendment 60—3 Mar 58

Amendment 56—16 Dec 57

Amendment 57—14 Feb 58

Amendment 49—1 Aug 57

b. Amendment 68 dated 15 April 1959 is superseded as a requisitioning item for current users of AFM 67-1. The tab dividers furnished by this amendment will be retained in assembled volumes in use. The commercial printer (Z/I) and Headquarters USAFE (7142nd Field Printing Squadron) will retain the tab dividers in back-up stock for assembly of volume I by a new user.

NOTE: A current volume I would be assembled from amendments 48, 62, 63, 65, 67, 69, and 70. Basic volume and amendments not listed have been superseded.

2. A solid black line in the left or right margin indicates changes effected by this amendment.

3. Section 1 revised to effect the following:

a. Index provides current information.

b. Paragraph 2b(3) deleted.

c. Paragraph 3 provides current information.

d. Figure 1A-1 provides current information.

e. Subsection C, supplements I through XVI provides current information.

f. Subsection D, paragraphs 77b, 78c, 80, 81, 82, and 83 revised to:

(1) Define responsibility of the Director of Logistics Support Management and the Director of Supply and Services in AMC AMAs and AFDs for providing technical assistance to AF activities.

(2) Prescribes that commands may use services of AMC WSMO, where assigned, to review problem areas at bases which are peculiar to aircraft for which the WSMO is assigned.

(3) Provides scheduled visits to AF bases, ANG activities and AC&W sites in the zone on interior. Eliminates scheduled visits to AFROTC, CAP, and miscellaneous activities, but provides that these activities will be contacted at least annually for any supply problems which cannot be resolved within their resources.

(4) Provides for visits to AC&W sites in oversea areas as mutually agreed upon by the appropriate AMA or AMF commander and the oversea commander.

(5) Provides for assistance visits to DEWLINE stations by ROAMA as required by Commander, 4601st Support Group (DEW).

(6) Provides that AMFEA and AMFPA will maintain a capability to provide supply technical assistance to USAFE, PACAF, and MAAGs.

g. Subsection F reprinted due to depletion of back-up stock of amendment 56.

4. Section 2 revised to effect the following:

a. Reduces the number of copies of DD Forms 250 and 1155 furnished Accounting and Finance.

b. Provides for complete supply processing of receiving reports before copies of DD Forms 250 and 1155 are made available to Accounting and Finance.

c. Provides revised distribution of receiving documents as indicated in supplement I.

5. Section 3. Paragraph 6b(3) revised to provide clarification.

6. Section 4 revised to effect the following:

a. Paragraph 3d(2) provides criteria for upgrading the supply priority of requests within the shipment planning operation.

b. Paragraph 5l(10) prescribes the marking of volume XX (Systems Codes 6 and 7) shipments with AF Form 67, "Speed Through Air Resupply."

c. Paragraph 5m, n, o, and supplements III, IV and VI provides shipping labels and tags to meet the special requirements of each type of shipment, outlines detailed instructions for entering required data, specifies method of affixing labels and tags, and lists the authorized sources of shipping addresses.

d. Paragraph 7a(4)(a) prescribes that a memorandum copy of the shippers bill of lading pertaining to overseas surface transportation shipments be furnished the POE in lieu of copies of the AF Form 104P-3-7.

e. Paragraph 7a(6) provides for change in policy for reporting MAP deliveries as prescribed in DOD Instruction 2110.16.

f. Supplement I, Notes D and E changes the distribution requirement for receivers and POE copies of AF Form 104P-3-7.

g. Supplement X provides shippers a means of selecting cargo most eligible for airlift, and to enable ATCOs and air freight terminals to make proper determination of cargo which should be held for later flights or diverted to surface movement.

7. Section 5 revised to effect the following:

a. Paragraph 1d specifies the appointment of an approving authority and a certifying officer for AF Forms 85 and outline the requirements for eligibility.

b. Paragraph 2a(5) deleted.

c. Paragraph 2b deletes reference to specific categories of property.

d. Paragraph 2c deleted.

e. Paragraph 6a, b, and c prescribes the action the approving authority, the certifying officer, and the reviewing authority will take on the AF Form 85 and its disposition.

8. Section 10. Paragraph 9 revised to eliminate duplication and conflict with paragraph 29, section 2, volume II.

9. Section 16 revised to effect the following:

a. Paragraph 6c, supplement II, and figure 16-1:

(1) Changes activity at which levels of peculiar spares and engines are to be maintained from AFD2337 to 1503rd Air Transport Wing, Heavy, Tachikawa Air Base, Japan.

(2) Changes activity at which engines are maintained from 7310th Air Base Group to 317th Air Base Group, Evreux/Fauville Air Base, France.

(3) Modifies instruction for disposition of reparable to permit 1245th Air Transport Group to prescribe disposition other than return to AFB4404.

(4) Delegates references to AACS C-E equipment.

b. Paragraphs 4b, 5, 6a, b, c, d, e(3) and (4), f, g(1), 7a, 7a(4), 7b, 7b(1), 7b(2)(a) and (b), 8, and supplement III, provides that a number of items previously supplied by "annual resupply" will in the future be supplied by air.

c. Supplement VI provides that SUNEK requisitions submitted by SAC or ADC bases may be forwarded direct to 3121st USAFLCG.

d. Supplement IX to eliminate the need of revision each time management contract is transferred to a different contractor.

10. Section 17. Paragraph 16b(4) and (5), 16c(1), 16c(2)(b), (c), (d), (e) and (f), 16c(3)(a), (b), (c), and (d), and 16c(5)(e) revised to add procedures which authorized depots to use AFSD procedures in support of crash damaged aircraft.

11. Section 22 revised to effect the following:

a. Paragraphs 3, 5c, 5d(11)(c), 6a(2) and 7a(1) to provide current information.

- b. Paragraph 7a(2) deleted.
  - c. Paragraphs 7b(8), (9), (10), and (11) deletes instructions for columns 7, 8, 9, and 10 of monthly coal report. These columns need not be completed.
  - d. Paragraph 7c revised to reduce the number of copies of DD Form 875, yet achieve the same results.
12. Section 25 revised to effect the following:
- a. Paragraph 5a corrects obsolete procedural reference regarding requisitioning of base procurement items from depots.
  - b. Paragraph 6b corrects obsolete procedural reference regarding items to be requisitioned from GSA.
  - c. Paragraphs 6d and e provides current information.
  - d. Paragraphs 6h, i, and j clarifies usage of the AF Form 16, "Traveling Purchase Request."
  - e. Paragraph 8 references section 31 for standard pricing procedures.
  - f. Paragraph 10f added to realign procedure applicable to issue of reparable type items.
  - g. Paragraph 11 adds inventory procedure applying to adjustment of dollar inventory accounting records.
  - h. Figure 25-1 provides current AF Form 16, "Traveling Purchase Request."
13. Section 27. Paragraphs 26g and h revises formula used to determine when GSSF price data is to be reviewed, revised, and published.

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**CHANGES TO BE MADE WITH PEN AND INK**

**AMENDMENT 69**

1. Under the "Remove" instructions change, "For Org Not Receiving Amend 64" to "For Org Not Receiving Amend 66." Printing error.

**SECTION 18**

1. Page 18-5, paragraph 13a:

a. In the sixth line, change "will" to "may."

b. In the 14th line, change "will" to "may."

c. In the 21st line after the word "stamped," add "or appropriately marked."

**NOTE:** The following pen and ink change is reprinted to supersede amendment 57 dated 14 Feb. 58 in order to eliminate stocking and handling an amendment with no current pages. Current users will have made the necessary pen and ink change, reprinted for new users only.

1. Page 19-5, paragraph 14c. In the second line, change "45" to "90," in the sixth line change "30" to "60."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

**OFFICIAL:**

J. L. TARR  
Colonel, USAF  
Director of Administrative Services

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AFM 67-1, Vol I, 15 May 59

HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL - AFM 67-1

VOLUME I

AMENDMENT 69

1. This amendment supersedes amendment 66 dated 2 March 1959, distributed to organizations on zone of interior direct distribution. Amendment 64 dated 29 August 1958 is superseded for organizations not receiving amendment 66 on zone of interior distribution, and all organizations on Headquarters USAFE distribution.

2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 28 February 1959. The index is alphabetical by volume and also by subject matter. For example: "Depot Procedures" volume III, would be found under "Depot Procedures", and "Receiving" procedures appearing in several of the volumes would be found under "Receiving".

3. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:  
J. L. TARR  
Colonel, USAF  
Director of Administrative Services

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no. 67-1-vol. 1  
Am. 68

HQ, UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.  
USAF SUPPLY MANUAL - AFM 67-1  
VOLUME I  
AMENDMENT 68

This amendment furnishes index tab dividers for section 3, "Cryptologic Equipment," and section 15, "Initial Installation of Fixed Communications-Electronics Facilities," published in previous amendments to volume I.

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Page	Edition Date	Page	Edition Date
		Index Tab Dividers..... Cryptologic Equipment, Sec 3 Instl of Fixed Communications Elec- tronics Equip, Sec 15	15 Apr 59

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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*New pages inserted May 22, 1959  
Amendment  
69 - Master  
Index*

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## HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

## USAF SUPPLY MANUAL — AFM 67-1

## VOLUME I

## AMENDMENT 67

## 1. Superseded amendments:

a. This amendment supersedes amendments listed below:

Amendment 55 — 29 Nov 57      Amendment 47 — 28 Jun 57

Amendment 53 — 30 Sep 57      Amendment 46 — 14 Jun 57

Amendment 52 — 2 Sep 57      Amendment 45 — 31 May 57

b. The following listed amendments are superseded as requisitioning items for current users of AFM 67-1. The tab dividers furnished by these amendments will be retained in assembled volumes in use. The commercial printer (Z/I) and Headquarters USAFE (7142nd Field Printing Squadron) will retain the tab dividers in back-up stock for assembly of volume I by a new user.

Amendment 58 — 14 Feb 58      Amendment 50 — 1 Aug 57

NOTE: Effective with this amendment, a current volume I would be comprised of amendments 48, 49, 56, 57, 60, 62, 63, 65, 66, and 67. Basic volume and amendments not listed have been superseded.

2. A solid black line in the left or right margin indicates changes effected by this amendment.

3. The foreword and contents pages revised to provide current information.

## 4. Section 1 revised to effect the following:

a. Paragraph 6L. Definition revised to conform to latest concept regarding stockage objectives.

b. Paragraph 6P. Definition added for Punch Card Accounting Machine (PCAM).

c. Paragraph 8 requires Hq USAF approval of service tests of supply systems and/or procedures, except those internal depot procedures having no affect on AF base procedures. Hq AMC is designated the clearance point for recommending approval of, or disapproving, proposed service tests and for evaluating the results of Hq USAF approved service tests.

5. Section 2. Paragraph 11a revised to exempt shipments received at AF clothing sales stores from the provisions of paragraph 11.

6. Section 3. Paragraph 6b(3) added and supplement I revised.

## 7. Section 4 revised to effect the following:

a. Paragraph 2a revised and paragraph 2a(4) added to further clarify the requirement for adjusting amounts shipped to unit pack quantities.

b. Paragraph 5i establishes the requirement that receiver's document copies will always accompany the shipment, and provides definite guide lines for determination of whether they will be placed inside or attached outside, as well as the manner of placement or attachment.

c. Paragraph 5j deletes the sentence "On oversea shipments moving through water ports, the entire shipping container number will be inclosed in a rectangular figure".

d. Paragraph 5l(9) deleted. Referenced AF Form 438 obsolete.

e. Paragraphs 6g, 7a(4)(b), and supplement V prescribes more specific requirements for shipping data and its positioning on shipping document copies furnished Aerial Ports of Embarkation.

f. Paragraph 8a(3) requires that three receivers document copies be placed inside the shipping container for all classified shipments.

g. Paragraph 8a(4) requires that advance shipping document information be forwarded the consignee by electrical means.

h. Paragraphs 8a(5) and (6) deleted. Paragraph 8a(7) renumbered 8a(5).

- i. Paragraph 10c deleted. Paragraph 10d renumbered 10c.
  - j. Supplement VII provides compatibility with classifications of dangerous cargo as outlined in Interstate Commerce Commission Regulations.
  - k. Supplement VIII adds code "Y Parcel Post-Ordinary."
8. Section 5 revised to effect the following:
    - a. Paragraphs 3a(3) and 5a(14) deleted. Subsequent paragraphs renumbered accordingly.
    - b. Paragraph 6b provides for forwarding a copy of AF Form 85 to IAM for document control purposes.
  9. Section 6 revised to effect the following:
    - a. Index provides current information.
    - b. Paragraph 2. Deletes definitions of storage terms published in paragraph 2, AFR 67-16.
    - c. Paragraph 9 deleted.
    - d. Paragraphs 24 and 29, supplement III, and figures 6-1 through 6-10 deleted. Current figure 6-11 renumbered 6-1.
  10. Section 7 revised to effect the following:
    - a. Outline the scope of items cataloged by the Air Force.
    - b. Furnish guidance concerning the inclusion, exemptions, and removal of items from the USAF supply catalog and stock list publications system.
    - c. Establish the procedure for obtaining USAF supply catalog and stock list data for items on hand or in use, that are not included in Air Force or Army supply catalogs or stock lists.
    - d. Figure 7-1 deleted.
  11. Section 10 revised to provide current information.
  12. Section 16 revised to effect the following:
    - a. Figure 16-1. C-124 added to Charleston AFB. Donaldson AFB deleted.
    - b. Supplement V:
      - (1) Paragraph 5a deletes "(except NOCM)."
      - (2) Paragraph 5a(5) deletes reference to "Warning Orders" so that depot actions may commence upon receipt of PCAM listings from the responsible monitoring depot.
    - c. Supplement XI added to provide a procedure for logistic support to the US Coast Guard.
  13. Section 17 revised to effect the following:
    - a. AF property class references changed to federal supply class designations.
    - b. References to forms and technical orders revised as appropriate.
    - c. Minor changes in distribution of forms that are required by this section.
    - d. Revised definition of aircraft beyond repair.
  14. Section 18 revised to effect the following:
    - a. Paragraph 6c provides that shortages be shown on the back of the tag or on a listing attached to the tag.
    - b. Paragraph 6d. The AF Form 50E is being revised to use solely as a rejected or condemned tag. AFTO Form 114 will be used to indicate UR status.
  15. Section 19 revised to effect the following:
    - a. Paragraph 2c(1) references TO 00-35F-1 series in lieu of TO 00-25-11 to designate repair depots for reparable Hi-Valu items.
    - b. Paragraph 20 deleted. Procedures appear in paragraph 13, section 22, volume II.
    - c. Paragraphs 23c(3) (c) and (d) deletes the reference to "first line" aircraft.
  16. Section 21. Paragraph 7b(1) (d) added to provide a means to determine constant status of emergency changes to world-wide AACS equipment.
  17. Section 22 revised to effect the following:
    - a. Paragraph 5d(12) (a) 3 prescribes the submission of coal requisitions through channels to the major air command for review and approval.

b. Paragraph 5d(12) (c) added to prescribe the complete handling of DD Form 416.

18. Section 27. Paragraph 2f prescribes that the CCM will reimburse the stock fund for GSSF items issued in accordance with volumes XVI, XX, and XXIII.

19. Section 28 revised to effect the following:

a. Paragraph 1a specifies that ammunition items in Federal Group 11 will be managed and controlled as prescribed by volume VII.

b. Paragraph 1b provides a correct mailing address.

c. Paragraph 18 eliminates the requirement for reporting of serviceable ammunition items when the cost does exceed \$25.00.

d. Paragraph 19 provides instruction for use of revised AF Form 191.

e. Paragraph 20b(3) (b) provides for use of condition codes as prescribed in TO 11A-1-10.

20. Section 31. Paragraph 16 added to prescribe a standard procedure for pricing of technical service items.

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d. Paragraph 19 provides instruction for use of revised AF Form 191.

e. Paragraph 20b(3) (b) provides for use of condition codes as prescribed in TO 11A-1-10.

20. Section 31. Paragraph 16 added to prescribe a standard procedure for pricing of technical service items.

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 1

1. Page 1-49, supplement XVI, paragraph 5. In the second and third lines, add a comma after "encountered" and delete "in accordance with paragraph 80d and e."

SECTION 2

1. Page 2-5, paragraph 5b. In the third line change "12" to read "30."
2. Page 2-5, paragraph 6a. In the 14th line change "one" to read "no."

SECTION 16

1. Page 16-8, paragraph 6c. In the second and third lines, change "AFB5670, Orly Airfield, France," to read "AFB5672, Evreux/Fauville AB, France."

NOTE: The following pen and ink change is reprinted to supersede amendment 52 dated 2 Sep 57 in order to eliminate stocking and handling an amendment with no current pages. Current users will have made the necessary pen and ink change, reprinted for new users only.

SECTION 26

1. Page 26-4, paragraph 4d(1). In the 20th line change "finishing" to read "finished."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:

J. L. TARR  
Colonel, USAF  
Director of Administrative Services

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AFM 67-1, VOL 1, 2 MAR 59

HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL - AFM 67-1

VOLUME I

AMENDMENT 66

1. This amendment supersedes amendment 64 dated 29 August 1958.

2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 31 December 1958. The index is alphabetical by volume and also by subject matter. For example: base procedures, volume II, would be found under "Base Procedures," and depot procedures, volume III, would be found under "Depot Procedures." Receiving procedures appearing in several of the volumes would be found under "Receiving."

3. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:

J. L. TARR  
Colonel, USAF  
Director of Administrative Services

*New pages inserted  
May 22, 1959*

DISTRIBUTION:

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## HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL — AFM 67-1

VOLUME I

AMENDMENT 65

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1. This amendment supersedes amendments listed below:
 

Amendment 54 — 30 Sep 57	Amendment 34 — 1 Aug 56
Amendment 51 — 15 Aug 57	Amendment 32 — 30 May 56
Amendment 43 — 29 Mar 57	
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Section 1 revised to effect the following:
  - a. Paragraph 3a. Note at end of paragraph provides clarification.
  - b. Paragraph 3e(4) (b) prescribes the use of AF Form 440, "AFM 67-1 Distribution Change Card." AF Form 440 will be submitted to Headquarters, Air Materiel Command to effect quantity changes, changes of address, and deletions for organizations on zone of interior distribution of AFM 67-1. Distribution of AFM 67-1 to oversea activities in the European Area is prescribed in paragraph 3e(5), section 1, volume I.  
NOTE: AF Form 440 will be furnished by amendment 65A dated 15 Oct 58 to organizations on zone of interior distribution. Limited distribution is being made of amendment 65A since it applies only to publications distribution officers, or personnel responsible for the distribution of AFM 67-1. Extra copies may be requisitioned as needed, in accordance with paragraph 3e(4) (d), section 1, volume I.
  - c. Paragraph 6D, E, and F deletes definitions of Disposable Property, Donable Property, Excess Property, Federal Agency, and Foreign Excess Property. These definitions, if current, are contained in volume XIII.
  - d. Paragraphs 6I and 6M clarifies definition of Insurance Item and Materiel Release Order.
  - e. Paragraphs 6O, 6P, 6R, 6S, 6U, and 6W deletes definitions of Oversea Theater Excess Property, Personal Property, Public Body, Public Health Institutions, Real Property, Related Personal Property, Salvage, Scrap, Service Educational Activity, Small Business, State or Local Government, Surplus Property, Usable Property, and Waste Material. These definitions, if current, are contained in volume XIII.
  - f. Subsection D prescribes scheduled AMA supply assistance visits to AF activities in their geographical area.
4. Section 2. Paragraphs 4a, 4c, 4e, and 12b, deletes all references to AF Forms 104P-4 and 104P-5.
5. Section 3. Supplement I revised to change the address to which Alaskan Area will submit requisitions for cryptologic equipment support.
6. Section 4 revised to effect the following:
  - a. Paragraph 1e deleted. Paragraph 1f renumbered 1e.
  - b. Paragraph 5s added to provide labeling instructions for shipping containers of supplies furnished by Air Force for relief to foreign disaster areas.
  - c. Paragraphs 7a(2), and 10a and b, deletes references to AF Forms 104P-4 and 104P-5.
  - d. Paragraph 10d added to assure expeditious delivery of shipping information to the appropriate agency at the requisitioning activity.
  - e. Paragraphs 52 and 53 deleted.
  - f. Supplements I, VII, VIII, and IX deletes references to AF Forms 104P-4 and 104P-5.
  - g. Supplement V revised to be compatible with paragraphs 6b and 12, for indicating the receiving activity when different from that indicated in the account number portion of the document number.

- h. Supplements X and XI deleted. Supplement XII renumbered X.
- 7. Section 6 revised to effect the following:
  - a. Paragraph 29c(1) changes the reporting period from quarterly to semiannually for those installations listed in supplement III.
  - b. Paragraph 29g(2)(c) adds the requirement for explaining increases and decreases of open space reported from that reported in the previous report.
  - c. Paragraph 29c(5) changes the reports control symbol from DD-S&L(A)285 and DD-S&L(Q)286 to DD-S&L(SA)341.
  - d. Supplement III provides a revised listing of installations required to report semiannually.
- 8. Section 8. Paragraph 5c(2) deleted. Requirements of 00-45 series technical orders, as originally established, no longer exists.
- 9. Section 13 revised to better inform all supply personnel and chaplains of the correct procedures governing chapel and chaplain equipment and supplies.
- 10. Section 15 added to provide instructions for all major air commands relative to the supply of initial installation and excess reporting of all fixed communications; electronic facilities, both zone of interior and overseas.
- 11. Section 16 revised to effect the following:
  - a. Index furnishes current information.
  - b. Supplement II incorporates forward supply support procedures for MATS services (Airways and Air Communications Service, Air Photographic and Charting Service, Air Rescue Service, and Air Weather Service) and to alleviate present supply problems of these services.
  - c. Supplement VIII added to provide labeling instructions for shipping containers of supplies furnished by Air Force for relief to foreign disaster areas.
  - d. Supplement IX added to provide supply support procedures for communications relay stations.
  - e. Supplement X incorporates AMC-ADC Agreement on Logistic Support to Pepperrell AFB and AC&W activities in the Northeast Area.
- 12. Section 21 revised to realign Air Force quartz crystal supply policies and procedures to conform with current supply management concepts.
- 13. Section 27 revised to effect the following:
  - a. Index provides current information.
  - b. Paragraph 24a deletes cross reference to section 4, volume I.
  - c. Paragraph 27 added to include credit or reimbursement criteria for return of excess GSSF materiel to depot stocks.
  - d. Paragraph 28 added to provide guidance for utilization of GSSF credits.
- 14. Section 31. Paragraphs 4a and 5 revised to prescribe that federal excise taxes, when applicable, will be included in the development of Air Force standard prices.

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 1

1. Page 1-10C, Figure 1A-1. In the eighth and ninth lines (Squadrons and Detachments) change "N" to read "O" for volumes X and XIII.

SECTION 16

1. Page 16-26, Supplement VII, paragraph 4e(2). Under Corps of Engineers (spare parts), change the office symbol in the address from "ENGDY" to "ENCYD."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:  
J. L. TARR  
Colonel, USAF  
Director of Administrative Services

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HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL - AFM 67-1

VOLUME I

AMENDMENT 64

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1. This amendment supersedes amendment 61 dated 15 April 1958.

2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 30 June 1958. The index is alphabetical by volume and also by subject matter. For example: base procedures, volume II, would be found under "Base Procedures," and depot procedures, volume III, would be found under "Depot Procedures." Receiving procedures appearing in several of the volumes would be found under "Receiving." Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

Chief of Staff, United States Air Force  
 THOMAS D. WHITE

OFFICIAL:  
 J. L. TARR  
 Colonel, USAF  
 Director of Administrative Services

DISTRIBUTION:  
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*New pages inserted May 21, 1959*

**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL – AFM 67-1**  
**VOLUME I**  
**AMENDMENT 63**

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1. A solid black line in the left or right margin indicates changes effected by this amendment.

2. Section 1 revised to effect the following:

a. Paragraph 6:

(1) "Commodity Class Manager" definition added. With the conversion of Commodity Class Management from the Prime and Zonal concept to the Single Point Management system the use of the terms "Prime Depot" and "Zonal Depot" are discontinued.

(2) "Materiel Release Order (MRO)" definition added.

(3) "Opposite Depot" definition deleted.

(4) "Prime Depot" definition deleted.

(5) Revises descriptions of the terms "Requisition", "Requisition Number", "Shipping Order", and "Shipping Order Number" to conform with current forms and procedures.

(6) "Two Zone System" definition deleted.

(7) "Zonal Depot" definition deleted.

b. Figure 1-1 revised to organizationally divorce aviation petroleum responsibilities from Consolidated Base Supply in accordance with existing directives.

c. Figures 1-2, 1-3, 1-6, and 1-8 revised to delete functional codes shown below the functional responsibilities.

d. Figure 1-4 revised to provide more realistic alignment of responsibilities.

e. Figure 1-5 revised to conform with changes made to other figures in section 1.

f. Figure 1-9 deleted. Figure 1-10 renumbered 1-9.

g. Paragraphs 74 and 76, supplement 7 deleted. Subsequent paragraphs renumbered accordingly.

3. Paragraph 3a, section 2 revised to provide clarification.

4. Section 3 added to prescribe for the procurement, storage, requisitioning control, and cataloging of cryptologic equipment and repair parts.

NOTE: Index tab divider will be provided at a later date.

5. Section 4 revised to effect the following:

a. Paragraph 2a clarifies AF policy of shipment in multiples of unit pack quantities.

b. Paragraph 6g added, and supplement V revised. Provides a CIC (Customer Identification Code) to identify shippers using MATS air-lift.

c. Paragraph 7f revised to clarify intended policy.

6. Paragraph 5f, section 6 deleted. Paragraph 5g renumbered 5f.

7. Paragraph 30, section 6 revised to clarify policy for open storage in that each commander is made responsible for proper storage of materials assigned. Assistance to be requested from AMC AMA's when required.

8. Section 16 revised to effect the following:

a. Supplement V added to incorporate agreement between Headquarters USAF, SAC, ATC, and AMC for the POMing of Air Depot and Tactical Depot Squadrons.

b. Supplement VI added. Pertains to Logistic Support Through Annual Supply of Materiel to Northeast Area.

*See. 1-10*

c. Supplement VII added to set forth responsibilities of the central control point, operated by the Federal Electric Company, and USAF activities in support of Project DEWline.

9. Paragraph 6b(1), section 18 deleted. Subsequent paragraphs renumbered accordingly.

10. Section 22 revised to provide more detailed instructions to be followed in preparation of DD Form 416, "Requisition for Coal, Coke, or Briquettes."

11. Paragraphs 4 and 6a, section 24 revised to provide for the use of DD Form 1149 and AF Forms 104P series as issue and turn-in documents.

12. Paragraph 3b(16), section 29 adds another MATS squadron to the MATS contractual repair program.

**NOTE:** All references to "USAF Logistic Terminals" have been changed to "USAF Logistic Control Groups;" all references to "Prime Depot" and "Zonal Depot" have been changed to "Commodity Class Manager;" all references to "Local Purchase" have been changed to "Base Procurement," on the pages contained in this amendment. As amendments are published to all volumes of AFM 67-1 these changes will be made wherever these references appear. In the interim, it will be understood that "USAF Logistic Control Group" replaces "USAF Logistic Terminals;" "Commodity Class Manager" replaces "Prime Depot" and "Zonal Depot;" and "Base Procurement" replaces "Local Purchase."

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CHANGES TO BE MADE WITH PEN AND INK

AMENDMENT SHEET 62

1. Paragraph 3. In the second line change "660" to "600."
2. Under Changes to be made with Pen and Ink, Section 9. In the third line change "660" to "600."

SECTION 1

1. Page 1-11, paragraph 27b. In the sixth line change "1-9" to "1-8."
2. Page 1-29, supplement V. Mark deleted.

SECTION 28

1. Page 28-5, paragraph 16a. In the fourth and fifth lines delete the second sentence beginning with "Separate" and ending with "requisitioned."

*del. del.*

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:  
J. L. TARR  
Colonel, USAF  
Director of Administrative Services

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8/4/58*



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AFM 67-1, VOL I, 30 APR 58

HQ, UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.  
USAF SUPPLY MANUAL—AFM 67-1  
VOLUME I  
AMENDMENT 62

1. A solid black line in the left or right margin indicates changes effected by this amendment.
2. Subsection E, section 1 revised to delete RCS AF-S1 assigned to the base supply report, and provide for the assignment of an RCS at command level.
3. Paragraph 1j, section 2 revised to change references from AF Form 220A to AMC Form 600.
4. Paragraph 3b(1), section 2 revised to permit local commanders to employ such accessory cards in the control of delinquent deliveries as can be justified by a resultant improved efficiency through machine sorting, segregating, etc.
5. Paragraphs 11f and g, section 2 revised to delete the requirement to furnish an auditor's copy of AF Form 672. Also requires reply be made to contractor's reports citing omission of item unit cost from shipping documents.
6. Index to section 4 revised to provide current information.
7. Paragraphs 5b and 6f, section 4 revised to prevent improper consolidation of STAR (volume XVI) and weapon system (volume XX) shipments with other cargo, and to insure use of appropriate descriptions from billing guides rather than supply nouns or nomenclature from supply catalogs.
8. Paragraph 11, section 4 deleted. Procedures for tracing shipments are adequately set forth in AFM 75-1 and AFR 76-35.
9. Figure 4-2, section 4 revised to provide clarification.
10. Supplement XII, section 4 revised to include Supply Priority 16 cargo for use as filler cargo only. Changes sequence code "B" to apply to all aircraft engines.
11. Index to section 16 revised to provide current information.
12. Supplement III, section 16 added to incorporate AMC-SAC Agreement on Logistic Support to SAC bases in the Northeast Area.
13. Supplement IV, section 16 added to incorporate AMC-SAC Agreement on Logistic Support to Ramey Air Force Base.
14. Paragraphs 8 and 12, section 18 revised to conform with recent changes in AFM 67-1 and applicable technical orders.
15. Section 19 revised to effect the following:
  - a. Applies provisions of Catalog Excess Change Notices to reparable and TOC property which is beyond the repair capability of, or not authorized to be repaired by the possessing activity.
  - b. Changes the holding time for UR exhibits from 45 and 60 days, to 60 and 90 calendar days.
  - c. Provides for furnishing historical forms or other data with property being processed through supply when required by applicable technical orders.
  - d. States that TO 00-25-11 is not authority for shipment of reparable.
  - e. Provides that non-excess XD or ND items listed in AF supply catalog, "Excess Change Notices," when beyond the repair capability of the possessing or generating activity, will be processed as prescribed therein.
  - f. Provides that uneconomically reparable vehicles in critical short supply will be reported to the prime supply depot by both CONUS and oversea activities.
16. Paragraph 26e, section 27 revised to make compatible with similar formula in section 31.

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CHANGES TO BE MADE WITH PEN AND INK

AMENDMENT 60

1. Paragraph 14b. Delete. Renumber paragraphs 14c, d, and e to 14b, c, and d.
2. Paragraph 14d. In the first and second lines, delete "and Army Service."

SECTION 2

1. Page 2-5, paragraph 4d. In the 12th line, delete "warehouse copy of the."

SECTION 9

1. Page 9-4, paragraph 6b(9)(a). In the second and third lines change "AF Form 220A, 'Materiel Transaction Slip (Production)'," to read "AMC Form 600, 'Materiel Transaction Requisition Card'."

SECTION 31

1. Page 31-3, paragraph 12a. In the fourth line, insert "in AF Form 443 format" between "disseminated" and "by."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:

J. L. TARR  
Colonel, USAF  
Director of Administrative Services

*Changes made  
6/2/58*

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no. 67-1-0.1

Am. 61

HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 61

1. This amendment supersedes amendment 59 dated 14 February 1958.
2. This amendment furnishes a revised master index for all published volumes of AFM 67-1 as of 28 February 1958. The index is alphabetical by volume and also by subject matter. For example: base procedures, volume II would be found under "Base Procedures," and depot procedures, volume III, would be found under "Depot Procedures." Receiving procedures appearing in several of the volumes would be found under "Receiving." Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

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Colonel, USAF  
Director of Administrative Services

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*Changes made  
6/3/58*

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Am. 60

HQ, UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.  
USAF SUPPLY MANUAL — AFM 67-1  
VOLUME I  
AMENDMENT 60

1. This amendment supersedes amendment 27 dated 15 November 1955.
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Index page of section 1 revised to provide current information.
4. Paragraphs 3a(1) through (18), section 1 revised to provide current information.
5. Paragraph 3e(4), section 1 revised to provide instructions for the distribution of AFM 67-1. Figure 1A-1 added to provide a guideline for distribution of AFM 67-1.
6. Paragraph 2R, section 6 revised to clarify definition of "Rewarehousing."
7. Supplement II, section 6 revised to add "TO 35-1-4."
8. Paragraph 4b, section 8 revised to prescribe procedure for the management of non-cataloged items.
9. Supplement II, section 16 added provide procedure for Supply Support of MATS Transport Fleet.
10. Paragraph 5g(2), section 18 revised to correct references.
11. Section 20 revised to realign single management concept responsibilities and to expand local purchase criteria to include lumber and related products within certain limitations.
12. Paragraphs 1d, 9a, 16b, and 18b, section 27 revised to clarify existing procedures.
13. Paragraph 24, section 27 revised to permit depots to adjust quantities of GSSF material requisitioned to conform to unit pack providing the cost of the unit pack does not exceed \$5.00.
14. Paragraph 26, section 27 added to provide the following:
  - a. Cycling review of prices.
  - b. Transceiver treatment for Hi-Valu and major price changes.
  - c. Uniform rounding off scale.
  - d. Price variation scale.
  - e. Air Force Standard Pricing Policy for GSSF Stock Fund and Army Service items.

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 6

1. Page 6-41, figure 6-11. Delete "Specifications will be furnished at a later date."

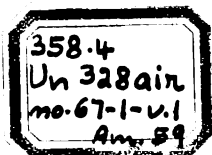
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Chief of Staff, United States Air Force

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Director of Administrative Services

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4/16/58*



**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL—AFM 67-1**  
**VOLUME I**  
**AMENDMENT 59**

1. This amendment furnishes a master index for all published volumes of AFM 67-1 as of 23 October 1957. The master index is alphabetical, indicating page number and volume number for each subject. Although published in an amendment to volume I, the index may be maintained in a separate binder suitable for ready reference.

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HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 58

1. This amendment furnishes index tab dividers for section 16, "Special Logistic Support Procedures," and section 31, "Standard Pricing Procedures for Material Purchased With Appropriated Funds," published in amendment 57 dated 14 February 1958.
2. Contents page revised to provide current information.

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		Index Tab Dividers.....	14 Feb 58
		Special Logistic Support Procedures, Sec 16.....	
		Standard Pricing Procedures for Material Purchased with Appropriated Funds, Sec 31.....	

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*Changes made 5/1/58*





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**USAF SUPPLY MANUAL—AFM 67-1**  
**VOLUME I**  
**AMENDMENT 57**

1. This amendment supersedes amendment 44 dated 26 April 1957.
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Paragraph 6S, section 1 revised to delete the XD-3 and ND-3 Expendability Repair Cost codes since such items are to be processed as XB-3 and NB-3 respectively.
4. Paragraph 6M, section 1. Definition for "Medical Items for Non-medical Activities" added to eliminate confusion at consumer level as to specific realms of responsibility between the base supply officer and the medical supply officer.
5. Paragraphs 11a, b, c, and f, section 2 revised to incorporate a provision for reporting discrepancies in shipments of category III items of GSSF material, and to provide that where necessary, all receiving reports will be properly annotated.
6. Paragraph 11d(4), section 2 added to delete the requirement for preparing and processing AF Form 672 for overages of less than \$10.00 in value against contracts which specify acceptance at destination. Subsequent paragraphs renumbered accordingly.
7. Paragraph 11e(5), section 2 revised to provide clarification.
8. Paragraph 11i, section 2 revised to change the present follow-up of discrepancies reported in contractor shipments to a more realistic length of time allowed for flow of paperwork and necessary action. Also changes the initial follow-up action from command channels to the office administering the contract.
9. Paragraphs 5c and 12, section 4 provides that on excess, reparable, and similar shipments where requisition numbers or supply directives are not involved, the shipper's rather than the receiver's account number will appear in the document number field.
10. Paragraph 5g(2), section 4 revised to remove reference to out-moded selection for shipment tagging, yet retains emphasis on need for indication of item identity and quantity on each unit pack and each intermediate shipping container.
11. Paragraph 6b, section 4 revised to delete an erroneous reference, and to provide that shipping documents will clearly indicate shipper and receiver in all instances, and cites the several approved methods of identifying shipper and receiver.
12. Paragraphs 6b(6) and (7), section 4 provides for a shipment tracer reference number, and cites transportation movement documents whose control number is most accepted for shipment tracing purposes. Current paragraph 6b(7) renumbered 6b(8).
13. Paragraphs 6b(9) and (10), and supplement V, section 4 revised to provide for computed cost of postage for parcel post shipments applying to contractors, on key shipping documents.
14. Paragraphs 7a(1)(a), (b), and (c), section 4 revised to assure better receiver's document copies at the delivery point.
15. Paragraph 1a, section 5 revised to delete an erroneous reference.
16. Section 6 revised to effect the following:
  - a. Paragraph 12a provides proper specifications for (Hi-Valu) metal and plastic insignia tag.
  - b. Paragraph 24b(9) and added paragraph 29g(10) (e) recommends the use of AMC Form 269, "Storage Space Data Sheet," in connection with the preparation of the AF Form 384B and DD Form 805.
  - c. Paragraphs 29b(2), 29g(2) (c), and 29g(10) (b) revised to correct minor errors.
  - d. Paragraph 29e(4) clarifies the number of DD Forms 805 that are required to be signed by the approving authority.

- 17. Paragraph 10, section 8 deleted. Procedures contained in section 31.
- 18. Section 16 added to provide special logistic support procedures in support of special agreements and projects, and other special requisitioning instructions.
- 19. Paragraph 1i, section 24 revised to prescribe the use of a certificate for relief from responsibility for property lost, damaged, or destroyed during combat operations.
- 20. Section 28 revised to effect the following:
  - a. Deletes the USAF Training Allotment system.
  - b. Provides for direct requisitioning on the USAF Ammunition Control Point for training requirements without Command approval.
  - c. Deletes all reference to the USAF Logistic Control Group (Logistic Terminal Ammunition Control Office.)
  - d. Supplements I, II, III, and figures 28-1 through 28-8 deleted. New figure 28-1 added.
- 21. Paragraphs 2b(2), (3), (4), and 2c, section 29 revised to delete requirement for shipping information on ANFE requisitions for class 11B items. Also deletes reference to obsolete forms.
- 22. Section 31 added to prescribe basic procedures to be used in establishing, reviewing, revising, and transmitting standard prices for all materials, supplies, and equipment purchased with appropriated funds, except complete aircraft.

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*Changes made 4/14/58*

CHANGES TO BE MADE WITH PEN AND INK

SECTION 4

1. Page 4-13, paragraph 51a(1). In the fourth line, delete "See supplement III, section 1."

SECTION 6

1. Page 6-30, supplement III. In the 31st and 32nd lines under Continental United States Installations, delete, "Reading Air Force Storage Station, Reading, Pennsylvania."

SECTION 10

1. Page 10-5, paragraph 10b. In the eighth and ninth lines change "include" to read "be limited to."

SECTION 19

1. Page 19-5, paragraph 14e. In the second line, change "45" to "90"; in the sixth line, change "30" to "60."

SECTION 27

1. Page 27-1, paragraph 1d. In the second line, change "my" to read "by." Printing error.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

THOMAS D. WHITE  
Chief of Staff, United States Air Force

OFFICIAL:

J. L. TARR  
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HQ, UNITED STATES AIR FORCE  
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USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 56

1. This amendment supersedes basic volume and amendment listed below:

Basic volume — 1 Jul 53  
Amendment 6 — 15 Jun 54

2. A solid black line in the left or right margin indicates changes effected by this amendment.

3. Subsections B, C, E, and F, section 1 revised to provide current information.

4. Section 3 deleted. Procedures contained in this section are adequately covered in section 4, volume I, and section 2, volume II.

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1-53	26 Apr	57	1-53	16 Dec	57
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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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HQ, UNITED STATES AIR FORCE  
 WASHINGTON 25, D. C.  
 USAF SUPPLY MANUAL—AFM 67-1  
 VOLUME I  
 AMENDMENT 55

1. This amendment supersedes amendments listed below:  
 Amendment 42— 4 Feb 57                      Amendment 31—16 Apr 56  
 Amendment 40—14 Dec 56                    Amendment 22— 1 Sep 55
2. A solid black line in the left or right margin indicates changes by this amendment.
3. Paragraph 6, section 1 revised to add definition for "Supply Document."
4. Figure 1-5, Subsection B, section 1 revised to provide current information.
5. Paragraph 6j, section 2 deleted. Department of Army equities are now being consigned to Army depots in lieu of Air Force activities. Subsequent paragraphs renumbered accordingly.
6. Paragraph 6b, section 5 revised to delete the requirement of forwarding a copy of AF Form 85, "Inventory Adjustment Voucher," to IAM.
7. Paragraph 29g(10)(d), section 6 added. Deleted in error on amendment 54 dated 30 Sep 57.
8. Paragraph 8c, section 9 added to provide a warning label for use on containers employing a dehydrating agent. Current paragraph 8c renumbered 8d.
9. Section 18 revised to effect the following:
  - a. Eliminates use of AF Forms 50F, H, I, J, K, and L within the identification system of the Air Force.
  - b. The inspection mission of the Air Force does not provide for needless reinspection and multiple tagging of materials.
  - c. To eliminate duplication of inspection functions.
10. Paragraph 6a, section 23 revised to change distribution time of 60 days for all Federal Conversion Publications to 60 days for initial publications only. Addenda and revised conversion publications will be distributed on same schedule as other stock list revisions.

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Page	Edition Date		Page	Edition Date	
1-9 .....	29 Mar	57	1-9 .....	29 Nov	57
1-10A .....	29 Mar	57	1-10A .....	29 Nov	57
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2-7 .....	30 Sep	57	2-7 .....	29 Nov	57
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6-23 .....	30 Sep	57	6-23 .....	29 Nov	57
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18-3 .....	14 Dec	56	18-3 .....	29 Nov	57
18-5 .....	14 Dec	56	18-5 .....	29 Nov	57
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18-9 .....	4 Feb	57	.....	.....	.....
23-1 .....	1 Sep	55	23-1 .....	29 Nov	57
23-3 .....	1 Sep	55	23-3 .....	29 Nov	57
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CHANGES TO BE MADE WITH PEN AND INK

SECTION 5

1. Page 5-2, paragraph 3b(3). In the last line change "Cost category III to cost category III" to read Cost category II to cost category III." (Printing error.)

SECTION 28

1. Page 28-11, paragraph 19a. In the second line delete "(AFR 136-4)."

By ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

OFFICIAL:  
J. L. TARR  
Colonel, USAF  
Air Adjutant General

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*Changes  
made  
4/25/58*

358.4  
 Un 328 air  
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 Am. 54

HQ, UNITED STATES AIR FORCE  
 WASHINGTON 25, D. C.

USAF SUPPLY MANUAL - AFM 67-1

VOLUME I

AMENDMENT 54

1. A solid black line in the left or right margin indicates changes effected by this amendment.
2. Section 2 revised to prescribe receiving procedures peculiar to punch card requisitioning.
3. Section 4 revised to prescribe shipping procedures peculiar to punch card requisitioning.
4. Paragraphs 24a, 29g(1)(a)3, 29g(2), 29g(2)(a)(b) and (c), 29g(3)(h), 29g(4) and (5), 29g(8), and 29g(10)(a)(b) and (c), section 6 revised to clarify reporting instructions regarding installation required to submit DD Forms 805 and AF Form 384B, to clarify the reporting of storage support space, and to revise special instructions regarding the reporting of aisles and structural losses by AMC installations and/or activities.

*changes made  
 9/30/57  
 Mc 2*

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
2-1	4 Feb 57	2-1	30 Sep 57
2-3	4 Feb 57	2-3	30 Sep 57
2-5	4 Feb 57	2-5	30 Sep 57
2-7	1 Aug 57	2-7	30 Sep 57
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		2-11	30 Sep 57
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4-3	4 Feb 57	4-3	30 Sep 57
4-5	2 Sep 57	4-5	30 Sep 57
		4-7	30 Sep 57
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		4-17	30 Sep 57
		4-19	30 Sep 57
		4-21	30 Sep 57
		4-23	30 Sep 57
		4-25	30 Sep 57
		4-27	30 Sep 57
		4-29	30 Sep 57
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6-21	1 Aug 57	6-21	30 Sep 57
6-23	1 Aug 57	6-23	30 Sep 57

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 6

- ✓1. Page 6-10, paragraph 12a. In the twelfth line, delete "storage for cost category I (Hi-Valu) items will" and add, "storage, all such items will be identified and/or."
- ✓2. Page 6-30, Supplement III. In the fourth and fifth lines, delete "Mobile Air Force Storage Station, Mobile, Alabama."
- ✓3. Page 6-30, Supplement III. In the third line under Overseas Installations, delete "RAF Sealand, Garden City, Wales."

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Am. 53

# MAJOR PROCEDURE CHANGE

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USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 53

*change made  
9/30/57*

1. This amendment supersedes amendments listed below:  
Amendment 29 — 1 Jan 56  
Amendment 25 — 1 Oct 55
2. This amendment is a major procedural change requiring staff action to insure immediate and complete implementation.
3. Section 5 revised to prescribe use of AF Form 160, "Stock or Price Change Voucher." AF Forms 85B and C are to be used until the new AF Forms 160 are available.

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Page	Edition Date		Page	Edition Date	
5-1 .....	30 May	56	5-1 .....	30 Sep	57
5-3 .....	30 May	56	5-3 .....	30 Sep	57
5-4A .....	1 Jan	56	.....	.....	.....
5-5 .....	1 Oct	55	5-5 .....	30 Sep	57

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## STAFF ACTION



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USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 52

1. This amendment supersedes amendments listed below:

Amendment 39 — 1 Dec 56

Amendment 37 — 15 Oct 56

2. A solid black line in the left or right margin indicates changes effected by this amendment.

3. Contents page revised to provide current information.

4. Index, section 4 revised to provide current information.

5. Paragraph 15, section 4 added to provide a distinctive label to promote ready recognition and expeditious handling for shipments being made in support of tactical units in accordance with volume XVI.

6. Index, section 9 revised to provide current information.

7. Paragraphs 8b and c, section 9 revised to bring into agreement with section 18.

8. Section 27 revised to indicate that Air Force activities in the USAFE and FEAF areas will reimburse GSSF. Adds paragraphs on requisitioning by Air Force activities overseas, CESAC, incremental deliveries from contractors, substitutions for GSSF items, construction contracts, and unit packs. To provide complementary supply procedures for the accounting procedures prescribed in USAF Accounting Letter No. 57-40.

9. Paragraph 8b (13) and (14), section 29 added to provide additional MATS activities for depot level maintenance by civil contract for critical aircraft spares.

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Page	Edition Date		Page	Edition Date	
79	15 Oct	56	3	2 Sep	57
4-1	1 Dec	56	4-1	2 Sep	57
4-5	4 Feb	57	4-5	2 Sep	57
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9-3	15 Oct	56	9-3	2 Sep	57
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27-5	4 Feb	57	27-5	2 Sep	57
			27-7	2 Sep	57
29-1	29 Mar	57	29-1	2 Sep	57
29-3	29 Mar	57	29-3	2 Sep	57

change made 9/10/57 Me2

CHANGES TO BE MADE WITH PEN AND INK

SECTION 26

1. Page 26-4, paragraph 4d(1). In the 20th line change "finishing" to read "finished."

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Am. 51

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AFM 67-1, VOL I, 15 AUG 57

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**USAF SUPPLY MANUAL—AFM 67-1  
VOLUME I  
AMENDMENT 51**

1. This amendment supersedes amendments listed below:
  - Amendment 30 — 15 Mar 56
  - Amendment 19 — 1 Jul 55
  - Amendment 17 — 2 Feb 55
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Section 1. Pages 1-43, 1-45, and 1-47 reprinted due to printing error on amendment 49 dated 1 August 1957.
4. Paragraphs 4*b*, *c*, and *d*, section 8 revised to establish the procedure for the management of non-cataloged items.
5. Paragraph 4*e*, section 8 deleted.
6. Section 19 revised to effect the following changes:
  - a. Points out maintenance responsibilities for the information of supply personnel.
  - b. Clarifies procedures for processing reparable items coded XB or NB in AF supply catalogs or stock lists.
  - c. Provides instructions for marking containers of aircraft engines or other aeronautical items involved in an accident when shipment is being made to a repair depot.
  - d. Clarifies procedures for processing to a higher repair echelon, those items coded XD or ND in AF supply catalogs or stock lists.
  - e. Provides for the priority return of Hi-Valu items for repair.
  - f. Provides instructions for the processing of reparables by over-sea activities.
7. Section 28 revised to effect the following:
  - a. Prescribes the use of DD Form 1149, "Requisition and Invoice/Shipping Document," which replaces AF Forms 104B and 104C, "USAF Requisition and Shipping Document," and DA Form 445, "Army Requisition (Test)."
  - b. Specifies that separate excess lists will be prepared of each Federal Supply Class in Group 1300.
  - c. Clarifies the reporting of unserviceable FSC 1375 and 1375A items.
  - d. Authorizes major commands delegation of responsibility for disposition of ammunition items when the value of an item is less than \$1,000.00.



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Page	Edition Date		Page	Edition Date	
✓ 1-43	1 Aug	57	1-43	15 Aug	57
✓ 1-44A	31 May	57			
✓ 1-45	1 Aug	57	1-45	15 Aug	57
✓ 1-47	1 Aug	57	1-47	15 Aug	57
✓ 8-1	29 Mar	57	8-1	15 Aug	57
✓ 8-3	1 Jul	55	8-3	15 Aug	57
✓ 8-5	1 Aug	56	8-5	15 Aug	57
✓ 19-1	2 Feb	55	19-1	15 Aug	57
✓ 19-3	1 Jul	55	19-3	15 Aug	57
✓ 19-5	15 Mar	56	19-5	15 Aug	57
✓ 19-7	15 Mar	56	19-7	15 Aug	57
✓ 19-9	15 Mar	56	19-9	15 Aug	57
✓ 19-11	15 Mar	56	19-11	15 Aug	57
✓ 28-7	26 Apr	57	28-7	15 Aug	57
✓ 28-9	26 Apr	57	28-9	15 Aug	57
✓ 28-11	15 Mar	56	28-11	15 Aug	57
✓ 28-13	26 Apr	57	28-13	15 Aug	57
✓ 28-15	31 May	57	28-15	15 Aug	57
✓ 28-17	15 Mar	56	28-17	15 Aug	57
✓ 28-19	15 Mar	56	28-19	15 Aug	57
✓ 28-21	15 Mar	56	28-21	15 Aug	57
✓ 28-23	15 Mar	56	28-23	15 Aug	57
			28-25	15 Aug	57

*changes made 8/16/57 Me 2*

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USAF SUPPLY MANUAL—AFM 67-1  
VOLUME I  
AMENDMENT 50

This amendment furnishes index tab divider for section 25, "Local Purchase Service Store," published in amendment 49 dated 1 August 1957.

REMOVE		INSERT	
Page	Edition Date	Index Tab Divider	Edition Date
✓		Local Purchase Service Store, Sec 25.....	1 Aug 57

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REMOVE			INSERT		
Page	Edition Date		Page	Edition Date	
✓ 1-43	1 Aug	57	1-43	15 Aug	57
✓ 1-44A	31 May	57			
✓ 1-45	1 Aug	57	1-45	15 Aug	57
✓ 1-47	1 Aug	57	1-47	15 Aug	57
✓ 8-1	29 Mar	57	8-1	15 Aug	57
✓ 8-3	1 Jul	55	8-3	15 Aug	57
✓ 8-5	1 Aug	56	8-5	15 Aug	57
✓ 19-1	2 Feb	55	19-1	15 Aug	57
✓ 19-3	1 Jul	55	19-3	15 Aug	57
✓ 19-5	15 Mar	56	19-5	15 Aug	57
✓ 19-7	15 Mar	56	19-7	15 Aug	57
✓ 19-9	15 Mar	56	19-9	15 Aug	57
✓ 19-11	15 Mar	56	19-11	15 Aug	57
✓ 28-7	26 Apr	57	28-7	15 Aug	57
✓ 28-9	26 Apr	57	28-9	15 Aug	57
✓ 28-11	15 Mar	56	28-11	15 Aug	57
✓ 28-13	26 Apr	57	28-13	15 Aug	57
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✓ 28-17	15 Mar	56	28-17	15 Aug	57
✓ 28-19	15 Mar	56	28-19	15 Aug	57
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✓ 28-23	15 Mar	56	28-23	15 Aug	57
			28-25	15 Aug	57

*changes made 8/16/57 me2*

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USAF SUPPLY MANUAL—AFM 67-1  
VOLUME I  
AMENDMENT 50

This amendment furnishes index tab divider for section 25, "Local Purchase Service Store," published in amendment 49 dated 1 August 1957.

REMOVE		INSERT	
Page	Edition Date	Index Tab Divider	Edition Date
✓.....	.....	Local Purchase Service Store, Sec 25.....	1 Aug 57

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 USAF SUPPLY MANUAL—AFM 67-1  
 VOLUME I  
 AMENDMENT 49

1. This amendment supersedes amendments listed below:  
 Amendment 35—30 Aug 56  
 Amendment 18—15 May 55
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Paragraph 6c, section 1 revised to bring definitions into compatibility with AFM 400-5.
4. Supplement XV, section 1 revised to delete items 40 through 63 under "Reclamation." Subsequent paragraphs renumbered accordingly.
5. Subsection D, section 1 revised to eliminate scheduled area assistance visits and provides that such visits will be made only upon requests of the major command involved.
6. Paragraphs 8a and 9a(1), section 2 revised to reduce number of copies of DD Form 250 required to be furnished to finance office.
7. Paragraph 9a(2), section 2 deleted. Subsequent paragraphs renumbered accordingly.
8. Paragraph 7, section 6 revised to provide fire prevention and safety precautions to be followed in open storage areas.
9. Paragraph 23, section 6 deleted. Deletes the requirement for the preparation of the Status of Commercial Warehousing (Zone of Interior Depots) report (RCS: AF-Z-23).
10. Paragraphs 24b(9)(c), 24b(10)(a) and (b), section 6 revised to delete the coding of materials in shed storage which are unauthorized for such storage.
11. Paragraph 29g(2), section 6 revised to stipulate that diversions of storage space authorized in accordance with AFR 87-6 must be indicated in the remarks portion of the DD Form 805.
12. Paragraph 30, section 6 revised to delete the requirement for determining and listing items suitable for shed storage.
13. Section 12 revised to provide clarification which establishes greater latitude for deviation in application details as prompted by good judgment coupled with local conditions.
14. Section 17 revised to provide for submission of requisitions in a mechanized format. Also provides that structural repair monitor will be WSSM if applicable.
15. Section 25 added to provide a standard Air Force LP Service Store Operating procedure. Tab divider to be furnished in Amendment 50 dated 1 Aug 57.

*Change made 7/26/57*

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
1-5	30 Aug 56	1-5	1 Aug 57
1-41	31 May 57	1-41	1 Aug 57
1-43	31 May 57	1-43	1 Aug 57
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1-47	15 May 55	1-47	1 Aug 57
1-48A	15 May 55		

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<del>2-7</del>	14 Jun	57	2-7	1 Aug	57
<del>6-7</del>	28 Jun	57	6-7	1 Aug	57
<del>6-9</del>	28 Jun	57	6-9	1 Aug	57
<del>6-11</del>	28 Jun	57	6-11	1 Aug	57
<del>6-13</del>	28 Jun	57	6-13	1 Aug	57
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<del>12-1</del>	16 Apr	56	12-1	1 Aug	57
<del>17-7</del>	28 Jun	57	17-7	1 Aug	57
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			25-5	1 Aug	57
			25-7	1 Aug	57

CHANGES TO BE MADE WITH PEN AND INK

SECTION 1

1. Page 1-33, supplement VI, paragraph 33. At the end of the second line, add "AMC only."

SECTION 6

1. Page 6-30, supplement III, Overseas Installations. In the fifth line, delete "Bordeaux Air Station, Bordeaux, France."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

OFFICIAL:

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 VOLUME I  
 AMENDMENT 48

1. A solid black line in the left or right margin indicates changes effected by this amendment.
2. Section 26 revised to effect the following:
  - a. To realign test support procedures to meet the current weapon system concept requirements.
  - b. To establish more realistic time phasing of supporting documents and processing of same to insure timely receipt of test support materiel by testing organizations.
  - c. Paragraph 11 replaces procedures outlined in paragraph 12, section 12, volume II.

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Page	Edition Date		Page	Edition Date	
✓ 26-1	2 Feb	55	26-1	28 Jun	57
✓ 26-3	2 Feb	55	26-3	28 Jun	57
✓ 26-5	2 Feb	55	26-5	28 Jun	57
✓			26-7	28 Jun	57
✓			26-9	28 Jun	57
✓			26-11	28 Jun	57
✓			26-18	28 Jun	57

CHANGES TO BE MADE WITH PEN AND INK

SECTION 2

- ✓ 1. Page 2-4, paragraph 3b(28). In the third line change "paragraph 11" to read "AFR 71-4."
- ✓ 2. Page 2-4, paragraph 3b(29). In the third line change "12" to read "11."
- ✓ 3. Page 2-5, paragraph 6h. In the eighth, ninth, tenth, and eleventh lines delete, "An information copy of this teletype message will be mailed to Headquarters, Air Materiel Command, Attn: MCSY."

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*Changes made 7/2/57*



1. The purpose of this document is to provide a comprehensive overview of the current state of the industry and to identify key trends and challenges. This document is intended for use by management and other stakeholders to inform decision-making and strategic planning.

2. The industry has experienced significant growth in recent years, driven by increasing demand for high-quality products and services. However, this growth has also led to increased competition and pressure on margins. Key challenges include the need to invest in research and development to stay ahead of the curve, as well as the need to improve operational efficiency and reduce costs.

3. To address these challenges, the industry must focus on innovation and differentiation. This involves investing in new technologies and processes, as well as developing new products and services that meet the needs of customers. Additionally, the industry must focus on improving its supply chain and operational efficiency to reduce costs and improve margins.

4. The industry must also focus on building strong relationships with customers and suppliers. This involves providing excellent customer service and support, as well as working closely with suppliers to ensure the quality and reliability of the supply chain. Finally, the industry must focus on building a strong brand and reputation, which is essential for long-term success.

5. In conclusion, the industry is facing a period of rapid change and growth. To succeed in this environment, the industry must focus on innovation, differentiation, and operational efficiency. Additionally, the industry must focus on building strong relationships with customers and suppliers, and on building a strong brand and reputation. These are the key factors that will determine the industry's long-term success.

6. The industry must also focus on building a strong financial foundation. This involves managing cash flow effectively, reducing debt, and improving profitability. Additionally, the industry must focus on investing in capital expenditures to maintain and improve its infrastructure and equipment. Finally, the industry must focus on building a strong talent pipeline to ensure it has the skills and resources needed to succeed in the future.

7. The industry must also focus on building a strong regulatory and legal framework. This involves staying up-to-date on the latest regulations and laws, and ensuring that the industry is in full compliance. Additionally, the industry must focus on building a strong legal and risk management framework to protect its assets and reputation. Finally, the industry must focus on building a strong public relations and communications strategy to manage its reputation and build trust with its stakeholders.

## HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

## USAF SUPPLY MANUAL—AFM 67-1

## VOLUME I

## AMENDMENT 47

## 1. This amendment supersedes amendments listed below:

Amendment 41 — 21 Dec 56

Amendment 36 — 17 Sep 56

2. A solid black line in the left or right margin indicates changes effected by this amendment.

3. Title page revised to provide current information.

4. Paragraph 2b, section 1, revised to correct references to other portions of AFM 67-1.

5. Section 6 revised to conform with applicable portions of AFM 67-3, "Storage and Materials Handling," and to delete Figures 6-1, 6-2, 6-3, 6-4, 6-6, 6-10, 6-13, 6-14, 6-16, 6-21, and 6-22. Remaining figures renumbered accordingly.

6. Section 10 revised to conform with related directives such as ASPR, AFPI, AFM 177-1 and other portions of AFM 67-1.

7. Paragraph 12d, section 17, revised to provide that DD Form 1150 will be submitted to base or detachment commander for items lost or abandoned in flight when replacement is not required.

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✓1	31 May	57	1	28 Jun	57
✓1-1	1 Oct	55	1-1	28 Jun	57
✓1-3	17 Sep	56	1-3	28 Jun	57
✓6-1	1 Dec	56	6-1	28 Jun	57
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✓6-5	1 Dec	56	6-5	28 Jun	57
✓6-7	1 Dec	56	6-7	28 Jun	57
✓6-8A	1 Dec	56			
✓6-9	1 Jul	53	6-9	28 Jun	57
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✓6-17	29 Mar	57	6-17	28 Jun	57
✓6-19	14 Jun	57	6-19	28 Jun	57
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✓6-23	29 Mar	57	6-23	28 Jun	57
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✓6-28E	29 Mar	57			
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✓ 6-37	1 Jul	58	6-37	28 Jun	57
✓ 6-39	1 Jul	58	6-39	28 Jun	57
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✓ 17-7	26 Apr	57	17-7	28 Jun	57
✓ 17-9	26 Apr	57	17-9	28 Jun	57

*Changes made 7/2/57 Me2*

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

N. F. TWINING  
Chief of Staff, United States Air Force

OFFICIAL:  
J. L. TARR  
Colonel, USAF  
Air Adjutant General

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HQ, UNITED STATES AIR FORCE  
 WASHINGTON 25, D. C.  
 USAF SUPPLY MANUAL—AFM 67-1  
 VOLUME I  
 AMENDMENT 46

1. This amendment supersedes amendment 33 dated 30 June 1956.
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Paragraph 11, section 2 revised to improve effectiveness in documenting shipments; to pin point responsibility for stock selection, inspection and packing; and to eliminate duplication of effort where AF Forms 672 are handscripted by inspectors or warehousemen and later typewritten.
4. Paragraph 12a, and figure 6-23, section 6 revised to provide proper specification and drawing for Hi-Valu adhesive label.
5. Section 14 revised to realign policies and procedures for supply management of material required for personnel training, personnel testing, display and/or engineering development programs to conform with current criteria, directives and the Federal commodity conversion program.

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Page	Edition Date		Page	Edition Date	
✓ 2-7	1 Dec	56	2-7	14 Jun	57
✓ 2-9	30 Jun	56	2-9	14 Jun	57
✓ 6-19	29 Mar	57	6-19	14 Jun	57
✓ 6-53	14 Dec	56	6-53	14 Jun	57
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✓ 14-9	1 Dec	56			

CHANGES TO BE MADE IN PEN AND INK

SECTION 6

- ✓ 1. Page 6-28A, paragraph 29d. Delete "and classification."
- ✓ 2. Page 6-28A, paragraph 29d(2). Delete.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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 VOLUME I  
 AMENDMENT 45

1. This amendment supersedes amendments listed below:  

Amendment 38 — 15 Nov 56	Amendment 20 — 27 Jun 55
Amendment 28 — 15 Dec 55	Amendment 16 — 1 Feb 55
Amendment 21 — 29 Jun 55	Amendment 8 — 11 Jun 54
2. The distribution formula is deleted. Until such time as appropriate procedures are published, all requests for changes to the present distribution of AFM 67-1 will be forwarded to Headquarters, Air Materiel Command, Attention: MCSYPB.
3. The index is deleted. A current index will be published at a later date.
4. A solid black line in the left or right margin indicates changes effected by this amendment.
5. Title page revised to include volume XVI.
6. Subsection C, section 1 revised as indicated by black line markings, to provide current information.
7. Paragraph 4b(1), section 7 revised to delete "or local manufacture, etc."
8. Paragraph 4c(11), section 7 added to prescribe procedure for new items source coded "M" or "ML" in Illustrated Parts Breakdown.
9. Figure 7-1, section 7 revised to provide current information.
10. Paragraph 4a, 4b(1)(d), and 4b(2)(a), section 17 revised to provide for FSC or "S" coded material for aircraft and missile assignment and distribution involving non-Air Force activities and deleting class 26.
11. Paragraph 4b(2)(b) deleted. Paragraphs 4b(2)(c) and 4b(2)(d) renumbered 4b(2)(b) and 4b(2)(c).
12. Paragraph 6, section 22 revised to provide current information.
13. Section 24 revised as indicated by black line marking to provide current information.
14. Supplement II, section 28 revised to delete all depot addresses from Chemical Ammunition Distribution Depots Supporting Ammunition Depot Areas. Adds Army Chemical Center and Chemical Corps Materiel Command, Army Chemical Center, Maryland.

*change made  
 5/16/57  
 Mc2*

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Page	Edition Date	Page	Edition Date
iii	15 Sep 55		
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24-3	1 Feb	55	24-3	31 May	57
24-5	1 Feb	55	24-5	31 May	57
28-15	30 Aug	56	28-15	31 May	57

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

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USAF SUPPLY MANUAL—AFM 67-1  
VOLUME I  
AMENDMENT 44

1. A solid black line in the left or right margin indicates changes effected by this amendment.
2. Paragraph 103c, subsection E, section 1 revised to eliminate an erroneous duplication of the instructions contained in paragraphs 103a and 103c.
3. Paragraphs 106b(6)(h) and (i), section 1 revised to transfer the reporting of line items coded "cancellation with instructions to re-requisition from correct source" from column H to column I, section 1, Base Supply Report.
4. Paragraph 106c(2), section 1 revised to eliminate the requirement that number of documents be reported in categories A and B.
5. Paragraph 106d(7), section 1 revised to furnish reporting instructions for items on which actions have not been taken as specified in column H and columns D through F.
6. Paragraph 106f(8), section 1 revised to change the designation "zonal depot" to "prime depot."
7. Paragraph 106f(9), section 1 revised to redefine the excess line items to be reported on item 9, section V, Base Supply Report.
8. Paragraph 106f(10), section 1 revised to redefine the line items to be excepted from the report on item 10, section V, Base Supply Report.
9. Paragraph 8c(5), section 17 revised to provide for the loss of aircraft during authorized tests by AMC contractors.
10. Paragraphs 15b(4), 15c(2)(c), (d), and (e), 15c(3), and 15c(5), section 17 revised to provide for submission of Structural Repair Requisitions by local activities when the services of a Structural Repair Engineer Team is not required.
11. Paragraphs 3a(13), 3a(16), 4c(1), 4d(1), (3), and (5), and 17a(4), and (5), section 28 revised to reflect the transfer of supply responsibility for ammunition items in FSC 1375A, reclassified in FSC 1375 from WRAMA to OOAMA.
12. Paragraph 22, section 28 revised to provide an informational reference to organizational storage as well as issue and turn in procedures.
13. Paragraph 23, section 28 revised to provide appropriate instruction pertaining to the transportation of explosives to Great Britain.

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✓ 1-49	29 Mar	57	1-49	26 Apr	57
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28-10A	30 Aug	56	.....	.....	.....
28-11	14 Dec	56	28-11	26 Apr	57

CHANGES TO BE MADE WITH PEN AND INK

AMENDMENT SHEET

1. Amendment Sheet 40. Under pen and ink changes to section 18. Change "18" to read "28."
2. Amendment Sheet 40. Under pen and ink changes to section 18, paragraph 1. Change "18-2" to read "28-2."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

N. F. TWINING  
Chief of Staff, United States Air Force

OFFICIAL:

J. L. TARR  
Colonel, USAF  
Air Adjutant General

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USAF SUPPLY MANUAL — AFM 67-1  
VOLUME I  
AMENDMENT 43

1. This amendment supersedes amendments listed below:  
Amendment 15— 5 Dec 54                      Amendment 13—14 Oct 54  
Amendment 14—15 Dec 54                      Amendment 4—15 Mar 54
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. All references to AF Forms 446 and 447 have been changed to DD Form 1150 on the pages contained in this amendment. As amendments are published for all volumes of AFM 67-1 these changes will be made wherever the references appear. In the interim it will be understood that DD Form 1150 replaces AF Forms 446 and 447.
4. All references to SF Form 1044, "Schedule of Collections" have been changed to DD Form 1131, "Cash Collection Voucher," on the pages contained in this amendment. As amendments are published for all volumes of AFM 67-1 these changes will be made wherever the references appear. In the interim it will be understood that DD Form 1131 replaces SF Form 1044.
5. Paragraph 6P, section 1 revised to add definition of "Procurement Lead Time."
6. Paragraphs 6S(1) through (5), section 1 deleted. Paragraphs renumbered accordingly.
7. Paragraph 106b(6)(a), subsection E, section 1 revised to change the wording for "Column A, Priority Classification."
8. Paragraph 106e, subsection E, section 1 revised to discontinue separate inventory reporting according to cost category in columns B through D, section IV of the Base Supply Report, and substitutes a breakdown in inventory reporting according to length of inventory cycle, i.e., quarterly, semi-annual, and annual.
9. Paragraph 107, subsection E, section 1 deleted.
10. Paragraphs 11c, 17f, 21d, 21e(1), 26, 29g(6), section 6 revised to correct references.
11. Paragraph 24a, section 6 revised to conform with Supplement III.
12. Paragraph 24b(10)(n), (o), (p), (q), and (r), section 6 revised to clarify the reporting of Air Force property under subline 14a, 14b, and 14c.
13. Paragraph 29, section 6 revised to clarify the scope of reporting instructions, clarifies the reporting of space for tenant activities and reporting of cubic storage space at AMC installations.
14. Supplement II, section 6 revised due to the change in the numbering system of Technical Orders.
15. Supplement III, section 6 revised to provide current information.
16. Paragraph 2a(4), section 7 revised to correct reference.
17. Paragraph 4b(1), section 7 revised to delete "Unit Authorization Lists (UAL), and supply table(s)."
18. Paragraph 5d(3)(c), section 7 added.

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- 19. Paragraphs 1, 2, 4, and 5, section 8 revised to correct references.
- 20. Section 13 revised to change references "AMFE" and "FEALOG-FOR" to "AMFEA" and "AMFPA."
- 21. Paragraph 11b(2), section 17 revised to delete "class 26" and adds "Non operational."
- 22. Paragraph 12a, section 17 revised to provide that DD Form 780, "Aircraft Inventory Record," will be an auditable record.
- 23. Paragraph 12d, section 17 revised to provide that Report of Survey is not required.
- 24. Paragraph 3c(2)(f)2, section 29 deleted. Subparagraphs renumbered accordingly.
- 25. Paragraphs 3c(3)(a) and 3c(3)(c), section 29 deleted. Current paragraph 3c(3)(b) renumbered 3c(3).

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Page	Edition Date		Page	Edition Date	
✓ 1-7	1 Aug	56	1-7	29 Mar	57
✓ 1-8A	15 Nov	56	1-8A	29 Mar	57
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CHANGES TO BE MADE WITH PEN AND INK

SECTION 17

- ✓ 1. Page 17-4, paragraph 8b(2). In the seventh line change "8f" to read "8g."

SECTION 6

- ✓ 1. Page 6-4, paragraph 3c. In the 27th and 28th line delete "and TO 00-25-104."

*Changes made 4/17/57 Mea*

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

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VOLUME I  
AMENDMENT 42

1. A solid black line in the left or right margin indicates changes effected by this amendment.

2. Paragraphs 3*b*(9), 5*c* and 6*c*, section 2 revised to delete references to AF Form 104C, DD Form 250-4 and DD Form 227 which were cancelled by DOD Directive 4140.10 dated 1 July 1956.

3. Paragraphs 10*b*(8) and 11*f*, section 4 revised to conform with sections 9 and 18.

4. Paragraph 13*g*, section 4 added to apprise oversea consignors of the need for furnishing two advance copies of shipping documents by airmail to the discharging terminal for retrograde shipments, and represents required clarification.

5. Paragraph 29*g*(10)(d), section 6 added to prescribe that changes to entries on the vacant line following line 6 of the DD Form 805 from one report period to another will be explained.

6. Paragraph 30, section 6 added to prescribe responsibilities relative to determining items suitable for shed and open storage and publishing lists of such items in supplement IV.

7. Section 16 deleted. Reporting requirements are announced to USAF activities through the medium of report notices disseminated by Headquarters USAF through command channels. Headquarters USAF provides each command with a quarterly index of required reports.

8. Paragraph 12*d*, section 17 revised to provide that DD Form 1150, "Request for Issue and Turn-In," will be used in lieu of AF Form 446, "Issue Slip" and AF Form 447, "Turn-In Slip." As amendments are published for all volumes of AFM 67-1 these changes will be made wherever these references appear. In the interim, it will be understood that DD Form 1150 replaces AF Forms 446 and 447.

9. Paragraph 16, section 18 revised to prescribe the authorization and use of supply inspectors stamps.

10. Section 27 revised to delete requirement for Air Force activities to certify funds reservation on requisitions for GSSF material. Adds paragraphs on identification of GSSF documents, shipping orders for GSSF material, and requisitioning and reimbursement requirements for various activities such as the Air National Guard, Air Force contractors, and National Committee for Aeronautics (NACA). (NOTE: GSSF procedures in section 2, volume II, and section 2, volume III, have not been revised to conform to the changes made in section 27 by this amendment. AF Form 104P series requisitioning procedures supersede the procedures in these sections. However, AF Form 104P series requisitioning procedures in conjunction with section 27, contain necessary instructions for requisitioning GSSF material.

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Page	Edition Date		Page	Edition Date	
2-1	15 Oct	56	2-1	4 Feb	57
2-3	1 Dec	56	2-3	4 Feb	57
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			6-28E	4 Feb	57
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CHANGES TO BE MADE WITH PEN AND INK

SECTION 4

✓ 1. Page 4-1, paragraph 1b. In the first, second and third lines delete "Shipping documents relative to shipment of firearms will list the serial number and manufacturer of each weapon."

SECTION 5

1. Page 5-4, paragraph 7a(1) (a). Delete.

SECTION 6

✓ 1. Page 6-25, paragraph 24b(1). In the second and third line, delete "30 June and."

✓ 2. Page 6-28A, paragraph 29f(1) (a). In the second line change "(c)" to read "(d)."

✓ 3. Page 6-28B, paragraph 29g(2). In the twenty-fifth line insert "this line and" between the words "on" and "line."

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USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 41

1. A solid black line in the left or right margin indicates changes effected by this amendment.

2. Paragraph 14b, section 4 revised to provide specific methods of marking Hi-Valu items.

3. Paragraph 5d(1)(c), section 10 revised to establish consistency with paragraph 40502b, AFM 172-1; paragraph 3-650(a), AFPI; and paragraph 80921, AFM 177-1.

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4-4A .....	1 Dec	56	.....	21 Dec	56
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USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

AMENDMENT 40

1. A solid black line in the left or right margin indicates changes effected by this amendment.
2. Paragraph 12, section 6 revised to establish a uniform and standard marking for Hi-Valu storage areas and items in storage.
3. Figure 6-23, section 6 added to illustrate design, color scheme and sizes of Hi-Valu insignia.
4. Paragraph 4*k*, section 18 revised to identify unpackaged Hi-Valu items and items being shipped.
5. Paragraph 23, section 28 added to provide a procedure whereby ammunition may be shipped from one Air Force activity to another within the zone of interior and from Air Force activities to oversea destinations.

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 6

1. Page 6-8A, paragraph 5*a*(4). In the third line, add to the first sentence "within limitations prescribed by applicable technical orders."

SECTION 18

1. Page 18-2, paragraph 3*a*(7). In the fourth line add "and AFR 355-4A (or as amended)."
2. Page 28-6, paragraphs 6*e*(10) and 6*e*(11). In the third line of each paragraph change "5*e*(9)" to "6*e*(9)."
3. Page 28-6, paragraph 6*i*(7). In the third line change "5*i*(6)" to "6*i*(6)."
4. Page 28-7, paragraph 6*i*(9). In the second line from top of page change "5*h*" to "6*h*."
5. Page 28-10, paragraph 19*a*(1). In the eleventh line change "two copies" to "four copies."

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**VOLUME I**  
**AMENDMENT 39**

1. This amendment supersedes the following amendments:  
Amendment 9—15 July 1954  
Amendment 23—23 July 1955
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Paragraph 4a(2), section 2 revised to eliminate the receipt acknowledgement copy covering cost category I (Hi-Valu) shipments and substitutes an intransit suspense file copy.
4. Paragraph 4a(6), section 2 revised to eliminate the requirement for signature of incheckers, storekeepers and inspectors on the accounting copy of receiving documents.
5. Paragraphs 6m, 7a(6), and 9a(7), section 2 provides the prime class depot information to enable change of "Due-in Balance" for cost category I (Hi-Valu) items shipped direct from the contractor to a base.
6. Paragraph 6a(7), section 4 added to provide a copy of the shipping document for the purpose of maintaining the shipper's Hi-Valu In Transit Shipment Suspense File.
7. Paragraph 8, section 4 revised to provide that Hi-Valu shipping documents be marked "Hi-Valu" in letters at least 1/2 inch wide.
8. Paragraph 2, section 6 revised to correct definitions of storage terms to correspond to definitions established by DOD.
9. Paragraph 24, section 6 revised to delete the requirement for reporting the breakout of space occupied in shed, other, warehouse mezzanine, bins, and total space. To delete the requirement for separate reports for base supply and depot stocks, and to include the reporting of space occupied by Federal Civil Defense materials and materials by weapons system. Initial requirement for revised AF Form 384B, required in the preparation of the AMC-5148 report in accordance with these procedures will be furnished using activities through automatic distribution.
10. Paragraph 29, section 6 revised to make Air Force reporting procedures compatible with the reporting requirements of DOD which deletes the requirement of reporting on former DD Forms 805, 806, and 807, and prescribes the reporting on revised DD Form 805. Supply of revised DD Forms 805 will be requisitioned through normal supply channels. Particular attention is invited to paragraphs 29b(2) and 29g(2) and Supplement III.
11. Paragraphs 30 and 31, section 6 deleted.
12. Supplement III, section 6 added to provide a listing of those activities required to submit DD Form 805 on a quarterly basis.
13. Paragraph 11, section 9 revised to add as a further choice, permission to use one of the commercially available hand stamp stencil duplicators as may be found advantageous.

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### CHANGES TO BE MADE WITH PEN AND INK

#### SECTION 1

- Page 1-4, paragraph 6. In the first line change "manual" to read "volume," and "terms" to read "definitions and abbreviations."
- Page 1-8A, paragraph 6R(2)(b). In the fourth, fifth and sixth lines, change "TM 38-418 and will number requisitions in accordance with paragraph 40, TM 38-414" to read "section 26, volume III and AFM 75-4."
- Page 1-49, subsection E. In the title, change "Basic" to read "Base."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

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Colonel, USAF  
Air Adjutant General

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USAF SUPPLY MANUAL—AFM 67-1  
VOLUME I  
AMENDMENT 38

1. A solid black line in the left or right margin indicates changes effected by this amendment.
2. Paragraph 6R, section 1 deletes "Responsible Property Officer" from the list of definitions and adds definition for "Responsible Officer."
3. Section 17 revised to incorporate responsibilities of air materiel area aircraft distribution officer; to incorporate procedures contained in paragraphs 5 and 6b, AFR 65-86 so that it can be rescinded; to eliminate special equipment list now required on DD Form 780.
4. Figure 17-1, section 17 deleted to eliminate Special Equipment List, now required on DD Form 780.

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Page	Edition Date	Page	Edition Date
✓ 1-8A .....	1 Aug 56	1-8A .....	15 Nov 56
✓ 17-1 .....	15 Mar 54	17-1 .....	15 Nov 56
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✓ 17-5 .....	15 Mar 54	17-5 .....	15 Nov 56
✓ 17-7 .....	1 Jan 56	17-7 .....	15 Nov 56
✓ 17-9 .....	1 Jul 55	.....	.....

CHANGES TO BE MADE WITH PEN AND INK

SECTION 29

1. Page 29-2, paragraph 3b(6). In the first line change "1502nd Air Transport Wing" to read "6486th Air Base Wing."

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VOLUME I  
AMENDMENT 37

1. This amendment supersedes Amendment 26 dated 10 October 1955.
2. A solid black line in the left or right margin indicates changes effected by this amendment.
3. Paragraph 102, section 1 corrects an error in interpretation of the accounts that are to be included in the Base Supply Report RCS: AF-S1. It further prevents conflict with paragraph 1a, section 2, volume XV, AFM 67-1 and paragraph 1a and b, code 42000, chapter 2, AFM 26-1, "Manpower, Policy and Criteria."
4. Paragraph 1b, section 2 clarifies conditions under which it is necessary to open packages.
5. Paragraph 1c, section 2 emphasizes the importance of the receiver's knowledge of shipping procedures, delivery schedules, and shipping instructions so that irregularities can be reported and corrected.
6. Paragraph 1d, section 2 combines present paragraph 1c and 1d due to addition of new paragraph 1c.
7. Paragraph 1i, section 2 revised to conform with new paragraphs 3b(24) and (25).
8. Paragraph 3, section 2 revised to outline the necessary functions of receiving, without naming the component responsible for each function. Such responsibility will be determined locally in accordance with the applicable organizational directives.
9. Paragraph 4, section 2 provides that receipt acknowledgment copies will be returned to the shipper by air mail. This change also deletes the word "base." Since the procedures in section 2 apply to depots, the term "base" is misleading.
10. Paragraphs 5a and 5, section 2 revised to conform to paragraph 12, section 2, volume II.
11. Paragraph 6c, section 2 clarifies the conditions under which the various receiving report forms are to be used. Deletes reference to AFR 70-15 and AFR 145-20 which have been superseded.
12. Paragraph 6m, section 2 deleted since paragraph 9a provides for pricing of receiving reports regardless of cost category.
13. Section 9 added. This section formerly appeared in volume III as section 4 and is now in volume I in order to give a wider circulation of text, "Corrosion Control." Index tab divider "Corrosion Control" will be removed from volume III, if available, and inserted in volume I. New index tab dividers for volume I will be furnished at a later date.
14. Section 10 revised to provide an annual procedure for depleting AMC depot local purchase assets, including NL items for which a complete description is available, which are excess to the depots three year local base support and Materiel Reserve (AMC Project Big-Top) requirements.
15. Section 11 deleted in its entirety in accordance with instructions contained in AFM 5-4 dated 2 August 1956.

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X79.....	15 Dec	55	79 (contents page).....	15 Oct	56
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11-7.....	14 Oct	54			

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## USAF SUPPLY MANUAL—AFM 67-1

## VOLUME I

## AMENDMENT 36

1. A solid black line in the left or right margin indicates changes effected by this amendment.

2. Paragraph 4, subsection A, section 1 provides that revisions or amendments to AFM 67-1 may be forwarded to activities other than AMC.

3. Paragraph 1, section 28 adds general instructions to be utilized by all Air Force activities for submission of proposed revisions or amendments to ammunition procedures to OOAMA.

4. Paragraph 4c(4), section 28 revised to prescribe additional responsibilities assigned to OOAMA in processing revisions and amendments to ammunition procedures.

5. Paragraph 4d(3), section 28 revised to provide that WRAMA will forward recommended revisions and amendments to procedures pertinent to aircraft cartridge actuated devices to OOAMA instead of AMC.

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.....	.....	28-4A .....	17 Sep 56

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VOLUME I  
AMENDMENT 35

1. A solid black line in the outer right or left margin indicates that portion of the text which has been changed.

2. Paragraphs 6C(2), (5) and (6), section 1 clarify the definition of classes of supply.

3. Paragraph 4a(2), section 2, eliminates the receipt acknowledgment copy covering cost category I (Hi-Valu) shipments and substitutes a copy annotated, "Include in your Stock Balance and Consumption Report Beginning (month), (day), (year)."

4. Paragraph 4a(6), section 2 eliminates the requirement for signatures of incheckers, storekeepers and inspectors on the accounting copy.

5. Paragraph 6a, section 2 emphasizes the requirement for prompt forwarding of finance copies of receiving reports to prevent delay in payment of Air Force accounts.

6. Paragraph 7c, section 2 is deleted as receipt acknowledgement copies are not required for contract shipments, since contractors do not submit stock balance and consumption reports.

7. Paragraphs 8c and 9a(9), section 2 provide for distribution of receiving report copies to the prime contractor.

8. Paragraph 8, section 4 eliminates the receipt acknowledgement copy covering cost category I (Hi-Valu) shipments and substitutes a copy annotated, "Include in your Stock Balance and Consumption Report Beginning (month), (day), (year)."

9. Paragraph 12c, section 6 provides that blue and white color scheme will be used as distinct colors for items in cost category I (Hi-Valu) storage.

10. Paragraph 3a(15), section 28 changes definition of "Technical Service Distribution Depot" to "Distribution Depot."

11. Paragraph 4c(14), section 28 provides that OOAMA will operate a distribution depot for providing actual training experience for 2949th Support Group by distributing ordnance and chemical training ammunition in support of Air Force activities located in the eight western state area.

12. Paragraph 4f, section 28 provides that USAFE and FEAF fulfill the same responsibilities assigned to zone of interior major air commands.

13. Paragraph 4g, section 28 provides that AMFEA and AMFPA will fulfill the same responsibilities assigned to oversea major air commands.

14. Paragraph 6f, section 28 provides that base commanders of AMC activities will forward AF Form 1416 direct to ammunition control point (OOAMA), which will act as AMC representative.

15. Paragraph 16b(1), section 28 clarifies the construction of the requisition number.

16. Paragraph 17a(2), section 28 provides that AMC zone of interior activities will forward special training ammunition requisitions direct to USAF ammunition control point (OOAMA), which will assume AMC responsibilities on such requisitions.

17. Paragraph 17a(3), section 28 provides that AMC zone of interior activities will forward requisitions for combat ground defense, operational, demonstration and test and drill ammunition direct to USAF ammunition control point (OOAMA), which will assume responsibilities on such requisitions.

18. Supplement II, section 28 amended to provide that OOAMA (AFU 2020) has responsibility for distribution of ordnance and chemical training ammunition to the eight western state area.

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 1

1. Page 1-8A, paragraph 6R(2)(b). In the fourth line, change "TM 38-418 and will number requisitions in accordance with paragraph 40, TM 38-414." to "section 26, volume III and AFM 75-4."

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VOLUME I  
 AMENDMENT 34

1. This amendment supersedes amendment 24 dated 15 Sep 55.
2. Paragraph 6I, section 1 adds definition of "Insurance Item."
3. Paragraphs 24b(3)(f)10, 28b(1) and (2), 29c(1), (3), and (4), 29e(1), 29h, 29h(1), 29h(3), 29h(5), 29h(7), (8), and (10), 29i, 30a, b, c(1), (3), and (4), 30g, 31b, 31c(2) and (3), 31f(6), section 6 revised to clarify the reporting of net occupied space on AF Form 384B, the reporting of square and cubic foot data on the DD Form 805, the preparation of the DD Form 806, the reporting of space allocated to the Air Force by other agencies, the reporting of space used by other agencies, the distribution of DD Forms 805, 806 and 807 and the reporting of space occupied by conveyor systems within storage areas.
4. Paragraphs 10e(2) and 10g(2), section 8 revised to provide for the inclusion of packing, handling, and first transportation costs in the prices established for local purchase items; and provides for adjustment of prices to reflect current acquisition cost when variance is sufficient to warrant such action.
5. Paragraph 6a, section 21 revised to assign the consolidation responsibility for Class 16-F crystal requirements forecast of the Air Materiel Command bases to the prime commodity class depots.

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CHANGES TO BE MADE WITH PEN AND INK

Section 6

1. Page 6-3, paragraph 2S, "Shed Space." In the first line change "building" to "covered structure."

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USAF SUPPLY MANUAL—AFM 67-1

VOLUME I

## AMENDMENT 33

1. This amendment supersedes amendments listed below:

Amendment 1—12 Oct 53	Amendment 7—28 Apr 54
Amendment 2—5 Jan 54	Amendment 10—5 Aug 54
Amendment 3—10 Feb 54	Amendment 11—20 Aug 54
Amendment 5—6 Apr 54	Amendment 12—5 Sep 54

NOTE: Amendments listed above have been superseded by previous amendments and are now obsolete. The cover sheets for the amendments may be retained if desired, in a separate file for reference purposes only, for a duration to be determined locally.

2. Paragraph 6b(2), section 2 provides a means of informing the administrative contracting office of receiving reports not processed within the prescribed time limit of six calendar days.

3. Paragraph 11, section 2 deleted due to a duplication of policy and procedure outlined in AFR 71-4, dated 27 January 1956 and was an interim procedure to be used until AFR 71-4 had been expanded to adequately prescribe the policy and procedure set forth in paragraph 11, section 2.

4. Section 27 added to briefly describe the operation of a stock fund, specifies the activities affected by consumer level funding, outlines the requirements for obligation and certification of funds by requisitioning activities. Lists the procedural application of other sections and volumes of AFM 67-1 and contains a supplement of the property classes that have been included in the General Supplies Stock Fund to date.

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			Index Tab Dividers: AF Stock Fund Genl Supplies Div— Sec 27		

CHANGES TO BE MADE WITH PEN AND INK

Section 17

1. Page 17-7, paragraph 15b(1). In the sixth line change "TO 00-25-110" to read "TO 00-25-180."

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 VOLUME I  
 AMENDMENT SHEET 32

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1. Paragraphs 103b and c, section 1 changes the designation "area activities office" to "area assistance division, directorate of supply and services, and provides that an information copy of AF Form 359 will be forwarded to the command having jurisdiction over the reporting base.
2. Paragraph 106c(1), section 1 redefines categories A and B, section II, Base Supply Report.
3. Paragraph 106d(1), section 1 redefines and clarifies the separation of reparable transactions into two groups.
4. Paragraph 106d(2), section 1 redefines and clarifies the reporting requirement for "On Hand" reparable units.
5. Paragraph 106d(7), section 1 redefines and clarifies the reporting requirement for reparable units received but not processed.
6. Paragraph 106d(8), section 1 redefines and clarifies the reporting requirement for reparable units stored in reparable warehouses.
7. Paragraph 106f(9), section 1 redefines and clarifies the reporting requirement for "Line Items Excess on Hand," section V, Base Supply Report.
8. Paragraph 3c, section 5 provides that AF Form 85C will be used to reflect change in unit price only, and specifies the interpretation of change in unit price.
9. Paragraph 5a(11), section 5 deletes statement which required preparation of AF Form 85C when unit price is involved in preparation of AF Form 85B.
10. Paragraph 14, section 6 deleted in its entirety with only reference to section 1, chapter 5, AFM 67-3 remaining.
11. Paragraphs 5e and f, section 21 revised for clarification of text.
12. Paragraph 5g, section 21 deleted. Information to appear in paragraph 9.
13. Paragraph 9, section 21 revised to include information relative to processing of excess quartz crystals.

*changes made  
 5-24-56*

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 6, VOL I, AFM 67-1

1. Page 6-46, Figure 6-15. Delete in its entirety. Conflicts with Figure 20, AFM 67-3.



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## USAF SUPPLY MANUAL—AF MANUAL 67-1

## VOLUME I

## AMENDMENT SHEET 31

1. Paragraph 1j, section 2. This revision provides for processing production turn-ins at depot level so that they can be posted to the stock record account on the same calendar day the material is accepted.

2. Paragraph 10a(6), section 2. This revision eliminates authority for transfer of those condemned items to the disposal officer which are reportable to Materiel Redistribution Division for screening within the Federal Government.

3. Paragraph 13f, section 4. Deleted to resolve the conflict with paragraph 23e(1)(c), section 4, volume II, AFM 67-1. Paragraph 13g changed to read 13f.

4. Paragraphs 12a and b, section 6. This revision provides for segregation of cost category I (Hi-Valu) items from other items in storage.

5. Paragraphs 3d and e, and 4a(2), section 12. This revision establishes and clarifies the essential information to be contained in the nomenclature. Clarifies the point that AF Form 489 was developed to provide a convenient means of compiling data, particularly when research is necessary, and its use is not mandatory when locally determined more feasible to "graphotype" directly from catalogs or other authorized documents.

6. Paragraph 4a(4), section 12. This revision effects the following changes:

a. Provides space on the last line of metal plate to include essential unit pack quantity.

b. Unit pack quantities thus carried forward on imprinted matter such as stock record cards will enable the stock record clerk, at a glance, to requisition and ship to the nearest unit pack.

7. Paragraphs 3b(1) and (3), 4a through k, 5b, 6a(1), (2) and (3), 7c and d, 10b(4), 11b(2), 12a, 12a(1), 12g and h, 13c(1) and (2) and 13f through i, section 18. This revision effects the following major changes:

a. Defines condemned conditions.

b. Deletes the requirement for AF Quality Control Representatives (AFQCR's) to stamp or sign condition and identification tags when accepting property for the Air Force.

c. Deletes the requirement for use of AF Form 222, "Selected for Shipment Tag," by AMC depots and AMA's.

d. Provides that sealed containers need not be opened solely to change identification markings as a result of catalog changes.

e. Permits the use of metal tags to identify the contents of containers having only one line item at the discretion of the base or depot supply officer.

f. Prescribes the cure date of synthetic rubber components used in aircraft fuel systems be expressed in quarter and year.

8. Paragraph 3, section 29. This revision provides Air Force policy for depot level contract repair of certain items, specifically authorized by prime depots, as requested by selected Military Air Transport Service activities.

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			29-3	16 Apr	56

**CHANGES TO BE MADE WITH PEN AND INK**

**SECTION 1, VOL I, AFM 67-1**

1. Page 1-4, paragraph 6. In the first line change "manual" to read "volume," and change "terms" to read "definitions and abbreviations."

**SECTION 4, VOL I, AFM 67-1**

1. Page 4-4, paragraph 11*d*. In the second line, delete "in lieu of AF Form 50P."

**SECTION 26, VOL I, AFM 67-1**

1. Page 26-2, paragraph 3*e*. In the first line between "commodity" and "Depots," add "class."

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Chief of Staff, United States Air Force

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 30

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1. Distribution Formula. This revision corrects the stock record count numbers enumerated therein.

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Page	Edition Date	Page	Edition Date
v .....	15 Sep 55	v .....	15 Mar 56

2. Paragraph 6L, section 1. This revision changes the definition of warning point level to provide that only prime depots will add procurement lead time to the warning point level in days.

3. Paragraph 3a(12), section 2. This revision limits the requirement for filing shipping and receiving documents with the appropriate bill of lading to instances where such shipping and receiving documents are available.

4. Paragraph 6a(4), section 4. This revision provides that a cross-reference on the bill of lading to the voucher number will suffice when shipping documents are not filed with the bill of lading.

5. Paragraphs 23c(1) and (2), section 6. This revision changes the submission period for AF Form 1205 from monthly to quarterly.

6. Paragraphs 24b(1), 24b(3), 24b(3)(c) and 24b(3)(f) 10, section 6. This revision changes the submission period for AF Form 384B from quarterly to semiannually and changes the reports control symbol to AMC-S148.

7. Paragraph 25, section 6. This revision includes reference to AFM 67-3 for storage and materials handling and includes a reference to section 28 for maintenance of ammunition records.

8. Paragraph 10, section 14. This revision prescribes that AF Class 26 school property be status tagged with AF Form 50J and overstamped "Serviceable," "Reparable," or "Condemned," as applicable.

9. Paragraphs 12a, 14a, c, e, f, g, 17, 18e, 20c(4), 20d and 21a, section 19. This revision effects the following major changes:

a. Permits use of AF Form 447, under certain circumstances, for processing condemned property to disposal.

b. Provides for shipment of UR exhibits in accordance with the local Production Improvement Program Control Office.

c. Permits property delivered to a nearby Government establishment for repair and return to be accounted for as a suspense item.

d. Provides that replacements for reparable shipped to a higher repair echelon may be secured without submitting a requisition, when specifically authorized.

e. Specifies the Chemical Corps repair activities to which reparable Chemical Corps type property will be shipped when requiring depot level maintenance. Previously, such property was reported to the Chief, Chemical Officer, Washington, D. C., for shipping instructions.

f. Clarifies procedures on processing reparable Engineer type vehicles to conform volume I with volume XIII.

10. Section 28. This revision adds section 28 which prescribes instructions for the requisitioning, reporting, shipping and disposition of all types of ammunition.

*changes made  
4-20-57*

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2-1	15 Nov	55	2-1	15 Mar	56
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			14-6A	15 Mar	56
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			28-23	15 Mar	56
			Index Tab Dividers: Ammunition Procedures Section 28		

**CHANGES TO BE MADE WITH PEN AND INK  
AMENDMENT SHEETS**

1. Amendment Sheet 28, page ii. Under the "Insert" column, delete "22-3.....15 Dec 55."

**SECTION 1, VOL I, AFM 67-1**

1. Page 1-33, supplement VI. Delete paragraph 35 in its entirety since the requirement for inventory progress chart has been deleted from section 10, volume I. Redesignate current paragraphs 36 through 48 to read paragraphs 35 through 47, respectively.

**SECTION 7, VOL I, AFM 67-1**

1. Page 7-3, paragraph 5c(2)(c)1. In the 12th line, change "910" to read "D2050."

2. Page 7-3, paragraph 5c(2)(c)2. In the 12th line, change "905" to read "D2020." In the 18th line, change "905" to read "D2020."

3. Page 7-4, paragraph 5c(2)(c)3. In the 12th line, change "910" to read "D2050."

4. Page 7-7, figure 7-1. In the "Control Nr" block, change "908-17C-5-33" to read "D2010-17C-5-33;" in the "To" block, change "AF-862-DSO" to read "AFD2200;" in the "From" block, change "AF-908-CSO" to read "AFD2010;" in the "To" block, change "AF-908-CSO" to read "AFD2010;" and in the "From" block, change "AF-862-DSO" to read "AFD2200."

**SECTION 10, VOL I, AFM 67-1**

1. Page 10-2, paragraph 5c(8). In the second line, change "AF-909-SO" to read "AFB2300."

**SECTION 13, VOL I, AFM 67-1**

1. Page 13-2, paragraph 7a. In the second line, change "AF-906-DSO" to read "AFD2000" and in the third line, change "AF-901-DSO" to read "AFD2040."

**SECTION 17, VOL I, AFM 67-1**

1. Page 17-2, paragraph 4a(5). In the second line, change "AF-746-AC" to read "AFA2303."

2. Page 17-5, paragraph 8c(2). In the third and fourth lines, change "AF-746-AC" to read "AFA2303."

AF Supply Officer (AFB3047), Lackland AFB— Marked For: Organizational Property, Officers Can- didate School .....	180
AF Depot Supply Officer (AFD2060), Robins AFB— Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AFD2040), McClellan AFB —Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AFD2010), Brookley AFB —Marked For: Organizational Property, Training School .....	18
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AF Depot Supply Officer (AFD2000), Olmsted AFB —Marked For: Organizational Property, Training School .....	3
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AF Supply Officer (AFB3010), Keesler AFB—Marked For: Organizational Property, Training School.....	158
AF Supply Officer (AFB3059), Lowry AFB—Marked For: Organizational Property, Training School.....	15
AF Supply Officer (AFB3020), Sheppard AFB— Marked For: Organizational Property, Training School .....	4
AF Supply Officer (AFB4802), Langley AFB, Va.— Marked For: Organizational Property, Reserve Training Program .....	3500
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Southern District .....	80
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Western District .....	45
European District .....	50
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3080th ADS, Caribou AF Station, Limestone, Me.....	12
3081st ADS, Rushmore AF Station, Rapid City, S. D.	12
3082d ADS, Deep Creek AF Station, Fairchild, Wash.	12
3083d ADS, Fairfield AF Station, Fairfield, Calif.....	12
3084th ADS, Westover AFB, Chicopee Falls, Mass.....	12
DIG, Norton AFB.....	40



3. Page 17-5, paragraph 8e. In the 11th line, change "AF-746-AC" to read "AFA2303."

4. Page 17-5, paragraph 8f(2)(a). In the 21st line, change "AF-746-AC" to read "AFA2303."

SECTION 29, VOL I, AFM 67-1

1. Page 29-1, paragraph 2b(2)(a). In the second line, change "AF-907-DSO" to read "AFD2060."

2. Page 29-2, paragraph 2c(1). In the sixth line, change "AF-1752-APO" to read "AFH1752."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

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Chief of Staff, United States Air Force

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Vol I

# EXPEDITE CHANGE

HQ, UNITED STATES AIR FORCE

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 29

JAN 1956  
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1. Paragraph 6L(5) and 6L(7), section 1. This revision provides a definition for "Stock Control Level" and changes the definition for "Warning Point Level" to agree with change in authorized level for cost category III items.

2. Paragraph 6M, section 1. This revision deletes the definition for "Minimum Reserve Level" since this definition is reflected under "L" Levels of Supply.

3. Paragraph 13e, section 4. This revision prescribes that a copy of the shipping document will be forwarded to the Air Procurement District in the event the appropriate property administrator cannot be determined.

4. Paragraph 3a(4), section 5. This revision provides optional use of a copy of USAF supply catalog change notices as a voucher, in lieu of AF Form 85B, in converting USAF items to Federal item identification data under the Federal Catalog Conversion Program.

5. Paragraph 5a(9), section 5. This revision provides for the entry of partial balance transfers in the "Stock Record Balances" block of AF Form 85B.

6. Paragraph 9, section 5. This revision provides optional use of a copy of USAF supply catalog notices as a voucher, in lieu of AF Form 85B, in converting USAF items to Federal item identification data under the Federal Catalog Conversion Program.

7. Paragraph 15, section 17. This revision effects the following major changes:

a. Adds reference to TO 00-25-110, "Structural Repair of High Performance Aircraft."

b. Provides that highly specialized teams will be available at the geographic aircraft depot which may or may not be the prime aircraft depot.

c. Provides for notification of an aircraft accident by means other than by the "Aircraft Accident Report."

d. Provides that a structural repair engineer team will be dispatched only upon request.

e. Provides that the structural repair engineer team will review the damaged aircraft and make recommendations to the geographic air materiel area aircraft disposition officer.

f. Provides for the marking of unidentifiable parts.

g. Provides for coordination with local base supply officer prior to submission of requisitions.

# EXPEDITE CHANGE

- h. Provides for submission of the original requisition through the prime aircraft depot in lieu of furnishing information copies.
- i. Adds instructions for review of the original requisitions by the prime aircraft depot.
- j. Provides instructions for forwarding of requisitions by the prime aircraft depot.
- k. Provides for coordination between the prime aircraft depot and the aircraft manufacturer in obtaining part number identification on unidentifiable items.
- l. Provides that upon receipt of identification and cost quotes from the contractor, the prime depot will take appropriate action to obtain items required that were not previously requisitioned.
- m. Provides that the prime or zonal depot will forward coded copy information of all supply action taken on structural repair requisitions to the structural repair aircraft monitor of the prime aircraft depot.

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Page	Edition Date		Page	Edition Date	
1-7 .....	1 Sep	55	1-7 .....	1 Jan	56
4-5 .....	10 Oct	55	4-5 .....	1 Jan	56
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CHANGES TO BE MADE WITH PEN AND INK

SECTION 1, VOL I, AFM 67-1

1. Page 1-9, paragraph 6S. Delete the definition for "Stockage Objective" since this definition is reflected under paragraph 6L "Levels of Supply."
2. Page 1-29, paragraph 13, supplement II. In the third and fourth lines, change "paragraph 3, section 2, volume I, AFM 67-1" to read "paragraph 30, AFR 5-5," "AF-Publications."

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Chief of Staff, United States Air Force

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*11-20-56*

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 28

1. Index. This revision brings the index up to date.
2. Contents Page. This revision corrects the contents page.
3. Paragraph 5a(4), section 4. This revision deletes erroneous reference to paragraph 36b, AFR 205-1.
4. Section 9. This revision deletes section 9 which has been incorporated in volume XV.
5. Section 15. This revision deletes section 15 which has been incorporated in volume XV.
6. Paragraph 20c, Section 19. This revision provides for a replacement of like item of Engineer equipment scheduled for depot maintenance in instances where loss of equipment during overhaul would delay work schedules or retard normal depot operations at the AF installation possessing the equipment scheduled for maintenance.
7. Section 22. This revision adds section 22 which prescribes procedures relative to the operation of the AF Coal Program.

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			Index Tab Dividers:		
			AF Coal Program.....Section 22		

CHANGES TO BE MADE WITH PEN AND INK

AMENDMENT SHEETS

1. Amendment Sheet 26, page 2. Under pen and ink changes to section 11, paragraph 1. In the first line, change "paragraph 11" to read "paragraph 4."

SECTION 29, VOL I, AFM 67-1

1. Page 29-2, paragraph 2b. Change "paragraph 2b" to read "paragraph 2c."

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 27

1. Paragraph 1i, section 2. This revision provides for issue direct to using organizations by-passing central receiving when receipts are within the first five priorities, or pilot pickups.

2. Paragraph 5a(4), section 6. This revision prescribes that one out of every 25 aircraft engines issued will be of the most recent manufacture or overhaul.

3. Section 20. This revision provides the following major changes:

a. Expansion and detailed explanation of the Air Force Lumber Stock Control Office responsibilities.

b. Adds inspection required for initial receipt, acceptance and storage of lumber.

c. Adds inventory adjustment requirements for deteriorated lumber.

d. Adds applicable accounting procedures for lumber.

e. Establishes expanded lumber reclamation criteria.

f. Prescribes the disposition procedures to be followed in processing excess lumber.

g. Prescribes the criteria and format for the "Quarterly Report of the Value of Air Force Lumber" (RCS AMC S109).

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 26

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1. Paragraph 7b, section 4. This revision increases the receivers voucher copies required to accompany parcel post shipments from two to four. The two additional copies are required for voucher suspense and inventory accounting monetary (see paragraph 4a, section 2, volume I).

2. Paragraph 13a, section 4. This revision permits AF shipping activities, other than Air Materiel Command activities, to file voucher file copies as complete with transportation information limited to a dated acknowledgment of receipt of the shipment by the transportation inchecker, except as further required by the parent major air command.

3. Paragraphs 7g(3), 9a, 9a(1) and (2), section 11. This revision prescribes that textbooks for dependents schools will be considered an expendable item and will not be accounted for by the base supply officer.

4. Paragraph 12, section 11. This revision deletes the reference to local printing of departmental forms and publications inasmuch as AFR 6-3 has been rescinded. Paragraph 12 has been redesignated as "Unused."

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Page	Edition Date		Page	Edition Date	
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# EXPEDITE CHANGE



**CHANGES TO BE MADE WITH PEN AND INK**

**SECTION 5, VOL. I, AFM 67-1**

1. Page 5-5, figure 5-1. In the title, change "84B" to read "85B."

**SECTION 11, VOL. I, AFM 67-1**

1. Page 11-2, paragraph 11. Delete "(RCS AF-G7)" from the title of paragraph 11.

2. Page 11-3, paragraphs 4a and b. In the 15th line of paragraph 4a, delete "under RCS AF-G7." In the 16th line of paragraph 4b, delete "under RCS AF-G7." RCS AF-G7 applies only to the submission of consolidated requirements to Headquarters, USAF by Shelby AF Depot (see paragraph 4f).

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 25

1. Paragraph 2b(2), section 1. This revision deletes the responsibility of the base supply officer since the Commissary Officer is responsible for requisitioning and accounting for all subsistence items in accordance with the subsistence stock fund procedures.

2. Section 5. This revision prescribes the use, preparation and processing of AF Form 85 (revised), AF Form 85B and AF Form 85C in connection with inventory accounting monetary requirements. These procedures supersede inventory adjustment procedures contained in AFM 67-Tentative, "Base Supply Monetary Inventory Accounting Procedures."

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 1, VOL I, AFM 67-1

1. Page 1-40, paragraph 16. In the third line, delete "8."

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## USAF SUPPLY MANUAL—AF MANUAL 67-1

## VOLUME I

## AMENDMENT SHEET 24

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SEP 26 1955

1. Title Page. This revision changes the distribution formula to add AF Finance Center under the miscellaneous portion.

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
Title Page .....	27 Jun 55	Title Page .....	15 Sep 55

2. Paragraph 6C, section 1. This revision adds the definition for "Cannibalization."

3. Paragraph 6R, section 1. This revision adds the definition for "Reclamation."

4. Subsection E, section 1. This revision effects the following:

a. Eliminates the report covering depot supply action insofar as it pertains to special classes.

b. Eliminates workload and supply effectiveness data relative to service stock.

c. Eliminates the pipeline time report entered on the back of AF Form 359.

d. Breaks down inventory data into cost categories I (hi-valu), II and III.

e. Excludes waived adjustments to stock balances in computation of "Percent of Inventory Error" and "Net Dollar Shortage on Inventory Discrepancies."

f. The phrase "Assigned To" and the word "Assigned" have been changed to read "On Duty."

5. Paragraph 1h, section 2. This revision provides a means of bringing to the attention of Finance Division, Comptroller, Air Materiel Command, any evidence that a satisfactory adjustment has not been made regarding rejected materials.

6. Paragraph 3a(10), section 2. This revision deletes the requirement for entering method of shipment, car number and seal numbers on receivers vouchers.

7. Paragraphs 6k, l, m, 7, 8, 9a and b, section 2. This revision effects the following:

a. Provides five additional copies of receivers vouchers for the finance office.

b. Provides one copy for voucher suspense.

c. Provides one copy for base accounting for use as prescribed in AFM 177-1. Current paragraph 6k is deleted.

d. Provides receiving procedures for contract shipments which include more than one property class.

e. Provides an exception, applicable to GSA procurement, in marking items and documentation "Warranty Item" to facilitate Government advantage from manufacturers warranty periods.

f. Prescribes that the unit cost will be entered on the receiving report for all cost category I (hi-valu) items.

8. Paragraph 11a, section 2. This revision prescribes that AFTO Form 29 will be used for reporting material deficiencies in packaging.

9. Paragraph 11c, section 2. This revision conforms AFM 67-1 with AFR 174-1 and revised AFR 71-4.

10. Paragraphs 1d and 10b(1), section 4. This revision prescribes that full nomenclature be indicated on shipping documents for dangerous items to enable easier recognition and appropriate processing.

11. Paragraph 10b(8), section 4. This revision provides a distinctive label for marking shipments of priorities 1 through 5.

12. Paragraph 12, section 4. This revision deletes the requirement for entering carrier, car number, seal numbers and cube on shipping documents.

13. Paragraph 2b(2)(b)3, section 29. This revision prescribes that the voucher number to be assigned shipment will be furnished with the requisition in all instances.

14. Paragraph 2b(2)(b), section 29. This revision excepts the voucher number to be assigned shipment from the information, if not available, to be furnished within three days by teletype.

15. Paragraph 2b(2)(c), section 29. This revision changes "IIB" to read "11B."

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4-5.....	1 Sep	55	4-5.....	15 Sep	55
29-1.....	29 Jun	55	29-1.....	15 Sep	55

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USAF SUPPLY MANUAL - AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET 23

1. Paragraph 4, section 2. This revision provides additional AF Forms 104B for use as voucher suspense and inventory accounting monetary copies.

2. Paragraph 2I, section 6. This revision changes the definition for "Igloo Space."

3. Paragraph 2M, section 6. This revision changes the definition for "Magazine Space."

4. Paragraphs 29a(1), 29d, 29h(8), 29i, 30d, 31a(1), 31c(1), 31d, 31g(5) and 31g(9), section 6. This revision prescribes that an analysis and narrative report be furnished on all depot storage activities when the net storage space is less than 75 percent occupied, or when the total space vacant exceeds 500,000 net square feet. Reports control symbol DD-S&Z(Q) 181 has been changed to read DD-S&L(Q) 181R1. Provides for reporting of net storage space that is available for use by other agencies of DOD in accordance with cross-servicing services as provided in AFR 67-107.

REMOVE			INSERT		
Page	Edition Date		Page	Edition Date	
2-3 .....	1 Jul	55	2-3 .....	28 Jul	55
2-4A .....	1 Jul	55	2-4A .....	28 Jul	55
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6-28E .....	15 May	55	6-28E .....	28 Jul	55

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USAF SUPPLY MANUAL—AF MANUAL 67-1  
VOLUME I  
AMENDMENT SHEET 22

1. Paragraph 6A, section 1. This revision adds the definition for "Advance Attrition."
2. Paragraph 6C, section 1. This revision adds the definition for "Command Support Aircraft."
3. Paragraph 6D, section 1. This revision adds the definition for "Distribution System."
4. Paragraph 6L, section 1. This revision adds the definition for "Levels of Supply."
5. Paragraph 6P, section 1. This revision changes the definition for "Pipeline Time."
6. Paragraph 6R, section 1. This revision changes the definition for "Reorder Point."
7. Paragraph 6S, section 1. This revision deletes the definition for stock control level since this definition is now under "Levels of Supply."
8. Paragraph 6W, section 1. This revision deletes the definition for warning point level since this definition is now under the definition of "Levels of Supply."
9. Paragraph 13, supplement II; paragraphs 15 and 16, supplement V; paragraph 45, supplement VII; paragraph 33, supplement XI; and supplement XVI, subsection C, section 1. This revision prescribes guidance in assuring effective utilization of publications in USAF Catalog and Stock List Series and in solving problems arising from Customer Service Questionnaire and Federal Catalog Conversion. Current paragraphs in supplements II, VI, VII and XI have been redesignated accordingly.
10. Paragraphs 2e and f, section 4. This revision prescribes that packing and crating of household goods by commercial contractors is the responsibility of the transportation office. When packing and crating of any type is accomplished by Air Force personnel it is the responsibility of the base supply officer.
11. Paragraph 6a(5), section 4. This revision increases the number of receivers voucher copies from three to five.
12. Paragraph 7a, section 4. This revision prescribes the use of SN 6750-316500 as the standard packing list envelope.
13. Paragraph 11f, section 4. This revision requires that AF Form 50N be placed on one end and on one adjacent side when a container exceeds 10 cubic feet.
14. Paragraph 19b, section 6. This revision deletes paragraph 19b in its entirety. The requirement for base supply officers to maintain serial number records for firearms in storage is deleted. The requirement for unit supply officers to maintain such records is prescribed in paragraph 13, section 2, volume IV. Current paragraph 19b(1) has been redesignated to read "19b."
15. Paragraph 4j, section 11. This revision deletes paragraph 4j in its entirety since the provisions for priority are covered in added paragraph 10d.
16. Paragraph 9a(3), section 11. This revision eliminates the necessity for posting due in and due out records on Classes 30A and 30G.
17. Paragraph 10d, section 11. This revision prescribes the supply priority as it affects the publication area due to the revised supply priority system.
18. Paragraphs 8a, b, 12b, c, d, e, f, g, h, i, 13 and 14, section 23. This revision conforms section 23 with current policies and procedures.

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of the Federal Catalog Program. Current paragraphs 12 and 13 are deleted in their entirety since they are incorporated in sections 4 and 14, volume II, and paragraph 14 has been redesignated to read paragraph 12.

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Page	Edition Date		Page	Edition Date	
1-3	1 Feb	55	1-3	1 Sep	55
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23-5	11 Jun	54	23-5	1 Sep	55

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VOLUME I

AMENDMENT SHEET NO. 21

1. Paragraph 6, section 10. This revision prescribes that depots will disseminate to Air Force activities only one listing yearly of items coded from CP to LP that are available from depot stocks. Retention levels will be established and lists will be coded to indicate the quarter of the fiscal year that depot stocks will be depleted. These lists will be utilized by AF activities for requisitioning and budgeting and requirements purposes. AF activities will requisition items reflected on the listing to fill their established 195 day level. Items coded for LP in AF catalogs that are not shown on the listing will be considered as not available from depot stocks. Requisitions will not be submitted to the prime depot for those items not listed.

2. Paragraphs 12a(4) and (8), section 19. This revision clarifies posting of issues to replace cost category II items condemned because of fair wear and tear and prescribes the forwarding of a copy of AF Form 446 to base supply for items condemned by maintenance to effect a wash posting.

3. Section 29. This revision adds section 29 which provides supply procedures to be utilized in conjunction with special repair contracts.

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10-5 .....	1 Feb	55	10-5 .....	29 Jun	55
19-5 .....	15 May	55	19-5 .....	29 Jun	55
19-6A .....	15 May	55	19-6A .....	29 Jun	55
.....			29-1 .....	29 Jun	55
			Tab Dividers: Special Contractual Re- pair—Section 29.		

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VOLUME I

AMENDMENT SHEET NO. 20

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1. Title Page. This revision corrects the title page.

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
Title Page.....	1 Feb 55	Title Page.....	27 Jun 55

2. Section 7. This revision prescribes additions and modifications of policy and procedure pertaining to Supply Catalog and Stock List data under current conditions of conversion to the Federal Cataloging System.

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
7-1 .....	1 Jul 53	7-1 .....	27 Jun 55
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VOLUME I

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AMENDMENT SHEET 19

1. Paragraph 9, section 1. This revision prescribes the use of numbered stamps by storekeepers, packers, warehousemen and checkers in lieu of signatures.

2. Paragraph 5*b*, section 2. This revision prescribes a procedure for receiving items obtained through General Services Administration. Current paragraphs 5*b* and *c* are redesignated to read 5*c* and *d*.

3. Paragraph 6*f*, section 2. This revision provides for direct routing to the office responsible for corrective action, when sufficient documents are not received.

4. Paragraph 11*e*, section 2. This revision deletes the requirement for utilization of a reports control symbol when preparing DD Form 6.

5. Paragraph 12*i*, section 2. This revision clarifies the preparation and routing of AF Forms 672 when the discrepancy is attributable to an activity other than the shipper.

6. Paragraph 24*b* (3) (h) 6 k, section 6. This revision prescribes a separate breakdown for C&E Schemes. Current paragraph 24*b* (3) (h) 6 k has been redesignated to read 24*b* (3) (h) 6 l.

7. Paragraph 10*e* (1) (a), section 8. This revision includes the cost of Government furnished items in the pricing basis.

8. Paragraph 7*d*, section 15. This revision prescribes that requisitions for nonregulated Army stored and issued items will be submitted in accordance with supplement II, section 2, volume II except that requisitions for both regulated and nonregulated Army stored and issued items from the ANG will be submitted to the AIC depot.

9. Paragraph 15, section 17. This revision provides a standard procedure to insure an expeditious and economical means of returning to service, structurally damaged high performance aircraft.

10. Paragraph 10*a* (6), section 19. This revision prescribes that "critical" or "hi-valu" items in AWP storage may be automatically returned to the repair depot when repair parts are not immediately available through supply channels.

11. Section 21. This revision effects the following major changes.

a. Authorization for repair and salvage at zonal depots has been deleted.

b. Air materiel areas are authorized to stock UHF crystals for replacement of assigned standard frequencies.

c. Crystals' banks will report excesses direct to the prime depot in lieu of the zonal depot.

d. Adds explanation of new replacement UHF equipment which is replacing older HF and VHF equipment.

e. Crystals installed in mobile type GCA equipment are now considered components thereof and will not be removed when transferred from one command to another.

f. Base excess crystal reporting and disposition instructions are expanded and controlled by the prime depot in lieu of the zonal depot.

g. Prescribes a procedure for the reporting of requirements of AF bases.

h. Prescribes reporting of Class 16F crystal units having no requirement or requiring replacement units to the prime depot.

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			21-3	1 Jul	55

CHANGES TO BE MADE WITH PEN AND INK

AMENDMENT SHEETS

1. Amendment Sheet 16, dated 1 Feb 55. Page iii, under pen and ink changes. Change section 14 to read section 19.

SECTION 2, VOL I, AFM 67-1

1. Page 2-6A, paragraph 10a (5). In the third line, change the period to a comma and add "subject to the limitations of section 11, volume II."

2. Page 2-6A, paragraph 11. Delete "RCS AF S9" from the title of paragraph 11.

3. Page 2-6A, paragraph 11a. In the seventh line, change "DD Form 535" to read "AFTO 29."

SECTION 6, VOL I, AFM 67-1

1. Page 6-28A, paragraph 29c(4). In the seventh and eighth lines, change "Directorate of Statistical Services" to read "Director of Supply and Services."

SECTION 7, VOL I, AFM 67-1

1. Page 7-1, paragraph 3a(3)(f). Delete in its entirety. The exception prescribed is not required since it is not mandatory that all items currently on central procurement be stock listed prior to shipment. Redesignate current paragraph 3a(3)(g) to read 3a(3)(f).

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Services—MATS	20
Air Divisions	10
Wings	10
Bases (SO)	25
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AF Plant Representatives	1
AF Field Representatives	1

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USP&FO .....	1
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AFM 67-1, VOL I, 15 MAY 55

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JUN 22 1955

**VOLUME I**

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**AMENDMENT SHEET NO. 18**

1. Paragraph 6C, section 1. This revision adds the definition for "Contingency Reserve" pursuant to DOD Instruction 4140.3.
2. Paragraph 6E, section 1. This revision adds the definition for "Economics Reserve" pursuant to DOD Instruction 4140.3.
3. Paragraph 6E, section 1. This revision changes the definition for "Excess Property" pursuant to DOD Instruction 4140.3.
4. Paragraph 6L, section 1. This revision adds the definition for "Long Supply" pursuant to DOD Instruction 4140.3.
5. Paragraph 6Q, section 1. This revision adds the definition for "Quantity in Long Supply" pursuant to DOD Instruction 4140.3.
6. Paragraph 6R, section 1. This revision:
  - a. Changes the definition for "Real Property" to bring AFM 67-1 into agreement with AFR 93-113.
  - b. Adds the definitions for "Redistribution" and "Retention Level" pursuant to DOD Instruction 4140.3.
7. Paragraphs 78e, f, g, 79c, 81 and 82a, section 1. This revision:
  - a. Prescribes that major air commands overseas will submit requests for special assistance visits on specific Air Force property classes to the prime depot concerned.
  - b. Prescribes that major air commands overseas will submit requests for special assistance visits on requisitioning problems to the oversea logistic control group through which requisitions are processed.
  - c. Eliminates scheduled supply assistance visits to activities under command jurisdiction of USAFE by MOAMA and MAAMA.
8. Paragraph 1g, section 2. This revision prescribes that date or time stamps, if used, will be placed on the reverse side of documents.
9. Paragraph 4b, section 2. This revision provides that the "Receipt Acknowledgment Copy" of cost category I (Hi-Valu) item shipping documents will be forwarded to the consignee with the receivers voucher copies rather than by air mail.
10. Paragraph 6m, section 2. This revision prescribes that depots receiving contract shipments subsequent to a change in depot responsibility will promptly report such receipts to the prime depot, and request amendment of the contract to provide for shipment to the newly designated depot.
11. Paragraph 6b, section 4. This revision prescribes that date or time stamps, if used, will be placed on the reverse side of documents.
12. Paragraph 8, section 4. This revision provides that the "Receipt Acknowledgment Copy" of cost category I (Hi-Valu) item shipping documents will be forwarded to the consignee with the receivers voucher copies rather than by air mail.
13. Paragraph 11j, section 4. This revision prescribes the preparation of shipping labels when effecting initial distribution of publications.
14. Paragraph 2a, section 5. This revision clarifies the procedure on consolidation of adjustments.
15. Paragraph 2, section 6. This revision deletes the definitions for "Chilled Storage," "Clearing Space," "Covered Storage Space," "Freezer Space," "Heated Storage Space," "Humidity Controlled Storage Space," "Improved Area," "Magazine," "Open Ammunition Space," "Open Storage Space," "Receiving and Shipping Space," "Semi-Improved Area," "Shed," "Unimproved Area," and "Warehouse;" changes the definition for "Aisle;" and, adds the definitions for "Ammunition and Toxic Open Space," "Assembly Area," "Chilled Space," "Covered Space," "Dry Tank Space,"

"Flammable Space," "Freeze Space," "General Supplies Open Space," "Heated Space," "Humidity Controlled Space," "Igloo Space," "Improved Storage Space," "Magazine Space," "Mezzanine Space," "Open Improved Storage Space," "Open Space," "Open Unimproved Storage Space," "Other Space," "Receiving Space," "Shed Space," "Shipping Space," "Unheated Space," "Unimproved Storage Space," "Warehouse Space," pursuant to DOD Instruction 4145.5.

16. Paragraph 7b(11), section 6. This revision prescribes that vehicles will be refueled a minimum of 25 feet from buildings.

17. Paragraph 23, section 6. This revision deletes current paragraph 23 in its entirety since the requirement of reporting the utilization of storage space by means of the USAF Space and Occupancy Report (RCS AFZ-12) has been superseded by DOD Instruction 4145.5.

18. Paragraph 23, section 6. This revision adds paragraph 23 which provides a procedure for furnishing data on the status of the commercial warehousing program at zone of interior depots.

19. Paragraphs 24b(3) (h) 6 a j and k, section 6. This revision eliminates the reporting of directive numbers assigned to AF-GEN and AFSD special projects now required to be reported on "Storage of Material by AF Property Subclass" (RCS-AF-Z12) (AMC-2).

20. Paragraph 24b(3) (h) 15, section 6. This revision prescribes the use of Line Item 13 in order to obtain information relative to compilation of nonissuable portion of the summary of space (DD Form 807). Current paragraphs 24b(3) (h) 15 through 20 have been redesignated. 24b(3) (h) 16 through 21.

21. Paragraphs 29, 30, and 31, section 6. This revision implements DOD Instruction 4145.5 for reporting the utilization of storage space.

22. Paragraph 2a(9), section 9. This revision prescribes that the local commander may, at his discretion, appoint a new replacement depot or base supply officer if the incumbent will be on an extended absence of 45 days or more.

23. Section 15. This revision effects the following major changes:

- a. Paragraph 5a. Includes the Federal Catalog Program.
- b. Adds Classes 01-GX-13, 02-A-J-79, T-40 and T57.
- c. Adds Federal Classes which will be converted 30 Sep and

31 Dec 55.

- d. Corrects AF depot names.

- e. Changes figure 15-1 to indicate the changes in air materiel area boundaries.

24. Paragraph 8d, section 19. This revision prescribes the use of AF Form 446 for forwarding material to reclamation or disposal.

25. Paragraph 12a, section 19. This revision prescribes the use of AF Forms 446 for processing condemned items.

26. Paragraph 14b, section 19. This revision provides information to supply activities that UR exhibits authorized for release to contractors on an exchange basis, and shipment of Government property is not involved, will not be processed through supply channels.

REMOVE			INSERT		
Page	Edition Date		Page	Edition Date	
1-5	15 Mar	54	1-5	15 May	55
1-7	15 Jul	54	1-7	15 May	55
			1-8A	15 May	55
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6-1	14 Oct	54	6-1	15 May	55
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			19-6A	15 May	55

CHANGES TO BE MAKE WITH PEN AND INK

SECTION 11, VOL I, AFM 67-1

1. Page 11-1, paragraph 3a(2). In the second line, change "B" to read "S."

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Air Force Depots (DSO)	50
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Air Procurement Districts	5
AF Plant Representatives	1
AF Field Representatives	1
Air Force ROTC	2
Air National Guard:	
USP&FO	1
Adjutant	1
Bases	5
Units	1

"Flammable Space," "Freeze Space," "General Supplies Open Space," "Heated Space," "Humidity Controlled Space," "Igloo Space," "Improved Storage Space," "Magazine Space," "Mezzanine Space," "Open Improved Storage Space," "Open Space," "Open Unimproved Storage Space," "Other Space," "Receiving Space," "Shed Space," "Shipping Space," "Unheated Space," "Unimproved Storage Space," "Warehouse Space," pursuant to DOD Instruction 4145.5.

16. Paragraph 7b(11), section 6. This revision prescribes that vehicles will be refueled a minimum of 25 feet from buildings.

17. Paragraph 23, section 6. This revision deletes current paragraph 23 in its entirety since the requirement of reporting the utilization of storage space by means of the USAF Space and Occupancy Report (RCS AFZ-12) has been superseded by DOD Instruction 4145.5.

18. Paragraph 23, section 6. This revision adds paragraph 23 which provides a procedure for furnishing data on the status of the commercial warehousing program at zone of interior depots.

19. Paragraphs 24b(3)(h) 6 a j and k, section 6. This revision eliminates the reporting of directive numbers assigned to AF-GEN and AFSD special projects now required to be reported on "Storage of Material by AF Property Subclass" (RCS-AF-Z12) (AMC-2).

20. Paragraph 24b(3)(h) 15, section 6. This revision prescribes the use of Line Item 13 in order to obtain information relative to compilation of nonissuable portion of the summary of space (DD Form 807). Current paragraphs 24b(3)(h) 15 through 20 have been redesignated 24b(3)(h) 16 through 21.

21. Paragraphs 29, 30, and 31, section 6. This revision implements DOD Instruction 4145.5 for reporting the utilization of storage space.

22. Paragraph 2a(9), section 9. This revision prescribes that the local commander may, at his discretion, appoint a new replacement depot or base supply officer if the incumbent will be on an extended absence of 45 days or more.

23. Section 15. This revision effects the following major changes:
- a. Paragraph 5a. Includes the Federal Catalog Program.
  - b. Adds Classes 01-GX-13, 02-A-J-79, T-40 and T57.
  - c. Adds Federal Classes which will be converted 30 Sep and 31 Dec 55.
  - d. Corrects AF depot names.
  - e. Changes figure 15-1 to indicate the changes in air materiel area boundaries.

24. Paragraph 8d, section 19. This revision prescribes the use of AF Form 446 for forwarding material to reclamation or disposal.

25. Paragraph 12a, section 19. This revision prescribes the use of AF Forms 446 for processing condemned items.

26. Paragraph 14b, section 19. This revision provides information to supply activities that UR exhibits authorized for release to contractors on an exchange basis, and shipment of Government property is not involved, will not be processed through supply channels.

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CHANGES TO BE MAKE WITH PEN AND INK

SECTION 11, VOL I, AFM 67-1

1. Page 11-1, paragraph 3a(2). In the second line, change "B" to read "S."

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

N. F. TWINING  
Chief of Staff, United States Air Force

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Colonel, USAF  
Air Adjutant General

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3083d ADS, Fairfield AF Station, Fairfield, Calif.....	12
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DIG, Norton AFB.....	40

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VOLUME I

APR 15 1955

AMENDMENT SHEET NO. 17

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NOTE: Where in AFM 67-1 the following Air Force Depots appear, they will be construed to read as follows: "Gentile Air Force Depot" changed to "Dayton Air Force Depot"; "Mallory Air Force Depot" changed to "Memphis Air Force Depot"; "Cheli Air Force Depot" changed to "Maywood Air Force Depot"; and "Wilkins Air Force Depot" changed to "Shelby Air Force Depot." Current pages in AFM 67-1 will be corrected as they are processed in future amendments.

1. Paragraphs 3a(7), (8), (12), (13), 3b(2) and (20), section 2. This revision provides:

- a. That parcel post shipments will be vouchered in transportation, rather than in central receiving.
- b. That the entire vouchering responsibility may be delegated to central receiving when located adjacent to the unloading area.
- c. That extract vouchers will be assigned within two hours after it is determined that an extraction is necessary.
- d. That when receivers vouchers are not received with the shipment or prepared by transportation, receipt for the packages will be taken by having the warehouse inchecker sign the bill of lading or other transportation record.

2. Paragraphs 6i, j and 12, section 2. This revision:

- a. Prescribes the use of AF Form 672 for reporting discrepancies found in shipments from vendors.
- b. Prescribes that two copies of the receiving report on items procured for the Department of Army and received at an Air Force activity will be furnished for maintaining Army records in a complete status.
- c. Eliminates DA AGO Form 10-122 and correspondence concerning rejected materials and quantity variations.
- d. Eliminates the information of AF Form 672 presently forwarded to Headquarters, Air Materiel Command, and places the responsibility for corrective action with the shipper.
- e. Requires that the shipper make a periodic summary of discrepancies reported which upon request of the major air command concerned may be forwarded to higher authority for review and action as warranted.
- f. Provides a means of bringing flagrant or repeated violations to the attention of the major air command having jurisdiction over the shipper, when the shipper fails to take corrective action.

**EXPEDITE CHANGE**



3. Paragraph 4a(1), section 5. This revision deletes the requirement for signatures of the certifying authority and approving authority on the "Information Copy" of AF Form 85.

4. Paragraphs 2c, d, 4f, and 20c(3)(d), section 19. This revision effects the following major changes:

a. Clarifies the relationship between expendable limited recoverable and nonrecoverable codes and the "NB" and "XB" codes defined in section 1.

b. Deletes the definition of the new expendability codes which are outlined in section 1.

c. Provides that TOC items will normally be stored in the serviceable warehouse.

d. Provides that instructions for processing certain reparable Engineer type property will be forwarded by the applicable prime depot through Engineer repair facility to the base processing the reparable item.

5. Section 26. This revision adds section 26 which provides procedures for supply support for test aircraft.

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CHANGES TO BE MADE WITH PEN AND INK

SECTION 4, VOLUME I, AFM 67-1

1. Page 4-3, paragraph 10b(8). In the second line, insert the word "supply" between the words "of" and "priorities." In the second and third lines, delete "S1, S2, and S3" and insert "1 through 5" in lieu thereof. Insert the following sentence between paragraphs 10b(8)(c) and 10c: "When the priority number printed on the aforementioned forms is inappropriate, it will be obliterated, and the applicable priority number will be inserted."

SECTION 5, VOLUME I, AFM 67-1

1. Page 5-1, paragraph 2a(4). In the sixth line, change the reference "2a(10)" to read "3a(10)."

SECTION 6, VOLUME I, AFM 67-1

1. Page 6-18A, paragraph 12. Delete in its entirety. Insert the word "(Unused)." This procedure is no longer required inasmuch as all acetylene cylinders were transferred from Class 08-D to Class 06-B.

Class 08-D field lighting sets will not require special handling.

By Order of the Secretary of the Air Force:

N. F. TWINING  
Chief of Staff, United States Air Force

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E. E. TORO  
Colonel, USAF  
Air Adjutant General

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

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1. Title Page. This revision corrects the title page.

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Page	Edition Page	Page	Edition Page
Title Page .....	15 Mar 54	Title Page .....	1 Feb 55

2. Index. This revision corrects the index.

3. Paragraphs 2b(3) and (4), section 1. Deleted in their entirety. Current paragraphs 2b(5) through (8) have been redesignated 2b(3) through (6).

4. Paragraph 3a(14), section 1. This revision adds volume XIV, "Oversea AF Subsistence Depot Procedures," to the list of volumes in AFM 67-1.

5. Paragraphs 6S(5)(d) 1 through 12, section 1. This revision changes the cost portion of expendability repair and cost codes to reflect "Hi-Valu" or cost category in lieu of dollar costs.

6. Supplement X, subsection C, section 1. This revision adds a check list for the Hi-Valu Program.

7. Paragraph 5a(3), section 4. This revision provides that existing containers will not be opened for the sole purpose of inserting packing lists.

8. Paragraph 10d, section 4. This revision provides that shipping documents covering empty metal shipping containers will include the gauge (thickness) of the metal.

9. Paragraph 13b, section 4. This revision eliminates the words "shipping depots" since this paragraph is applicable to base and depots.

10. Paragraph 14b(1), section 4. This revision provides for a more practicable size lettering.

11. Paragraphs 24b(3)(h) 6, c, d, e, f, g, h, and 24b(3)(h) 13, section 6. This revision deletes the tables no longer being programmed and adds the tables now being programmed, and corrects paragraphs 24b(3)(h) 13.

12. Paragraph 28, section 6. This revision prescribes the procedures for reporting of weight and cubage data.

13. Paragraph 6, section 10. This revision rearranges the procedure into a step by step operation for clarification of zonal depot, prime depot and base procedures; provides a means for prime depots to advise bases in advance when stocks are depleted; and establishes a single depot control system at the prime depot to insure complete control over available stocks and equitable distribution of assets.

14. Section 24. This revision adds a new section 24 which prescribes procedures for the requisition, receipt, storage, stock control, issue, turn-in, identification of and accounting for supplies by organizations under actual combat conditions.

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**CHANGES TO BE MADE WITH PEN AND INK**

**SECTION 9, VOL. I, AFM 67-1**

1. Page 9-1, paragraph 1a(2), delete—redesignate paragraphs 1a(3) and (4) to read 1a(2) and (3); paragraphs 1a(5) and ((6), delete—redesignate paragraph 1a(7) to read 1a(4); paragraph 1a(8), delete—redesignate paragraphs 1a(9) through (12) to read 1a(5) through (8).

2. Page 9-1, paragraph 2a(2). In the seventh line, change “AFPMP-12-A” to read “AFPMP-12-B-3.”

**SECTION 13, VOL. I, AFM 67-1**

1. Page 13-1, paragraph 3b(2). In the second line, change “AFR 176-1” to read “AFR 176-16.”

2. Page 13-1, paragraph 3b(3). In the second line, insert “and AFR 176-2” after “176-1.”

3. Page 13-1, paragraph 4b. In the third line, insert “accounting procedures in” between the words “with” and “section.”

4. Page 13-2, paragraph 5b. In the fourth line, delete the period after "volume IV" and add "to the Commander, Headquarters, Air Materiel Command, Attn: MCH."

5. Page 13-2, paragraph 5c. In the eighth and ninth lines, change "Chief of Air Force Chaplains" to read "Office of the Staff Chaplain, Headquarters, Air Materiel Command."

SECTION 14, VOL I, AFM 67-1

1. Page 19-6, paragraph 14a. In the second line, change "DD Form 535" to read "AFTO Form 29."

2. Page 19-6, paragraph 14b. In the fourth line, following the word "engines)" add "Property responsibility for aircraft will remain on the records of Headquarters, Air Materiel Command."

By Order of the Secretary of the Air Force:

N. F. TWINING  
Chief of Staff, United States Air Force

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AMENDMENT SHEET NO. 15

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1. Section 13. This revision informs chaplains designated as unit supply officers and all chaplains who may become unit supply officers as to the correct procedures governing chaplain and chapel equipment and supplies and to include the activities of the Staff Chaplain, AMFE and FEALOGFOR, as directed by AFR 165-3.

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Page	Edition Date	Page	Edition Date
18-1 .....	15 Jun 54	18-1 .....	5 Dec 54

By Order of the Secretary of the Air Force:

N. F. TWINING

Chief of Staff, United States Air Force

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VOLUME I

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AMENDMENT SHEET NO. 14

UNIVERSITY OF ILLINOIS

1. Paragraph 8, section 1. This revision adds a procedure for the development, approval, and implementation of service tests of supply systems and procedures by major air commands.

2. Paragraphs 78*d*, 79*a*, *b*, 79*b*(1),(2),(5), 79*c*, 80*a*, *b*, *c*, *d*, *f*, 80*f*(4), (5), 80*g*(2), (3), (4), 80*h*, *j*, 81*a*, *c*, *d*, 82*a*, *b*, *c*, and supplement XVI, section 1. This revision effects the following major changes:

*a*. Defines Air Materiel Command field visits as supply assistance visits and places emphasis on assistance rather than inspection.

*b*. Requires supply assistance team personnel to submit recommendations on changes to regulations to appropriate headquarters for review and action.

*c*. Clarifies objectives of supply assistance visits and adds two new objectives.

*d*. Clarifies circumstances under special visits will be accomplished.

*e*. Makes minor revisions to format for field visit report.

*f*. Current paragraphs 82*c* and *d* were deleted and paragraphs 82*e* and *f* were redesignated to read 82*c* and *d*.

3. Paragraph 3*b*(2), section 2. Deleted in its entirety. Current paragraphs 3*b*(3) through (23) have been redesignated to read 3*b*(2) through (22), respectively.

4. Paragraph 10*c*, section 2. This revision provides special procedures for processing receipts of Class 30 material received by depots from the Government Printing Office or its printing contractors.

5. Paragraph 9, section 6. This revision eliminates the confliction between volume I and volume XIII regarding segregated storage for Class 27 property.

6. Paragraphs 5*d*(1)(*d*) and 5*e*(3), section 10. This revision provides an alternate method for filing DA Form 14-115 and purchase orders.

7. Section 15. This revision effects the following major changes:

*a*. Deletes property classes 01-B B-60, 01-G GAR1, 02A, 0-409-9, and 28-E.

*b*. Adds property classes 01-F KC-135, 01-G C-137, 01-M F 107, and 39-E GAR-1.

*c*. Deletes west zone assignment for classes 21, 36, 37, 51 and 52.

*d*. Revises procedures and assignment for technical service items.

*e*. Adds Federal Supply Classes which will be converted 31 March and 30 June 1955.

8. Paragraphs 14*b*, *c*, *d*, *e*, *f*, *g*, and *h*, section 19. This revision prescribes a procedure for shipping UR exhibits to contractors for evaluation and study at no cost to the Government, without benefit of contractual coverage. Property responsibility for such items will be established and maintained by the contractor, under the surveillance of an industrial property administrator.

**EXPEDITE CHANGE**

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 VOLUME I  
 AMENDMENT SHEET NO. 13

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1. Paragraph 7b, section 4. This revision provides that packing lists be placed on the outside of parcel post packages, and that parcel post packages containing a single line item in serviceable condition be labeled with a properly authenticated AF Form 50C.
2. Paragraph 2C, section 6. This revision adds the definition for "Combustibility."
3. Paragraph 2H, section 6. This revision adds the definition for "Hazardous Commodities by Categories."
4. Paragraph 2P, section 6. This revision adds the definition for "Packaging."
5. Paragraph 2S, section 6. This revision adds the definition for "Storage Blocks."
6. Paragraphs 7c, 7c(3), (5), (6), (7), and 7f, section 6. This revision changes the storage limitations for combustible commodities to conform to DOD 4145.2. Current paragraph 7c(8) has been deleted.
7. Section 11. This revision effects the following major changes:
  - a. Definitions for Publication Terms.
  - b. Authorization of major air commands to select publication items and forms for new activities in lieu of blanket issue by the distribution depot.
  - c. Listings in paragraph 3a were corrected to reflect new identification numbers, supply catalog data and publication system indexes and guides.
  - d. Prescribes submission and processing of revised AF Forms 91 and 91A.
  - e. Procedures for isolated organizations to submit requirements direct to distribution depots were expanded.
  - f. Tenant organizations and detachments are authorized to submit requirements for publications and forms to supporting base in lieu of parent organizations.
  - g. Provides procedures for preparation submission and processing of ECL 00-10-1.
  - h. Provides preparation, submission and processing procedures for publication requisitions.
  - i. Prescribes channels for submission for requests for special publications and documents.
  - j. Provides stock control procedures.
  - k. Clarifies procedures relative to issue or transfer of controlled and accountable forms.
  - l. Clarifies procedures affecting reimbursements, when required, for issue of publications and blank forms.
  - m. Prescribes the criteria for determining excesses.
  - n. Prescribes disposition of publications and forms.

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8. Section 12. This revision provides necessary instructions for embossing metal plates with Air Force stock catalog data and impending conversion to Federal stock catalog data.

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CHANGES TO BE MADE WITH PEN AND INK

AMENDMENT SHEETS

1. Amendment Sheet No. 9, dated 15 Jul 54. Page iii under Section 6, Vol I, AFM 67-1, paragraph 1, change "paragraph 23h(d)" to read "paragraph 23h(1)(d)."

SECTION 9, VOL I, AFM 67-1

1. Page 9-1, paragraph 2a(2). In the seventh line, change "AFPMP-12-A" to read "AFPMP-12-B-3."

By Order of the Secretary of the Air Force:

N. F. TWINING  
Chief of Staff, United States Air Force

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET NO. 12

OCT 1 1954

1. Paragraphs 106*h*(3) and (4), section 1. This revision provides a method for determination of the cumulative fiscal year average of personnel on duty daily. The figure thus obtained can subsequently be utilized in computation of annual percent of personnel turnover.

2. Paragraph 106*j*(1), section 1. This revision aligns the reporting periods and eliminates separate computations for base-depot supply pipeline time contained in the Base-Depot Requisitioning Pipeline Time Report (RCS 4-AMC-S80) and the Base Supply Report (RCS AFS1).

3. Paragraph 5*c*, section 2. This revision provides that upon completion of the storage operation, the warehouse copies of receiving documents covering shipments for which reimbursement is required will be forwarded to the comptroller.

4. Paragraph 6*a*, section 2. This revision effects the following:

a. Prohibits the forwarding of receipts from vendor to another activity without accomplishment of the receiving reports necessary to effect payment to the vendor.

b. Provides that if the contract has been amended to call for shipment to another activity, the shipment will be rejected.

c. Provides a means of taking advantage of discounts offered on invoices which are not stated in the contract, when a copy of the invoice is used as a packing list.

5. Paragraph 6*l*, section 2. This revision provides for marking the items and the documentation "Warranty Item," so that the Government may take advantage of manufacturer's warranty periods, such as free repair service.

6. Paragraph 14, section 4. This revision eliminates the requirement for indicating the dollar value of material on the outside of containers and substitutes therefor the phrase "(Hi-Valu)."

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By Order of the Secretary of the Air Force:

N. F. TWINING

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## VOLUME I AMENDMENT SHEET NO. 11

1. Paragraph 103a, section 1. This revision prescribes that major air commands will determine, based on their management requirements for data contained therein, which base supply activities within their jurisdiction will submit AF Form 359.

2. Paragraphs 6a, 6a(2) and (5), section 10. This revision expands the procedure to include nonexpendable consumption type items designated for local purchase, provides a definition of such items, and deletes the term scheduled requisitioning date.

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10-5.....	10 Feb 54	10-5.....	20 Aug 54

### CHANGES TO BE MADE WITH PEN AND INK

#### SECTION 19, VOL I, AFM 67-1

1. Page 19-7, paragraph 18c(3). In the fifth line, delete "prior to shipping;" delete the sixth, seventh, eighth and ninth lines in their entirety; in the tenth line, delete "ate depot in accordance with TO 00-25-11." Insert in lieu thereof, "Authorization for shipment of reparable property to a depot will be only in accordance with section 11, Volume II."

#### SECTION 20, VOL I, AFM 67-1

1. Page 20-2, paragraph 3c(1). In the 9th and 10th lines, change "Headquarters, Air Materiel Command, Attn: MCSRO" to read "Topeka Air Force Depot, Attn: ODSC."

By Order of the Secretary of the Air Force:

N. F. TWINING  
Chief of Staff, United States Air Force

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AF Depot Supply Officer (AF-907-DSO), Robins AFB—Marked For: Organizational Property, Train- ing School .....	18

AF Depot Supply Officer (AF-901-DSO), McClellan AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-908-DSO), Brookley AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-903-DSO), Hill AFB—Marked For: Organizational Property, Training School .....	1
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**Auditors:**

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Southern District .....	80
Mid-Central District .....	50
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European District .....	50
Far Eastern District.....	25

**ADS:**

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3082d ADS, Deep Creek AF Station, Fairchild, Wash.....	12
3083d ADS, Fairfield AF Station, Fairfield, Calif.....	12
3084th ADS, Westover AF Base, Chicopee Falls, Mass.	12





# EXPEDITE CHANGE

HQ, UNITED STATES AIR FORCE

WASHINGTON 25, D. C.

USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET NO. 10

1. Paragraph 10b(8), section 4. This revision provides a means of conspicuously marking priority shipments so that they may be readily recognized and given expeditious handling in shipping, at in transit points, and in receiving.

2. Paragraph 11a, section 4. This revision provides that shipping labels or tags will be affixed to the packages by packing personnel.

3. Paragraph 1c(1), section 20. This revision provides accounting procedure for reclaimed lumber.

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
4-3.....	15 Jun 54	4-3.....	5 Aug 54
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		20-3.....	5 Aug 54

By Order of the Secretary of the Air Force:

N. F. TWINING

Chief of Staff, United States Air Force

OFFICIAL:

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 Colonel, USAF  
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AF Field Representatives.....	1
Air Force ROTC.....	1
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USP&DO .....	1

# EXPEDITE CHANGE

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ANG Units .....	1
AFR and VAR Activities (excluding centers and districts which receive subordinate command distribution) .....	1
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<b>AF Supply Training Schools:</b>	
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**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL—AF MANUAL 67-1**  
**VOLUME I**  
**AMENDMENT SHEET NO. 9**

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1. Index. This revision corrects the index.
2. Contents. This revision corrects the contents page.
3. Paragraph 2b(2), section 1. This revision adds commissary accounts and deletes the reference to subsistence and sales accounts.
4. Paragraph 2b(3), section 1. This revision deletes paragraph 2b(3) and redesignates paragraphs 2b(4) through (9) to read 2b(3) through (8), respectively.
5. Paragraph 6R, section 1. This revision eliminates the reference to requisition scheduling from the definition for "Requisition."
6. Paragraphs 106e(1), (2), (3), (4), (5), (6), and (7), section 1. This revision prescribes instructions for accomplishing Section IV, AF Form 359, "Quantities of Items" in lieu of "Line Items."
7. Paragraph 1e, section 2. This revision provides for the use of transportation incheckers worksheets devised by the local transportation officer to meet local conditions.
8. Paragraph 6k, section 2. This revision provides that upon completion of the storage operation, copy of receiving reports be forwarded to the local comptroller.
9. Paragraph 12a(4)(c), section 2. This revision provides an additional month for making replies to reports of discrepancies covering oversea shipments and oversea returns.
10. Paragraph 12a(10), section 2. This revision clarifies action to be initiated by the consignor when overages and/or shortages are revealed as the result of action taken upon receipt of AF Form 672 from the consignee.
11. Paragraphs 2a(4) and (9), section 5. This revision clarifies action to be initiated by the consignor when overages and/or shortages are revealed as the result of action taken upon receipt of AF Form 672 from the consignee.
12. Paragraph 25, section 6. This revision provides personnel responsible for the storage of explosives, an AF Form 1143, "Ammunition Lot and Location Record", to reflect information vitally necessary for the rigid control of explosives.
13. Supplement II, section 6. This revision provides a ready reference list of those publications that provide the procedures for the items that require special precautions in handling and storage.
14. Paragraph 10, section 8. This revision prescribes the procedure for the establishment of unit prices for AF assets.
15. Paragraphs 1a(3), (4) and (12), section 9. This revision adds oversea subsistence depot accounts; the subsistence and sales accounts have been changed to read commissary accounts; and, adds petroleum accounts. Current paragraphs 1a(4) through (10) have been redesignated 1a(5) through (11).
16. Paragraphs 2a(1), (2), (3), (4), (5), and (6), section 9. This revision prescribes responsibilities of base commanders for the establishment, transfer, reinstatement, cancellation, change of address and classification of stock record accounts. Current paragraphs 2a(4) and (5) have been redesignated 2a(7) and (8), respectively.
17. Paragraphs 3a(1) through (13), section 9. This revision prescribes suffixes designating the type of account. Paragraph 3b has been deleted in its entirety.
18. Paragraph 16b, section 14. This revision clarifies the intent of the paragraph.

19. Paragraph 16c, section 14. This revision provides for the prime end item depot to be contacted in lieu of Headquarters, Air Materiel Command when "Reclamation Save Lists" are required.

20. Paragraph 16e, section 14. This revision provides for processing materiel procured as factory rejects to be processed in accordance with volume XIII.

21. Paragraph 16g, section 14. This revision provides for processing in accordance with volume XIII.

22. Paragraph 4j, section 18. This revision prescribes mandatory use of metal plates for oversea shipments.

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**CHANGES TO BE MADE WITH PEN AND INK**

**AMENDMENT SHEET NO. 6, VOL. I, DATED 15 JUN 54** *not here*

1. Page iii, change Amendment Sheet No. 4, Vol I, dated 28 Apr 54 to read Amendment Sheet No. 7, Vol I, 28 Apr 54.

**SECTION 2, VOL. I, AFM 67-1**

1. Page 2-7, paragraph 10b. In the third line, change "Chart 7-1, volume II" to read "paragraph 3e or chart 7-1, section 7, volume II."

**SECTION 6, VOL. I, AFM 67-1**

1. Page 6-26, paragraph 23h(d). In the fourth line, delete the word "reporting."

2. Page 6-27, paragraph 23h(1)(p). In the fifth line, delete "Entries on this line will be." Delete the sixth and seventh lines.

**SECTION 10, VOL. I, AFM 67-1**

1. Page 10-5, paragraph 6a(2). In the third line, change "EAM card" to read "AF Form 224, "Property Accounting Transaction Card."

2. Page 10-5, paragraph 6a(13). In the third and fourth lines, change "Mechanized Property Account Item Detail Card" to read "Property Accounting Transaction Card."

By Order of The Secretary of the Air Force:

N. F. TWINING  
Chief of Staff, United States Air Force

OFFICIAL:

K. E. THIEBAUD  
Colonel, USAF  
Air Adjutant General

*Change made Sept 13, 1954 except pen & ink change*

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Wings .....	10
Bases (SO) .....	25
Groups .....	5

Miscellaneous:

Air Procurement Districts .....	5
AF Plant Representatives .....	1
Air Force ROTC .....	1
Air National Guard:	
USP&DO .....	1
State Adjutant .....	1
ANG Bases .....	5
ANG Units .....	1
AFR and VAR Activities (excluding centers and dis-	
tricts which receive subordinate command distribu-	
tion) .....	1
Headquarters, CAP, Bolling AFB .....	64
Air Force Stock Control Officer, 540 Boatmens Bank	
Bldg. Annex, 420 Locust St., St. Louis, Mo. ....	4

AF Supply Training Schools:

AF Supply School, Francis E. Warren AFB (Shipped direct from Commercial Printer) .....	3,000
AF Supply Officer (AF-247-SO), Lackland AFB—Marked For: Organizational Property, Officer Candidate School .....	180
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AF Supply Officer (AF-68-SO), Maxwell AFB—Marked For: Organizational Property, USAF Extension Course Institute, Gunter, AFB .....	3,000
AF Depot Supply Officer (AF-907-DSO), Robins AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-901-DSO), McClellan AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-908-DSO), Brookley AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-903-DSO), Hill AFB—Marked For: Organizational Property, Training School .....	1
AF Depot Supply Officer (AF-906-DSO), Olmsted AFB—Marked For: Organizational Property, Training School .....	3
AF Supply Officer (AF-909-SO), Wright-Patterson AFB, Ohio—Marked For: Organizational Property, Training School .....	20

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Southern District .....	80
Mid-Central District .....	50
Western District .....	45
European District .....	50
Far Eastern District .....	25
AF Field Representatives .....	1

ADS:

3080th ADS, Caribou AF Station, Limestone, Me. ....	12
3081st ADS, Rushmore AF Station, Rapid City, S. D. ...	12
3082d ADS, Deep Creek AF Station, Fairchild, Wash. ...	12
3083rd ADS, Fairfield AF Station Fairfield, Calif. ....	12
3084th ADS, Westover AF Base, Chicopee Falls, Mass...	12

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AFM 67-1, VOL 1, 11 JUN 54

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USAF SUPPLY MANUAL—AF MANUAL 67-1

VOLUME I

AMENDMENT SHEET NO. 8

1. Section 23. This revision adds section 23 which prescribes procedures for the conversion to the Federal Catalog System.

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		23-1 .....	11 Jun 54
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By Order of the Secretary of the Air Force:

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**VOLUME I**  
**AMENDMENT SHEET NO. 7**  
**(Expedite Change)**

1. Paragraph 80d(6), section 1. This revision prescribes an additional objective for area activities teams.

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Page	Edition Date	Page	Edition Date
1-45 .....	15 Mar 54	1-45 .....	28 Apr 54
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By order of the Secretary of the Air Force:

<b>OFFICIAL:</b> K. E. THIEBAUD Colonel, USAF Air Adjutant General	N. F. TWINING Chief of Staff, United States Air Force
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USP&DO .....	1
State Adjutant Generals .....	1
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**USAF SUPPLY MANUAL—AF MANUAL 67-1**

**VOLUME I**

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**AMENDMENT SHEET NO. 6**

JUN 23 1954

1. Index. This revision corrects the index.
2. Paragraph 2b, section 1. This revision adds section 9 as an exception in the application of procedures to other accounts.
3. Paragraph 3a(4), section 1. This revision deletes the reference to AF Form 115.
4. Paragraph 6P, section 1. This revision deletes the definition for plant account custodian.
5. Paragraph 6R, section 1. This revision changes the definition for reorder point to delete the statement that stock replenishment requisitions will be submitted on the next requisition date. Adds provisions for time of submission of requisitions for Army purchased items.
6. Paragraph 6V, section 1. This revision changes "UPREAL" to read "authorization document" in the definition for variable item.
7. Paragraph 28, section 1. This revision deletes organizational chart for the plant account section.
8. Supplement X, section 1. This revision deletes the Check List-Plant Account Unit.
9. Paragraph 4, section 2. This revision eliminates the consignees copy of shipping documents and the inside packing lists.
10. Paragraph 6b(2), section 2. This revision provides that when receiving reports are not processed within the prescribed time limits, the supply officer is promptly apprised of the reasons for delay and that the finance office is advised of the date the receiving report may be expected. Further, precludes follow-up action by the finance officer.
11. Paragraph 10a, section 2. This revision changes the reference to plant account property to read organizational property.
12. Paragraphs 10b(1) and (2), section 2. This revision deletes paragraph 10b(2) in its entirety and combines paragraph 10b(1) with 10b.
13. Paragraph 12a(1)(b) section 2. This revision deletes paragraph 12a(1)(b) and redesignates paragraphs 12a(1)(c), (d) and (e) to read 12a(1)(b), (c) and (d), respectively.
14. Paragraph 5a, section 3. This revision deletes "through the plant account."
15. Paragraph 6, section 4. This revision eliminates the consignees copy of shipping documents and the inside packing lists.
16. Paragraph 7, section 4. This revision provides a means of delivering the receivers voucher copies to the consignee.
17. Paragraph 8, section 4. This revision provides for the processing of shipping documents covering cost category I items.
18. Paragraphs 13a and d, section 4. This revision deletes paragraphs 13a and d in their entirety and redesignates remaining paragraphs 13b, c, e, f, g, h and i to read 13a, b, c, d, e, f and g, respectively.

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19. Paragraph 2a(6), section 5. This revision deletes paragraph 2a(6) due to the elimination of the plant account, section 8, volume II. Paragraphs 2a(7), (8) and (9) are redesignated paragraphs 2a(6), (7) and (8), respectively.

20. Paragraph 24, section 6. This revision provides the necessary instructions for use of the revised AF Form 384B. AF Form 384B has been revised to include cubage data for all items reported.

21. Paragraph 25, section 6. Deleted in its entirety inasmuch as this report is no longer required.

22. Section 13. This revision incorporates changes brought about by the new organizational accounting procedures which eliminated the plant account and UPREAL.

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**CHANGES TO BE MADE WITH PEN AND INK****AMENDMENT SHEET NO. 4, VOL I, DATED 15 MAR 54.**

1. Page v, section 14, Vol I, AFM 67-1 paragraph 1, change the page number "14-1" to read "14-4."

**AMENDMENT SHEET NO. 4, VOL I, DATED 28 APR 54.**

1. Page i, change distribution for Headquarters, CAP, Bolling AFB from "4" to read "64."

**SECTION 5, VOL I, AFM 67-1**

1. Page 5-5 and 5-6 dated 15 Mar 54. Change the page numbers "5-5" and "5-6" to read "5-4A" and "5-4B", respectively.

**SECTION 9, VOL I, AFM 67-1**

1. Page 9-2, delete paragraph 3b(1) in its entirety. Redesignate paragraphs 3b(2) through (12) to read 3b(1) through (11), respectively. This revision eliminates separate accounting for Welfare and Morale property and becomes effective 1 July 1954. Items currently accounted for in the "WAM" section of the stock record account (account code "D" at depots) will be transferred to the regular Air Force stock record account.

By Order of the Secretary of the Air Force:

<b>OFFICIAL:</b>	<b>N. F. TWINING</b>
<b>K. E. THIEBAUD</b>	<b>Chief of Staff, United States Air Force</b>
<b>Colonel, USAF</b>	
<b>Air Adjutant General</b>	

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ANG Units .....	1
Headquarters, CAP, Bolling AFB .....	64
AF Stock Control Office	
540 Boatmens Bank Bldg. Annex, 420 Locust St., St.	
Louis, Mo. ....	4

AF Supply Training Schools:

AF Supply School, Frances E. Warren AFB (Shipped Direct from Commercial Printer) .....	3,000
AF Supply Officer (AF-247-SO), Lackland AFB— Marked For: Organizational Property, Officers Candidate School .....	180
AF Supply Officer (AF-2024-SO), Kelly AFB— Marked For: Organizational Property, Training School .....	74
AF Supply Officer (AF-68-SO), Maxwell AFB— Marked For: Organizational Property, USAF Ex- tension Course Institute, Gunter AFB .....	3,000
AF Depot Supply Officer (AF-907-DSO), Robins AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-901-DSO), McClellan AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-908-DSO), Brookley AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-903-DSO), Hill AFB— Marked For: Organizational Property, Training School .....	1
AF Depot Supply Officer (AF-906-DSO), Olmsted AFB—Marked For: Organizational Property, Training School .....	3

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Eastern District .....	85
Southern District .....	80
Mid-Central District .....	50
Western District .....	45
European District .....	50
Far Eastern District .....	25
AF Field Representatives .....	1

ADS:

3080th ADS, Caribou AF Station, Limestone, Me....	12
3081st ADS, Rushmore AF Station, Rapid City, S. D.	12
3082d ADS, Deep Creek AF Station, Fairchild, Wash.	12
3083d ADS, Fairfield AF Station, Fairfield, Calif...	12
3084th ADS, Westover AF Base, Chicopee Falls, Mass.	12

**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL—AF MANUAL 67-1**  
**VOLUME I**  
**AMENDMENT SHEET NO. 5**

**(Expedite Change)**

1. Paragraph 10b(7), section 4. This revision provides that packages containing radioactive materials will be marked as prescribed in TO 00-110A-1.

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Page	Edition Date	Page	Edition Date
4-3 .....	15 Mar 54	4-3 .....	6 Apr 54

By order of the Secretary of the Air Force:

**OFFICIAL:**

<p><b>K. E. THIEBAUD</b>                  Colonel, USAF                  Air Adjutant General</p>	<p><b>N. F. TWINING</b>                  Chief of Staff, United States Air Force</p>
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USP&DO .....	1
State Adjutant Generals .....	1
ANG Bases .....	5
ANG Units .....	1
AFR Activities .....	1
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Air Force Stock Control Office, 540 Boatmens Bank Bldg., Annex, 420 Locust St., St. Louis, Mo. ....	4



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AF Depot Supply Officer (AF-906-DSO), Olmsted AFB—Marked For: Organizational Property, Training School .....	8

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3082d ADS, Deep Creek AF Sta., Fairchild, Washington .....	12
3083d ADS, Fairfield AF Sta., Fairfield, Calif. ....	12
3084th ADS, Westover AF Base, Chicopee Falls, Mass.	12

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HQ, UNITED STATES AIR FORCE  
WASHINGTON 25, D. C.  
USAF SUPPLY MANUAL—AF MANUAL 67-1  
VOLUME I  
AMENDMENT SHEET NO. 4

THE OFFICE OF THE  
AIR FORCE  
HEADQUARTERS  
WASHINGTON, D. C.

1. Title Page. This revision changes the signature block to read "N. F. Twining" and revises the distribution formula.

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Page	Edition Date	Page	Edition Date
Title Page .....	1 Jul 53	Title Page .....	15 Mar 54

2. Index. This revision adds the index to Volume I.
3. Paragraph 6b(3), section 1. Deleted from the definition for "Base Supply Officer" and included in the definition for "Depot Supply Officer."
4. Paragraph 6C, section 1. This revision adds the definition for various classes of supplies.
5. Paragraph 6D, section 1. This revision adds a definition for depot supply officer.
6. Paragraph 6P, section 1. This revision changes the definition for "Personal Property" to conform to the definition contained in volume XIII.
7. Paragraph 6P, section 1. This revision resolves conflicting and ambiguous definitions of the term "Pipeline Time" and clearly establishes basic policies, etc.
8. Paragraph 6R, section 1. This revision changes the definition for "Real Property" to conform to the definition contained in volume XIII.
9. Paragraph 6R, section 1. This revision changes the definition for requisitioning cycle to be 30 days unless otherwise specified in computing reorder points.
10. Paragraph 6W, section 1. This revision changes the definition for "Warning Point Level" to include additional information relative to data that constitutes the warning point level.
11. Subsection D, section 1. This revision effects the following:
  - a. AMA's will be responsible for all phases of technical assistance visits to AF activities within their respective areas, both within the Z/I and oversea. This will include monitoring to a conclusion all problems and deficiencies whose solution rests with AMC components.
  - b. Headquarters, AMC will no longer be included in the distribution of AMA Reports of Field Visits except when Headquarters, AMC is determined to be an action agency for a particular technical or procedural problem.
  - c. Headquarters, AMC special subjects are eliminated.
12. Paragraph 3a(17), section 2. This revision prescribes the transportation officer will forward notification to the owner when household goods are received in a damaged condition, utilizing completed copy of the bill of lading for this purpose.
13. Paragraph 3b(1), section 2. This revision provides that files of contracts calling for acceptance at origin may be maintained in central receiving when determined necessary by the supply officer.
14. Paragraph 3b(13), section 2. This revision eliminates the certificate presently entered on the face of the voucher since it is a duplication of entries on AF Form 672. The report of discrepancy filed with the voucher explains the difference between quantity shipped and quantity received.

15. Paragraph 3b(19), section 2. This revision deletes the last sentence of subject paragraph thereby enabling personnel who are technically qualified to be utilized, as provided in paragraph 11b(2).

16. Paragraph 9a(6), section 2. This revision provides a copy of the DD Form 250 to be utilized for posting to the EAM records which replace AF Form 226D and the old procurement status report.

17. Paragraph 9a(7), section 2. This revision provides necessary distribution of shipping documents to Department of Army and precludes the need for repeating distribution instructions in each interdepartmental request.

18. Paragraph 9b, section 2. This revision prescribes that the entries in the column entitled "Supplies or Services" of AF Form 227 will be limited to the local identification number and the noun in lieu of the full item description.

19. Paragraph 11, section 2. This revision prescribes new routing procedures for DD Form 6 and corrects obsolete organizational codes and titles.

20. Paragraph 6a(4), section 4. This revision eliminates the transportation copy of shipping documents when shipment is made by parcel post or franked mail.

21. Paragraph 10c, section 4. This revision adds a procedure which prescribes a method for use in readily identifying the activity and the individual packer by markings on all exterior shipping containers.

22. Paragraph 1e, section 5. This revision conforms procedures in AFM 67-1 with the latest publication of AFR 205-1, dated 24 July 1953.

23. Paragraph 3d(1)(e), section 5. This revision designates the base supply officer as the approving authority for AF Forms 85 listing the assembly or disassembly of kits, sets, etc., in lieu of the base commander.

24. Paragraph 4a, section 5. This revision clarifies and prescribes in more detail, the procedures involving certification and approving action on AF Form 85.

25. Paragraph 4, section 8. This revision establishes authentic numbers pending the compilation of catalog publication and distribution of same and reduces the number of items which must be recorded and maintained in "NL" status with identification limited to a reference number.

26. Paragraph 6b, section 8. This revision specifies that discrepancies, etc., in parts catalogs will be submitted to the appropriate prime depot for the property class involved as designated in section 15.

27. Section 15. This revision effects the following major changes:

- a. Inventory required prior to bulk movement of property.
- b. Responsibility of depot assigned prime functions.
- c. Responsibility of depot assigned specialization functions.
- d. Column added to indicate prime depot assignments.
- e. Property class reassignments since 1 July 1953.
- f. Responsibility of depot assigned class 02A prime functions.
- g. Channels for dissemination of supply information.
- h. Deletes Biggs AFB and Walker AFB from the base point supply system.
- i. Assigns base point supply groups by geographical area.
- j. Base point supply system listing depots responsible revised to indicate 13 groups.

28. Supplements I and II, section 16. This revision adds an up-to-date list of report control symbols.

29. Section 17. This revision effects the following major changes:

- a. Incorporates procedures for assignment, distribution and accounting for pilotless aircraft.
- b. Establishes an aircraft property responsibility termination document for use in termination of property responsibility for aircraft.

30. Paragraphs 3c, section 18. This revision changes the definition of TOC status to include items which require modification, change or alteration. Previously such items were marked as reparable.

31. Paragraph 3e(1)(d), section 18. This revision prescribes that the AF Quality Control representative will maintain surveillance over the Quality Control Program utilized by the contractor.

32. Paragraph 4j, section 18. This revision authorizes the use of metal tags for identifying AF property in outside storage or being shipped oversea.

33. Paragraph 6a, section 18. This revision prescribes that the cure date of synthetic rubber components used in aircraft fuel system will be added as a suffix to the stock number of such items and provides additional instructions for preparation of AF Form 50D.

34. Paragraph 7, section 18. This revision provides that tags will be attached in such a manner as to prevent tearing off.

35. Paragraph 9, section 18. This revision prescribes that when reporting discrepancies in marking and tagging the provisions of paragraph 12, section 2 will govern.

36. Paragraphs 10e, 12e and 13d, section 18. This revision prescribes that AF Forms 50G or 50H will be used to tag items requiring modifications, change or alteration in accordance with technical orders or other military Department Modification Orders.

37. Paragraph 10a(6), section 19. This revision adds a procedure to provide that items in AWP storage for which parts are not available will be reported to the appropriate depot for disposition instructions.

38. Paragraph 12b, section 19. This revision consolidates procedures for processing condition condemned and administratively condemned items.

39. Paragraphs 14f, g, and h, section 19. This revision requires UR exhibits to be retained by supply at the zonal repair depots pending disposition instructions from the prime maintenance depot. Procedures in current paragraph 14h have been deleted.

40. Paragraph 18b(1), section 19. This revision reiterates the requirement for repair by a higher echelon prior to turn-in of reparable property to supply by the user.

41. Paragraph 18f, section 19. This revision requires that AF Form 672 be used for reporting discrepancies in marking and tagging.

42. Paragraph 21, section 19. This revision adds a procedure which provides special instructions for processing reparable USAF vehicles.

43. Paragraph 5d, section 21. This revision precludes the establishment of excessive base levels of crystal units.

44. Paragraph 5j, section 21. This revision adds report control symbol in order to authorize the submission of quartz crystal requirements reports.

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2-7 .....	1 Jul	53	2-5 .....	15 Mar	54
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15-7 .....	1 Jul	53	8-3 .....	15 Mar	54
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16-3	1 Jul	53	16-3	15 Mar	54
17-1	1 Jul	53	17-1	15 Mar	54
17-3	1 Jul	53	17-3	15 Mar	54
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17-7	1 Jul	53	17-7	15 Mar	54
18-1	1 Jul	53	18-1	15 Mar	54
18-3	1 Jul	53	18-3	15 Mar	54
18-5	1 Jul	53	18-5	15 Mar	54
18-7	1 Jul	53	18-7	15 Mar	54
18-9	1 Jul	53	18-9	15 Mar	54
			18-11	15 Mar	54
19-1	1 Jul	53	19-1	15 Mar	54
19-2A	12 Oct	53	19-3	15 Mar	54
19-3	1 Jul	53			
19-5	1 Jul	53	19-5	15 Mar	54
19-7	1 Jul	53	19-7	15 Mar	54
19-9	1 Jul	53	19-9	15 Mar	54
			19-11	15 Mar	54
21-1	1 Jul	53	21-1	15 Mar	54

**CHANGES TO BE MADE WITH PEN AND INK**

**SECTION 1, VOL I, AFM 67-1**

1. Page 1-2, paragraph 2a(4). In the fourth and fifth lines, change "Commanding General" to read "Commander."
2. Page 1-2, paragraph 2b. In the first line, insert "with the exception of section 9" between the words "procedures" and "will."
3. Page 1-50, paragraph 106c(6)(c). Change the code "IND" to read "I."
4. Page 1-50, paragraph 106c(8). In the third line, change the code "IND" to read "I."
5. Page 1-50, paragraph 106c(9). In the second, third and fourth lines, change the code "IND" to read "I."

**SECTION 5, VOL I, AFM 67-1**

1. Page 5-7, figure 5-4. Add the figure "1" in the "Quantity Over" Column, across from Item 1 entry.

**SECTION 6, VOL I, AFM 67-1**

1. Page 6-25, paragraph 23e(1). Delete in its entirety. Redesignate paragraph 23e(2) to read "23e(1)."
2. Page 6-29, supplement I. Under "Rapid Approximation Table" in the second column, fifth line, change "0.231" to read "231."

**SECTION 9, VOL I, AFM 67-1**

1. Page 9-1, paragraph 3a(5). Change "APO" to read "TAPO."

**SECTION 10, VOL I, AFM 67-1**

1. Page 10-1, paragraph 5a. In the ninth line, add "paragraph 6," between the words "in" and "section." In the ninth line, delete "volume II."

**SECTION 14, VOL I, AFM 67-1**

1. Page 14-1, paragraph 8a. In the 22nd line, change the reference to "section 4, volume II" to read "sections 14, 15 or 16, volume II, as applicable."

2. Page 14-5, paragraph 8f. In the 11th line, delete the words "as issues;" in the 12th line, change "section 4, volume II" to read "sections 14, 15 or 16, volume II, as applicable;" and in the 12th and 13th lines, delete "thereby reflecting consumption data."

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AFR Activities .....	1
Headquarters, CAP, Bolling AFB .....	64

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**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL—AF MANUAL 67-1**  
**VOLUME I**  
**AMENDMENT SHEET NO. 3**  
**(Expedite Change)**

1. Paragraph 6, section 10. This revision provides a method for attriting depot stocks of items designated as local purchase which are excess to their 180 days requirements.

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
		10-5 .....	10 Feb 54

By Order of the Secretary of the Air Force:

N. F. TWINING  
 Chief of Staff, United States Air Force

**OFFICIAL:**

K. E. THIEBAUD  
 Colonel, USAF  
 Air Adjutant General

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Headquarters, USAF (AAG) .....	400
Major Air Commands (except Hq, AMC) .....	25
Hq, Air Materiel Command (AG) .....	500
Subordinate Air Commands (except Air Force Depots) ...	20
Air Force Depots (DSO) .....	50
Services—MATS .....	20
Air Divisions .....	10
Wings .....	10
Bases (SO) .....	25
Groups .....	5

**Miscellaneous:**

Air Procurement Districts .....	5
Air Force ROTC .....	1
Air National Guard:	
USP&DO .....	1
State Adjutant Generals .....	1
ANG Bases .....	5
ANG Units .....	1
AFR Activities .....	1
Headquarters, CAP, Bolling AFB .....	64



**AF Supply Training Schools:**

AF Supply School, Francis E. Warren AFB (Shipped Direct from Commercial Printer) .....	3,000
AF Supply Officer (AF-247-SO), Lackland AFB—Marked For: Organizational Property, Officers Candidate School .....	180
AF Supply Officer (AF-2024-SO), Kelly AFB—Marked For: Organizational Property, Training School .....	74
AF Supply Officer (AF-68-SO), Maxwell AFB—Marked For: Organizational Property, USAF Extension Course Institute, Gunter AFB .....	500
AF Depot Supply Officer (AF-907-DSO), Robins AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-901-DSO), McClellan AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-908-SO), Brookley AFB—Marked For: Organizational Property, Training School .....	18
AF Depot Supply Officer (AF-903-DSO), Hill AFB—Marked For: Organizational Property, Training School .....	1
AF Depot Supply Officer (AF-906-DSO), Olmsted AFB—Marked For: Organizational Property, Training School .....	3

**Auditors:**

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Southern District .....	80
Mid-Central District .....	50
Western District .....	45
European District .....	50
Far Eastern District .....	25

**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON 25, D. C.**  
**USAF SUPPLY MANUAL—AF MANUAL 67-1**  
**Volume I**  
**AMENDMENT SHEET NO. 2**  
**(Expedite Change)**

1. Paragraph 14, section 4. This revision adds a procedure which provides that the monetary value be placed on the outside of packages containing cost category I items, and further, will permit ready recognition of cost category I items so that these items will receive more expeditious handling.

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Page	Edition Date	Page	Edition Date
4-5 .....	1 Jul 53	4-5 .....	5 Jan 54

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**OFFICIAL:**

<p><b>K. E. THIEBAUD</b> Colonel, USAF Air Adjutant General</p>	<p><b>N. F. TWINING</b> Chief of Staff, United States Air Force</p>
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Hq, Air Materiel Command .....	500
Subordinate Air Commands (except Air Force Depots) ...	20
Air Force Depots (DSO) .....	50
Services—MATS .....	20
Air Divisions .....	10
Wings .....	10
Bases (SO) .....	25
Groups .....	5

**MISCELLANEOUS:**

AF Supply School, Francis E. Warren AFB (Shipped Direct from Commercial Printer) .....	3,000
USAF Extension Course Institute, Gunter AFB .....	500
Air Procurement Districts .....	5
Air Force ROTC .....	1

**Air National Guard:**

USP&DO .....	1
State Adjutant Generals .....	1
ANG Bases .....	5
ANG Units .....	1
AFR Activities .....	1
Headquarters, CAP, Bolling AFB .....	64

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**HQ, UNITED STATES AIR FORCE  
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 USAF SUPPLY MANUAL—AF MANUAL 67-1  
 VOLUME I  
 AMENDMENT SHEET NO. 1  
 (Expedite Change)**

1. Paragraph 6S(5), Section 1. This revision adds a definition for the new code system applicable to items of property subsequently procured and cataloged.

2. Paragraph 2c, Section 19. This revision adds a procedure which will provide a more realistic coding of property; control of items of "Hi Value", and insures that designated categories of property will be processed for repair or disposal at using activity level in lieu of depot level.

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		19-2A .....	12 Oct 53

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 Chief of Staff, United States Air Force

*Change made  
 Sept 13, 1954*

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Services—MATS .....	20
Air Divisions .....	10
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Bases .....	25
Groups .....	5

**Miscellaneous:**

AF Supply School .....	3,000
Air Procurement Districts .....	5
Air Force ROTC .....	1
Air National Guard (USP&DO) .....	1
Air National Guard Units .....	1

**SUPPLEMENT XVII**

**FORMAT FOR PREPARATION OF REPORT OF FIELD VISITS**

**(HEADING OF AIR MATERIEL AREA OR AIR FORCE DEPOT PERFORMING VISIT)**

Subject: Report of (.....) Field Visit,  
to (.....)

Name of Activity Visited

To: Commander of Activity Visited

1. Purpose:
2. Date of Visit: (Actual date of arrival at and departure from the activity visited).
3. Personnel Performing Visit:
4. Personnel Contacted:
5. Problems Affecting Supply Performance: (State each problem encountered, assistance rendered, recommendations for additional action, and action agency).
6. Recommendations Regarding Supply Pro-

cedures: (Outline in detail revisions deemed necessary to establish precedures and additional precedures which should be established to improve the Air Force supply system).

7. A copy of this report has been furnished to

.....  
(Subordinate Command) (Major Command)  
and other action agencies mentioned above.

8. Reply by indorsement is not required unless specifically directed by higher authority.

9. Appropriate Command Line: Director of Supply and Services (may delegate authority to sign to team leader when report is prepared at activity visited).

## SUBSECTION E

### BASE SUPPLY REPORT

#### 101. PURPOSE

Establishment of a Base Supply Report to provide date for evaluation of progress under the Command Supply Improvement Program and to furnish data required by major air commands for supply management.

#### 102. EXEMPTION

The provisions of this subsection are not applicable to base medical accounts, clothing sales accounts, or other activities not directly under jurisdiction of the base supply officer.

#### 103. REPORT PERIOD

Data contained in the report will apply to each calendar month, from the first to the last day inclusive. Major air commands will select the date on which bases under their jurisdiction will forward the report to prescribed recipients.

#### 104. FORMAT AND CONTENT

Each major air command will determine the kind of report that will be required to be submitted by subordinate base supply officers. Each command will then issue complete reporting in-

structions and will specify which bases will submit the report. These instructions will include format to be used, kind of information desired, and amount of data to be reported. The data should include information needed to evaluate progress under the Command Supply Improvement Program. Reports management for report required will be accomplished at command level in accordance with AFR 174-1.

#### 105. DISTRIBUTION

The report will be prepared in five copies and distribution will be effected as follows:

- (1) Original and one copy to major air command, ATTN: Directorate of Supply and Services.
- (2) One copy will be forwarded to the air materiel area in which the base is located, ATTN: Area Assistance Division, Directorate of Supply and Services.
- (3) One information copy will be forwarded to the appropriate numbered Air Force or other subordinate command having jurisdiction over the reporting base.
- (4) One copy will be retained by the base.

#### 106 THROUGH 125 (UNUSED)

**HQ, UNITED STATES AIR FORCE**  
**WASHINGTON, D. C.**  
**USAF SUPPLY MANUAL—AF MANUAL 67-1**  
**VOLUME I**

1. Title Page. Indicates volumes included in AF Manual 67-1.
2. Authentication Page. Indicates scope and distribution of Volume I.

REMOVE		INSERT	
Page	Edition Date	Page	Edition Date
Title page.....	1 Oct 51	Title Page.....	1 Jul 53
Authentication Page Foreword..	1 Aug 52		

3. Volume I establishes basic AF supply procedures. Volume I effects the following changes:

- a. Supersedes the following sections of part I, AFM 67-1:
  - (1) Section I, "General and Administrative."
  - (2) Section III, "Receiving."
  - (3) Section XII, "Supply of Subbases."
  - (4) Section XIII, "Shipments from AF Bases."
  - (5) Section XV, "Inventory Adjustments."
  - (6) Section XVI, "Storage."
  - (7) Section XIX, "Obtaining Supply Catalog Data for Noncataloged Items."
  - (8) Section XX, "Item Identification."
  - (9) Section XXII, "Numbering Stock Record Accounts."
  - (10) Section XXIII, "Local Purchase."
  - (11) Section XXIX, "Requisition, Reproduction, Distribution, and Storage of Forms and Publications."
  - (12) Section XXXII, "Preparation of Addressograph Plates for Imprinting Repetitive Supply Data."
  - (13) Section XXXIII, "Chapel and Chaplains' Equipment and Supply Within the US Air Force."
  - (14) Section XXXIV, "Class 26 Material, Class 01-Z Aircraft, and Class 16G Communications Equipment."
  - (15) Section XXXV, "Assignment of Property by Class in Depots."
  - (16) Section XXXVI, "Recurring Stock Reports."
  - (17) Section XXXIX, "Assignment, Distribution, and Accounting Procedures for USAF Aircraft."
  - (18) Section XXI, "Identifying, Condition and Status Marking, Tagging and Labeling of Property at US Air Force Activities."
  - (19) Section IX, "Processing of Reparable, TOC, and INC Property" (with the exception of par. 95 which will be published in volume III).
- b. Supersedes the following paragraphs of Section XXVI, "Special Supply Procedures."
  - (1) Paragraph 235, "Procurement, Storage, and Issue of Lumber and Allied Products."
  - (2) Paragraph 237, "Receipt, Storage, and Issue of Vehicle Tools." (Storage procedures are incorporated in section 6. Receiving and issue procedures have been deleted inasmuch as the existing receiving and issue procedures cover vehicle tools.)
  - (3) Paragraph 240, "Quartz Radio Crystals (Class 16-F)."
- c. Corrects all obsolete references; terms; incorrect, rescinded or expired publications and forms.
- d. Interim Procedure 165, dated 1 May 1952, is no longer in effect inasmuch as it has been superseded by volume I.
- e. Volume I will be inserted intact in front of the remaining portion of part I and the pages enumerated under "Remove" will be removed from the existing part I.

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BY ORDER OF THE SECRETARY OF THE AIR FORCE:

OFFICIAL:

K. E. THIEBAUD  
Colonel, USAF  
Air Adjutant General

HOYT S. VANDENBERG,  
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**VOL I**  
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A

## ABBREVIATIONS CONTD

## ABANDONMENT

AIRCRAFT, DISPOSITION, 17-3, I  
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A/ANFE ANTICIPATED AIRCRAFT NOT FULLY  
 EQUIPPED, 2-33, II, 2-14, III  
 A/AOCP ANTICIPATED AIRCRAFT OUT OF  
 COMMISSION FOR PARTS, 2-33, II, 2-14, III  
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 AC AIR CORPS, 30-49, III  
 AC&W SITES, AIRCRAFT CONTROL AND WARNING SITES,  
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 ADG AIR DEPOT GROUP, 1-89, I, PART TWO  
 ADG AVIATION DEPOT GROUP, 1-89, I, PART TWO  
 ADS AVIATION DEPOT SQUADRON, 1-1, VII,  
 1-89, I, PART TWO  
 AERNO AERONAUTICAL REFERENCE NUMBER, 30-20,  
 30-22, III, 1-4, XXIII  
 AERO AERONAUTICAL, 1-89, I, PART TWO  
 AFCM, AIR FORCE MUSEUM, 4-30, II  
 AFD AIR FORCE DEPOT, 1-89, I, PART TWO,  
 1-1 XXIII,  
 AFH TYPE OF ACCOUNT, 1-3, XXIII  
 AFL AIR FORCE LETTER, 1-8, VII  
 AFLO AIR FORCE LIAISON OFFICER,  
 1-89, I, PART TWO  
 AFLSCO AIR FORCE LUMBER STOCK CONTROL OFFICE,  
 20-2, I  
 AFMIPR AIR FORCE MILITARY INTERDEPARTMENTAL  
 PURCHASE REQUEST, 30-10, III  
 AFPO AIR FORCE PLANT OFFICE, 1-89, I, PART TWO  
 AFPR AIR FORCE PLANT REPRESENTATIVE,  
 1-89, I, PART TWO 1-3, XXIII  
 AFROTC AIR FORCE RESERVE OFFICERS TRAINING  
 CORPS, 4-1, XI, 1-89, I, PART TWO  
 AFRTC AIR FORCE RESERVE TRAINING CENTER,  
 1-89, 2, PART TWO  
 AFS ITEM AIR FORCE STOCK ITEM, 1-3, XXIII  
 AFSD AIR FORCE SUPPLY DIRECTIVE 3-10, III  
 1-4, XXIII  
 AFSS AIR FORCE SUPPLY SYSTEM, 1-2, IV  
 AFSSC, ARMED FORCES SUPPLY SUPPORT CENTER,  
 1-5, VI  
 AFW TYPE OF ACCOUNT, 1-3, XXIII  
 AFWS AIR FORCE WEAPON SYSTEM, 26-1, I  
 AIRP AIRPLANE, 1-89, I, PART TWO  
 ALO AIR LOGISTIC OFFICE, 1-89, I, PART TWO  
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 ALT CHANGE ALTERATION CHANGE, 1-1, VII  
 AMA AIR MATERIEL AREA, 1-89, I, PART TWO  
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 AMCFPSO AIR MATERIEL COMMAND FIELD PETROLEUM  
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 AMD AIR MOVEMENT DESIGNATORS, 4-2, XVI  
 1-4, XXIII  
 AMF AIR MATERIEL FORCE, 1-1, IX  
 AMFEA AIR MATERIEL FORCE, EUROPEAN AREA,  
 1-89, I, PART TWO, 1-1, IX  
 AMFPA AIR MATERIEL FORCE PACIFIC AREA, 1-1, IX  
 A/MOCP ANTICIPATED MISSILE OUT OF  
 COMMISSION FOR PARTS, 2-33, II  
 AMRD ARMY MISSILE ROCKET DIRECTORATE, 1-1, IX  
 ANFE AIRCRAFT NOT FULLY EQUIPPED, 2-33, II  
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 ANGBSO AIR NATIONAL GUARD BASE SUPPLY OFFICER,  
 1-89, I, PART TWO

ANGEAL AIR NATIONAL GUARD EQUIPMENT  
 AUTHORIZATION LIST, 2-1, XI  
 ANGR L AIR NATIONAL GUARD REQUIREMENTS LIST,  
 14-1, III  
 AOCP AIECRAFT OUT OF COMMISSION,  
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 APD AIR PROCUREMENT DISTRICT, 27-4, I  
 1-89, I, PART TWO  
 APF AIR PROCUREMENT OFFICE, 1-89, I, PART TWO  
 APOD, AERIAL PORT OF DEBARKATION, 1-4, XXIII  
 APOE, AERIAL PORT OF EMBARKATION, 1-4, XXIII  
 ARFC AIR RESERVE FLYING CENTER,  
 1-89, I, PART TWO  
 ARMO ARMORY, 1-89, I, PART TWO  
 ASPC ANALYSIS OF SPARE PARTS CHANGES, 30-3, III  
 ASPR ARMED SERVICES PROCUREMENT REGULATIONS,  
 4-24, II  
 ASSOC ASSOCIATED, 2-34, II  
 ATIC AIR TECHNICAL INTELLIGENCE CENTER,  
 4-10, II  
 AWIS AIRCRAFT WITH INITIAL SHORTAGE, 2-34, II,  
 2-15, III  
 AWOL PERSONNEL ABSENT WITHOUT LEAVE, 7-2, X  
 AWP AWAITING PARTS, 19-4, I  
 BAFO, BASE ACCOUNTING AND FINANCE OFFICER,  
 1-2, XII  
 BCE BASE CIVIL ENGINEER, 19-1, II  
 BNFE BOAT NOT FULLY EQUIPPED, 2-34, II  
 2-16, III  
 BOCP BOAT OUT OF COMMISSION FOR PARTS, 2-34, II  
 2-16, III  
 CAIRC CARIBBEAN AIR COMMAND, 1-1, IX  
 CAP CIVIL AIR PATROL, 1-89, I, PART TWO  
 CCM, COMMODITY CLASS MANAGER, 1-4, XXIII  
 CCN, CONTRACT CHANGE NOTIFICATIONS, 30-8A, III  
 CE CORPS OF ENGINEERS, 7-4, I  
 C-E SYSTEMS COMMUNICATIONS ELECTRONICS,  
 3-13, III  
 CESAC COMMUNICATIONS-ELECTRONICS SCHEMES,  
 ACCOUNTING CONTROL, 15-1, I  
 CF, CARRIED FORWARD, 11-5, V  
 CFE, CONTRACTOR FURNISHED EQUIPMENT, 1-4, XXIII  
 CFP CONTRACTOR FURNISHED PARTS, 21-9, III  
 CIC CUSTOMER IDENTIFICATION CODE 4-9, I  
 CINCFE COMMANDER IN CHIEF, FAR EAST, 1-1, IX  
 CINCPAC COMMANDER-IN-CHIEF, PACIFIC, 1-1, IX  
 CINCUSAFE COMMANDER-IN-CHIEF, UNITED STATES,  
 AIR FORCE IN EUROPE, 1-1, IX  
 CM CHEMICAL CORPS, 7-4, I  
 CMDO, CONSOLIDATED MATERIEL DISTRIBUTION  
 OBJECTIVES, 1-3, XXI  
 CME CONTROL MISSION EQUIPMENT, 21-17, III  
 CMIP CRYPTO MACHINE INOPERATIVE FOR  
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 COLL COLLEGE, 1-89, I, PART TWO  
 COM COMMERCIAL AIR LINES, 4-8, XII  
 CR COMPLETE RETURN, 4-29, II  
 CR CREDIT RELEASES 30-8A, III  
 CRAF CIVIL RESERVE AIR FLEET, 1-1, XVII  
 CSH CASH, 4-9, XII  
 CSS, CONTRACTOR STORAGE SITE, 1-4, XXIII  
 CWT COLD WEATHER TEST, 26-7, I  
 DA AGO DEPARTMENT OF THE ARMY ADJUTANT GENERAL  
 OFFICE, 1-34A, I  
 DA DEPARTMENT OF THE ARMY, 1-89, I, PART TWO  
 DAF DEPARTMENT OF THE AIR FORCE, 3-1, XXI  
 DD DEPARTMENT OF DEFENSE 19-4, V  
 DEPTL DEPARTMENTAL, 1-89, I, PART TWO  
 DEV DEVELOPMENT, 1-89, I, PART TWO  
 DEWAL, DISTANT EARLY WARNING CONSOLIDATED  
 AUTHORIZATION LIST, 1-3, XXI  
 DEWMAL, DISTANT EARLY WARNING MAJOR  
 AUTHORIZATION LIST, 1-3, XXI  
 DEWSAL, DISTANT EARLY WARNING STATION  
 AUTHORIZATION LIST, 1-3, XXI  
 DFM DUE FROM MAINTENANCE, 29-3, III  
 DOD DEPARTMENT OF DEFENSE, 1-1, VII  
 EAM ELECTRICAL ACCOUNTING MACHINE, 22-10, III  
 ECM, ELECTRONIC COUNTERMEASURES PROGRAM,  
 1-3, XXI



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ECOP ENGINFS OUT OF COMMISSION FOR PARTS, 2-35,II, 2-16,III  
 EDPC ELECTRONIC DATA PROCESSING CENTER, 1-5, XXIII  
 EDPE ELECTRONIC DATA PROCESSING EQUIPMENT, 1-5, XXIII  
 E-I ENGINEERING-INSTALLATION, 11-21, II  
 EODP ENGINEERING ORDER DELAYED FOR PARTS, 2-35,II, 2-16,III  
 ERAA, EQUIPMENT REVIEW AND AUTHORIZATION ACTIVITIES, 2-1, XXI  
 ERILI ESTABLISHMENT OR REPLACEMENT OR INVIOLATE LEVEL INVENTORY, 2-35,II  
 ESCO ENGINEER SUPPLY CONTROL OFFICE, 11-7, II  
 EGST EMPLOYMENT & SUITABILITY TESTS, 1-1, VII  
 EGST WEAPONS EMPLOYMENT AND SUITABILITY TEST WEAPONS, 1-2, VII  
 FAK FLYAWAY KIT, 1-2, XVI  
 FAS FUSE ASSEMBLY SPARES, 1-3, VII  
 FC/AFSWP FIELD COMMAND, ARMED FORCES SPECIAL WEAPONS PROJECT, 1-2, VII  
 FFAF FAR EAST AIR FORCE, 1-47, I  
 FG, FAMILY GROUP, 1-3, XXI  
 FLP, FOLLOW UP PROCEDURE, 2-5, III  
 FOCA FIELD OFFICES OF CONTRACT ADMINISTRATION, 27-4, I  
 FSE, FIELD SUPPORT EQUIPMENT, 1-3, XXI  
 FSS FLIGHT SUPPORT SPARES, 9-1, XVI  
 FTREMR FIGHTER BOMBER, 1-89,I, PART TWO  
 FTRINC FIGHTER-INTERCEPTOR, 1-89,I, PART TWO  
 FY FISCAL YEAR, 14-1, III  
 GAM GUIDED AIRCRAFT MISSILE 10-3, XX  
 GAR GUIDED AIRCRAFT ROCKET 10-3, XX  
 GEEIA GROUND ELECTRONICS ENGINEERING-INSTALLATION AGENCY, 15-1,I  
 GFAE, GOVERNMENT FURNISHED AERONAUTICAL EQUIPMENT, 1-5, XXIII  
 GFP GOVERNMENT FURNISHED PARTS, 3-1, III  
 1-5, XXIII  
 GSA GENERAL SERVICE ADMINISTRATION 25-3, I  
 1-5, XXIII  
 GSE GROUND SUPPORT EQUIPMENT, 1-5, XXIII  
 GSSF GENERAL SUPPLIES STOCK FUND 33-1, III  
 IAM INVENTORY ACCOUNTING MONETARY, 7-4, III  
 ICPE INVENTORY CONTROL POINT EUROPE, 1-1,IX  
 IESP INSTALLATION ENGINEER SUPPLY POINT, 19-1, II  
 IESU INSTALLATION ENGINEER SERVICE UNIT, 19-2, II  
 IM INTERCEPTOR MISSILE 10-3, XX  
 INC INCOMPLETE STATUS, 18-2, I  
 IRSR IMMEDIATE REPLACEMENT SUPPORT REQUIREMENT, 2-35,II, 2-16,III  
 I/S ISSUE SLIP, 9-4, III  
 JUSMAGS JOINT UNITED STATES MILITARY ADVISORY GROUPS, 27-4, I, PART ONE, 1-1,IX  
 LAMA LEAD AIR MATERIEL AREA, 26-1, I  
 LM LOCALLY MANUFACTURED, 12-2, II  
 LOGBALNET LOGISTIC BALLISTIC NETWORK, 1-5, XXIII  
 LOGCOM LOGISTICS COMMUNICATIONS, 22-10, III  
 LSM LOGISTIC SUPPORT MANAGER 10-2, XX  
 1-5, XXIII  
 M&O MAINTENANCE AND OPERATIONS, 27-2, III  
 MAAGS MILITARY ASSISTANTS ADVISORY GROUPS 1-1, 9-I,IX  
 MAC MANAGEMENT AGGREGATION CODIFICATION, 6-9,XXI,  
 MAD MILITARY ASSISTANCE DIVISION, 1-1,IX  
 MAP MILITARY ASSISTANCE PROGRAM, 3-25, III  
 1-5, XXIII  
 MAPPOM MAP PROPERTY OWNED MATERIAL, 1-2,IX  
 MAPPSAD MAP PROPERTY SALES AND DISPOSITION, 1-2,IX  
 MAPU MILITARY AIR PICKUP, 26-9, I  
 MC MAJOR COMPONENT, 1-2, VII  
 MC&TSA MILITARY CLOTHING AND TEXTILE SUPPLY AGENCY, 21-1,II,  
 MDFMR M-DAY FORCE MATERIEL REQUIREMENT, 1-2, XVII

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MEAL MASTER EQUIPMENT ALLOWANCE LIST, 9-3, III  
 MEE MINIMUM ESSENTIAL EQUIPMENT, 1-1, VIII  
 1-6, XXIII  
 MIPR MILITARY INTERSERVICE PURCHASE REQUEST, 19-2,III  
 MISL ITEMS CLASS 39D-ITEMS OF WR QUALITY, 1-2, VII  
 MK MARK, 1-2, VII  
 MK-MOD-ALT MARK-MODIFICATION, ALTERATION, 1-2, VII  
 MOCOP MISSILE OUT OF COMMISSION, FOR PARTS, 2-35,II, 2-16,III  
 MOD MODIFICATION, 1-2, VII  
 MODC-USA UNITED STATES ARMY MODIFICATION CENTERS, 4-8, XII  
 MPC MILITARY PROPERTY CUSTODIAN, 4-1, XI  
 MPD, MILITARY PRIORITY DATE, 1-6,VI  
 MRAL, MATERIEL READINESS AUTHORIZATION LIST, 1-4, XXI  
 MRAL MOBILIZATION RESERVE AUTHORIZATION LISTS, 6-1, XVII  
 MRL MATERIAL REQUIREMENT LIST, 5-2, III  
 MRO, MATERIEL RELEASE ORDER, 1-8A,I,  
 PART ONE, 1-3,XX, 1-6,XXIII  
 MSA MUTUAL SECURITY AGENCY, 1-2, IX  
 MSMS MUTUAL SECURITY MILITARY SALES, 1-2, 10-1, IX  
 MTRC MATERIEL TRANSACTION CARD, 22-2, III  
 NAIOP NAVIGATIONAL AID INOPERATIVE, FOR PARTS, 2-35,II, 2-17,III  
 NATO NORTH ATLANTIC TREATY ORGANIZATION, 1-2, IX  
 NB NON EXPENDABLE ITEMS, 19-2, I  
 ND SERVICEABLE, 19-6, I  
 NMSSA NATO MAINTENANCE SUPPLY SERVICES AGENCY, 1-2,IX  
 NMSSS NATO MAINTENANCE SUPPLY SERVICES SYSTEM, 1-2,IX  
 NOAM NUCLEAR-ORDNANCE AIR FORCE MATERIEL, 1-2, VII  
 NOCM NUCLEAR-ORDNANCE COMMODITY MANAGEMENT, 1-2, VII  
 NOWR NUCLEAR-ORDNANCE, WAR-RESERVE MATERIEL, 1-2, VII  
 NSA NATIONAL SECURITY AGENCY 3-1, I  
 NSS NATIONAL STOCKPILE SITE, 1-2, 5-2A, VII  
 OOSS OVERSEA OPERATIONAL STORAGE SITE, 1-2, VII  
 OR ORDNANCE CORPS, 7-4, I  
 ORI OPERATIONAL READINESS INSPECTION, 1-2, VII  
 OSD OVERSEAS SHIPPING DIRECTIVE, 3-8, III  
 OSDN OVERSEAS SHIPPING DIRECTIVE NUMBERS, 3-7, III  
 O/T, ORGANIZATION TABLE, 1-2,V, 1-4,XXI  
 PACAF PACIFIC AIR FORCES, 1-2, IX  
 PAE AERIAL PORT OF EMBARKATION, 3-8, III  
 PAM PROPERTY ADMINISTRATOR, 1-89,I, PART TWO  
 PASGT PROFESSOR OF AIR SCIENCE AND TACTICS, 4-1, XI  
 PC PROGRAM, COMMUNICATIONS-ELECTRONICS, 11-21, II  
 PCAM, PUNCH CARD ACCOUNTING MACHINE, 1-8B,I, PART ONE  
 PET PERSONNEL EXPERIMENTATION AND TESTING DEVICE, 14-2, I  
 PG DOCUMENT PROGRAM GUIDANCE DOCUMENT, 9-1, IX  
 PICO PROJECT IMPROVEMENT CONTROL OFFICE, 19-5, I  
 PLDC PRELIMINARY LIST OF DESIGN CHANGES, 30-3, III  
 POW PRISONERS OF WAR 7-1, X  
 PPB PROVISIONING PARTS BREAKDOWN, 30-4, III  
 PR PURCHASE REQUEST, 30-4, III  
 PSP PRIMARY SUPPLY POINT, 9-1, XVI  
 QEC QUICK ENGINE CHANGE, 4-10B, II  
 RAS RADAR ASSEMBLY SPARES, 1-3, VII  
 RCAF ROYAL CANADIAN AIR FORCE, 4-7, XII  
 RCS REPORT CONTROL SYMBOL, 4-3, VII  
 REP REPRESENTATIVE, 1-89,I, PART TWO  
 R/I REQUEST FOR ISSUE, 11-4, V  
 RNFP RADAR NOT FUNCTIONING PROPERLY, 2-35,II  
 2-17, III

## ABBREVIATIONS CONTD

ROCP RADAR OUT OF COMMISSION FOR PARTS, 2-35,II  
2-17,III  
ROF REPORTING ORGANIZATION FILE, 1-4,XXI  
R/S REPORT OF SURVEY, 11-4, V  
RS RETURN AND SURVEY, 4-29, II  
RSLI REPLACEMENT OF SAFETY LEVEL INVENTORY,  
2-17, III  
RSM RECONNAISSANCE MISSILE 10-3, XX  
R/TI REQUEST FOR TURN-IN, 11-4, V  
RTM RECONNAISSANCE MISSILE 10-3, XX  
R&U REPAIRS & UTILITIES, 1-34A, I  
SBCR, STOCK BALANCE AND CONSUMPTION REPORTING,  
15-1, IX  
S/C STATEMENT OF CHARGES, 9-4, III, 11-4, V  
SCD/COL SCHEDULE OF COLLECTIONS, 11-4, V  
S/D SHIPPING DOCUMENT, 9-4, III  
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SFR SAFETY OF FLIGHT REQUIREMENTS, 2-36,II  
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SG SIGNAL CORPS, 7-4, I  
SLOE SPECIAL LIST OF EQUIPMENT, 1-5, XXI  
SM STRATEGIC MISSILE 10-3, XX  
4-5, XII  
SOS SQUADRON OPERATIONAL SUPPORT, 13-3, II  
SOS SQUADRON OPERATIONAL SUPPORT PACKAGE,  
21-3, III, 10-7, IV  
SPSP-GSE, SPARE PARTS SUPPORT PACKAGE FOR  
GROUND SUPPORT EQUIPMENT, 21-3, III  
SSF SERVICE STORAGE FACILITY, 1-3, VII  
SSS SPECIALIZED SERVICE STOCK, 9-1, XVI  
STAR SPEED THROUGH AIR RESUPPLY, 1-1, XVI  
STDP, SPECIAL TRAINING DEVICES PROGRAM,  
1-5, XXI  
T/A TABLE OF ALLOWANCE, 1-3,V, 1-5,XXI  
TAT TO ACCOMPANY TROOPS, 1-2, VIII  
TC TRANSPORTATION CORPS, 7-4, I  
TCAFS TRANSPORTATION CORPS, AVIATION FIELD  
SERVICE, 30-57, III  
TCLO TRANSPORTATION CORPS LIAISON OFFICER,  
2-7, III  
TDIOP TRAINING DEVICE INOPERATIVE FOR,  
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TDS TACTICAL DEPOT SQUADRON, 1-3, VII  
TDY TEMPORARY DUTY, 4-34, II  
TERM TERMINAL, 1-89,I, PART TWO  
TM TACTICAL MISSILE, 10-3, XX  
TMRAL, TENTATIVE MATERIAL READINESS  
AUTHORIZATION LIST, 1-5, XXI  
TOC TECHNICAL ORDER COMPLIANCE, 22-1, V  
1-6, XXIII  
T/S TURN-IN SLIP, 9-4, III  
TSMC TRANSPORTATION SUPPLY AND MAINTENANCE  
COMMAND, 7-6, III  
TTCS TULSA TRANSCEIVER CONTROL STATION,  
22-10, III  
TTE TENTATIVE TABLES OF EQUIPMENT, 3-3, III  
TUAL TENTATIVE UNIT AUTHORIZATION LIST,  
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UAL UNIT ALLOWANCE LIST, 7-3, I  
UAL UNIT AUTHORIZATION LIST, 1-3,V, 1-5,XXI,  
1-7,XXIII  
UAPR, UNIT AUTHORIZATION PROPERTY RECORD,  
1-6, XXI  
UE UNIT OF EQUIPMENT, 10-3, XX  
UEE UNIT ESSENTIAL EQUIPMENT, 21-2, III  
UKC, UNIT KIND CODE, 1-5, XXI  
UMD UNIT MANNING DOCUMENT, 1-3,V  
UME UNIT MISSION EQUIPMENT, 9-2, III 1-7, XXIII  
UR, UNSATISFACTORY REPORT, 18-2, I, 7-7, IV  
US CINCEUR COMMANDER-IN-CHIEF, UNITED STATES  
EUROPEAN COMMAND, 1-1,IX  
USAF UNITED STATES AIR FORCE, 4-5,XII,  
USAFLO UNITED STATES AIR FORCE LOGISTIC,  
LIAISON OFFICE, 1-2,IX  
USAFSS UNITED STATES AIR FORCE SECURITY SERVICE  
3-1, I 4-5, XII  
USE UNIT SUPPORT EQUIPMENT, 9-2, III  
USPFO U.S. PROPERTY AND FISCAL OFFICER,  
1-89,I, PART TWO, 2-1,XI  
VDP VEHICLE DEADLINE FOR PARTS, 2-36,II

## ABBREVIATIONS CONTD

WAF WOMEN IN THE AIR FORCE, 1-3, X  
WPO WAR PLANNING DOCUMENTS, 1-3, XVII  
WR WAR RESERVE, 1-3, VII  
WRM, WAR READINESS MATERIEL, 1-6, XXI,  
1-8,I, PART ONE, 6-1,V, 1-2,XVII  
WS WORK STOPPAGE, 2-36,II, 2-17,III  
WSBSA WEAPONS SYSTEM BASE SUPPORT ACTIVITY,  
26-2, I  
WSCP WEAPONS SYSTEM CONTROL POINT, 3-10, XVI  
WSECL, WEAPON SYSTEM EQUIPMENT COMPONENT LIST,  
1-6, XXI  
WSMO WEAPON SYSTEM MATERIEL OFFICER, 1-3, XX  
WSSC WEAPONS SYSTEM SUPPORT CENTER, 3-9, XVI  
WSSCL, WEAPON SYSTEM STOCK CONTROL LIST,  
13-2, II, 21-2, III, 10-3, XX, 1-7, XXIII  
WSSM WEAPONS SYSTEM SUPPLY MANAGEMENT, 26-2, I  
WSSS WEAPONS SYSTEM STORAGE SITE, 26-2, I  
1-7, XXIII  
XD SERVICEABLE AND REPARABLE, 19-6, I

ACCEPTANCE  
AT DESTINATION, DEFINITION, 11-2,I  
AT ORIGIN, DEFINITION, 11-2,I  
FACILITY - DEFINITION, 7-8, IV  
LIMITED - DEFINITION, 7-8, IV

ACCEPTED  
CONDITION, DEFINITION, 18-1,I

ACCIDENT  
PREVENTION, STORAGE, 8-3, IV

CODE 6, DEPOT REQUISITIONING, 2-7, III

ACCOUNT  
CODE P, GENERAL, 5-1, III  
CODE S, AIRCRAFT DISTRIBUTION, 14-2, I  
CODE S, AIRCRAFT REQUIREMENTS, 14-2, I  
CODE S, AIRCRAFT SOURCE, 14-2, I  
CODE T, ACCOUNTING MECHANIZED PROPERTY,  
2-2, XVII  
CODE T, DEPOT MECHANIZED PROPERTY, 2-1, XVII  
DISPOSAL OFFICERS, TRANSFER, PERSONAL PROPERTY,  
1-3,VI  
MEDICAL STOCK RECORD, 5-1, V  
OVERHAUL CONTRACTOR STOCK BALANCE REPORTS,  
25-18, 25-7, III  
SPECIAL, STOCK BALANCE, 25-17,III  
TYPE N, REQUISITIONING, 27-4, I  
WEAPON SYSTEM STOCK RECORD, 1-7, XXIII

ACCOUNT NUMBERS  
AACs NAVIGATIONAL AIDS SUPPORT SYSTEM,  
SERIAL NUMBERS, 1-43,I, PART TWO  
ABBREVIATIONS, GLOSSARY, STOCK RECORD LISTINGS,  
1-89,I, PART TWO  
AC6W SQUADRONS, LISTING, 1-7,I,  
1-133,I, PART TWO  
ACTION NOTICE, STOCK RECORD ACCOUNT,  
1-7,I, PART TWO  
AFB TYPE ACCOUNTS, MECHANIZED, 1-6,I, PART TWO  
AFB TYPE ACCOUNTS, MECHANIZED, LISTING,  
1-87,I, PART TWO  
AFW DEPOT, 1-9, XXIII  
AIRCRAFT, SERIAL NUMBERS, 1-9,I, PART TWO  
AMMUNITION, SERIAL NUMBERS, 1-47,I, PART TWO  
ASSIGNMENT, ACCOUNT AND STATION NUMBERS,  
1-83,I, PART TWO  
BASE, SERIAL NUMBERS, 1-9,I, PART TWO  
CHANGE IN ACCOUNTS, 1-3,I, PART TWO  
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CLOTHING, SERIAL NUMBERS, 1-14,I, PART TWO  
CODES, STOCK RECORD LISTINGS, 1-89,I, PART TWO  
COMMISSARY, SERIAL NUMBERS, 1-44,I, PART TWO  
DEPOT, MEDICAL, SERIAL NUMBERS,  
1-16,I, PART TWO  
DEPOT, SERIAL NUMBERS, 1-16,I, PART TWO  
EDUCATIONAL ACTIVITIES, SERIAL NUMBERS,  
1-25,I, PART TWO  
ESTABLISHMENT OF ACCOUNTS, 1-2,I, PART TWO  
FILE, STOCK RECORD ACCOUNT, 1-6,I, PART TWO

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 SERIAL NUMBERS, STOCK RECORD ACCOUNT, NUMERICAL LISTING, 1-9,I, PART TWO  
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## SUBSECTION A

## GENERAL

## 1. PURPOSE

The purpose of this manual is to establish a uniform system of stock control throughout the US Air Force by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment, disposition, identification of and accounting for supplies by US Air Force organizations, and where applicable, by the Reserve Forces.

## 2. SCOPE

a. The procedures prescribed herein become effective upon publication and will be applicable to:

(1) US Air Force organizations under the direct jurisdiction of the Chief of Staff, US Air Force.

(2) US Air Force organizations under the jurisdiction of oversea commands instructed to maintain formal stock record accounts.

(3) Designated agencies other than the US Air Force, accounting for technical Air Force supplies furnished by the US Air Force, except as may be specifically excepted by the Chief of Staff, US Air Force.

(4) Procedures herein will apply in general to the processing of Government Furnished Aeronautical Equipment (GFAE) through AF depots, except as specifically directed otherwise by the Commander, Air Materiel Command, in appropriate AMC regulations.

b. These procedures, with exception of section 2, volume XV, will not in general apply to the following, except as may be specifically directed by the Chief of Staff, US Air Force:

(1) Types AFH, AFL, AFR, AFS, and AFT stock record accounts.

(2) US Air Force training films.

c. No deviations will be made from the procedures prescribed herein unless authorized by the Chief of Staff, USAF.

## 3. FORMAT, TEXT, FIGURES, AND CHARTS

a. The procedures prescribed in this manual are applicable to all US Air Force organizations accounting for Air Force supplies, except those specifically excepted. This manual is divided into the following volumes:

(1) Volume I, "Basic AF Supply Procedures," establishes a uniform system of stock control throughout the US Air Force by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, shipment, disposition, identification of and accounting for supplies by US Air Force organizations, and where applicable, by the Reserve Forces.

(2) Volume II, "Base Procedures," prescribes a uniform system of stock control by establishing standardized procedures for the requisition, storage, issue, turn-in, and stock record for supplies by non-mechanized AF bases and other designated activities. General policy for mechanized AF bases.

(3) Volume III, "Depot Procedures," establishes a uniform system of stock control by prescribing standardized procedures for the requisition, purchase, receipt, storage, stock control, issue, turn-in, shipment, reporting, identification of and accounting for supplies by USAF depots and other designated activities. Also contains procedures for organizations that are located on or receiving logistic support from a depot.

(4) Volume IV, "Organizational Procedures," provides commanders, supply officers, responsible property officers, and other squadron or activity supply personnel with procedures to be used in supply operation, for organizations not located on or receiving logistic support from a depot.

(5) Volume V, "AF Medical Service Supplies and Equipment," establishes a uniform system of supply within US Air Force activities by prescribing a standard procedure for the management of AF medical materiel.

(6) Volume VI, "Accounting for Lost, Damaged, or Destroyed Property," — pending rescission.

## Para. 3a(b)—Cont.

(7) Volume VII, "AF and AEC Classified Equipment and Supplies," prescribes standardized procedures for the requisition, receipt, storage, stock control, issue, shipment, disposition, identification of, and accounting for Air Force classified equipment and supplies. It also sets forth special property accounting procedures applicable to Atomic Energy Restricted Data material on loan to the US Air Force. AFR 205-1 and any other security directives in effect will govern with respect to safeguarding the classified material referred to therein.

(8) Volume VIII, "Preparation of Units for Oversea Movement," prescribes a uniform system of procedures for the requisitioning, packing, documentation, and shipment of supplies and equipment required for Air Force T/O and/or non T/O organizations scheduled for deployment to foreign assignment on a permanent change of station status.

(9) Volume IX, "Military Assistance Procedures," provides Air Force activities performing Military Assistance Program (MAP) functions with a uniform system of procedures for the requisition, purchase, receipt, storage, shipment, disposition, identification of and accounting for supplies and equipment furnished by grant or sale to recipient countries. Security regulations in connection therewith are contained in AFR 205-40.

(10) Volume X, "AF Clothing Sales Store Procedures," prescribes procedures for the requisition, purchase, receipt, storage, issue, shipment, disposition, stock control and identification of, and accounting for stock fund clothing items at Air Force activities and is published for compliance by all concerned.

(11) Volume XI, "Reserve Forces Procedures," establishes uniform procedures for the requisition, purchase, receipt, issue, shipment, disposition of, and accounting for supplies and equipment for the Reserve Forces.

(12) Volume XII, "Aircraft Petroleum, Oil, and Lubricants Procedures," prescribes the procedures for the receipt, storage, issue, and item accounting of aviation petroleum products to be used at Air Force bases, depots, Air National Guard bases, and by AF personnel administering contracts, where applicable.

(13) Volume XIII, "Excess and Surplus Personal Property," establishes uniform operating procedures for the promotion of maximum conservation and utilization of government-owned property; the processing for final disposal of property no longer required for the needs of the Air Force; and the utilization of excess property of other Federal activities to support the Air Force mission.

(14) Volume XV, "Stock Record Accounts and Station Numbers, Assignment of Commodity Class Manager Responsibilities," provides a consolidated source for information concerning assigned stock record account numbers, assignment of commodity class manager responsibility.

(15) Volume XVI, "Speed Through Air Re-supply (STAR)," prescribes procedures for the requisitioning, packing, documenting and airlifting of aircraft supplies required for the support of tactical units on rotation to overseas areas.

(16) Volume XVII, "AF Prestocking Program (Project AF-GEN-1-50-OPR) Procedures," delineates responsibilities and provides Air Force activities performing functions involved in AF-GEN with a uniform system for the requisitioning, shipment, issue, receipt, assembly, accounting, storage, inspection, maintenance, replacement, redistribution, adjustment or establishment of requirements, and reporting of material procured for this project.

(17) Volume XVIII, "Base Supply Mechanization Procedures," prescribes standard Air Force policy, procedures and forms for use by mechanized base supply and organizational operations.

(18) Volume XX, "Weapon System Supply Procedures," defines the concept, responsibilities, objectives and operating procedures for requisitioning, purchase, receipt, storage, stock control, issue, turn-in, shipment, reporting, identification of and accounting for material required in support of selected USAF first line aircraft and missiles.

(19) Volume XXI, "Organizational Equipment Allowance and Authorization Systems," provides procedures and guidance for all Air Force activities in the development, evaluation, approval, publication and use of equipment allowance documents, Unit Authorization Lists and Mobilization Reserve Authorization Lists.

(20) Volume XXIII, "Supply Support for Selected Missiles," defines USAF supply support policy and operating procedures for selected missile weapon systems, including operational functions at various levels within the logistic system. Procedures cover requisitioning, purchase, receipt, storage, stock control, issue, turn-in, shipment identification of and accounting for missile materiel required, and includes references to other Air Force directives.

NOTE: Volumes I through XXIII of AFM 67-1 may be maintained in any binder suitable for ready reference and efficient utilization, after present stock of the special binder is exhausted.

b. Numbering:

(1) Volumes will be identified by Roman numerals, I, II, III, etc.

(2) Sections within volumes will be identified by use of Arabic numerals: 1, 2, 3, etc. Each volume will begin with section 1.

(3) Subsections, where needed and authorized, will be identified by upper case letter: A, B, C, etc.

(4) Paragraphs within sections will be identified by Arabic numerals: 1, 2, 3, etc. Each section will begin with a paragraph 1. Paragraph numbers will run consecutively throughout the section, regardless of subsections.

## Para. 3b—Cont.

(5) Pages will be numbered by use of Arabic numerals denoting section and page, beginning with page 1 for each section. Page numbers will be composed of the section number, followed by a hyphen, followed by the appropriate page number of that section. Example: Page 22 of section 3 will be written—"3-22;" page 22 of section 4 will be written—"4-22."

c. This manual is published in loose-leaf form to facilitate revision of various paragraphs and sections. As revisions become necessary and are made, they will be made by page, section, or volume to facilitate insertion in its proper place within the manual.

d. All revised pages will be identified by the manual, section and page number, volume number, date of publication, and amendment sheet number.

## e. Amendments.

(1) Revisions for each volume will be distributed by means of a separate amendment sheet. Amendment sheets will be numerically identified, beginning with "No 1" for the first amendment sheet, with each subsequent one numbered consecutively thereafter.

(2) Amendment sheets will contain a resume of the revisions attached thereto, instructions as to disposition of revised pages, and will indicate minor changes or revisions which can be effected by pen and ink.

(3) Amendments will be published as needed to change only one volume per amendment. Each amendment sheet as received will be inserted following the authentication page of the volume concerned.

(4) Organizations responsible for distribution at the various activities will insure that requirements for AFM 67-1 are based on an as-needed basis. AFM 67-1 is comprised of 20 volumes pertaining to various phases or echelons of supply, and it is desired that organizations receive only those volumes necessary to efficiently perform their respective missions. Figure 1A-1 is to be used as a guide by the publications distribution officer in determining the need for certain volumes. Since there will be exceptions in certain cases, the information therein is for a guide-line only. Instructions for distribution of AFM 67-1 accomplished by the zone of interior commercial printer are as follows:

(a) Initial Distribution. Organizations will submit their requirements by letter to Headquarters, Air Materiel Command, Attention: MCSHOS. Justification will be given, with information as to whether volumes are available to bring up to date. If so, the original and five copies of AF Form 507, "Requisition for Publications and Blank Forms," will be attached requesting amendments necessary to bring up to date. If not, complete volumes will be requested before being added to automatic distribution.

(b) Changes for Organizations on Distribution. Quantity increases or decreases, changes of address, and deletions will be submitted by AF Form 440, "AFM 67-1 Distribution Change Card,"

furnished by Amendment 65A, dated 15 October 1958.

1 Quantity increases or decreases will be indicated by showing in the appropriate block the number of copies required for each volume. In the "From" block, show the mailing address which appears on the label used for distribution of AFM 67-1. For quantity increases indicate in the "Remarks" block whether volumes are on hand to bring up to date. If so, the original and five copies of AF Form 507 will be submitted to Headquarters, Air Materiel Command, Attn: MCSHOS, requesting amendments necessary to bring volumes on hand up to date. If not, AF Forms 507 will be submitted requesting complete volumes before distribution change is effective.

2 AF Form 440 submitted for change of address will show old and new address, with a check mark placed in the appropriate block to indicate volumes for which distribution is being made.

3 AF Form 440 for deletions will indicate effective date for deletion, with a check mark placed in the appropriate block to indicate volumes for which distribution is being made.

NOTE: In order to expedite changes to automatic distribution, organizations will place the alphabetical control number used for distribution of AFM 67-1 in the upper right hand corner of AF Form 440. This number appears in the lower right hand corner of the mailing address used for distribution of amendments. For example: the control number for McClellan AFB is M 122001.

(c) Direct Distribution. Direct Distribution to the user is a service available to the publications distribution officer and is accomplished by the commercial printer. This method eliminates bulk shipment to the PDO who must redistribute to using organizations under his jurisdiction, thereby reducing the pipeline time. Publications distribution officers on distribution for bulk shipment, would furnish Headquarters, Air Materiel Command, Attention: MCSHOS, a listing of addresses indicating number of copies desired by volume. Quantitative restrictions will not normally be imposed; however, the PDO will control and screen all requests before approving and submitting for final approval and action by Headquarters, Air Materiel Command. Any changes to the distribution would be made by the PDO and not the using organizations under his jurisdiction.

(d) Extra copies of Amendments to AFM 67-1. The original and five copies of AF Form 507 will be submitted to Headquarters, Air Materiel Command, Attention: MCSHOS, in order to receive extra copies of amendments from stock to replace copies lost or destroyed through fair wear and tear, and to bring volumes on hand up to date. The submission of AF Forms 507 does not add an organization to direct distribution, nor provide for automatic distribution thereafter.

NOTE: AFM 67-1 is supplied on an as-needed basis, eliminating the requirement for requisitioning additional copies to supplement automatic distribution. A realistic quantity requirement for



automatic distribution would preclude frequent requisitioning for extra copies. The frequency of supersession of amendments results in 50 percent of items requested being coded "OBS."

*f. Procedural Paragraphs:*

(1) Where reference is made to specific organizational components, the responsibilities therein indicated will be construed as applying to organizational components actually performing the required duties.

(2) The reproduction of local forms is not authorized unless specifically stated. In the event it is believed that the use of a form is required to efficiently follow the procedures given, recommendations will be submitted for approval in accordance with paragraph 4.

(3) New form numbers where assigned, will be used. Instructions are equally applicable to forms having old numbers, if the use of such forms is authorized, and to revised forms prescribed for the same use.

(4) Preparation of additional copies of the forms prescribed is not authorized except when required for cost-accounting purposes, unless approved or directed by the Chief of Staff, US Air Force, or the Commander, Air Materiel Command. The directing or approving authority will prescribe the routing and disposition of such additional authorized copies. The form and number of copies thereof, covering the transfer of supplies between supply activities and repair shops, will be as herein prescribed, except that minimum number of additional copies may be prepared by repair-shop when necessary for internal repair-shop processing.

*g. Illustrations and Procedural Charts:*

(1) The purpose of the procedural charts is to limit the number of copies of forms required for a given property transaction and to provide a uniform system of routing. The procedural charts will be automatically made to conform with approved changes in the organizational structure or functions of US Air Force activities.

(2) Should illustrations or procedural charts conflict with procedural paragraphs, instructions contained in procedural paragraphs will govern.

#### 4. CHANNELS FOR SUBMISSION OF PROPOSED REVISIONS AND AMENDMENTS

United States Air Force activities will submit proposed amendments or revisions through command channels to the Headquarters of their major air commands. The major air command will review the proposed amendment or revision, and where publication is deemed appropriate the proposed revision or amendment, unless otherwise specified in the applicable section, will be forwarded to the Commander, Air Materiel Command for review and subsequent submission to Chief of Staff, United States Air Force.

#### 5. RELATION TO OTHER DIRECTIVES

If the procedures in this manual appear to con-

flict with other Department of Air Force publications, the matter will be immediately submitted through command channels to the Commander, Air Materiel Command, for consideration and correction.

#### 6. DEFINITIONS

For the purpose of this volume, the definitions and abbreviations listed below will have the meaning indicated:

##### A

*Abandoned Private Property.* Property which has been lost, abandoned, or unclaimed and has been turned over by the base adjutant to the disposal officer for sales action.

*Advance Attrition.* Basic aircraft inventory which is lost in the air or on the ground owing to accident, mishap, and/or because the aircraft are beyond economical repair.

*Aeronautical Property.* Aircraft and/or components, parts, and accessories.

*Air Force Base.* An Air Force establishment similar to a post, camp, or station, consisting of one or more base units with or without flight facilities and having a base supply officer.

*Air Force Supplies.* Items or categories of items which are:

(1) Provided through Air Force supply agencies for use by Air Force facilities.

(2) Provided through Army supply agencies for use by the Air Force and in possession of Air Force activities, exclusive of items on a temporary loan basis from the Department of the Army.

(3) Army purchased supplies stored as Air Force credits under custody of the Army.

*Air Materiel Area.* An organization serving as a field agency of the Air Materiel Command in a specified geographical area. Its mission is to provide, within the limits of the designated area, technical and administrative assistance and support to USAF activities based within the area.

*Aircraft Manufacturer's Standard Part.* An aircraft part which is identified in a USAF supply catalog as an aircraft manufacturer's standard part: e.g., "Douglass Standard." These parts are identified under a manufacturer's part number and may be used on more than one type of aircraft manufactured by a single manufacturer.

*Airport Property.* Any surplus real property including improvements and personal property located thereon as part of the operating unit, which, in the determination of the Administrator of Civil Aeronautics, is essential, suitable, or desirable, for the development, improvement, operation, or maintenance of a public airport; or reasonably necessary to fulfill the immediate and foreseeable future requirements of the owner or operator for the development, improvement, operation or maintenance of a public airport, including property needed to develop sources of revenue from non-aviation businesses at a public airport.

*Area Depot.* An Air Force establishment, located within the geographical confines of an air



**Para. 6A—Cont.**

materiel area, which includes a landing field, base facilities, and facilities for the wholesale receipt, storage and distribution of Air Force supplies and for performing depot maintenance. The area depot also exercises administrative control over the distribution of Air Force supplies within the designated area.

*Article of Supply.* General term indicating a particular commodity; e.g., airplane, P-80; blanket, W/OD; trousers, cotton khaki; etc.

**B**

*Back Order.* An obligation, assumed and recorded by any supply echelon, to issue at a subsequent date a requisitioned item which was not immediately available for supply.

*Base Supply Officer.* An individual officially designated by the base commander to exercise supervision and administration over the receipt, storage, issue, safeguarding, accounting and the recording and maintenance of prescribed records. A base supply officer is specifically charged with responsibility for all property entrusted to him until released from this responsibility.

(1) At bases operating under the wing base plan, the supply squadron commander will not be the base supply officer. A non-T/O supply officer will be authorized and assigned to the supply squadron.

(2) At bases not operating under the wing base plan, the director of supply will be the base supply officer.

**C**

*Cannibalization.* The authorized removal of specific components from one item of AF property, for installation on another item of AF property, to meet priority requirements.

*Care and Handling.* Includes completing, repairing, converting, rehabilitating, operating, preserving, protecting, insuring, packing, storing, handling, conserving, preparing for shipment, transporting and loading property and, in the case of property which is dangerous to public health or safety, destroying, or making such property harmless.

*Classes of Supply.* All supplies, whether Air Force, Navy, or Army purchased, are subdivided into classes of supply for field administrative purposes. These classes are as follows (see AFP 5-1-1):

(1) Class I. Supplies, such as rations, forage, and post exchange supplies, which are consumed at an approximately uniform daily rate under all conditions.

(2) Class II. Clothing, organizational equipment, and vehicles, including spare parts for which allowances for initial issue to individuals and organizations are fixed by equipping allowance documents or other appropriate lists or tables, and which are not included in Class II (A) or IV (A).

(3) Class II (A). Aviation supplies and equipment for which allowances for initial issue

to organizations are prescribed by appropriate tables or allowance lists.

(4) Class III. Fuels and lubricants for all purposes, except for operating aircraft or for use as ammunition in weapons such as flame throwers.

(5) Class III (A). Aviation fuels and lubricants.

(6) Class IV. Items not otherwise classified and for which initial issue allowances are not prescribed by approved issue tables. Normally, such supplies include fortification materials, construction materials, special machinery and equipment, and other special supplies, as well as additional quantities of items identical to those authorized for initial issue (Class II), such as additional vehicles.

(7) Class IV (A). Aviation supplies and equipment for which allowances for initial issue to organizations are not prescribed by appropriate tables or allowance lists or which require special measures of control.

(8) Class V. Ammunition of all types (including chemical), explosives, antitank and anti-personnel mines, fuses, detonators, and pyrotechnics.

(9) Class V (A). Aviation ammunition bombs, rockets, pyrotechnics and similar expendable accessories.

*Commodity Support Aircraft.* Additional aircraft assigned to a command to enable it to maintain the basic aircraft inventory of its organizations at authorized strength.

*Commodity Class Manager (CCM).* The depot designated by Headquarters, Air Materiel Command, to perform the supply materiel management functions of requirements, cataloging, distribution, disposal, etc., for the commodity classes of materiel as assigned in section 3, volume XV.

*Common Item Class.* An Air Force commodity class containing items of supply which are commonly used, and have general applications, such as hardware, paints, dopes, metals, gases, petroleum products, chemicals, office supplies, etc.

*Component.* A component is an article manufactured for use in subassemblies, assemblies, end items or end products when such an article is listed in the blueprint, drawing, technical order or specification of the respective subassembly, assembly, end item or end product.

*Consignee.* The person to whom the property is actually being shipped.

*Consignor.* The person from whom the property is actually being shipped, as indicated in the "Ship From" space on the shipping document.

*Contingency Reserve.* That portion of the quantity or a military type item in long supply for which there exists no foreseen requirement, but which it has been determined should be retained for possible military or defense contingencies.

*Contractor Inventory.* Any property acquired by and in the possession of a contractor or subcontractor (including government-furnished property) under a contract pursuant to the terms of which title is vested in the government, and in

**Para. 6C—Cont.**

excess of the amounts needed to complete full performance under the entire contract; and any property which the government is obligated or has the option to take over under any type of contract as a result either of any changes in the specifications or plans thereunder or of the termination of such contract (or subcontract thereunder), prior to completion of the work, for the convenience or at the option of the government.

**Cotton or Woolen Goods.** Any textile, article, or product resulting from the processing or manufacturing, in whole or in major part, of cotton or wool.

**Critical Item.** A critical item is an item for which stocks have been or will be depleted prior to receipt of a quantity sufficient to meet minimum immediate requirements, and for which no suitable substitute is available.

**D**

**Delegate.** In accordance with responsibilities set forth in Department of Air Force directives, the Commander, Air Materiel Command is the authorized delegate of the Chief of Staff, US Air Force.

**Depot Supply Officer.** At Air Force depots, the responsibility for accounting and the recording and maintenance of prescribed records will be delegated to the director of supply and services. The director of supply and services may further delegate this authority to another officer provided that the delegation is restricted to a field grade officer.

**Depreciation.** The decrease in value of tangible property (without loss of property) due to causes such as wear, tear, age, and obsolescence.

**Distribution Depot.** Within the zone of interior, an Air Force depot, as applicable (see chapter 2, part two, volume I).

**Distribution System.** That complex of facilities, installations, methods, and procedures designed to receive, store, maintain, distribute, and control the flow of material between the point of receipt into the supply system and the point of issue to using activities and units. This includes facilities and installations and services provided to the Air Force by contractors or by other military services but does not apply to material procured for direct delivery by a manufacturer. The point of receipt and issue is the point at which accountability is assumed or dropped by facilities or installations of the distribution system.

**E**

**Economics Reserve.** That portion of the quantity of an item in long supply which it has been determined will be retained for future issue or consumption.

**Educational Institution.** Any tax-supported school system, school, college, and university, and other nonprofit school, college, and university which has been held exempt from taxation under section 101 (6) of the Internal Revenue Code and any state department of education or other state agency designated by state law to receive property for and distribute it to such tax-supported and nonprofit school systems, schools, colleges, and universities within the state.

**Extraction.** The act of transferring supply responsibility for a valid requisition to the inventory manager when a request has been received by a depot in error, or by an oversea depot unable to accomplish supply action from within area resources. Follow-ups on extractions, if necessary, will be submitted to depots to whom extractions were made and not to depots effecting extractions.

**F**

**Flammable.** Susceptible to easy ignition; capable of being easily set on fire.

**G**

**Government Furnished Aircraft Equipment (GFAE).** That portion of government furnished property which, under the terms of an AF airframe or equipment contract, is procured and furnished by Procurement Division, Headquarters, Air Materiel Command, directly to airframe or equipment manufacturers for inclusion in new production airframes or new production equipment for airframes.

**H**

**Holding Activity.** The activity having responsibility for the property involved.

**Holding Agency.** The executive agency which has control of the property involved.

**Housekeeping Equipment.** Items listed in Tables of Allowances which are required for the shelter, health, welfare, and administration of personnel.

**I**

**Inconsequential Discrepancy or Loss.** When incident to shipment, a shortage not exceeding \$10 in monetary value or damage which does not impair the usefulness of an article or render it unsuitable for use, except when incorrect receiving practice or pilferage at receiving station is indicated or where narcotics, undenatured alcohol, or alcoholic liquors are missing. The \$10 valuation is applicable to a discrepancy in a shipment covered by a single bill of lading. It may not be applied to loss or damage to the individual transportation units shipped on the same bill of lading. Determination as to whether or not a discrepancy is "inconsequential" will be made by the officer who prepares the Report of Survey.

**Installation Certificate.** A statement appearing on an issue document certifying that item of Air Force or Army purchased nonexpendable supplies or Air Force expendable recoverable supplies listed thereon have been or are to be installed or used in repair of an aircraft, vehicle, or major assembly to make it complete.

**Insurance Item.** An item which is generally not subject to periodic replacement or wear-out but is subject to infrequent replacement as the result of accidents and other unexpected occurrences. (The item is identified in USAF stock lists by the regulatory code "IN" in the issue and fund control column and in TO-00-35F-1 series by code 3.) It is normally a cost category I (Hi-Valu) or cost category II item.

**Intangible Personal Property.** Includes but is

Para. 61—Cont.

not limited to such classes of personal property as patents, patent rights, processes, techniques, inventions, and copyrights, except as, in a given case or class of cases, may be excluded by the General Services Administrator.

*Inventory (noun).* The amount of property on hand at any given time; an itemized list of such property.

*Inventory Cutoff Document.* The last document number assigned to an accounting document prior to the inventory deadline date.

*Inventory Begin Date.* Under the open or closed warehouse method of inventory, the inventory begin date is the date the physical inventory is to begin.

*Inventory Deadline Date.* Under the open or closed warehouse method of inventory, the inventory deadline date is the day immediately prior to the inventory begin date.

*Issue Document.* A form used by an individual or organization to request supplies from a base supply officer and the document by which the base supply officer issues supplies to the requesting individual or organization. DD Form 1150 is used for this purpose, except as otherwise specifically authorized.

*Item of Supply.* An article of a unit of any kind included in an enumeration.

L

*Levels of Supply:*

(1) *Average Level.* The average quantity of material required to be on hand at a distribution point during the normal replenishment period. It consists of the sum of one-half the operating level of supply plus the total of the safety level of supply.

(2) *Distribution System Level of Supply.* The average over-all quantity of material required to be in a given distribution system. It is the sum of the average of levels of supply of all storage distribution points plus the in transit levels of supply within a distribution system.

(3) *In Transit Level.* The average quantity of material required to be in the process of movement within the distribution system, to maintain the required average levels of supply intact at all distribution points.

(4) *Stock Control Level.* The AF base, base support class, or LSM stockage objective plus pipeline time. This definition is not applicable to IM operations.

(5) *Stockage Objective.* The quantity of serviceable material authorized to be on hand at a distribution point to meet the replenishable issue demands of activities dependent thereon for supply support. The stockage objective consists of the following:

(a) Air Force base.

1 *Operating Level.* The quantity of serviceable material required to be on hand to meet replenishable issue demands during the interval between the arrival of successive replenishment shipments.

2 *Safety Level.* The quantity of material in addition to the operating level required to be on

hand to permit continued operations in the event of minor interruption of normal replenishment or unpredicted fluctuations in issue demand.

(b) Base support classes at AMAs and depots.

1 *Operating level.* As defined in above paragraph 6L(5) (a) 1.

2 *Safety level.* As defined in above paragraph 6L(5) (a) 2.

(c) Logistic support manager.

1 *Operating level.* The quantity of serviceable material required to be on hand at WSSSs to meet replenishment demands during the interval between the arrival of successive replenishment shipments from the IM or contractor as applicable.

(6) *Routine Reorder Point.* The assets position at which a stock replenishment requisition should be submitted or assets reviewed to insure adequate quantities are available or due-in to maintain the stockage objective. This position is reached when the on hand and due-in quantities minus due-out quantities are equal to or less than the established safety level plus pipeline time quantity.

(7) *Priority Reorder Point.* The assets position at which priority requisition should be submitted to maintain the stockage objective. This position is reached when the operating stocks are less than the safety level quantity.

(8) *War Readiness Materiel (WRM).* The quantity of serviceable material to be immediately available to provide the necessary readiness as dictated by the combat mission of the units assigned a war plan activity. Issues from WRM stocks will be made only upon approval of the major air commander for whom the stocks are being maintained or higher authority.

(9) *Minimum Reserve Level.* The asset position at which issues are restricted to support only priority requests 1, 2, 3, 6, 7, and 8. This is applicable to IMs and LSMs.

(10) *Warning Point Level.* A level established within the inventory manager's distribution records that will trigger notification that the item has reached an assets position which requires a requirement review to insure uninterrupted supply support.

*Line Item.* A complete descriptive entry on any document, including quantity, unit of issue, stock or part number, and description of the item involved.

*Long Supply.* That condition where the quantity of an item of material on hand exceeds the quantity authorized or required to be on hand. This condition or situation, when or where it occurs, does not create a classification of supply but merely requires a further determination as to that quantity which is to be retained (economic reserve or contingency reserve) and that which is to be processed as excess.

M

*Major Air Command.* A term referring to any one of the US Air Force major commands, such as Continental Air Command or Air Training Command.

*Master Depot.* Normally Air Force depots in

## Para. 6M—Cont.

which are stored all quantities of common item classes above amounts authorized to be stored at other depots. Master depots may, when so directed by Commander, Air Materiel Command, perform distribution functions in common class items for an area depot.

*Materiel Release Order (MRO).* An order, in AF Form 104P format, issued on an off-base, or weapon system storage site (Account A and C assets, WSSS, WSCP, etc.,) by the manager (IM, LSM, WSCP, etc.,) accountable for the storage site inventories.

*Medical Items for Nonmedical Activities.* Under the single manager assignment for medical materiel the base medical supply officer is the sole source of supply for items classified as medical material. As a working basis, medical material is defined as all items falling within Federal Supply Group 65 and all other items or related material listed in or similar to those listed in the Armed Services medical stock list. All such items should be procured by the base medical supply officer with Medical-Dental Division, Air Force stock fund money (57X), either centrally from the single manager wholesale stock points or locally. When required by nonmedical activities in accordance with paragraph 2d, section 11, volume V, the stock fund will be reimbursed for the issue with appropriate funds available to the base for this purpose. Normally reimbursement will be made from other than medical funds unless these requirements are included in the financial plan of the medical facility.

## N

*Narcotics.* The following drugs or preparations thereof:

(1) Opium, cocoa leaves, cocaine, or any salt, derivative, or preparation of opium, cocoa leaves or cocaine.

(2) Isonipicaine (demerol).

(3) Any drug found by the Secretary of the Treasury and proclaimed by the President to have an addiction-forming or addiction-sustaining liability similar to morphine or cocaine, such as methadon (delephine, adanon) and nisentil.

(4) Marihuana (*Cannabis Sativa L.*)

*Nonflammable.* Not susceptible to easy ignition; not capable of being easily set on fire.

## O

*Obsolescence.* The decrease in utility of tangible property due to causes such as economic, social, technological or statutory change. (See Depreciation.)

*Operational Loss.* Property which is listed on the stock record account but cannot be found by physical check and is either missing or reported missing because of loss, entry under the wrong description, or undiscoverable posting errors.

*Organization.* A unit or activity drawing supplies direct from an Air Force base or subbase.

## P

*Parent Base.* An Air Force base designated to

furnish specified supplies to subbases and other organizations through an appropriate subbase or organization supply officer.

*Physical Inventory.* A record of property on hand based on physical count.

*Pipeline Time.*

(1) Material pipeline. The flow of material through the supply distribution system, from the point of receipt from procurement or production into the Air Force supply system to the point of its final issue, in both quantitative volume and item range, as required to insure uninterrupted supply to using units and activities.

(2) Oversea depot. Zone of interior depot requisitioning pipeline time. The number of calendar days which elapse between the date a requisition is placed in transmission channels and forwarded to the zone of interior after completion of oversea depot internal processing and the date requisitioned material is received and transportation in-check accomplished by the oversea depot transportation officer.

(3) Base-depot requisitioning pipeline time. The number of calendar days which elapse between the date a requisition is placed in transmission channels and forwarded to the appropriate zone of interior or oversea depot after completion of zone of interior or oversea base internal processing and the date requisitioned material is received and transportation in-check accomplished by the zone of interior or oversea base transportation officer.

*Precedence Rating.* The rating assigned to an activity in the USAF operating program, OPU series (based on fiscal year) which prescribes the order of relative urgency or importance of all activities included in approved programs.

*Price(noun).* Monetary amount given, received or asked in exchange for property or services, expressed in terms of a single item or unit of measure of such property or services.

*Procurement Lead Time.* Procurement lead time is the number of days which elapse between the initiation of procurement action and the receipt of material at the depot. If the lead time is not known and the depot has no basis on which to make a more accurate estimate it will be estimated at 240 days.

*Production Expediter.* A qualified individual designated by the air regional representative or AF plant representative, under the jurisdiction of the air procurement district, to process, expedite and divert requests, and perform production functions applicable to supply contracts.

*Property.* Anything that may be owned.

*Property Account.* A formal record of property and property transactions.

*Property Accounting.* The establishing and maintenance of property accounts, including the rendition of property records.

*Property Accounting Responsibility.* The obligation of an individual officially designated to establish and/or maintain records or accounts of government property in accordance with a prescribed system.

*Property Custodial Responsibility.* The obliga-

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tion of an individual for the proper custody, care, and safekeeping of government property, entrusted to his possession or under his supervision.

*Punch Card Accounting Machine (PCAM).* A means for entry of alphabetic or numeric data into paper card forms of prescribed specifications and for the processing of such cards at a specified rate of speed to accomplish those actions incidental to records keeping and preparation of various reports.

Q

*Quantity in Long Supply.* The portion of the quantity of an item on hand which exceeds the quantity authorized or required to be on hand at the place or point involved or throughout the system.

R

*Receipts (Property).* Acquisition of personal property.

*Receiving and Classification Unit.* A special supply point where supplies are to be turned in by designated activities for the verification or establishment of identity, count and condition. The local activity receiving for shipments received from the transportation officer is not considered a receiving and classification unit unless it also performs the functions outlined above.

*Receiving Officer.* The officer who will assume property responsibility for property when it is received by the consignee.

*Reclamation.* The process of recovering serviceable and economically repairable components and material from Air Force property as authorized. Reclamation involves the operations of inspection, classification, disassembly and cleaning; the return of serviceable and economically repairable property to the proper supply activity; and the turning over of residue to the appropriate disposal activity for disposition.

*Redistribution.* Transfer in control of material between units or activities within or among the military services.

*Regulated Item.* An item, the issue of which, because of high cost, highly technical or hazardous nature, or limited procurement for specified projects or missions, is controlled by the Chief of Staff, US Air Force; the Commander, Air Materiel Command; or the chief of the distribution agency.

*Reorder Point.* Reorder point represents that point at which time a stock replenishment requisition should be submitted in order to maintain the stockage objective. Safety reserve level plus pipeline time requirement equals the reorder point.

*Reparable Property.* Personal property which is unfit for use in its present condition but which may be economically restored to serviceable condition.

*Requisition.* A request for supplies from a base to a depot or from depot to another depot or activity. It may be a "replenishment" requisition forwarded when the reorder point for an item is reached or a "priority" requisition forwarded

when necessary to obtain supplies immediately for special requirements. Whenever the term "requisition" is used and no specific form is designated, it will be construed to mean either AF Forms of the 104P series or DD Forms of the 1149 series. Types of requisitions are defined in section 2, volume II.

*Requisition Number.*

(1) For Air Force property. A 14 digit document number will be assigned each item requisitioned to identify the line item throughout the supply system. The document number is composed as follows:

(a) Ship To: A six digit field consisting of a zero in the first position of the field, followed by the letter B for a base request or D for a depot request, etc., followed by the four digit numeric stock record account number of the consignee.

(b) Requisition Date. The date the requisition is prepared. This date will consist of the last digit of the calendar year, followed by three digit day-of-the-year.

(c) Serial Number. A four digit serial number will be assigned to each item requested. Serial numbers should begin with "0001" each day and continue consecutively for that day, however, blocks of numbers may be assigned by commodity class, or other system deemed most efficient. In no event will duplicate serial numbers be assigned to items requested during any one day. Serial numbers of the 9900 series (9900-9999) will not be used as these numbers are reserved for use by the supplying depots.

(2) For Army stored and issued property. (Except Single Manager.)

(a) The requisition number for zone of interior activities, and oversea activities supported by an oversea supply depot, will consist of the station number, followed by a hyphen, followed by a serial number, followed by a hyphen, the two last digits of the fiscal year and additional identifying information such as technical service (ORD, ENG, CML, etc.) i.e., 41-127-1-57 (ORD). A new series of numbers will be started at the beginning of each fiscal year and a separate list of serial numbers will be maintained for each technical service.

(b) In oversea areas not supported by an Army depot, requisitions submitted to the oversea supply agency, water port of embarkation or regulated items submitted to the Air Force control depot, will consist of an alphabetic letter followed by a number not to exceed three digits. Series of numbers established and used by the Department of the Army to identify each technical service is shown in supplement II, section 22, volume II. The alphabetic letter will be replaced by the next letter of the alphabet when a series of numbers is to be repeated—(Letter "I" and "O" will not be used.) For example: The requisition numbers used for Ordnance items will be A300 through A399, the next number assigned will be B300, etc.

*Requisitioning Cycle.* In the formula for computing reorder points, requisitioning cycle will be 30 days unless otherwise specified.

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which are stored all quantities of common item classes above amounts authorized to be stored at other depots. Master depots may, when so directed by Commander, Air Materiel Command, perform distribution functions in common class items for an area depot.

**Materiel Release Order (MRO).** An order, in AF Form 104P format, issued on an off-base, or weapon system storage site (Account A and C assets, WSSS, WSCP, etc.) by the manager (IM, LSM, WSCP, etc.) accountable for the storage site inventories.

**Medical Items for Nonmedical Activities.** Under the single manager assignment for medical material the base medical supply officer is the sole source of supply for items classified as medical material. As a working basis, medical material is defined as all items falling within Federal Supply Group 65 and all other items or related material listed in or similar to those listed in the Armed Services medical stock list. All such items should be procured by the base medical supply officer with Medical-Dental Division, Air Force stock fund money (57X), either centrally from the single manager wholesale stock points or locally. When required by nonmedical activities in accordance with paragraph 2d, section 11, volume V, the stock fund will be reimbursed for the issue with appropriate funds available to the base for this purpose. Normally reimbursement will be made from other than medical funds unless these requirements are included in the financial plan of the medical facility.

**N**

**Narcotics.** The following drugs or preparations thereof:

(1) Opium, cocoa leaves, cocaine, or any salt, derivative, or preparation of opium, cocoa leaves or cocaine.

(2) Isonipecaine (demerol).

(3) Any drug found by the Secretary of the Treasury and proclaimed by the President to have an addiction-forming or addiction-sustaining liability similar to morphine or cocaine, such as methadon (delephine, adanon) and nisentil.

(4) Marihuana (*Cannabis Sativa L.*)

**Nonflammable.** Not susceptible to easy ignition; not capable of being easily set on fire.

**O**

**Obsolescence.** The decrease in utility of tangible property due to causes such as economic, social, technological or statutory change. (See Depreciation.)

**Operational Loss.** Property which is listed on the stock record account but cannot be found by physical check and is either missing or reported missing because of loss, entry under the wrong description, or undiscoverable posting errors.

**Organization.** A unit or activity drawing supplies direct from an Air Force base or subbase.

**P**

**Parent Base.** An Air Force base designated to

furnish specified supplies to subbases and other organizations through an appropriate subbase or organization supply officer.

**Physical Inventory.** A record of property on hand based on physical count.

**Pipeline Time.**

(1) **Material pipeline.** The flow of material through the supply distribution system, from the point of receipt from procurement or production into the Air Force supply system to the point of its final issue, in both quantitative volume and item range, as required to insure uninterrupted supply to using units and activities.

(2) **Oversea depot.** Zone of interior depot requisitioning pipeline time. The number of calendar days which elapse between the date a requisition is placed in transmission channels and forwarded to the zone of interior after completion of oversea depot internal processing and the date requisitioned material is received and transportation in-check accomplished by the oversea depot transportation officer.

(3) **Base-depot requisitioning pipeline time.** The number of calendar days which elapse between the date a requisition is placed in transmission channels and forwarded to the appropriate zone of interior or oversea depot after completion of zone of interior or oversea base internal processing and the date requisitioned material is received and transportation in-check accomplished by the zone of interior or oversea base transportation officer.

**Precedence Rating.** The rating assigned to an activity in the USAF operating program, OPU series (based on fiscal year) which prescribes the order of relative urgency or importance of all activities included in approved programs.

**Price(noun).** Monetary amount given, received or asked in exchange for property or services, expressed in terms of a single item or unit of measure of such property or services.

**Procurement Lead Time.** Procurement lead time is the number of days which elapse between the initiation of procurement action and the receipt of material at the depot. If the lead time is not known and the depot has no basis on which to make a more accurate estimate it will be estimated at 240 days.

**Production Expediter.** A qualified individual designated by the air regional representative or AF plant representative, under the jurisdiction of the air procurement district, to process, expedite and divert requests, and perform production functions applicable to supply contracts.

**Property.** Anything that may be owned.

**Property Account.** A formal record of property and property transactions.

**Property Accounting.** The establishing and maintenance of property accounts, including the rendition of property records.

**Property Accounting Responsibility.** The obligation of an individual officially designated to establish and/or maintain records or accounts of government property in accordance with a prescribed system.

**Property Custodial Responsibility.** The obliga-



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tion of an individual for the proper custody, care, and safekeeping of government property, entrusted to his possession or under his supervision.

*Punch Card Accounting Machine (PCAM).* A means for entry of alphabetic or numeric data into paper card forms of prescribed specifications and for the processing of such cards at a specified rate of speed to accomplish those actions incidental to records keeping and preparation of various reports.

Q

*Quantity in Long Supply.* The portion of the quantity of an item on hand which exceeds the quantity authorized or required to be on hand at the place or point involved or throughout the system.

R

*Receipts (Property).* Acquisition of personal property.

*Receiving and Classification Unit.* A special supply point where supplies are to be turned in by designated activities for the verification or establishment of identity, count and condition. The local activity receipting for shipments received from the transportation officer is not considered a receiving and classification unit unless it also performs the functions outlined above.

*Receiving Officer.* The officer who will assume property responsibility for property when it is received by the consignee.

*Reclamation.* The process of recovering serviceable and economically repairable components and material from Air Force property as authorized. Reclamation involves the operations of inspection, classification, disassembly and cleaning; the return of serviceable and economically repairable property to the proper supply activity; and the turning over of residue to the appropriate disposal activity for disposition.

*Redistribution.* Transfer in control of material between units or activities within or among the military services.

*Regulated Item.* An item, the issue of which, because of high cost, highly technical or hazardous nature, or limited procurement for specified projects or missions, is controlled by the Chief of Staff, US Air Force; the Commander, Air Materiel Command; or the chief of the distribution agency.

*Reorder Point.* Reorder point represents that point at which time a stock replenishment requisition should be submitted in order to maintain the stockage objective. Safety reserve level plus pipeline time requirement equals the reorder point.

*Reparable Property.* Personal property which is unfit for use in its present condition but which may be economically restored to serviceable condition.

*Requisition.* A request for supplies from a base to a depot or from depot to another depot or activity. It may be a "replenishment" requisition forwarded when the reorder point for an item is reached or a "priority" requisition forwarded

when necessary to obtain supplies immediately for special requirements. Whenever the term "requisition" is used and no specific form is designated, it will be construed to mean either AF Forms of the 104P series or DD Forms of the 1149 series. Types of requisitions are defined in section 2, volume II.

*Requisition Number.*

(1) For Air Force property. A 14 digit document number will be assigned each item requisitioned to identify the line item throughout the supply system. The document number is composed as follows:

(a) Ship To: A six digit field consisting of a zero in the first position of the field, followed by the letter B for a base request or D for a depot request, etc., followed by the four digit numeric stock record account number of the consignee.

(b) Requisition Date. The date the requisition is prepared. This date will consist of the last digit of the calendar year, followed by three digit day-of-the-year.

(c) Serial Number. A four digit serial number will be assigned to each item requested. Serial numbers should begin with "0001" each day and continue consecutively for that day, however, blocks of numbers may be assigned by commodity class, or other system deemed most efficient. In no event will duplicate serial numbers be assigned to items requested during any one day. Serial numbers of the 9900 series (9900-9999) will not be used as these numbers are reserved for use by the supplying depots.

(2) For Army stored and issued property. (Except Single Manager.)

(a) The requisition number for zone of interior activities, and oversea activities supported by an oversea supply depot, will consist of the station number, followed by a hyphen, followed by a serial number, followed by a hyphen, the two last digits of the fiscal year and additional identifying information such as technical service (ORD, ENG, CML, etc.) i.e., 41-127-1-57 (ORD). A new series of numbers will be started at the beginning of each fiscal year and a separate list of serial numbers will be maintained for each technical service.

(b) In oversea areas not supported by an Army depot, requisitions submitted to the oversea supply agency, water port of embarkation or regulated items submitted to the Air Force control depot, will consist of an alphabetic letter followed by a number not to exceed three digits. Series of numbers established and used by the Department of the Army to identify each technical service is shown in supplement II, section 22, volume II. The alphabetic letter will be replaced by the next letter of the alphabet when a series of numbers is to be repeated—(Letter "I" and "O" will not be used.) For example: The requisition numbers used for Ordnance items will be A300 through A399, the next number assigned will be B300, etc.

*Requisitioning Cycle.* In the formula for computing reorder points, requisitioning cycle will be 30 days unless otherwise specified.

## Para. 6R—Cont.

*Reserved Materials.* Uranium, thorium, and all other materials determined pursuant to Section 5b (1) of the Atomic Energy Act of 1946 (60 Stat. 761; 42 U. S. C. 1805), to be peculiarly essential to the production of fissionable material.

*Responsibility.* The obligation of an individual for the proper custody, care and safekeeping of government property entrusted to his possession or under his supervision.

*Responsible Officer.* An individual officially appointed by the base or unit commander or unit supply officer to maintain record of such property entrusted to him or to maintain custodial responsibility when record is maintained by a unit supply officer.

*Retention Level.* The maximum quantity of an item which it is permissible to retain. It consists of the quantity authorized or required to be on hand, plus that portion of the quantity in long supply which sound determination indicates should be retained for future issue or consumption in lieu of procurement or replenishment receipts through requisition.

## S

*Screening.* The process of analyzing a requisition to establish its validity by the inclusion of sufficient data to provide proper authorization and adequate substantiation.

*Service Stock.* Predetermined quantities of specific items conveniently located for issue to a maintenance shop, repair activity, personnel-processing activity, T/O or TA organization, or subbase not obtaining these items from other sources, for use in performing the operation of that activity.

*Serviceable Property.* Property fit for the end use purpose or specification under which recorded.

*Shipping Document.* A document accompanying a shipment of supplies which serves as both an invoice and a receipt. Where this term is used and no particular form number is designated, it will be construed to mean AF Forms of the 104 series or DA Forms of the 450 series.

*Shipping Officer.* The officer accountable for the property being shipped, who in most cases is the consignor.

*Shipping Order.* An order issued by a support manager (volume XX) or weapon system control point (volume XVI) to an inventory manager; or an order issued by an inventory manager, support manager or an oversea depot to a base activity or another depot having only base support responsibility for the commodity class involved. Air Force shipping orders are prepared on AF Forms of the 104P series. Shipping orders may be transmitted by transceiver, teletype, telephone or mail depending on the urgency of the requirement and available communications facilities. Follow-ups on shipping orders, if necessary, will be submitted to activities issuing the shipping orders (inventory managers, oversea depots, support managers for volume XX transactions, or weapon system control points for volume XVI transactions) and not to activities upon whom shipping orders were issued.

*Shipping Order Number.*

(1) A shipping order issued as a result of a requisition will utilize the document number as originally entered, with advance codes assigned by the depot directing shipment. Systems code will also remain as originally entered on the requisition.

(2) A shipping order which is originated for purposes other than to fulfill the requirement of a requisition (such as a request for the return of excess material to a depot, redistribution of stock, etc.,) will be assigned a document number consisting of the stock record account number of the consignee, last digit of the calendar year, three digit day of the year, and a four digit serial number.

(a) A serial number in the 9900 series (9900-9999) will be assigned when shipment is being made to an activity other than the depot issuing the shipping order. A shipping order issued for the return of material to the depot directing shipment may be assigned a document number in any series as desired from the local official register of serial numbers.

(b) When listings are coded for shipment, a separate serial number will be assigned for each line item involved.

(c) Systems code "4" will be entered on all shipping orders which are not the result of a requisition.

(3) On a shipping order issued for the movement of GSSF material, the letter "G" and the stock record account number of the activity which is being directed to make the shipment will be entered in the "Mark For or Major Assembly" field of AF Forms of the 104P series, as shown in supplement IV, section 2, volume II.

*Showdown Shortage List.* A list indicating shortages in the supplies authorized an organization at time of receipt of warning orders directing future movement of the organization to a port of embarkation for oversea destination.

*Stand-by Item.* A replacement item of supply which, because of lack of movement or regulated status does not justify maintenance of a quantitative level but on which a quantity is required to meet one-time-emergencies to insure uninterrupted operation of local facilities (including transient aircraft), safeguard health, or protect personnel or property.

*Subbase.* An Air Force base assigned for specific types of supply to an Air Force base or another station. The subbase does not maintain accountability for property.

*Supplies.* Raw materials, commodities, manufactured articles, component parts, assemblies, and units or equipment procured, stored, or issued for or by the Chief of Staff, US Air Force, which have not become real property or been installed. Supplies are classified as nonexpendable and expendable.

(1) "Nonexpendable Supplies." Nonexpendable supplies are those items which are neither consumed in use nor lose their original identity during periods of use, such as, vehicles, shop



Para. 6S(1)—Cont.

equipment, tools, weapons, furniture, and other similar items. Normally these items are issued on the basis of allowances established in approved authorization documents or by special authorization for limited purposes. (For budget and requirements purposes, nonexpendable items are referred to as "replacement type" items.)

(2) "Expendable Supplies." Expendable supplies are those items which are either consumed in use or which lose their original identity during periods of use by incorporation into or attachment upon another assembly. Expendable items are issued on an "as required" basis and consist of such supplies as maintenance parts, raw materials, office and housekeeping supplies consumed in use and other similar items. (For budget and requirements purposes, expendable items are referred to as "consumption type" items.)

(3) "Expendability Codes." Within the scope of the definitions for expendable and nonexpendable supplies established above, each item will be further classified to indicate the "highest level of repair," to which it may be subjected, i.e., whether the item should be returned to an overhaul point (depot or contractor) when becoming unserviceable beyond normal base capabilities, or whether the item is of such a nature that maintenance above base level capabilities would not normally be required. Factors to be considered in these determinations are as follows:

(a) The complexity of the item as related to normal base level capability considering equipment and skills.

(b) Material labor and transportation costs involved with return of an item to an overhaul point as related to the initial cost.

(c) The general nature of the item whereby if paragraph 6s(3) (a) and (b) were considered on an individual item basis, volume of activity might negate such individual consideration, e.g., spark plugs.

(4) Based upon expendability status, level of repair, and unit cost, the following category classification will apply. Each item falling within the scope in this instruction will be assigned an applicable category code which will be reflected in USAF supply catalogs.

(a) "ND-1." Nonexpendable items listed in technical orders of the 00-35F series as "Hi-Valu" which are determined as being suitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(b) "ND-2." Nonexpendable items in cost category II which are determined as being suitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(c) "NB-1." Nonexpendable items listed in technical orders of the 00-35F series as "Hi-Valu" which are determined as being unsuitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(d) "NB-2." Nonexpendable items in cost category II which are determined as being unsuit-

able for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(e) "NB-3." Nonexpendable items in cost category III which are determined as being unsuitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(f) "XD-1." Expendable items listed in technical orders of the 00-35F series as "Hi-Valu" which are determined as being suitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(g) "XD-2." Expendable items in cost category II which are determined as being suitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(h) "XB-1." Expendable items listed in technical orders of the 00-35F series as "Hi-Valu" which are determined as being unsuitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(i) "XB-2." Expendable items in cost category II which are determined as being unsuitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(j) "XB-3." Expendable items in cost category III which are determined as being unsuitable for processing for depot level maintenance when becoming unserviceable beyond normal base repair capability.

(5) Unserviceable items coded "NB" or "XB" will not be transferred to a higher echelon of repair except as may be specifically authorized by the applicable inventory manager concerned.

*Supply Area.* The area in which are located the physical facilities for the operation of normal base supply activities. It is indefinite in size depending upon the geographic arrangement of existing construction. Where circumstances warrant, because of dispersion of facilities, it may be necessary to have more than one supply area under the base supply officer. Related stock record cards, property records, and files may be centralized without regard to the number of supply areas or may be maintained in the respective supply areas. The determining factor will be economy of operation.

*Supply Document.* An authorized property accounting paper or card form which when properly accomplished, must be filed for subsequent inspection and/or audit in order to reflect and support the receipt, shipment, issue, transfer, adjustment or any other disposition of property by a person or activity required by regulations to maintain a formal or an informal record of such transactions.

T

*Transfer (noun).* The effecting of a reassignment of accountability for property from one account to another or from one accountable officer to another, or both.

**Para. 6T—Cont.**

*Turn-in Document.* A form used by an organization or individual to turn in supplies to an accountable officer, reclamation officer, or disposal officer. DD Form 1150 is used for this purpose, except as otherwise specifically authorized.

**U**

*Unauthorized Item.* An item which is not authorized for storage and issue in accordance with appropriate allowance tables.

**V**

*Variable Item.* An item of property authorized for issue by an approved authorization document for which the type and quantity cannot be determined by the Commander, Air Materiel Command, due to the varying requirements for the item by individual units concerned.

*Voucher.* (See Supply Document.)

**7. DISPOSITION OF RECORDS**

All supply records will be disposed of in accordance with the provisions of AFM 181-5.

**8. SERVICE TEST OF SUPPLY SYSTEMS OF PROCEDURES**

a. Major air commands will not service test nor implement new or modified supply systems and/or procedures without first obtaining authority to do so from Headquarters USAF, through Headquarters, Air Materiel Command. The only exception to this policy will be service tests of internal depot procedures, having no effect on Air Force base procedures, which will not require Headquarters USAF approval.

b. Any Air Force activity desiring to service test or implement a new or modified supply system and/or procedure will submit a request to do so through command channels to Headquarters, Air Materiel Command, Attention: MCSH. The proposed service test or implementation procedures and any associated flow charts, supplements, etc., will be prepared in triplicate and accompany the letter of transmittal containing the request. The time required to complete the service test or implementation will be indicated as accurately as can be determined.

c. Headquarters, Air Materiel Command will review and screen all such requests received. If clarification is required, the major air command will be requested to provide such further information as is necessary to complete evaluation of the proposal. Headquarters, Air Materiel Command will return to the major air command any such proposals which, after review and screening, are considered to be unnecessary and/or not worthwhile. The reasons for rejection will be explained fully to the major air command in the letter of reply to the original request. Headquarters, Air Materiel Command will refer only such requests as

are considered necessary and worthwhile after review and screening to Headquarters USAF, for final approval. Any suggestions as to changes or improvements will accompany the recommendation to Headquarters USAF, as well as the reasons why approval is recommended.

d. Headquarters USAF, will advise Headquarters, Air Materiel Command of the approval or disapproval of the service test or implementation procedure requested. Headquarters, Air Materiel Command will in turn advise the initiating activity through command channels of such approval or disapproval.

(1) If the proposed service test procedures are approved, tentative dates for starting and completing the service test will be established through command channels with the initiating activity. Arrangements will be made for progress reports, the contents of which will be determined by the nature of the service test and will consist of such information as percentage of progress, monetary and/or personnel savings to date, anticipated changes in the service test, etc., and any pertinent comments the initiating activity may desire to make.

(2) Headquarters, Air Materiel Command representatives will assist and participate in approved service tests to the extent considered necessary.

(3) When the service test is completed and results are received by Headquarters, Air Materiel Command from the initiating activity, a final evaluation will be made. If the system and/or procedure is considered suitable for Air Force wide application, a proposed revision to this manual will be forwarded to Headquarters USAF, for approval. The initiating activity will be informed accordingly. If the procedure is not considered suitable, the initiating activity will be so advised through command channels with the reasons for this determination.

(4) Service tests disapproved after evaluation of final results by Headquarters, Air Materiel Command will be discontinued by the initiating activity upon notification of such disapproval.

(5) Service tests approved after evaluation of final results by Headquarters, Air Materiel Command will be continued until notification of final approval or disapproval by Headquarters USAF, is received by the initiating activity. In the event of approval, complete implementation of the changed procedures will be accomplished. In the event of disapproval the service test will be discontinued immediately.

**9. USE OF NUMBERED DESIGNATORS IN LIEU OF SIGNATURES**

Numbered stamps in lieu of manual signatures, may be used by packers, storekeepers, warehousemen and checkers.

**10 THROUGH 25 (UNUSED)**



DISTRIBUTION GUIDE FOR AFM 67-1

	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XV	XVI	XVII	XVIII	XX	XXI	XXIII
HQ USAF (Director of Administrative Services)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
MAJOR AIR COMMANDS (HQ)	A	A	N	A	A	A	A	A	N	A	A	A	A	A	A	A	A	A	A	A
AIR FORCE DEPOTS	O	O	O	A	O	O	O	O	O	O	A	O	O	O	O	O	A	O	O	O
AIR DIVISIONS	A	A	N	A	A	A	A	A	N	A	N	A	A	A	A	A	A	A	A	A
WINGS	A	A	N	A	A	A	A	A	N	A	N	A	A	A	A	A	A	A	A	A
BASES	O	O	N	A	O	O	O	O	N	O	N	O	O	O	O	O	O	O	O	O
GROUPS	A	A	N	A	A	A	A	A	N	A	N	A	A	A	A	A	A	A	A	A
SQUADRONS	N	N	N	O	N	N	O	O	N	O	N	N	O	N	O	N	O	N	O	O
BOMARC SQUADRONS	O	O	N	O	N	O	O	O	N	O	N	O	O	N	O	N	O	O	O	O
DETACHMENTS	N	N	N	O	N	N	O	N	N	N	N	N	N	N	O	N	O	N	O	O
AIR PROCUREMENT DISTRICTS	A	A	A	O	N	A	A	N	N	N	N	N	A	A	N	N	N	A	A	A
AIR FORCE PLANT REPRESENTATIVES	O	O	N	O	N	O	O	N	N	N	N	N	O	O	N	N	N	O	A	A
AIR FORCE ROTC	O	O	N	O	N	O	O	N	N	N	O	N	O	O	N	N	N	N	O	N
AIR NATIONAL GUARD	O	O	N	O	O	O	O	N	N	O	O	O	O	O	N	N	N	N	A	N
AIR FORCE RESERVE ACTIVITIES	O	O	N	O	N	O	O	N	N	N	O	N	O	O	N	N	N	N	O	N
CIVIL AIR PATROL	O	O	N	O	N	O	O	N	N	N	N	N	O	O	N	N	N	N	O	N
AF FINANCE CENTER	O	O	N	O	N	O	O	N	N	N	N	N	O	A	N	A	A	A	O	O
AUDITORS	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

DISTRIBUTION CODE

- A - Required for Administrative and/or Information Purposes Only
- O - Required for Operational Use
- N - Distribution not Required

FIGURE 1A-1, "DISTRIBUTION GUIDE FOR AFM 67-1"



**SUBSECTION B****ORGANIZATION AND FUNCTIONS OF CONSOLIDATED BASE SUPPLY****26. PURPOSE**

This subsection prescribes a standard organization pattern for the consolidated base supply flight in all combat wings.

**27. GENERAL**

a. Standardization of a basic organizational structure permits interchange of supply personnel with a minimum loss of productive manhours due to orientation, and strengthens training programs. Uniform segregation of functions and organizational structure will permit the development of realistic workload yardsticks for use in programming, projecting and defending operational requirements.

b. The mandatory provisions of alignment, as indicated in figure 1-1, are applicable to the basic structure only. Organizational alignment below this level is the responsibility of individual commands. Functional responsibilities listed in figures 1-2 through 1-8 indicate the area in which placement of these functions is desired.

c. Each officer is charged with the responsibilities of administering and managing his assigned portion of consolidated base supply to insure maximum effective supply action at a minimum cost.

d. To enable the individual bases or commands to attain this, sufficient flexibility of structure and functions is allowed to encompass such problems as availability of competent personnel, experience level, climatic conditions, peculiarities of terrain or layout, workloads assigned, or any other prob-

lems faced in supply support, within a combat wing structure.

e. When finalized and approved by the responsible officer, charts will be reproduced and prominently displayed by the appropriate segment of consolidated base supply, as the authorized organization and functional delineation of the segment.

f. To insure maximum benefit from the utilization of these organizational alignments the following details are published:

(1) Administration functions may be established as a separate office under the base supply officer or as a part of the Management and Procedures Office, as directed by the individual commands, to provide maximum effectiveness.

(2) The Requirements and Editing (prior to processing of issue documents) functions may be established as separate offices under the Property Accounting Branch, or as a part of the stock or machine records section, whichever structure provides maximum effectiveness.

(3) Service Stocks should be established, commensurate with the requirements of the particular base, to provide maximum support.

(4) Based on detailed evaluation and justification of requirements at each base, a delivery system may be established.

(5) The reparable property warehouse may be established in either the Receiving, Classification, Packaging, and Shipping Section or in the Storage and Issue Section, whichever is applicable for maximum effective operations.

**28 THROUGH 50. (UNUSED)**



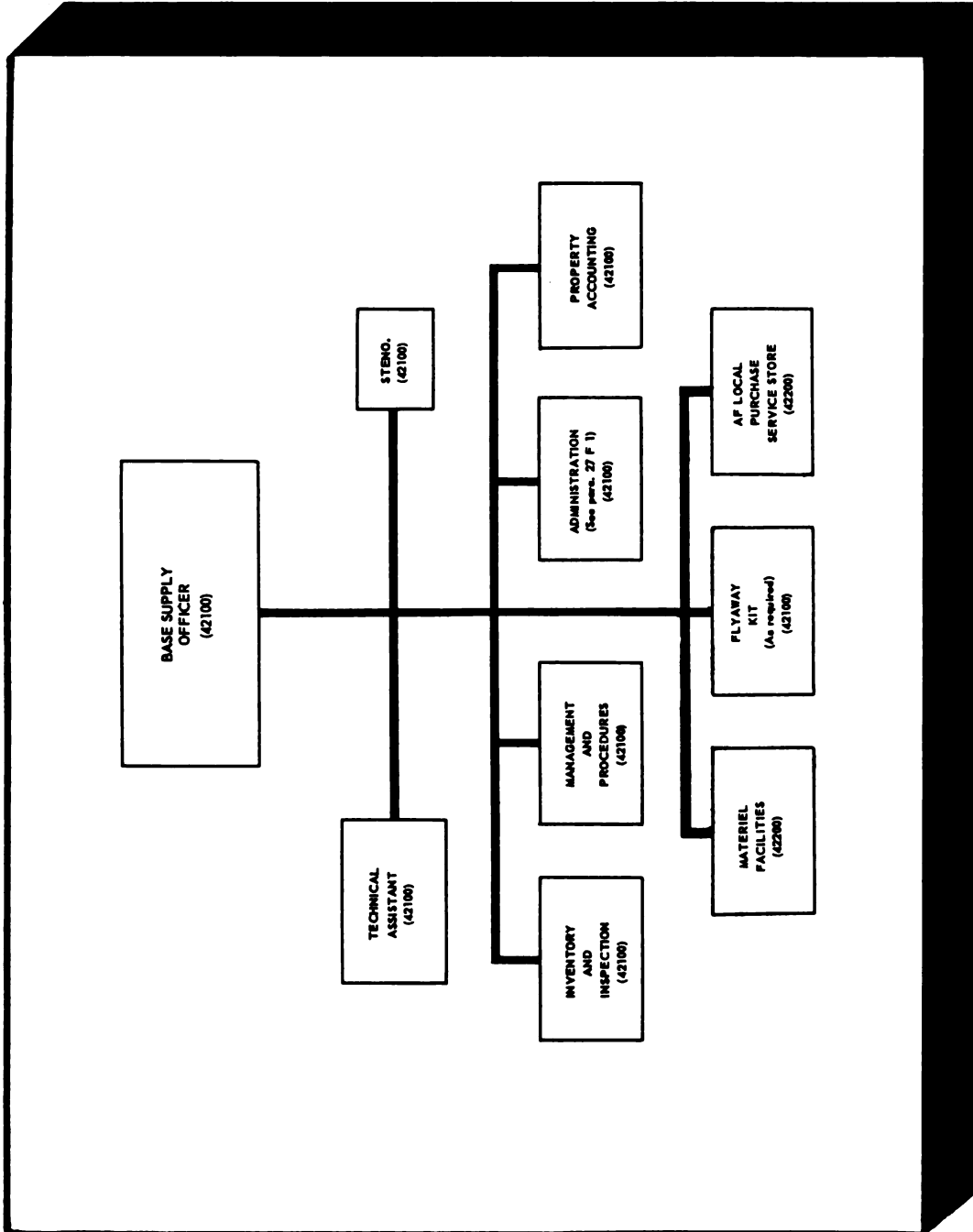


FIGURE 1-1, CONSOLIDATED BASE SUPPLY



# Base Supply Officer

Approved by Base Commander from T/D authorization established by Hq USAF.

Accountable for all property on Consolidated Base Supply Stock Record Account.

Responsible for overall management control, Technical Supervision, inspection and evaluation of Consolidated Base Supply; compliance with AFM 67-1.

Provide technical assistance to all base activities in supply matters.

42100

FIGURE 1-2, BASE SUPPLY OFFICER

## Management and Procedures

Assists the Base Supply Officer as Supply Controller.

Initiate, develop, service test and implement local policy and procedural directives and maintain administrative and technical surveillance of supply activities within Base Supply.

Maintain centralized policy and procedural control.

Prepare recommendations concerning plans, policies, and procedures.

Process reports of survey.

Analyze adjustments to the stock record account necessitated by Physical Inventory.  
Responsible for:

Indoctrination of newly assigned personnel.

On-the-job training programs.

Evaluation of supply efficiency based on methods, surveys and operational analysis.

Regular and frequent inspections of supply sections.

Determine organizational and manpower requirements by analysis of workload data.

Conduct conferences and critiques.

Monitor ground safety and conservation programs.

Preparation and analysis of Base Supply activity reports.

Review, analyze, and service test plans and procedures initiated by operating personnel.

Conduct operational studies as directed by the base.

42100

FIGURE 1-3, MANAGEMENT AND PROCEDURES BRANCH

# Inventory and Inspection

Inspection of all supplies and materials for identification, condition, status, classification and maintain controls on materials within Technical Order category.

Accept or reject property received on local purchase or contracts requiring inspection and acceptance at destination or inspection at source and acceptance at destination.

Insure that all supplies received without proper identification and paper work are processed as prescribed.

Research for substitute, interchangeable and/or next higher assembly items.

Process requests for Supply identification information.

Process stock list changes.

Operation of Key Punch or addressograph machines as applicable.

Perform regular cycle and special inventories.

Process inventory adjustment vouchers.

Resolve all inventory and inspection problems.

Assure compliance with AFM 67-1.

42100

FIGURE 1-4, INVENTORY AND INSPECTION BRANCH

## **Administration Office**

(see para. 27 FI)

- Performs administrative functions for consolidated Base Supply.
- Receives, distributes, and coordinates all correspondence, regulations, reports and other directives.
- Maintains records on personnel assignments, OJT, promotions, and leave.
- Operates mail and message center.
- Maintains central file on regulations, manuals, etc.
- Accomplishes follow-up on Air Inspectors Reports and Audit reports.
- Compiles, maintains, edits and submits historical record data.
- Maintains office space layout plan.

42100

FIGURE 1-5, ADMINISTRATION OFFICE

# Property Accounting

Responsible for the maintenance of all property accounting records, stock control, and preparation of all reports pertaining to Base Supply Stock Control Activities as prescribed in

AFM 67-1

42100

FIGURE 1-6, PROPERTY ACCOUNTING BRANCH

## AF Service Store

Receive, store and issue all local purchase Cost Category III and Cost Category II expendable items.

Group related items by department.

Issue items on a customer-selection basis.

Make daily distribution to accounting of documentary evidence of all sales and receipts for the purpose of enabling the accounting component to maintain record of dollar value of items issued, received, and on-hand against funds allocated for local purchase of supplies.

Prepare request for material using a traveling requisition or other type request as required.

Prepare receiving reports for material delivered direct to the LPSS.

42200

FIGURE 1-7, AF SERVICE STORE

## **Materiel Facilities**

**Responsible for:**

- Receipt, location, storage, and issue of supplies.**
- Personnel control and reassignment.**
- Storage methods.**
- Plans for space utilization and workload management.**
- Reporting.**
- Rewarehousing and housekeeping.**
- Internal Security; including fire control, theft control, and classified material control.**
- Coordination with transportation squadron for material handling equipment and vehicles.**
- Coordination with Property Accounting, Inventory and Inspection, and Transportation.**
- Coordination with Installations Officer.**
- Liaison with Production Control Section of Base Maintenance.**
- Operation of a delivery system.**
- Determining mechanical facilities and other labor saving devices required to effect maximum production economy.**

**42200**

**FIGURE 1-8, MATERIEL FACILITIES BRANCH**

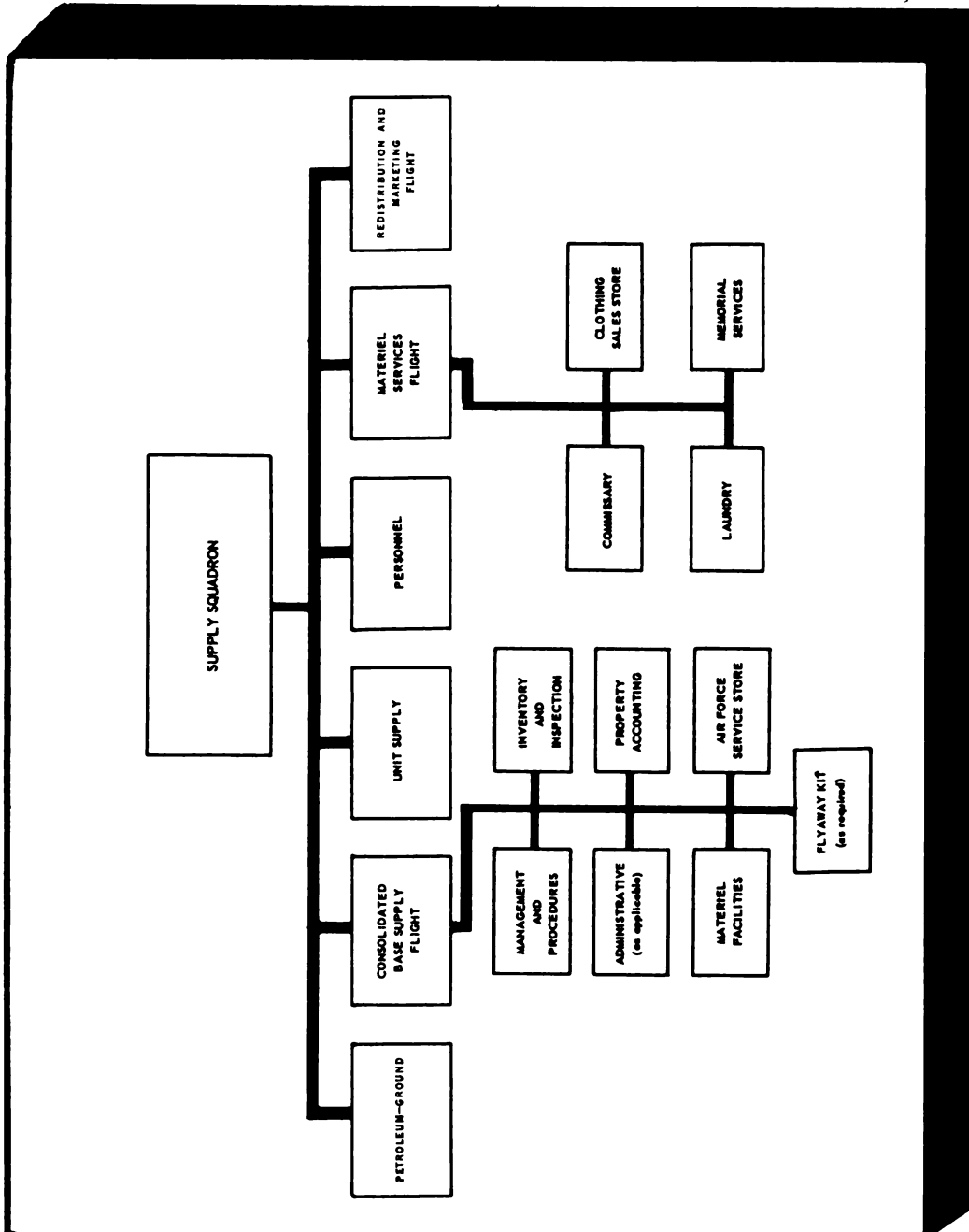


FIGURE 1-9, SUPPLY SQUADRON





## SUBSECTION C

### CHECK LISTS

#### 51. PURPOSE

a. In order to assist supervisors of the various operating units within the base supply activity in discharging their supervisory responsibilities, a check list for each major function of base supply has been prepared. Distribution of portions of each check list to operating personnel of the various units will promote the exercise of self-supervision throughout base supply.

b. The additional purpose served by these lists is that they will assist base commanders, staff supply officers, inspectors, base supply officers, and all personnel making field visits, in evaluating supply operations by determining specific areas of supply operation which requires special attention.

c. The check lists contained in supplements I through XVI have been designed to effect better management of base supply activities by providing personnel assigned supervisory responsibilities

with a partial listing of the major functions over which their constant supervision is required.

#### 52. GENERAL

a. Subjects to be supervised will not be limited to those appearing on the check lists, but will include any additional functions as may be prescribed by the base supply officer, and will be reflected in the duties and responsibilities assigned the individual supervisor.

b. Questions contained in these check lists are objective in nature, in that each question is keyed to an area of supply operations which requires constant surveillance. Supervisors will do well to keep their check lists handy for frequent review in order to evaluate those areas requiring their personal attention.

#### 53 THROUGH 75. (UNUSED)



## SUPPLEMENT I

## CHECK LIST—BASE SUPPLY OFFICER

1. Is a non-T/O officer assigned as accountable officer?
2. Is consolidated base supply organized as directed in section 1, AFM 67-1?
3. Is a diagrammatic plan of the supply organization maintained in the base supply office?
4. Is the base supply officer familiar with and does he supervise and coordinate the functions of all activities under his control?
5. Has he delegated sufficient authority to subordinates to enable him to devote most of his time to interdepartmental affairs?
6. Are frequent spot checks of stock levels and reorder points made to determine their accuracy?
7. Are frequent spot inventories personally made by him and verified with stock records?
8. Are all losses of property investigated with a view toward establishing more suitable safeguards such as use of locks, offering the greatest safeguard, rotation of locks, screening of windows, installation of a perimeter fence, and increase of interior guard?
9. Is coordination being effected with activities, the operation of which have a direct bearing on the efficiency of base supply, such as, the maintenance activity, unit supplies, reclamation, etc.?"
10. Is he notifying the shipping agency when there is a disregard of shipping instructions, loss of items, misrouting of shipment, theft or pilferage on the part of shipping personnel?
11. Is he coordinating and cooperating with tenant organizations, such as AACS, Air Weather Service and Air Reserve with a view toward establishing and maintaining stock requirements for the type of equipment required by these organizations?
12. Has an ordnance automotive warehouse (or service stock) been established as close to the maintenance shops as possible? Is this warehouse being supervised and controlled by the base supply officer?
13. Is coordination being effected with air installations activities?
14. Does he show initiative in settling problems, recommending changes and improvements?
15. Is he sufficiently concerned with the welfare, morale, and working and living conditions of personnel under his supervision?
16. Does he take prompt and forceful action to correct deficiencies pointed out to him in inspection, staff visit and field visit reports?
17. Does he ascertain that his personnel are properly assigned to their jobs and that training is being conducted where necessary?
18. Does he maintain a schedule which will enable him to visit each operating section of base supply at least once each week?
19. Is he supplied with latest programming data by the staff to permit anticipation of supply workloads due to changes in aircraft, activation or inactivation of new units, increases in base personnel, and flying hours?
20. Is he familiar with and does he utilize fully the management information provided him in the base supply activity report?
21. Are frequent visits made to each supply activity on the base?
22. Are deficiencies and difficulties of a continuing nature, which cannot be corrected at base level, being brought to the attention of higher authority?
23. Are supplementary directives published locally, when necessary, to explain how general directives received from higher headquarters will be followed?
24. Does the base supply officer make frequent visits to fuel and ammunition storage areas to check security and condition of stocks?
25. Are responsibilities of key personnel delegated in writing?
26. Has the base supply officer prepared a short and a long range plan for improvement of the supply operations?
27. Does he maintain project book to assist him in managing numerous short range projects?
28. Have all personnel recently reviewed and are they familiar with procedures in volume XXI?
29. Are proper controls exercised to insure that temporary issues (allowances) are not retained by the unit beyond six months? Reference paragraph 8a(1), section 5, volume XXI.

## SUPPLEMENT II

### CHECK LIST—ADMINISTRATION

1. Are new personnel being assigned duties in this unit before they are fully indoctrinated into the functions of the unit, and the relationship of the unit to other units in the base supply activity?
2. Do all personnel presently assigned thoroughly understand their individual responsibilities?
3. Is on-the-job training being given to the personnel assigned and is their work closely supervised?
4. Are personnel cross-trained and rotated in the different duties within the unit?
5. Are all personnel encouraged to submit suggestions that will save time, motion, and improve present procedures and are these suggestions for his action?
6. Are all records maintained, evaluated with a view toward obtaining the same data from another source or the possibility of completely eliminating the record?
7. Is the base supply officer informed of inefficient personnel and personnel with low productivity?
8. Has forms control been established to provide an adequate supply of forms used in base supply activities at all times to insure against a work stoppage?
9. Have schedules been established for issuing supplies to organizations and are these schedules being followed?
10. Are lists of personnel authorized to receipt for supplies being maintained and are they current?
11. Has a base stock control officer been appointed?
12. Are reports of survey prepared when required and processed promptly?
13. Are current AF supply catalogs and stock lists maintained for base supply components as prescribed by paragraph 30, AFR 5-5 "AF-Publications"? Are subscription lists (publication requirement tables) being submitted for additional publications as required after initial distribution as prescribed by AFM 5-4, "Distribution of Air Force Publications and Forms"?
14. Are current and complete files of all regulations, circulars, instructions, manuals and directive necessary to properly administer the functions of base supply, being maintained in a current status?
15. Are "auditor's copies" of shipping documents being provided in accordance with section 3, volume II?
16. Do the offices of base supply present a neat, uncluttered appearance?
17. Are copies of previous audit reports on file?
18. Do files of past air inspectors reports indicate all items requiring action have been cleared?
19. Personnel analysis:  
Experience level evaluated and summarized?  
Turn-over rate show unfavorable trend?  
Time on station and time remaining on tour evaluated to forecast replacement requirements?
20. Is an absentee report prepared for base supply officer?
21. Has a reports control been installed to insure accuracy in reporting and prompt submission of all reports?
22. Do charts in control room reflect trends?
23. Is a correspondence control maintained?
24. Is messenger service timely and adequate?
25. Is a suggestions and awards program operating satisfactorily?
26. Is the historical account up to date?

## SUPPLEMENT III

## CHECK LIST—MANAGEMENT AND PROCEDURES OFFICE

1. Are regular visits made to each unit of the base supply activity to determine the efficiency of the unit?
2. Are supervisory personnel continuously exercising the supervision prescribed and required by these check lists?
3. Are noncompliances and deviations from regulations and directives immediately reported to the base supply officer for corrective action?
4. Are local procedures in use evaluated to determine that they fulfill a definite requirement?
5. Have local procedures been forwarded to major air command for consolidation and adoption Air Force wide?
6. Are time and motion studies conducted to insure that local procedures are the essence of simplicity?
7. Are backlogs and bottlenecks evaluated as to the cause and the problem, as well as, the recommended solution, referred to the base supply officer?
8. Are controls established and a record of progress maintained to insure prompt completion of projects directed by higher headquarters?
9. Are pertinent directives and changes in procedure brought to the attention of all supervisory personnel concerned?
10. Are personnel shifted to the location in the supply system where the backlog is most acute?
11. Are the transportation officer and the budget and fiscal officer informed well in advance of the actual preparation for outshipments of reparable and excess, and the tonnage involved in order that funds will be available when required?
12. Is the adequacy of stock levels, both in the stock record and service stock units verified through periodic spot checks?
13. Is the "Airman's Supply Career Field Manual," understood by all personnel concerned? (See AFM 35-1.)
14. Have the basic principles of management been brought to attention of all supervisors?
15. Is a supply management program in effect?
16. Are units or organizations using subterfuge to draw supplies which are not consumed immediately? (Hoarding?)

**SUPPLEMENT IV****CHECK LIST—CENTRAL DOCUMENT CONTROL**

1. Is access to the document files restricted to the minimum number of personnel?
2. Are sublotting of document register sheets reduced to the absolute minimum?
3. Are time and motion being saved through the use of abbreviations and the elimination of unnecessary data when entries are made on AF Form 36, "Supply Document Register"?
4. Is the document control system being maintained without deviation or modification?
5. Is prompt action taken to locate missing documents?
6. Is adequate followup being maintained to obtain valid copies of reports of survey and inventory adjustments?
7. When documents are removed from file, are charge out sheets being accomplished as prescribed in section 3, volume II?
8. Is the document discrepancy control being maintained without deviation or modification?
9. Have all personnel recently reviewed and are they complying with section 1, volume I and section 3, volume II of AF Manual?
10. Are pertinent directives and changes in procedures brought to the attention of all concerned?
11. Is the base supply officer informed when the work in this unit is not current?
12. Is a master document control index maintained for the consolidated account?
13. Is a single document register being maintained for the consolidated stock record account?
14. Are canceled, lost, or missing documents appropriately noted on AF Form 36?
15. Are lost document certificates submitted to the base commander?
16. Are all documents checked for validity and posting prior to filing?
17. Canceled documents show reason for cancellation?
18. Are proper entries being made in document register?
19. Are canceled document numbers being re-assigned?
20. Are all pages of document register accounted for?
21. Are documents in valid documents file actually valid; check been made recently?
22. What is relationship of missing or lost documents to total processed?
23. What is being done to prevent loss of documents?

**SUPPLEMENT V**

**UNUSED**

**I**



## SUPPLEMENT VI

### CHECK LIST—INVENTORY AND INSPECTION

#### INSPECTION UNIT

1. Have all personnel recently reviewed and are they complying with sections 2, 4, 6, 7, 8, 18, and 19, volume I and section 6, volume II, AF Manual 67-1?

2. Are technical inspections continually being made of equipment in storage to determine serviceability and technical order compliance in accordance with directives from higher headquarters?

3. Are all incoming technical orders, regulations and other pertinent publications coordinated through this office?

4. Are official files of publications complete and maintained in a current status?

5. Who monitors the stock list changes?

6. Is the identity of all items turned in being verified by technically qualified personnel?

7. Is AF Form 86, "Request for Supply Catalog Data," being utilized for submitting information on cataloged items as prescribed by section 7, volume I, AFM 67-1?

8. Is Section II, AF Form 86, "Request for Supply Catalog Data," being verified and completed as prescribed by section 7, volume I, AFM 67-1?

9. Is unserviceable property received by base supply officer clearly identified and properly tagged with reason for repair?

10. What is the general condition of supplies and equipment upon arrival at bases?

11. When supplies and equipment are received in an unsatisfactory condition, what appears to be the major cause?

Lack of corrosion treatment?

Inadequate interior packaging?

Poor construction of exterior containers?

Rough handling?

What corrective action was taken?

12. Are systematic spot-checks conducted to determine the presence of corrosion, deterioration, or obvious damage? (TO 00-20K-1.)

13. Are items requiring maintenance action (other than repair) being tagged TOC? (00-20K series TOs and Time Compliance Technical Orders.)

14. On those items not requiring maintenance action, are inspections being made and expiration dates being advanced on quantities sufficient to maintain authorized level of issuable material?

15. Do AF Forms 50B, "Serviceable, Incomplete, Status and Hold Tag," and 50C, "Serviceable, Incomplete, Status and Hold Label," reflect compliance with applicable Technical Orders?

16. Is material requiring corrosion treatment, within the scope of the supply corrosion control

program, being tagged reparable? (TO 00-20K-1.)

17. Is action being taken to appropriately tag and secure parts for incomplete assemblies?

18. Is adequate inspection being performed to assure correct identity of status and condition of material prior to issue or shipment?

19. Does the reverse side of AF Form 50D, "Reparable (green)," reflect the reason for removal of assembly and extent of repair required?

20. Does the use, authorization, and control of inspector's stamps conform with the provisions of section 18?

21. Is the required record of inspectors stamps maintained and is this record current? (See paragraph 13, section 18, volume I, AFM 67-1.)

22. Is control established to assure compliance with "Prior to issue" Technical Orders?

23. Are necessary tools, publications, drawings, etc., available to inspectors?

24. Is the authority granted to supply inspectors relative to condition-tagging being properly executed?

25. Are inspection personnel following AMCM 74-7, "Supply Quality Control Manual"? AMC only.

26. Are DD Forms 6 being used correctly?

27. Are AF Forms 672 being forwarded immediately? Are periodic summaries of deficiencies being prepared and reviewed?

28. Are Supply Inspectors recording and following up on recurring discrepancies noted on local turn-ins?

29. Are responsible personnel familiar with S-00 Publications and is the data made available by these publications being utilized?

#### INVENTORY UNIT

30. Have all personnel recently reviewed and are they complying with section 5, volume I, and section 10, volume II, AF Manual 67-1?

31. Are the inventory count cards upon completion of the inventory of each commodity class referred to the warehouse and superintendent in order to verify the accuracy of the storage location.

32. Is the base supply officer informed when inventories cannot be completed during the prescribed inventory cycle?

33. Is inventory cycle current?

34. What is the percentage of completion of present inventory cycle?

35. What steps are taken to reduce the percentage of error?

36. Are base stocks completely inventoried as

**Suppl VI—Cont.**

prescribed by section 10, volume II and results posted to stock record cards?

37. Are inventory count cards filed in the area in which pertinent stock record cards are filed?

38. Is preparation, submission, and action on IAVs completed within 30 days after the inventory adjustments are posted to the stock record cards?

39. What system of inventory is employed?

40. Are clean document cut-offs being obtained?

41. What percentage of accuracy is attained?

42. Are adjustment documents which are not acceptable to the approving authority being supported by a report of survey?

43. What system of control is exercised to assure accuracy of inventory?

44. Are all balances inventoried simultaneously?

## SUPPLEMENT VII

## CHECK LIST—PROPERTY ACCOUNTING

1. Is action taken to expedite the processing of all over age documents?
2. Are completed documents clearing the stock record units at regular and frequent intervals?
3. Is a messenger service in operation?
4. Is the unit immediately informed of all stock number and nomenclature changes and is this unit immediately notified when property is transferred from one commodity class to another?
5. Are spot checks made of stock record card postings to determine if postings are accurate?
6. Are the back order or due-out files reviewed for their currency at least once every 30 days?
7. Are the oldest transactions processed first—priorities excepted?
8. Are flow charts of paperwork available?
9. Is overtime required to keep current? How frequently?
10. Have all personnel recently reviewed and have they been schooled in the provisions of sections 1, 7, and 8, volume I; section 2, 4, 5, 6, 7, 8, 9, 11, 12, 14, 15, and 16, volume II, section 3, volume XI, and volume XXI, AF Manual 67-1?
11. Are pertinent directives and changes in procedures brought to the attention of all concerned?
12. Is there a backlog of unprocessed stock list changes in this unit and has the base supply officer been so informed?
13. Is there more than a three day backlog of posting in any unit and has the base supply officer been so informed?
14. Has consideration been given to a two shift posting operation in stock record units?
15. Is police of desks and visible file cabinets a daily routine?
16. Are all available sources of supply on the base considered prior to submitting emergency requisitions?
17. Are excessive stock levels being maintained on items that are classified as being in critical and/or short supply status?
18. Are requisitions for controlled items and for quantities above authorized allowances being properly channeled?
19. Are separate requisitions being submitted?
20. Do requisitions show complete detail?
21. Are requisitions submitted in accordance with the provisions of section 2, volume II?
22. Is the information required included on requests for regulated items?
23. What is the date, commodity class, and number of the oldest unprocessed requisition on hand?
24. What percent of total requisitions submitted are "special" or "priority"?
25. What is the average number of line items per requisition?
26. Are adequate schedules established for the requisitioning of Army stored and issued items?
27. Are current requisitioning and routing instructions for Army purchased items being followed?
28. Are back order and follow-up procedures being followed?
29. Are property records retained for required period of time and then destroyed?
30. Are the requisitioning and issue procedures being observed?
31. Are receiving documents on which quantities have been reduced to conform to amounts actually received appropriately certified?
32. Is stock control information properly recorded on the AF Form 105F-1?
33. Are the signal slides being properly utilized to indicate stock status?
34. Are all postings current to AF Forms 105F-2, 105F-10, and 105F-11?
35. Are due-ins and due-outs posted to AF Form 105F-4?
36. Are corrective postings properly made?
37. Are stock record cards filed in accordance with section 4, volume II?
38. Is AF Form 86, "Request for Supply Catalog Data," being prepared for nonlisted (NL) items as prescribed by section 7, volume I, AFM 67-1?
39. Are supply catalog changes checked against all stock record cards and are warehouses, service stocks, responsible officers of units notified?
40. Are dead and inactive cards promptly removed from visible stock record cabinets?
41. Are T/O organizations operating under the accounting and supply procedures as established in volume IV, AF Manual 67-1?
42. Are stock control levels and reorder points accurately computed and posted to stock record cards?
43. Are levels of standby items being appropriately approved?
44. Are stock records cards for regulated items appropriately marked?
45. Are empty reusable containers appropriately handled?
46. Are excess radio crystals returned to the Gentile AF Station?
47. Are special issues of unauthorized items made?
48. Are organizations solicited as the status of items currently maintained on back order?
49. Are due-outs canceled and the organization so notified when similar action has been taken on due-ins?
50. Are back order files for each organization being maintained by the base supply officer?

**Suppl VII—Cont.**

51. Are separate document numbers being assigned to back order releases?
52. Are separate turn-in documents being prepared for each class or subclass of Air Force supplies and each class of supplies of Department of the Army purchased property?
53. Are levels for Army stored and issued items established and maintained?
54. What ordering and shipping time is used in this computation?
55. Are stock levels established for nonstandard items?
56. Are stock control levels established on standby items?
57. Are requisition numbers suffixed by "ARMY ORC," "ANG," or "ARMY NG," as appropriate?
58. Is the authorized stock level being maintained by the reserve force organization?
59. Are documents adjusting service stock records documents and posted to AF Form 105F-2?
60. Are suitable AOCF records being currently maintained?
61. Are AOCF requisitions transmitted by priority means?
62. How are AOCF incoming shipments received and expedited direct to the requesting organizations?
63. Are items continually under review for correct identification to the proper sub-class?
64. Are estimated prices reviewed and cleared?
65. Is the Daily Transaction Control List reviewed daily for unusual and erroneous transactions?
66. Are Error Correction Documents processed promptly?
67. Are repeatedly erroneous codings reviewed to determine the cause?
68. Are all Item Balance Cards submitted to the Statistical Services component at the same time to process price changes?
69. Is prompt action taken to eliminate credit balances of items?
70. What is the volume of warehouse refusals?
71. Are adjustments to Item Balance Cards made via physical inventory adjustments when Error Correction Documents are appropriate? Also is the converse done?
72. Are IAM transaction codes indicated on documents for reimbursable sales and other transactions as locally required?
73. Is the MAP Intransit Suspense File under continual review? Is prompt follow-up action taken on overage items?
74. Are responsible personnel familiar with S-00 Publications and is the data made available by these publications being utilized?
75. Are N/L identifications and applicable property accounting records being maintained in accordance with section 8, volume I, AFM 67-1?
76. Are price changes as a result of AF standard pricing policy being effected on a timely basis?

**SUPPLEMENT VIII****CHECK LIST—CENTRAL EDITING**

1. Are new personnel being assigned to duties in this unit prior to their being fully indoctrinated into the functions of the unit, and the relationship of the unit to other units in the base supply activity? Do all personnel presently assigned thoroughly understand their individual responsibilities?

2. Are personnel assigned to this unit rotated in different duties within the unit?

3. Are personnel from other units cross-trained in the work of this unit?

4. Does the supervisor encourage subordinate personnel to submit suggestions that will save time, motion and improve present procedures, and does the supervisor submit the suggestions to the base supply officer?

5. Are unnecessary records being maintained by this unit? Are the requirements for them evaluated with a view toward obtaining the same data from another source of the possibility of completely eliminating the record?

6. Is there a backlog of requests in this operation and has the base supply officer been so informed?

7. Are spot checks made of requests received from organizations with the objective of reducing the number of single line item issues and is the base supply officer informed in order that action can be taken to have requests consolidated and

thereby reduce the workload in this operation?

8. Are spot checks made of requests received from organizations on days other than those designated in the established issue schedules and is the base supply officer informed in order that action can be taken to effect compliance with established issue schedules and reduce the workload of this operation?

9. Are spot checks made of requests received from service stock units to determine if those units are maintaining adequate stock levels and are unfavorable findings referred to the base supply officer in order that action can be taken to reduce the workload of this operation?

10. Are spot checks made of requests received from organizations with a view toward eliminating unnecessary daily issues of items that should normally be carried in bench stocks in accordance with section 11, volume II, AF Manual 67-1, and is the base supply officer informed of unfavorable findings?

11. Are issues of property, including clothing and individual equipment, made only on the basis of established authority?

12. Is the authority for the issue of property being shown on the issue document?

13. Are edited requests clearing the editing unit at least once each hour?

**SUPPLEMENT IX****CHECK LIST—STOCK LEVEL AND REPORTING UNIT**

1. Is action taken to reduce the number of special and priority requisitions?

2. Are stock control levels established and analyzed prior to each requisitioning period in accordance with section 11, volume II, AF Manual 67-1?

3. Are the graphomatic signals being utilized in accordance with section 4, volume II, AF Manual 67-1, and maintained to reflect the current status of all property?

4. Is on-base issue activity examined to determine which classes of property are below stand-

ard, indicating possible deficiencies in stock control management of the items in these classes?

5. Are due-ins in sufficient quantity to meet due-out obligations and/or stock level requirements?

6. Are requirements, based on program data, anticipated?

7. When a major change in aircraft, equipment or units assigned to the base occurs, is an immediate review of affected classes made when warranted?

## SUPPLEMENT X

### CHECK LIST—HI-VALU PROGRAM

1. Has a base Hi-Valu Control Officer been designated? Does incumbent have sufficient authority to establish local policies and procedures to insure adequate Hi-Valu controls?

2. Are all base personnel associated with the Hi-Valu Program familiar with Air Force procedures pertaining to the Program? (TO 00-35F-1, sections 12 and 16, volume II, AFR 65-5, etc.) It is essential that all base personnel involved have a thorough understanding of the purpose and operating procedures of this Program. Also, the recognition of the importance of the Program is equally essential.

3. Are the TO 00-35F-1 series technical order files current and are these documents processed in accordance with the basic technical order?

4. Are Hi-Valu stock record cards segregated?

5. Does the stock record supervisor periodically check postings on AF Form 105F-10 and information submitted on AF Form 116F stock balance reports to insure accuracy? The accuracy of posting to stock records directly affects accuracy of stock balance and consumption reports. The overall success of Hi-Valu requirements computation hinges on the accuracy of stock balance reports. CCMs utilize this report continuously in computing Air Force requirements and control distribution. Since Hi-Valu items are costly, a single error at one base cost the Air Force many dollars which defeats the purpose of the Hi-Valu Program.

6. Are stock control levels realistic? Inaccurate stock control levels have an adverse effect on the Hi-Valu Program. The basic objective of the Program is to save dollars by reducing Air Force requirements without adversely affecting logistic support. However, if bases set stock control levels

on Hi-Valu items without regard to the benefits of the Hi-Valu Program, a major benefit of the Program is defeated.

7. Are inventories being completed quarterly? The importance in monetary value and savings of funds placed on Hi-Valu items warrants 100 per cent inventory accuracy.

8. Are Hi-Valu reparable items being repaired to the maximum extent of base capabilities to meet local requirements? A large portion of the "initial buy" of spares is for additional quantities to assure availability of serviceable spares while reparable items are being processed and repaired. Air Force activities must, therefore, expedite the repair of Hi-Valu items whenever possible. Unless this is done, in a short period of time the Air Force will be exhausting what was procured as a stockage objective which will result in a "short" supply status of the items.

9. Are Hi-Valu reparable items being expedited to overhaul activities when repair cannot be accomplished locally?

10. Are base controls adequate for preissue stocks?

11. Assure that all documents utilized for movement of Hi-Valu items are conspicuously marked "Hi-Valu" in letters approximately 1/2" high.

12. Are intransit procedures being complied with? Also, are intransit suspense files accurate and current?

13. Are requisitions for Hi-Valu material limited to one line item?

14. Are Hi-Valu excess items being promptly returned to CCM or SPA?

15. Are price changes to Hi-Valu items as specified by AF standard pricing policies being received?

## SUPPLEMENT XI

## CHECK LIST—MATERIEL FACILITIES

1. Are oldest transactions processed first—priorities excepted?
2. Is document suspense file maintained in accordance with section 3, volume II, AF Manual 67-1?
3. Is document suspense file reviewed each day and action taken to expedite the processing of all over age documents?
4. Are documents securely fastened to issues and shipments being processed?
5. Are completed documents clearing the warehouse at regular and frequent intervals?
6. Is all property received in and issued from a warehouse accompanied with a document to which a document number has been assigned?
7. Have prescribed Stock Locator Cards been established for all property in storage?
8. Are changes in location of property recorded promptly?
9. Are used boxes, crates, cartons, and metal containers saved and reused for "off-base" shipments?
10. Are the locations on the locator cards verified with the locations on the inventory count cards and storage locations consolidated upon the completion of the inventory of each commodity class?
11. Have all personnel recently reviewed and are they complying with sections 1, 2, 4, 6, 8, 18, and 19, volume I, and sections 2, 5, 7, and 8, volume II, volume XXI, AF Manual 67-1, and pertinent technical orders?
12. Are pertinent directives and changes in procedures brought to the attention of all concerned?
13. Is there more than a 3-day backlog of unprocessed issues and receipts in the warehouse unit and has the base supply officer been so informed?
14. Is reparable Air Force property promptly evacuated to repair depots?
15. What control is employed to assure the prompt return of all economically reparable material which is beyond the scope of local maintenance to the designed repair point?
16. Is reparable material segregated by class?
17. Is reparable material afforded adequate protection to prevent further damage?
18. Are security checks made daily?
19. Is a ground safety program in operation?
27. Are fire drills conducted at regular intervals?
21. Is the police of warehousing area a routine operation?
22. Are buildings, stockrooms, storage units, bin rows, bins, bin subdivisions, bays, and bay subdivisions assigned locations and marked as prescribed?
23. Is stock stored in an orderly manner so that it may be readily inventoried?
24. Is arrangement of stock in accordance with current instructions?
25. Is more than one container of a like item opened for issue purposes?
26. Are stock numbers from official sources as defined by paragraph 4a(1) through (7), section 8, volume I, AFM 67-1 recognized as authentic and utilized to tag supplies?
27. Are supplies properly tagged?
28. Are hazardous supplies properly stored?
29. Are precautions taken to eliminate conditions incident to starting fires?
30. Is full utilization being made of available storage space?
31. Are serviceable and reparable supplies commingled in stock?
32. Are Air Force and Department of the Army supplies commingled in stock?
33. Are outside storage areas adequately marked, paved, accessible, and inspected?
34. Are racks and pallets used when necessary to protect stock (e. g., castings, sheet metal, etc.)?
35. Is good housekeeping maintained?
36. Is separate storage space used for storing reparable material?
37. Are packaging materials being used in accordance with approved specifications, considered adequate?
38. Are packaging materials conforming to the requirements of approved specifications being used?
39. Are pertinent packaging technical orders available and complied with by corrosion control and packaging personnel?
40. Is adequate packaging performed to prevent damage in transit?
41. Is an active corrosion control program in effect?
42. Are Hi-Valu items segregated and adequately identified, locator cards segregated or marked, debit and credit documents stamped Hi-Valu to aid storekeeper?
43. Are strategic and critical materials being stored in accordance with the provisions of Strategic and Critical Storage Manual?



**SUPPLEMENT XII****CHECK LIST—RECEIVING AND CLASSIFICATION**

1. Is the base supply officer informed when organizations do not comply with established turn-in schedules?

2. Are turn-ins of large quantities of unserviceable property screened to determine if the accumulation is the result of failure to turn in unserviceable property at prescribed intervals and is the base supply officer informed when violations are observed?

3. Are completed documents clearing this unit at regular and frequent intervals?

4. Are used boxes, crates, cartons, and metal containers saved and reused for "off base" shipments?

5. Is property tagged "reparable" that is obviously beyond economical repair, condemned and sent to salvage?

6. Are oldest transactions processed first—priorities excepted?

7. Are pertinent directives and changes in procedures brought to the attention of all concerned?

8. Does the unit supervisor inspect frequently to assure that personnel handling material at unloading stations are properly supervised and the precautions to prevent damage to incoming and outgoing shipments?

9. Have all personnel recently reviewed and are they complying with sections 1, 2, and 19, volume I, and sections 5, 7, and 9, volume II, AF Manual 67-1?

10. Is there more than a three-day backlog of unprocessed documents in this unit and has the base supply officer been so informed?

11. Has a central receiving and inspection line been established?

12. Upon receipt of property, is an accurate check being made as to identity, quantity, quality and condition?

13. Are discrepancies incident to shipment covered by DD Form 46, "Report of Survey (Discrepancies Incident to Shipping)," in accordance with current instructions?

14. Is a report of survey initiated when property damage involves carrier?

15. Are extract receiving documents being properly marked?

16. Are bills of lading being promptly accomplished?

17. Are freight cars being promptly unloaded to prevent demurrage charges?

18. When quantity received differs from quantity actually shipped, is certificate to this effect placed on document?

19. Are receiving reports prepared and distributed promptly?

20. Are supplies found on base being turned in properly?

21. What action is taken when the shipping document is incorrect or missing?

22. Are receipts for plant account turn-ins given to responsible officer prior to inspection of material turned in?

23. Is the flow of material and paperwork from central receiving being delayed?

24. Are component parts recovered as a result of repair or reclamation turned in to the receiving and classification unit?

## SUPPLEMENT XIII

## CHECK LIST—PACKAGING AND SHIPPING

1. Are oldest transactions processed first—priorities excepted?
2. Have all personnel recently reviewed and are they complying with section 4, volume I, AFM 67-1 and technical order applicable to the packaging unit?
3. Are pertinent directives and changes in procedures brought to the attention of all concerned?
4. Is there more than a three day backlog in this unit, and has the base supply officer been so informed?
5. Is a complete set of the appropriate technical orders, packaging data cards, and/or SPT catalogs, governing packaging maintained in this unit and available to all concerned?
6. Is full utilization being made of used boxes, crates, cartons, and metal containers when packaging "off-base" shipments?
7. Are spot checks made of packaging and crating to insure compliance with all existing, applicable\* directives? \*Reason: All existing directives are not applicable.
8. Are packaging lists placed in accordance with section 4, volume I, AF Manual 67-1?
9. When material applicable to a specific shipping document is packaged in two or more boxes for shipments, are these boxes serially numbered?
10. Is marking and stenciling of shipping containers in accordance with current instructions?
11. Does each package of a shipment contain an address label, shipping label, or shipping tag?
12. Are caution labels and markings being used when required?
13. Are authorized shipping tags and labels being used?
14. Is appropriate transportation data being indicated on shipping documents?
15. Is a complete set of the appropriate SPT class catalogs reflecting coded packaging data available to all concerned?
16. Is proper control over carloading, bracing and blocking accomplished on full carload (open or closed car) shipments?

**SUPPLEMENT XIV****CHECK LIST—SERVICE STOCK UNIT**

1. Are all supplies in service stock recorded on AF Form 84 series?
2. Is the location of all supplies recorded on AF Form 84 series?
3. Are stock levels reviewed, revised and excess supplies returned to the base supply at least once each month?
4. Has a schedule been established for submission of replenishment requisitions, turn-ins of un-serviceable and excess property, in order to reduce the number of issue and turn-in transactions between service stock and base supply?
5. Are requests for items not carried in service stock and items of which the stock on hand is exhausted, been evaluated and action taken to establish a stock level or increase the present stock level, as appropriate?
6. Have all personnel recently reviewed and are they complying with sections 1, 6, and 19, volume I, sections 2, 5, 6, 7, and 11, volume II, and volume XXI, AF Manual 67-1?
7. Are pertinent directives and changes in procedures brought to the attention of all concerned?
8. Is the base supply officer informed when the work in this unit is not current?
9. Are service stock hours of operation geared to demands of activities served?
10. Is coordination with maintenance control effective?
11. Have service stock been established at locations which assure maximum efficiency? Are they adequately stocked for their respective purposes?
12. Have proper service stock levels been established?
13. Are copies of the service stock authorized lists maintained by the base supply officer?
14. Are service stock control levels reviewed every two months and is necessary action being taken to adjust them where necessary?
15. Are jacket files of supporting documents regarding service stock transactions maintained?
16. Is the inventory of service stock prescribed in section 9, volume II being taken?
17. Are inactive items and service stock excesses returned to warehouse stock?

**SUPPLEMENT XV**

**UNUSED**

**SUPPLEMENT XVI****CHECK LIST—SUPPLY PUBLICATIONS AND  
UTILIZATION OF FEDERAL CATALOG DATA**

1. Are subscription lists (publication requirements tables) submitted to cover all requirements that are justified in all components? (See paragraph 36, section 10, AFM 5-4.)

2. Are publications, listed as being required on subscription lists (PRTs), received upon automatic bulk distribution to base level? (See paragraph 6. b., chapter 2, AFM 5-4)

3. Are deficiencies in automatic distribution immediately corrected by action request for amendment of PRTs, or requisition?

4. Are using personnel familiar with the separate indexing of technical orders and supply? (See USAF S-2A-1, "Index of Supply Catalogs and Stock List Publications," and TO 00-1A-1, "Numerical Index of Technical Publications.") Are

Department of Army Maintenance Lists still being requested through TO 00-1A-1, reference above?

5. Are using personnel familiar with the consistent policy of listing all abbreviations, etc., in USAF S-1-2, "Item Identification and Description?"

6. Are using personnel familiar with USAF S-1-1, "Classification of USAF Equipment and Supplies" and Department of Defense Handbook H 2-1, "Cataloging Handbook, Federal Supply Classification?"

7. Has a Federal Catalog Project Officer been designated to disseminate policies and procedures to all components? (See paragraph 4, AFR 67-18, dated 3 November 1956.)

**SUBSECTION D****FIELD VISITS****76. GENERAL**

a. Under policy guidance from Headquarters USAF and through coordination with other major air commands, Headquarters, Air Materiel Command is responsible for formulating detailed procedures for the operation of the AF supply system.

b. AF Manual 67-1 is the official publication of supply procedures, and is published by order of the Secretary of the Air Force for compliance by all concerned.

c. All elements of the Air Force are responsible for implementing established supply policies and procedures in a manner which will insure intelligent utilization of AF material and effective support of assigned missions.

d. All elements of the Air Force are further responsible for supply supervision necessary to insure effective and economical compliance with published Air Force supply policies and procedures (see AFR 67-10).

e. Field visits to supply activities and reports thereof will be accomplished in accordance with the procedures outlined herein to assist in fulfilling the responsibilities set forth above.

**77. HEADQUARTERS USAF**

a. The Chief of Staff, US Air Force, will provide staff field visits, as deemed necessary, to insure the adequacy of established supply systems, and to determine the manner in which major air commands, both zone of interior and oversea, are accomplishing their assigned supply missions and responsibilities.

b. Headquarters USAF will provide staff field visits as deemed necessary. Commanders of major air commands may request the special assistance of Headquarters USAF in resolving supply problems and extraordinary supply difficulties in accordance with AFR 67-7 and AFR 67-82.

**78. MAJOR AIR COMMANDS, BOTH ZONE OF INTERIOR AND OVERSEA, OTHER THAN AIR MATERIEL COMMAND**

a. Commanders of major air commands will provide staff field visits to supply activities within their respective commands to insure adequate organization, manning, administration, management, training, and efficient operation.

b. Commanders of major air commands will monitor field visit programs of their respective subordinate commands to insure proper discharge of supply responsibilities. Reports of such field visits and their distribution will be as directed by the commanders of the major air commands.

c. Commanders of major air commands and Air National Guard, except USAFE and PACAF, will submit requests for extended supply field as-

sistance by Air Materiel Command activities to the Commander, Air Materiel Command, ATTN: MCSD. For extended assistance at USAFE and PACAF activities, see paragraph 83. Similar requests from subordinate commands will be forwarded through respective major air commands. Each request will contain:

(1) Exact type of assistance or work desired.

(2) Number of personnel required, by type, expressed in terms of AFSC.

NOTE: Neither military nor civilian personnel will be furnished by AMC for routine clerical work or for labor such as warehousing, packaging, inventory, etc., except in case of extreme emergency. Requests for assistance of this nature will contain thorough justification as such personnel can be furnished only to the extent of limited availability.

(3) Estimated manhours for each work area.

(4) Relative priority assigned for accomplishment of the project and justification in detail. Major air commands and Air National Guard in requesting supply assistance visits which are not of an emergency or immediate nature should allow a lead time of at least 30 days. A lead time commensurate with the emergency should be allowed in requesting emergency visits. The nature of the requirement for assistance will determine the method of communication. In all cases requests will certify that no previous request has been made for the purpose indicated.

d. Requests for normal supply assistance submitted by a major air command, Air National Guard or subordinate command to an AMC air materiel area should contain detailed information as to specific assistance required so that the AMA commander may be able to designate appropriate type personnel to render assistance. Specific information concerning type of visit required as defined in paragraphs 80 and 81, will assist in rapid processing of request within the AMA headquarters. At bases where an AMC weapon system materiel officer (WSMO) is assigned to monitor support to specific aircraft, the WSMO may assist in resolving problems pertaining to the weapon without referral to the AMA headquarters. Assistance required beyond the capability of the WSMO will be referred to the appropriate LSM for the weapon system involved.

**79. AIR MATERIEL COMMAND**

a. The Air Materiel Command will:

(1) Perform periodic scheduled supply assistance visits to Air Force activities world-wide.

(2) Perform special supply assistance field visits to Air Force activities, world-wide, upon re-

## Para. 79b—Cont.

quest and justification of major air commands.

b. Headquarters, Air Materiel Command will:

(1) Perform supply assistance field visits to Air Force activities, world-wide, upon request of major air commands or as may be considered necessary based upon available information.

(2) Perform supply assistance field visits to Air Materiel Command activities upon request of commanders, or as may be considered necessary.

(3) Perform special visits to higher headquarters, unilateral commands, civilian concerns, contractor's plants, and other components of the Department of Defense as required.

(4) Hold a conference at the conclusion of each visit with commander, base supply officer, and other key personnel to discuss the results of the visit.

(5) Prior to departing from the activity visited, or within ten days after the visit, prepare a formal report covering the results of the visit in accordance with the format prescribed in supplement XVII. Distribution of these reports will be in accordance with paragraph 81g.

#### 80. SPECIAL FIELD VISITS TO AIR FORCE ACTIVITIES BY AIR MATERIEL AREA AND AIR FORCE DEPOTS

a. Commanders of zone of interior air materiel areas and Air Force depots, will provide necessary personnel to perform extended supply assistance field visits as authorized by paragraph 78d and when approved by Headquarters AMC. Each AMA and Air Force depot will maintain a nucleus of personnel ready and capable of performing technical supply assistance in oversea areas immediately upon request. These personnel will have passports and maintain current physical and immunization records at all times.

b. The logistic support manager at each AMA or Air Force depot will be responsible for performing special supply assistance visits of the following categories:

(1) Logistic Support Manager Visits — Visits pertaining to specific problem areas affecting weapons/support systems for which the commander of the air materiel area or Air Force depot has the management responsibility. These visits will be made by the LSM, without regard to geographic area, upon request of major air commands, or as may be deemed necessary by the LSM. (General supply problems involving the fundamentals of supply at base level such as: requisitioning, inventorying, warehousing, marketing and distribution, etc., are not suitable areas for LSM visits and when such problems are encountered, they should be reported to the Director of Supply and Services of the AMA in whose geographical area the activity is located). See paragraph 80c.

(2) Commodity Class Manager Visits — Visits pertaining to specific problems related to items, or groups of items, in assigned commodity classes. These visits will be made by the CCM, without regard to geographic area, upon request

of major air commands, or as may be deemed necessary by the CCM.

(3) Nuclear Ordnance Commodity Manager Visits—Visits pertaining to problems related to logistic support of nuclear weapons. These visits will be made by the Directorate of Special Weapons, SAAMA, without regard to geographic area, upon request of major air commands, or as may be deemed necessary by the Director of Special Weapons, SAAMA.

c. The Director of Supply and Services at each AMA, except ROAMA, will be responsible for performing special supply assistance visits of the following categories:

(1) General Supply — Assistance — Visits — Assistance involving the basic fundamentals of supply at base level such as requisitioning, stock control, property accounting, inventory, warehousing, item identification, marketing and redistribution (property disposal) etc. When requests for special visits and/or assistance in anyone of the above areas involve a weapon/support system supported under volume XX, the Director of Supply and Services may request assistance or representation from the appropriate Weapon/Support System LSM.

(2) Operational Readiness — Visits by air materiel areas to organizations within geographical area to accomplish provisions of AFR 55-83. Visits will be made only upon request of major air commands.

(3) Preparation for Oversea Movement — Visits by air materiel area to deploying organizations within geographic area to furnish assistance in accordance with paragraph 7, section 2, volume VIII. Visits will be made upon request of major air commands.

(4) Air Force Contractor Facilities—Visits by air materiel areas to activities within geographic area to provide technical assistance in requisitioning procedures, establishment of stock levels, maintenance of USAF stock list publications, etc., and to assist in expediting government furnished parts and material when required to prevent production delays or stoppages. Visits will be made upon request of activity concerned.

#### 81. SCHEDULED FIELD VISITS TO ZONE OF INTERIOR AIR FORCE ACTIVITIES BY AIR MATERIEL AREAS, EXCEPT ROAMA

a. The commander of each AMA except ROAMA will accomplish scheduled technical supply assistance visits to Air Force activities within his geographical area. These visits will be performed by the Director of Supply and Services of the AMA. The purpose and objectives of these visits are (but not necessarily limited to) set forth in paragraph 81e. Technical supply representatives and field assistance teams, although conducting visits on an AMA geographical basis, should not restrict assistance activities to problems, mission and responsibilities of the AMA to which assigned. The supply support responsibilities of the individual AMAs are not confined

## Para. 81a—Cont.

within a geographical boundary but extend world-wide and across the boundaries of other AMAs. Therefore, field assistance teams are considered as AMC representatives and should conduct visits accordingly.

b. Field assistance visits are not to be made for the purpose of investigating or inspecting base supply operations or facilities, but to provide information and guidance on new objectives, procedures, logistic concepts, promote understanding of the foregoing, ascertain effectiveness of AMC supply support to AF bases, and document deficiencies contributing to support deficiencies. Where possible visits to AF bases will be made in conjunction with the major air command or subordinate command having jurisdiction over the activity to be visited, as mutually agreed upon the commander of the major air command and the AMA concerned. Visits will be made as follows:

(1) Visits to AF bases.—Semi-annual visits will be made to each Air Force base. The commander of the air materiel area will determine from review of prior visit reports the necessity for a scheduled visit during the next semi-annual cycle. When the review indicates an activity is operating in a satisfactory manner, the appropriate major air command will be advised that the activity will not be scheduled for a visit during the next semi-annual cycle. In no case will an AF base be excluded from two successive semi-annual schedules.

(2) Visits to ANG activities. Semi-annual visits will be made to each Air National Guard activity maintaining a consolidated stock record account. These visits are chargeable to Air National Guard P448 funds made available to all zone of interior air materiel areas and depots. The commander of the air materiel area will determine from the review of prior visit reports, the necessity for a visit during the next semi-annual cycle. When review indicates the activity is operating in a satisfactory manner, the Air National Guard Bureau will be advised that the activity will not be scheduled for a visit during the next semi-annual cycle. In no case will an ANG activity be excluded from two successive semi-annual schedules.

(3) Visits to AC&W sites. Semi-annual visits will be made to AC&W sites within the zone of interior. For visits to AC&W sites outside zone of interior, see paragraph 82f and paragraph 83a.

(4) Visits to AFROTC, Air Force CAP Activities and other miscellaneous activities. Air Force ROTC, Air Force CAP, Air Materiel Command Procurement and other miscellaneous activities maintaining consolidated stock record accounts will not be scheduled for supply assistance visits. These activities will be queried at least annually for any existing supply problems which cannot be resolved within resources available to the activity. Problems submitted as a result of these queries should be resolved wherever possible by correspondence. If this cannot be done, a personal visit will be made to the activity to provide necessary assistance.

c. Schedules. Air materiel areas will prepare schedules of field visits to Air Force activities listed in paragraph 81a(1), (2) and (3) for the periods 1 January through 30 June and 1 July through 31 December respectively for each calendar year. Copies of schedules will be distributed to major and subordinate commands concerned, to Headquarters, Air Materiel Command, ATTN: MCSD, and to each air materiel area and Air Force depot at least 60 days prior to 1 January and 1 July. Change to original schedules will be distributed as indicated above at least 15 days in advance of the originally scheduled date. These schedules will be used by LSM, CCM or Director of Supply and Services to determine whether any problems in their respective areas of concern, which exist at a specific activity, may be referred to the AMA field assistance team for resolution. If problems are of such a nature that personnel representation is deemed necessary, the LSM, CCM or Director of Supply and Services may elect to augment the AMA field assistance team. The appropriate AMA will be advised of any problem areas as far in advance of the scheduled visit date as possible.

d. Confirmation Prior to Visit:

(1) Air materiel areas will confirm forthcoming visits with the Air Force activity and major air command concerned 15 days in advance of the scheduled date of visit.

(2) Upon arrival at the activity, the air materiel areas representatives will notify the commander of the purposes and objectives of the visit.

e. Objectives of Scheduled Field Assistance Visits will be:

(1) To assist in implementation, application, and interpretation of new supply concepts and procedures. Particular emphasis should be placed on orientation, indoctrination, and education of base personnel in the supply concepts. Every effort should be made to aid in improving the quality of personnel and the supply operation.

(2) Furnish assistance in resolving supply problems which are hampering the activity in the performance of its mission.

(3) Determine the adequacy of established procedures and recommend revisions or additional procedures deemed necessary.

(4) Review the supply status and usage trends and stock levels of items causing AOCP, ANFE, VDP and other critical items. Assist in obtaining items and quantities. In reviewing this area, particularly in Lo-Valu item area, consideration will be given to frequency of requests (requisitions) submitted by bases, item range and quantity (stock levels) maintained. BASO should be impressed with the necessity for improving item range particularly in support of first line weapon/support systems as a means of preventing AOCP/ANFE condition.

(5) Review stock control records on critical and "Hi-Valu" items and assist the activity in making adjustments whenever a level is excessive or inadequate.



## Para. 81e—Cont.

(6) Review quantities of items on hand and direct the activity to take action as follows:

(a) Ship to the appropriate depot serviceable and reparable quantities of excess critical items contained in listings disseminated by applicable CCMs.

(b) Ship to the appropriate depot serviceable and reparable quantities of excess "Hi-Valu" items listed in the 00-35F series technical orders.

(c) A detailed account of the number of items reviewed, levels adjusted, and the number of excess items for which shipping instructions were given will be included in the report of visit.

(7) Review, in conjunction with assigned WSMO, procedures and practices used for support of aircraft listed in volume XX, and recommend revisions or additional procedures deemed necessary.

(8) Review progress and status of the Federal Cataloging Program.

(9) Observe operation and practices in all supply components including materiel control, inventory, storage, packing, shipping and receiving. In those areas where deficiencies are noted, make recommendations for improving the operation and assist local personnel in planning necessary changes in physical location, paper flow, material flow, etc. In those areas where outstanding performance is noted, thoroughly investigate methods employed, physical layout, paper flow and material flow. The information obtained in these outstanding areas can be utilized in assisting other activities to overcome deficiencies in similar operations.

(10) Observe operations at clothing sales stores.

(11) Take action on special subjects requested by Headquarters, Air Materiel Command and by other air materiel areas.

(12) Take action on special subjects approved and disseminated by Headquarters, Air Materiel Command. AMA and depot commanders desiring review of subjects at AF activities by field assistance teams should submit subjects to Headquarters, AMC, ATTN: MCSD.

*f.* Conference. A conference will be held with the commander, base supply officer and other key personnel at conclusion of visit to discuss the team findings. At bases where an AMC Weapons System Materiel Officer is assigned, any findings concerning weapon for which WSMO is monitor should be discussed with him.

*g.* Reports. Prior to departing from the activity visited, if possible, but no later than ten days after completion of the visit, prepare a typewritten report covering the results of the visit in accordance with the format prescribed in supplement XVII and distributed as follows:

(1) Original and one copy to activity visited.

(2) One copy to appropriate major air command or headquarters.

(3) One copy to appropriate subordinate command or headquarters.

(4) Three copies to Headquarters, Air Materiel Command, Attn: MCSD.

(5) Two copies to other air materiel areas who requested action on special subjects.

(6) Excerpts of the report will be forwarded by separate letter to action agencies (other than activity visited, command headquarters, and Headquarters, Air Materiel Command).

*h.* Action Required on Reports of Visit Performed by Air Materiel Areas:

(1) Activities designated in the report as action agencies for specific problems will be responsible for taking prompt action to solve such problems.

(2) The air materiel area performing the visit will be responsible for monitoring to a conclusion all problems requiring action by Air Materiel Command components and for advising the activity concerned and the major air command having jurisdiction as to action taken to solve the problems.

(3) Major and subordinate commands will be responsible for notifying their activities direct of action taken to overcome problems for which they have action responsibility. A courtesy copy of the notification may be furnished to the air materiel area which performed the visit.

(4) Headquarters, Air Materiel Command will be responsible for taking appropriate action and advising the air materiel area in regard to recommendations for revised or additional supply procedures.

*i.* Immediate Action Problems. In the event a visit to an activity reveals supply conditions which are seriously deficient in nature, the air materiel area concerned will forward a letter over the signature of the director of supply and services to the deputy for materiel of the major air command concerned to apprise him of these conditions for appropriate command action. If warranted, such letters will be forwarded through Headquarters, Air Materiel Command and Headquarters USAF to the major air command.

*j.* Repeat Problems. In the event a subsequent visit to an activity reveals that no action has been taken, or action taken has been inadequate to overcome problems previously reported, the air materiel commander will forward a letter, detailing each repeat problem, to the commander of the applicable major air command for appropriate command action. If warranted, such letters will be routed through Headquarters, Air Materiel Command and Headquarters USAF to the major air command.

*k.* Visits by air materiel area redistribution and marketing personnel to Air Force activities within their geographical area will be performed, scheduled, and reported as prescribed in paragraph 8, section 1, volume XIII.

## 82. FIELD VISITS TO OVERSEA ACTIVITIES BY MOAMA, MAAMA, SMAMA, OOAMA, AND ROAMA

*a.* MOAMA will perform scheduled annual field visits to USAF activities located in the Caribbean area (excluding auxiliary activities under jurisdiction of Patrick Air Force Base. These activities are included in WRAMA).

## Para. 82—Cont.

b. MAAMA will perform scheduled annual field visits to USAF activities located in the Dominion of Canada, east of 95 degrees west longitude, (excluding DEWLINE stations) Bermuda, Azores, and the Northeast area, including Newfoundland, Iceland and Greenland.

c. SMAMA will perform scheduled annual visits to USAF activities located outside the continental United States in the Pacific area east of 150 degrees east longitude.

d. OOMA will perform scheduled annual field visits to USAF activities under the jurisdiction of the Alaskan Air Command and activities located in the Dominion of Canada, west of 95 degrees west longitude excluding DEWLINE stations.

e. ROAMA will perform assistance visits to DEWLINE stations as requested by Commander, 4601st Support Group (DEW), ADC.

f. Scheduled visits to AC&W sites located in the oversea areas cited in paragraph 82a through d will be made only as mutually agreed upon by the AMA commander and the major air command concerned.

g. Schedules of proposed field visits to oversea activities will be forwarded to each major air command concerned and Headquarters, Air Materiel Command, ATTN: MCSD, at least 60 days prior to 1 January and 1 June. Changes to original schedules will be distributed at least 30 days in advance of the originally scheduled dates.

h. Personnel scheduled to participate in oversea visits will be processed in accordance with AMCR 30-3.

### 83. VISITS TO ACTIVITIES WITHIN USAF AND PACAF

a. Commanders, AMFEA and AMFPA will maintain a capability to provide supply technical assistance to USAF and PACAF activities and to Military Assistance Advisory Groups. Visits will be made to provide general assistance on basic supply policies and fundamentals. See paragraph 81e for objectives of scheduled supply as-

sistance visits. Technical assistance will also be provided food service, commissary, laundry and dry cleaning, and POL facilities at all installations visited. Visits to AC&W sites are located in USAF and PACAF areas will be made only as mutually agreed upon by the AMF commander and the oversea commander.

b. Requests for extended supply assistance visits required by USAF and PACAF activities will be submitted to the Air Materiel Force Commander. Each request will contain information specified in paragraph 78d.

c. Frequency of visits to base activities will be determined by mutual agreement between the Air Materiel Force commander and the oversea commander.

d. Weapon System Materiel Officers, assigned to USAF and PACAF bases, will perform technical supply assistance as related to support of specific weapon system assigned. Problems of a general nature as outlined in paragraph 81e which cannot be resolved locally will be referred to the oversea AMA in the geographical area. Where no AMA exists within the geographical area, these problems will be referred to the Air Materiel Force commander. Technical supply assistance beyond the capability of the assigned WSMO and pertaining to a specific weapon, will be requested from the LSM.

### 84. VISITS TO HEADQUARTERS AIR MATERIEL COMMAND AND AIR FORCE DEPOTS

Personnel of major air commands, subordinate commands and Air Force activities are authorized to visit Headquarters, Air Materiel Command and Air Force depots in connection with supply matters. However, all visits to Headquarters, Air Materiel Command by personnel of subordinate commands and Air Force activities will be approved by the respective major air command prior to such visits.

### 85 THROUGH 100. (UNUSED)



## SUBSECTION F

### MANAGEMENT

#### 126. PURPOSE

The purpose of this subsection is to outline the general policies and procedures for the development and operation of a management improvement program within consolidated base supply and depot supply. Management is defined as the judicious and successful utilization of manpower, material, facilities, and time to accomplish a given mission.

#### 127. SCOPE OF THE MANAGEMENT PROGRAM

*a.* The policy of the USAF is to encourage all supply officers, airmen and civilian employees to systematically review and appraise existing policy, organization, procedures, programs and projects with the aim to identify opportunities for improvement, simplification, or better utilization of the principal resources of management, viz, manpower, material, facilities and time.

*b.* The scope of the management program is Government wide. In the Executive Office of the President is the President's Advisory Committee on Management. To maintain effective action toward management improvement and to coordinate the management engineering activities throughout the Department of Defense, the Office of Management Engineering has been established in the Office of the Secretary of Defense. The Director of Manpower and Organization, Deputy Chief of Staff, Operations, Headquarters, USAF, is responsible for the over-all Air Force management program. The responsibilities for management programs at all echelons of commands are outlined in Air Force Regulations of the 150 series.

#### 128. APPLICATION OF THE MANAGEMENT PROGRAM

In the case of consolidated base supply and depot supply, the management program applies equally to administrative, operational and functional areas. It is particularly directed toward improvement in each supply area or functional field. Collectively, all management improvement efforts and projects should be directed with the ultimate objective in mind of more effective supply support for all activities served.

#### 129. RESPONSIBILITY FOR IMPROVEMENT OF MANAGEMENT

Primary responsibility for the improvement of management practices, conditions, and utilization of resources is vested in the base supply officer at base level, and director of supply and services at depot level. The management and procedures office of consolidated base supply and depot supply is charged with monitoring the over-all supply management improvement program, and lending assistance and guidance to the various functional areas.

#### 130. CONTINUING REVIEW OF OPERATIONS

The need for a continuing review of all supply operations is constantly reemphasized by such factors

as revised or expanded missions, reorganization, reassignment of key personnel, revised operations or program requirements, adoption of improved methods or devices, progressive unification, assumption of Army functions, etc. An apparently effective operating policy and procedure can become an obsolete or costly way of doing things, almost overnight, due to a change in any one of the above factors.

#### 131. MANAGEMENT IMPROVEMENT AWARDS

AFR 40-21 clearly outlines the policy, requirements, and criteria for recommending management improvement awards to civilian employees for superior accomplishment. This type of incentive or award action is separate from the employee suggestion program, although recommendations are processed through normal employee suggestion channels. It is desired that all base supply officers and directors of supply and services make a continuing review of management improvement accomplishment and initiate management improvement award recommendations in appropriate cases whenever they occur within the supply organization.

#### 132. PRINCIPLES OF MANAGEMENT IMPROVEMENT

Based on the four principal resources of management (manpower, material, facilities and time) the following general sets of principles are applied to effect management improvement: organization, personnel relations, utilization of facilities and motion economy.

#### 133. PRINCIPLES OF ORGANIZATION

*a.* The organizational structure of base supply squadrons, either Table of Organization or Table of Distribution, has been standardized for all AF bases, both zone of interior and overseas, figure 1-16. The organizational structure of consolidated base supply is as outlined in subsection B. The organizational structure of depot supply is as outlined in AMC OD 21-600 and/or 23-600.

*b.* The principles of organization are unity of command, span of control, homogeneous assignment and delegation of authority. Practical application of these principles, or lack of same, is primarily apparent in the working relationships existing between supervisors and subordinates and in the duty assignments of individuals.

(1) Unity of Command. Unity of command is the principle which is applied to organizations to meet a fundamental requirement of military management; the integration of all parts of an activity under the direction of one person. It is exemplified by the term "One Boss" and is applied to the structure at every echelon in the organization to assure that every person is responsible to only one authority. Application of this principle is assisted by having all persons in the organization know to whom they are responsible and, in case of supervisors, for whom they

are responsible. This is the premise on which the entire military system of command is founded.

(2) **Span of Control.** The principle of span of control is applied to organization in the process of defining the military manager's area of supervision and the number of his direct subordinates. It is divided into two significant elements: span of control of numbers, and span of control of distance.

(a) **Span of Control of Numbers.** As a general guide a military manager should supervise not less than three nor more than seven direct subordinates. Opinion on this subject varies, but the general consensus indicates that a person's directive abilities can be utilized most effectively when his supervision of personnel falls within these numerical limits.

(b) **Span of Control of Distance.** This element of the principle is applied primarily to the physical area over which the manager exercises supervision. The chief factor considered is the physical distance between the manager and his immediate subordinate. Successful application requires that the distance between the two be kept to a minimum consistent with effective supervision. Oversupervision frequently results when the manager is located too close to the subordinate; undersupervision is a common result of placing the subordinate at too great a distance from his superior.

(3) **Homogeneous Assignment.** This principle of organization is applied to the process of grouping functions within an activity and assigning duties to the individuals.

(a) In the grouping of functions, application of the principle requires that all related functions be grouped together. Broad functions which are related to one another should be grouped in major divisions. Within the divisions, functions which are lesser in scope but which are more closely related should be grouped into sections. Within the sections lesser functions which are specifically related are grouped into branches and are individually identified as units.

(b) In the assignment of duties to individuals, the functions within the organization are broken down and assigned to persons who, by their training and mental and physical capacities, are fully qualified to perform the work. Additional duties should require a whole or partial utilization of the basic knowledge and skills required for the performance of the primary duty of the individual to whom assigned.

(4) **Delegation of Authority.** This principle is applied to the manager's utilization of the capacities of subordinates in the accomplishment of a mission. It is best expressed by the statement that the authority to a subordinate should be commensurate with his assigned responsibility.

(a) A clear distinction should be made between delegation of authority and shunning of responsibility. Responsibility cannot be delegated. Regardless of the amount of authority a commander may see fit to delegate to his subordinates, he still retains full responsibility for the operation of his command. The delegation of authority should be limited to that number of subordinates whose activities may be actively supervised by the commander in the discharge of his responsibilities.

(b) When deputation of authority becomes too wide in scope for the commander to exercise control it has passed beyond the limits of good management. Each officer is of material assistance to the

commander in his exercise of this control, hence in the promotion of sound military management.

(c) Proper application of this principle results in giving all subordinates sufficient authority to fully discharge their responsibilities. Underdelegation of authority results in stifling the initiative of subordinates, while overdelegation commonly results in "empire building." Of the four principles of organization, delegation of authority is the most difficult to apply judiciously and is most often violated.

### 134. PRINCIPLES OF PERSONNEL RELATIONS

a. Four major factors are present in the principles of personnel relations:

(1) The understanding of human behavior.

(2) The meting out of judicious reward and punishment.

(3) Leadership evidenced by personal example.

(4) Proper utilization of personnel.

b. **Understanding of Human Behavior.** Certain basic desires and wants are universal among people, the most common of which are the desire for approval, recognition of work done, affection, comfort, security, protection, stimulation of senses, exploration, and association with others. These basic desires are modified by individual differences in education, environment, and physical, mental and emotional development, and maturity. These desires, as modified, form the basis of human behavior, and through an understanding of these factors the manager can, by satisfying certain desires and removing or subjugating others, control the behavior of his subordinates.

c. **Judicious Rewarding and Punishment.** The leader of a military organization is often called upon to reward subordinates for work performed beyond that which is required, and to punish them for violation of social, civil and military rules. The method used in administering these rewards and punishments will directly affect his success of managing personnel. It is through his daily contacts with his subordinates that the reputation of the manager for swift, consistent, and impartial judgment of matters calling for reward or punishment is established. A few rules-of-thumb in the application of this principle are: don't criticize a group to reach a few; discipline privately, praise publicly; be cautious of standard punishments; and, make rewards and punishments commensurate with the need.

d. **Leadership Evidenced by Personal Example.** A military organization will reflect the personal qualities of its leader. This is natural, for subordinates look to their superior for guidance. Such desirable qualities of a military leader as smartness of appearance, high moral character, industry, integrity, courage, loyalty, and confidence, are always evidenced by their presence in his organization. The practice of setting a good personal example is probably the easiest, yet the most neglected method of influencing the behavior of subordinates.

e. **Proper Utilization of Personnel.** The aforementioned principles of personnel relations, no matter how conscientiously and expertly applied, cannot result in maximum efficiency and economy of operation unless they are accompanied by a proper utilization of personnel. This can best be achieved through strict observance of the following five cardinal rules of personnel utilization:

(1) **Get the Right Man on the Job.** The exercise of this rule is primarily a function of classification and assignment. For this purpose, there has been developed an elaborate classification and assignment system for military personnel and civilian employees. A man whose background has been that of a mechanic, for instance, should be utilized in that capacity wherever possible. Such a man is normally wasted by assignment to administrative duties, in a mess hall, as an MP, or on other such dissimilar duties. One of the main jobs of management is to prevent such malassignment.

(2) **Increase His Ability for Work.** After selecting the best qualified man for the particular job, it is then necessary to insure that he is available for the performance of his assigned duties the greatest amount of time. To do this, many things must be considered. The man's health must be protected. Many valuable manhours are lost because of a lack of consideration given to living conditions and normal health requirements.

(3) **Stimulate His Will to Work.** This rule is largely a matter of morale. High morale is necessary for the efficient operation of any activity. However, morale alone is not enough. A sound orientation and indoctrination program must also be in effect. The individual should be made completely familiar with the necessity for his job and how it fits into the over-all operation of the activity. He should be encouraged to make suggestions or constructive criticisms concerning his job. He should also be made to feel that he is important to the performance of the mission, and his recommendations and grievances should be willingly heard and seriously considered.

(4) **Increase His Capacity to Produce.** Successful application of this rule is primarily contingent upon making various "tools" available to him. These tools include educational opportunities, on-the-job training programs and other training necessary to increase his mental and physical capacity to perform not only the job to which he is assigned, but to prepare him for duties requiring greater training and degrees of skill. By training the individual to fill the next higher job in the chain of command, the efficient manager is assured at all times of being able to fill any vacancies with trained personnel. His capacity to produce is also dependent upon the availability of equipment necessary to perform his job. Adequate up-to-date equipment not only is conducive to greater mechanical efficiency but also an important morale factor.

(5) **Use Him Fully on Essential Tasks.** This final rule might be well considered as a part of the morale factor except that it covers many more aspects than that. No one can be satisfied or take pride in his work if he is aware that he is being required to accomplish nonessential or unnecessary tasks. However, over and above this aspect is the matter of efficiency. An important duty of management is the abolishing of unnecessary or nonessential activities. Each job being performed must have a direct bearing on the accomplishment of the mission in order to justify its existence. The use of personnel in the performance of nonessential duties cannot be condoned in the interest of efficiency and economy of operations.

### 135. PRINCIPLES OF UTILIZATION OF FACILITIES

a. Proper utilization of facilities is simply taking maximum advantage of man's scientific advancements. The principles of utilization of facilities are: allocation of space and material, use of facilities, and, care and conservation of material. Proper utilization of existing facilities results in the realization of maximum efficiency therefrom. Conversely, improper utilization prohibits maximum efficient operation regardless of other efforts expended toward that end. All officers should be constantly alert to discover methods for more efficient utilization of equipment and facilities, or to recommend that those which cannot be efficiently utilized be diverted to an activity that can realize full benefits from them.

b. **Allocation of Space and Equipment.** The principle of allocation of space and equipment should be governed by one controlling factor: Is the space and equipment utilized by a given activity proportionate to the contribution it makes to the over-all mission of the command? The management should be concerned with underallocation as well as overallocation. Frequently only internal adjustment is necessary to remedy what appears to be a serious situation insofar as space and equipment are concerned.

c. **Use of Facilities.** Equipment and other material facilities are designed for specific purposes. In order to secure maximum design benefit from such facilities, it is imperative that they be used for the purpose and in the manner intended. The occasional necessity for the use of certain facilities for other than their design purpose, due to the lack of proper or adequate facilities, is undesirable and should be remedied as expeditiously as possible. Misuse of facilities when a requirement for their design purpose exists, or when other proper and adequate facilities are available, is indicative of poor management.

d. **Care and Conservation of Material.** The efficiency of an organization and the ability of its commander are directly reflected in the manner and degree of caring for equipment and conserving materials. The commander retains full responsibility but cannot maintain any appreciable degree of direct control over the care and conservation of equipment and materials.

### 136. PRINCIPLES OF MOTION ECONOMY

a. There is generally a better way to perform any operation, and out of this realization certain principles of economy of motion were evolved, the most important of which are delegation of work, prepositioning material, and reduction of nonproductive activity. The application of these principles to individual and group operations reduces the time and human energy required to accomplish the job.

b. **Delegation of Work.** Successful application of this principle results in reduced costs of finished products and makes personnel and material available for additional duties.

(1) Work may be delegated not only to people but also to mechanical devices. The manager should retain for his own performance only those duties of a broad and supervisory nature which cannot logically be delegated to others. All functions of an activity which may reasonably be performed by subordinates

should be delegated to them as duties. In a sense every individual is a manager. Some manage extensive activities employing many people. Others manage only their own work; it is they who have the greatest opportunity for delegating work to mechanical devices.

(2) Delegation of work must be a delicately balanced process and careful attention must be given to the problem of the manager's retaining supervisory control and guidance without submerging himself in unnecessary detail or handicapping his subordinates with oversupervision or retention of pertinent information.

(3) The base supply officer and director of supply should be familiar with the concepts of delegation of work in order to better enable him to evaluate methods currently employed and to permit him to intelligently direct improvements.

c. Pre-positioning Material. In the final analysis this simply means placing personnel and material necessary for the performance of a particular job at a location which will require the least amount of time and effort to be expended in the accomplishment of the assigned task. Practical applications of this

principle can be readily observed in noting the composition of the packaging production line, the location of the shipping and receiving relative to commercial transportation facilities, and the location of service stocks relative to maintenance shops.

d. Reduction of Nonproductive Activity. Nonproductive activities are those efforts expended during the process of accomplishing an essential duty and which contribute nothing to the completion of the task; they are lost time and motion. By eliminating those operations which do not contribute to the end product, we ultimately reach a more efficient and economical organization.

### **137. PROCESS ANALYSIS**

To assist all functions of consolidated base supply and depot supply in evaluating their operation, the use of a Process Analysis Work Sheet and Flow Chart, figure 1-17, is encouraged. These charts will be used to justify recommendations for changes in operating procedures outlined in AFM 67-1.

**138 THROUGH 150. (Unused.)**



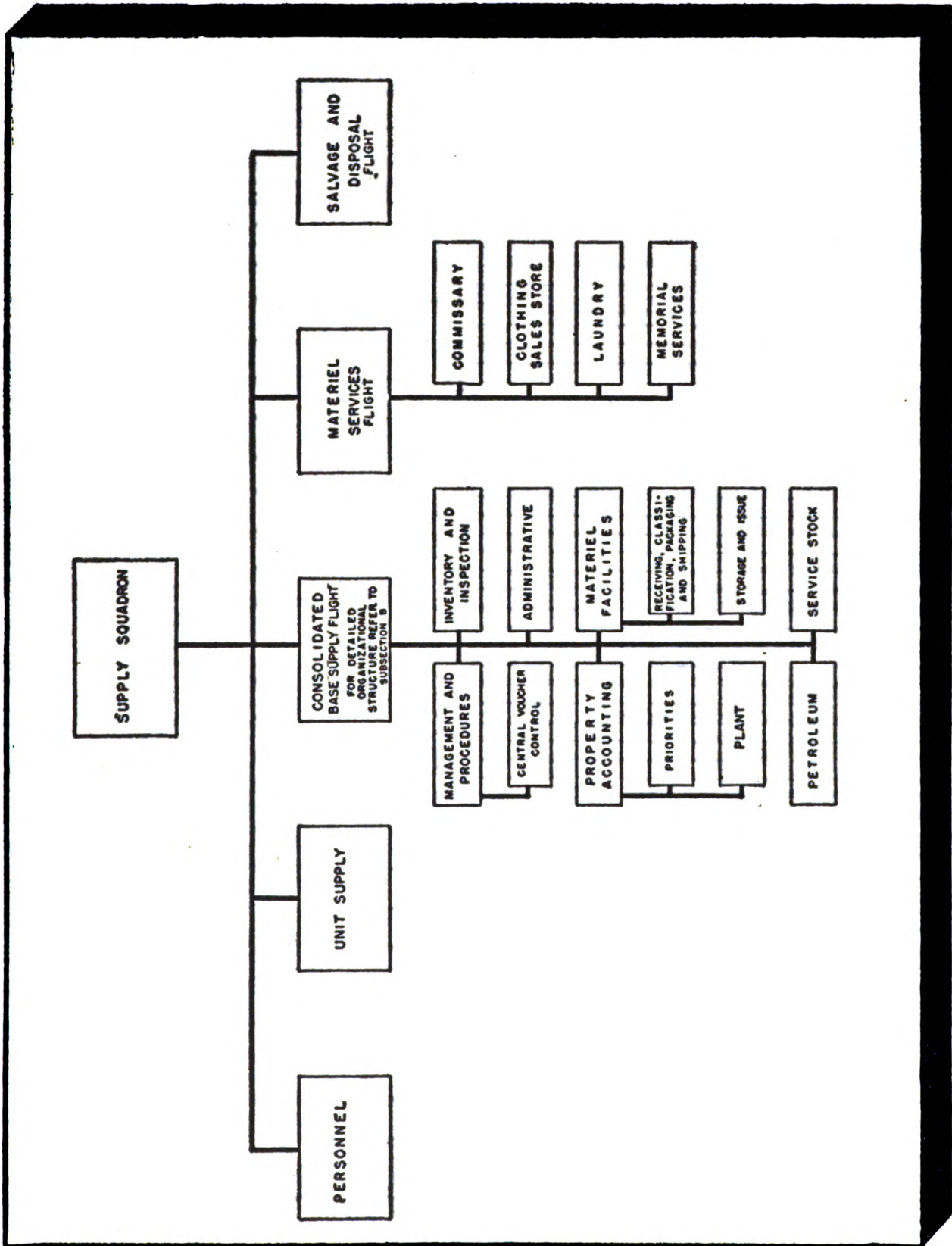


FIGURE 1-16. ORGANIZATIONAL STRUCTURE OF BASE SUPPLY SQUADRONS.



**SUPPLY PROCESS ANALYSIS WORK SHEET AND FLOW CHART**

15 Feb 1951 PAGE 1 of 1

DATE: .....

FUNCTION: No. 6 - Receipt of Class 22 Material STATION: SAAMA - Kelly AF Base  
 (By Truck from Vendor against a contract) DIVISION: Supply SECTION:

	OPERATIONS		INSPECTIONS		TRANSPORTS			TEMP. STORAGE		PERMANENT STORAGE (STEPS)	TOTAL STEPS	TIME		AVERAGE NO. OF DOCUMENTS PROCESSED PER MO.	
	STEPS	TIME	STEPS	TIME	STEPS	TIME	DISTANCE	STEPS	TIME			TOTAL	WORK LEFT STORAGE		
FORMER															
IMPROVED	13	173:21	1	2:33	5	2:31	522	4	30:06		23	208:31	178:25	1,198,775	Board feet
SAVINGS															

STEP NO.	DETAILED DESCRIPTION OF STEPS											DISTANCE IN FT.	TIME				
		1	2	3	4	5	6	7	8	9	10		MIN.	SEC.			
1	When Shipper's Tally received from driver, walks to site selected for unloading	•	•	•	•	•	•	•	•	•	•	•	•	•	250	1	12
2	Verifies quantity in shipment, and enters date and signature on Tally	•	•	•	•	•	•	•	•	•	•	•	•	•		2	53
3	Two fork lift operators, 1 laborer, and 1 storekeeper unload and place in bay location (3 items - 16,096 board feet combined time)	•	•	•	•	•	•	•	•	•	•	•	•	•	117	12	
4	Returns to office	•	•	•	•	•	•	•	•	•	•	•	•	•	250	1	12
5	Converts "pieces" of lumber to board feet	•	•	•	•	•	•	•	•	•	•	•	•	•		1	50
6	Rough drafts information for Receiving Report - Stock No., board feet, and computes weight	•	•	•	•	•	•	•	•	•	•	•	•	•		1	35
7	Pulls contract from file, screens receipt against contract	•	•	•	•	•	•	•	•	•	•	•	•	•			33
8	Returns contract to file	◻	•	•	•	•	•	•	•	•	•	•	•	•			4
9	Places papers on desk	◻	•	•	•	•	•	•	•	•	•	•	•	•			2
10	Picked up by Typist-Voucher Clerk	•	•	•	•	•	•	•	•	•	•	•	•	•	7		2
11	Assigns voucher number, accomplishing entry on Informal Record	•	•	•	•	•	•	•	•	•	•	•	•	•			3
12	When time permits, completes Voucher Register and "Stat" Sheet from Informal Record	•	•	•	•	•	•	•	•	•	•	•	•	•	4		
13	Types Receiving Report (DD 250 or NME 227)	•	•	•	•	•	•	•	•	•	•	•	•	•	7	20	
14	Completes Shipper's Tally	•	•	•	•	•	•	•	•	•	•	•	•	•	5		
15	Types Breakdown Sheet (by Stock Number and Board feet)	•	•	•	•	•	•	•	•	•	•	•	•	•			6
16	Assembles Receiving Report, Shipper's Tally and Breakdown Sheet	•	•	•	•	•	•	•	•	•	•	•	•	•	2	14	
17	Retains one copy of each and files	◻	•	•	•	•	•	•	•	•	•	•	•	•			
18	Carries Receiving Report (orig. & 4), Shipper's Tally (orig. & 4 typed copies) and 3 copies of Breakdown Sheet to Bin Card Clk.	•	•	•	•	•	•	•	•	•	•	•	•	•	6	3	
19	Posts to Bin Cards (3 items)	•	•	•	•	•	•	•	•	•	•	•	•	•	1	6	
20	Carries to Sub-Unit Chief, who is also authorized Inspector	•	•	•	•	•	•	•	•	•	•	•	•	•	7	2	
21	Stamps and signs 3 copies of Receiving Report (as Inspector and enters "Serviceable" thereon	•	•	•	•	•	•	•	•	•	•	•	•	•		2	
22	Places in Out Tray for pick-up by Messenger Service	◻	•	•	•	•	•	•	•	•	•	•	•	•	30		

\*ORGANIZATIONAL LEVEL

1. Sub-Unit Spvrs.    2. Whse. Off. Sub Unit

3. Yard                    4.                            5.                            6.                            7.                            8.

○ OPERATION

◻ INSPECTION

◻ TEMP. STORAGE

◻ PERM. STORAGE

PAGE TOTAL    522    208    31

PREPARED BY

APPROVED BY

AMC Form 193    Air Force-WPAFB-O-2 Apr 51 50M    Supersedes AMC Form 193. 23 May 50. which may be used.

## CHAPTER 2

### RECEIVING

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#### 1. GENERAL

a. The purpose of this section is to provide uniform and effective procedures for receiving material and supplies, including detailed instructions for proper completion of receiving documents.

b. It is essential that a complete and exact check be made of all packages at the time of receipt. Packages which contain a single item of supply and are properly tagged or labeled or marked in accordance with section 18 will not be opened unless there is evidence of mishandling, damage to contents, error, intent to mislead the receiving activity, or when specific instructions require inspection or reinspection at destination. When packages are accepted without opening, the quantity received of each item will be determined by adding the quantities indicated on the condition tags or labels. Packages not tagged or labeled in accordance with section 18 will be opened, and the contents will be inspected, counted, and appropriately condition tagged or labeled. Adherence to these principles will preclude unnecessary and indiscriminate opening of packages, and will reduce the number of inventory adjustments attributable to faulty inchecking or deficient inspection.

c. Efficiency in receiving depends on how well the shipper has followed the established shipping procedures. It is of the utmost importance that the receiver be familiar with the instructions applicable to the shipper so that irregularities can be reported promptly. Shipments from contractors should be checked against the delivery schedules and shipping instructions set forth in the contract, and all violations should be reported to the office administering the contract.

d. Under normal conditions, centralized receiving, inspection, and property checking lines will be established for purposes of making most effective use of space, personnel, research and embossing facilities, drawings, commodity specifications, handbooks, technical orders, supply catalogs and similar data. Inspection and property checking

lines may be decentralized under conditions where such action is in the best interests of efficiency and economy. For example, items which are too heavy or bulky for ease in handling, or large quantities of a single item in multiple containers, should usually be unloaded at or forwarded directly to the storage or using point. All materials requiring special handling such as classified, sensitive, or hazardous items, etc., must be handled in accordance with prescribing directives. (See supplement II, section 6, AFR-205-1, etc.) In all instances, receiving responsibilities will include the accomplishment of all necessary transportation billing documents, receiving documents, and issue or shipping documents when applicable.

e. The receiver's document will be used for all the purposes formerly served by incoming tallies, dock receipts, delivery receipts, routing and dispatch sheets, and similar local forms. No auxiliary local forms will be used in connection with receiver's documents. This paragraph does not preclude the use of such transportation inchecker's work sheets as may be prescribed by the local transportation officer.

f. Conveyor lines may be provided for unloading, sorting, checking, handling, inspection and counting property received. When conveyor lines are not available, or when the volume of material and supplies received does not justify the installation of such equipment, other suitable equipment, such as tables, dollies, trucks or pallets may be used.

g. All stamping and marking will be placed on receiving documents in such a manner as not to obliterate other entries or to occupy space provided for finance and accounting codes and extension of unit prices.

h. When shortages are found, or when the authorized inspector finds defects or evidence of inferior quality in materials which have already been inspected and accepted at origin, action will be taken to effect an appropriate adjustment with the contractor. This applies whether or not actual

Para. 1h—Cont.

payment has been made. Normally, such adjustment will be the responsibility of the administrative contracting office. However, when the duplicate copy of AF Form 672, "Report of Discrepancy," returned to the receiving activity as provided in paragraph 11h fails to indicate that an appropriate adjustment has been made, this fact will be promptly reported to Headquarters, Air Material Command, ATTN: MCCAAP. This correspondence will include copies of receiving documents, reports of discrepancy, inspection report, photographs necessary to portray the reasons for rejection, and all other documents related to the rejected materiel.

i. Pilot pickups, and receipts of priority 5 or higher property may bypass central receiving and be delivered direct to the using organization indicated in the "Marked For" portion of the shipping document. Other receipts marked for a particular using organization should, normally, be delivered direct from central receiving to the using organization rather than to a storage point. Repairable direct missile support items received by depot repair points will be delivered direct to the maintenance activity unless directed otherwise by the LSM (see paragraph 11, section 1, volume XX and paragraph 1, section 2, volume XXIII). When property is issued direct to a using organization or depot maintenance activity, all necessary entries, including notation of direct delivery, will be placed upon the appropriate copies of the receiving document, and will be signed by a representative of the organization accepting the property.

## 2. RESPONSIBILITIES

a. Receiving requires active participation by transportation, document control clerks, material handling personnel, inspectors, property checkers, stock locator clerks, and warehousemen. Because of variations in organizational structures of receiving activities within the Air Force, this paragraph will outline the necessary functions, but will not name the component responsible for each function. Such responsibility will be as determined by the major command, or in the absence of specific instructions from major command level will be determined locally, in accordance with applicable organizational directives.

b. Receiving encompasses the following operations:

(1) Maintaining files of contracts and purchase orders which call for acceptance at destinations. Contracts calling for acceptance at origin will be maintained only when the supply officer determines that such contracts are necessary for efficient operation. Otherwise, any information required concerning this type of contract will be obtained from the stock control office. Delivery schedules stipulated in the contract will be carefully noted, and deviations therefrom will be reported to the administrative contracting office. Piecemeal deliveries of small lot orders will also be reported, and the administrative contracting office will be requested to take action to insure one-time delivery of future orders. Upon receipt of the final shipment, contracts will be removed from the

active file and placed in the completed file. This completed file may be retained for reference purposes for three months. Completed contracts will be destroyed three months after receipt of the final shipments, and any inquiries received thereafter will be referred to the stock record office. Contracts offering discount will be conspicuously marked "Discount—Expedite."

(2) Examination of seal record and seals prior to unloading. If the seals are at variance with the seal record, or if the seals are broken, or show evidence of having been tampered with, the officer in charge will be notified before unloading. Appropriate notations will be entered on freight bills and bills of lading.

(3) Expeditious unloading of all material and supplies from commercial and government carriers.

(4) Performing an accurate count of packages and unpackaged units unloaded, and insuring that all discrepancies are appropriately noted on freight bills, receiver's documents, and bills of lading.

(5) Checking all packages and unpacked units for damage which appears to have been incurred while in the carrier's possession.

(6) Obtaining the signature of the carrier's agent, acknowledging damage to property and discrepancies in shipment.

(7) Sorting and matching packages and unpackaged units with the appropriate documentation.

(8) Removing receiver's document copies from each shipment, being careful that they are not torn, smudged, or otherwise damaged in the process.

(9) Obtaining or preparing receiving documents when shipments are not accompanied by receiver's documents or when sufficient copies are not received. Packing sheets, advance copies of shipping documents, coded requisition copies, package markings and transportation records may be used as the basis for preparation of the required receiver's documents. Information available from these sources will be entered on the appropriate form taking into consideration the type of receipt being processed. Extreme care will be taken to determine and record the consignor of each shipment received.

(10) Accomplishing receiving documents covering items procured on base procurement and for property received from vendors, which is not accomplished by receiving documents prepared at origin.

(11) Holding receipts checked short, pending arrival of the missing packages when it is known that the shortages will arrive within 24 hours. Otherwise, receipts involving shortages will be processed immediately. When receipts involving shortages are processed prior to arrival of packages checked short, suspense copies of receiving documents will be prepared and filed by shipper's document number or by contract and shipment number as appropriate. Such documents will expediate processing of shortages upon arrival, and will insure that shortages received are applied to the appropriate shipments.

## Para. 2b—Cont.

(12) Entering container or piece shortage. When a piece or container shortage is discovered, the "Discrepancies Noted on Reverse Side" will be so indicated on the document. Discrepancies will be fully explained on the reverse side, including the weight (as indicated on the freight bill or bill of lading) of the pieces or containers not received. In all instances of discrepancy between the consignor's figures and the incheckers count, the count will be verified by another inchecker. The consigner's entries (quantity of pieces and containers) will not be obliterated but will be lined through and the actual quantity received annotated adjacent thereto or in the quantity received column, as applicable.

(13) Signing and dating warehouse inchecker blocks.

(14) Opening packages and performing inspection as necessary. Packages opened for inspection will be determined by the inspector in charge.

(15) Insuring that stock record account copy of receiver's document is signed or stamped by the inspector to assure identity, condition, status and tagging of property is in accordance with chapter 18.

(16) Insuring that identity, condition, and status of all items as shown on receiver's document are in complete agreement with identity, condition, and status as determined by the inspector.

(17) Changing receiver's documents as necessary to reflect identity, condition and status of each item, as determined by the inspector, including preparation of extract documents required when a single receiving document is found to contain items of more than one commodity class, condition or status.

(18) Determining the correct count of all items, and entering the amount actually received in the "Quality Received" column of the receiver's document. All condition tags and labels will be completed to show quantity and accurately reflect the quantity actually received.

(19) Listing in detail on appropriate receiving documents or on attachments thereto, any component parts shortages.

(20) Packaging, or repackaging as required after inspection and checking has been accomplished. Items not intended for immediate issue will be packaged in a manner suitable for storage prior to dispatching to the designated storage warehouse. All pertinent information will be shown on all packages.

(21) Distributing copies of receiving documents in accordance with attachment 1 and related procedural paragraphs. Stock record copies will be forwarded direct to the stock control office immediately upon completion of inspection and checking of property. Accounting and finance copies will remain with stock record copies to insure completion of entries.

(22) Forwarding property to the storage warehouse. After inspection, checking, and necessary packaging have been accomplished, all material and supplies will be segregated by commodity class and condition and forwarded to the storage point designated, accompanied by the

"Warehouse Copy," of receiver's document.

(23) Processing in accordance with prescribed procedures all items condemned in receiving.

(24) Preparing DD Form 46, "Report of Survey," as required by volume IV.

(25) Preparing DD Form 6, "Report of Damaged or Improper Shipment," as required by AFR 71-4.

(26) Preparing AF Form 672 as required by paragraph 11.

(27) Notifying the finance office when a receiving document involving acceptance at destination cannot be processed within six calendar days after unloading from the carrier's equipment.

(28) Insuring that all shipments intended for another activity, but received in error, are forwarded to the appropriate consignee.

### 3. RECEIPTS FROM OTHER AF ACTIVITIES

a. Receipts from other AF activities will normally be received on the copies of shipping documents accompanying the shipment as provided in chapter 4. In case of shortage of any or all of these copies, sufficient copies to make up the shortage will be prepared by the receiving activity. Information required will be obtained from package marking, item identification tags or labels, requisition files, status cards or transportation records. To insure proper distribution of copies, receiving documents will be marked or stamped as follows:

(1) "Stock Record." The original will be used for this purpose when available. However, those receiving activities preferring to prepare and use an AF Form 104P-1 for this purpose in lieu of the AF FORM 104P-3-7 will be permitted to do so, but the shipper will not be held responsible for this alternate preparation.

(2) "Accounting and Finance." These copies will remain with the stock record copy. Identical entries will be made on the accounting and finance copies and the stock record copy, except that storekeepers, incheckers, and inspectors signatures or stamps will not be required on accounting and finance copies. Upon completion of entries, the accounting and finance copies will be forwarded along with the stock record copy to the stock record section. The stock record section will process accounting and finance copies to the base accounting and finance activities.

(3) "Warehouse." This copy will accompany the shipment to the warehouse and will be destroyed when of no further use.

(4) "Transportation." Normally, this copy will be received with the bill of lading. If not detached from the property received copy of the bill of lading during the receiving operation, the marking "Transportation" will not be required.

(5) "Hi-Valu Intransit Control Copy." This copy, required only with shipments of Hi-Valu items, will be forwarded immediately upon completion of the receiving operation to the local office responsible for stock balance reporting of Hi-Valu items.

b. Punch card requisitioning procedure have eliminated the requirement for assignment of

Para. 3b—Cont.

debit document numbers. Full advantage will be taken of this fact to expedite the flow of material and paper work in the receiving operation. Since each item is provided with separate documentation, the stock record copy and the accounting and finance copy should be accomplished and forwarded to the appropriate offices immediately upon completion of the necessary inspection and count for that item.

c. At domestic activities, AF Forms 104P-1 Status Cards, received from the shipper may be used to establish suspense files in central receiving. When local management determines that suspense files will be established, status cards will be processed as received over the locator records and the stock location entered on each status card. Status cards will be filed according to the shipping activity, and by stock number. The receipts will be matched against the files and the corresponding status cards removed and used as the "Warehouse copy." When a single item is packed in two or more containers, and only a part of such containers are received, the status card will be retained in file pending receipt of the remaining portion of the item. In such instances, AF Form 104P-3-7 will be used as the warehouse copy of the receiving document. If the entire quantity of an item is received at one time, and the status card is used as the warehouse copy, the copy of the AF Form 104P-3-7 provided for this purpose will be destroyed. Suspense files of status cards will be reviewed weekly, or as often as considered necessary by local management to determine the items overdue. Information necessary for follow-up action will be taken from the cards, but the cards will not be removed from file. Each card will be stamped to indicate the date follow-up action was initiated. When items are received subsequent to follow-up action, appropriate notations will be made on the follow-up records. The submission of follow-up messages will be governed by the pipeline time normally required between the receiving activity and the shipper concerned.

d. Parcel post receipts will be delivered direct to central receiving with the packages unopened, and with the receiving documents intact. The only information regarding parcel post receipts required by transportation will be the data necessary for completion of AF Form 476, "Monthly Traffic Management Data," as prescribed in AFM 75-1.

e. The transportation inchecker's signature will be required only on the transportation copy of AF Form 104P-3-7.

f. The receiving inchecker's signature will be required only on the stock record copy.

g. When property is received on a document in various conditions, another document will be prepared for each condition using the same document number. Each document will be stamped or marked with the applicable condition if other than serviceable.

#### 4. RECEIPTS FROM ANG, ARMY, NAVY, GSA AND GSA CONTRACTORS, AND OTHER GOVERNMENT AGENCIES

a. Normally receipts from these activities will

be received on the documents furnished with the shipment. These document copies will be stamped or marked and used as provided in paragraph 3a(1) through (4).

b. Exceptions:

records, the other copy marked "Accounting and

(1) For ANG shipments. In the event of Hi-Valu items, an additional document copy as provided in paragraph 3a(5) will be processed.

(2) For shipments from GSA or GSA Contractors. These shipments will normally be received with a covering reproducible master employing DD Form 1155. (See paragraph 30, chapter 2, volume II for procedural details for obtaining supplies from GSA.)

#### 5. PETTY CASH PURCHASES

Petty cash purchases will normally be received with three copies of AF Form 385, "Cash Purchase Receipt." This form serves both as a purchase order and receiving report. One copy will be retained by the purchasing officer, one copy will be designated "stock record" and forwarded to local stock records, the other copy marked "Accounting and Finance Office" will be forwarded immediately upon completion of the physical receiving and inspection and stock record functions to the local accounting and finance office. Petty cash purchases must meet the requirements of AFPI 3-604.

#### 6. GENERAL INSTRUCTIONS FOR RECEIVING SHIPMENTS FROM VENDOR

a. Prompt payment of accounts is of prime importance in establishing and maintaining satisfactory relations with vendors. In instances of interdepartmental procurements, failure to promptly process and forward receiving reports reflects unfavorably upon the Air Force, both from the viewpoint of the vendor and the procuring service. It is essential that all receiving reports be completed and distributed as soon as possible. The copies required by accounting and finance to record inventory acquisition and support payment must be forwarded to the stock control office immediately upon completing inspection and checking of property (see paragraph 2b(21) and 3a(2)). In no case will "destination acceptance" shipments be reshipped without prior accomplishment of receiving documents required to support payment to the vendor. If the contractual document or amendment thereto provides for shipment to another destination, the shipment will be rejected (see paragraph 6i). Special attention will be given to shipments involving discount to insure that the necessary receiving documents are furnished the paying finance office to enable obtaining the authorized discount rate. It will be noted that certain invoices may specify a discount which has not been provided for in the applicable contract or purchase order. Such indicated discounts will be assumed valid and documents will be processed and stamped or marked accordingly.

b. To attain the purpose stated in paragraph 6a the following action will be taken:

(1) A target of 24 working hours will be es-



**Para. 6b(1)—Cont.**

established for accomplishing and forwarding receiving documents to appropriate offices.

(2) A maximum period of six calendar days is established for accomplishing and distributing receiving documents to the appropriate offices. Processing time beyond this limit is considered unsatisfactory, unless there are extenuating circumstances. When for any reason receiving documents required for making payment cannot be accomplished within the maximum period, the accounting and finance office will be notified in writing the reasons for delay and the date receiving documents may be expected. This correspondence will be dated not later than the sixth calendar day after receipt of material and signed by the supply officer. An information copy will be forwarded to the office administering the contract. This action will insure that the supply officer is aware of all receiving documents not processed within the prescribed time limits, and will preclude the need for follow-up action by accounting and finance offices or administrative contracting offices.

(3) In order to provide necessary reference data for comparison between the target objective and actual performance, the date receiving documents were forwarded to the appropriate offices will be stamped on the stock record copy.

(4) Spot checks will be made at frequent intervals by commanders to determine how well the prescribed objectives are being met. Any stock control inspection, property audit, or administrative inspection of an activity will include a determination of performance against such objectives.

(5) All documents pertinent to a shipment on which discount is offered will be conspicuously stamped "Discount—Expedite."

(6) Receiving documents will be forwarded by air mail if such action will expedite delivery.

(7) Follow-up action required on delinquent receiving documents will be directed to the activity responsible for accomplishment and distribution as prescribed in paragraph 8 or 9, as applicable. When receiving documents covering material delivered to deactivated activities are required, follow-up action will be directed to the major air command having jurisdiction over the deactivated activity. The major air command concerned will take action to determine receipt, and to accomplish and forward receiving documents to the appropriate offices. When a vendor has furnished proof of delivery to an AF activity, receiving documents will be accomplished immediately, whether or not the material can be found. If the material cannot be found, responsibility will be determined as prescribed in chapter 11 and AFM 277-111.

*c.* Shipments from vendors will be received on DD Form 250, "Material Inspection and Receiving Report" with the following exceptions.

(1) Petroleum products and similar materials when shipped by tanker or barge. Such shipments will be covered by DD Form 250-1, "Tanker/Barge/Pipeline Shipping Report," and DD Form 250-2, "Tanker/Barge/Pipeline Discharge Report," processed and distributed in accordance with chapter 3, volume XII.

(2) Procurements accomplished by Standard Form 44, "US Government Purchase Order—Invoice-Voucher," DD Form 1155, "Order for Supplies or Services," AF Form 385, "Cash Purchase Receipt" or other authorized combination purchase order-receiving report forms. In such instances, the form used as a purchase order also serves as a receiving document. Preparation and routing will be in accordance with the appropriate procurement instructions.

*d.* The distribution of copies, and proper accomplishments of inspection and acceptance certificates are dependent upon the inspection and acceptance point. Receiving personnel will carefully note the inspection specified in the contract, and accomplish the certificates and distribution of copies accordingly. (See attachment 1.)

*e.* Only serviceable property will be entered in the "Quantity Received" column of receiving documents. Property found to be reparable or condemned by qualified inspectors at the time of receipt from vendors will be handled as follows:

(1) If the reparable or condemned condition appears to be due to damage incurred while in the possession of the carrier, the transportation officer will retain custodial responsibility for the damaged property pending determination of disposition in accordance with part three, AFM 177-111.

(2) All other condemned or reparable property received from vendors will be the custodial responsibility of central receiving pending receipt of final disposition instructions. (See paragraph 11.)

*f.* Receipts from vendors will not be held because of nonreceipt of receiving documents. The consignee will prepare the required documents. When acceptance and/or inspection is at origin, the consignee will immediately notify the administrative contracting office of the omission.

*g.* Certificates of inspection and/or acceptance will be signed by the base or depot supply officer, or his authorized representative.

*h.* If material is received for which no copy of the contractual document has been furnished the consignee, immediate follow-up will be made to the appropriate contracting office. Telephone, teletype, or other suitable means will be used. Necessary copies will be furnished by the contracting office, using appropriate transmittal priority.

*i.* Materials rejected by the authorized inspector as not conforming to the contract and overages which are in excess of the quantity variations provided for in the contract will be held in central receiving pending receipt of disposition instructions from the administrative contracting office. AF Form 672 will be used as prescribed in paragraph 11 for notifying the administrative contracting office of the overage or rejected status.

*j.* To insure proper control of warranty items, receiving documents covering such items will be appropriately stamped. The warranty form furnished by the manufacturer will be securely attached to the stock record copy. As an exception for warranty items received from vendors as a result of GSA procurement, the warranty stipu-

Para. 6j—Cont.

lation outlined in the applicable Federal Supply Schedule will apply.

k. Shipments from vendors received at a depot subsequent to change in inventory manager responsibility, will be promptly reported by letter to the inventory manager. Such letters will be the basis for amendment of contracts to provide for shipment to the newly designated depot. Letters will cite contract number, contractor, contract item number, stock number, quantity, and date shipped.

**7. RECEIPTS FROM VENDOR ON CONTRACTS SPECIFYING INSPECTION AND ACCEPTANCE AT ORIGIN**

a. Shipments against this type of contract will normally be received on four copies of DD Form 250 or DD Form 1155 accompanying the lowest numbered shipping container or palletized unit. These document copies will be stamped or marked and used as provided in paragraphs 3a(1) through (4).

b. For contract stock fund shipments, received by bases only, one additional copy marked "IM Due-in Assets" or "LSM Due-in Assets" as appropriate will be forwarded direct to the appropriate IM or LSM. The requirement for this copy is also applicable to contract non-stock fund shipments received by bases only, if Hi-Valu items or certificate acceptance are involved.

c. Advance copy received by mail may be filed in central receiving for use as a replacement for any copy which may be missing, or as a basis for preparation of additional copies as needed. This copy includes unit prices, extensions and totals, and may be used as the accounting and finance copy, or for entering the prices on other copies when such information is required. Procedures will be established locally to insure that files of advance copies are purged daily to reflect an accurate picture of shipments to be received.

d. When a contractor ships items of more than one commodity class, a separate document for each commodity class should be provided. If a single document is used, the contractor or source inspector is required to furnish separate DD Form 250A, "Materiel Inspection and Receiving Report (Domestic) (Continuation Sheet)," and additional DD Form 250, cover sheets, for each commodity class. Proper use of such sheets will ease the problem of preparing extract documents to segregate according to commodity class. To insure an adequate cross-reference between related documents, the breakdown of paperwork should be accomplished prior to the assignment of document numbers. Packaging instructions applicable to the contractor require segregation of items according to commodity class, except for small shipments where the entire lot is in a single shipping container. Violations of this principle will be reported in accordance with paragraph 11. Failure to provide documentation as described in this paragraph will be reported direct to the administrative contracting office.

**8. RECEIPTS FROM VENDOR ON CONTRACTS SPECIFYING INSPECTION AT ORIGIN AND ACCEPTANCE AT DESTINATION**

a. In receiving shipments against this type of contract there is a standard requirement for the four document copies as provided in paragraphs 3a(1)-(4) and 7a. The following additional copies will be provided and distribution made as indicated in attachment 1, after the acceptance certificate has been accomplished by the supply officer or his authorized representative:

(1) One copy mailed to the administrative contracting office.

(2) One copy mailed to the prime contractor.

(3) Accounting and finance copies as follows:

(a) One if applying to stock fund.

(b) One if applying to AF central procurement of non stock fund.

(c) One if applying to base procurement funds.

(d) Two if applying to Army or Navy funds.

(e) Three if applying to Navy funds (MAP, only).

(4) One copy marked "IM Due in Assets" or "LSM Due in Assets" as appropriate, will be forwarded to the office having direct responsibility for contract administration. This copy is required only when stock fund, AF central procurement non stock fund, Army, or Navy funds are involved.

**9. RECEIPTS FROM VENDOR ON CONTRACTS SPECIFYING INSPECTION AND ACCEPTANCE AT DESTINATION**

a. Shipments against this type of contract will be documented with the applicable DD Form 250 or DD Form 1155 prepared and distributed by the receiving activity. Entries will be in accordance with AFR 70-14 and as prescribed herein. When an advance copy of the vendors invoice or other information indicating quantities shipped is available, the reproducible master may be prepared in advance and held pending receipt of the shipment. When advance information is not received, receiving documents will be prepared upon receipt of the shipment. Unit prices, extensions and totals will be entered on the reproducible master. The supply officer or his authorized representative will sign the acceptance certificate on the reproducible master.

b. Shipments received direct by a tenant organization not maintaining accountable property stock records or by an isolated activity at a remote location will be processed as follows:

(1) Immediately upon receipt of the shipment, the receiving activity will notify the appropriate supply officer in writing, acknowledging receipt and acceptance of the property. The notification will include the purchase order or contract number, bill of lading, air bill or manifest number, method of shipment, item and stock number, description and quantity of item received.

(2) The appropriate supply officer will prepare and distribute receiving report in the required number of copies. Written notification of accep-

**Para. 9b(2)—Cont.**

tance of the property, as above, will be attached and filed with the stock record copy of the receiving report.

(3) In the event property cannot be immediately accepted due to a necessity for deferred or prolonged inspection, test or other action, the receiving activity will so notify the appropriate supply officer immediately, furnishing a firm date upon which the property will be accepted.

c. Preparation, authentication, and distribution of receiving reports will be in accordance with the instructions and references in this chapter.

**10. RECEIPTS ON CONTRACTORS CERTIFICATE ACCEPTANCE**

Contractors certificate acceptance will be employed at the contractors facility when approved in accordance with AFPI 14-203. Such a shipment will normally be received with four copies of the receiving report which copies will be marked or stamped, distributed and used in accordance with paragraphs 3a(1)-(4). On receipts at base activities the warehouse copy may be reused as the Due-In Assets notification to the appropriate depot. (See attachment 1.)

**11. DISCREPANCIES IN SHIPMENT**

a. Nothing herein shall obviate the need for processing accounting discrepancies, or establishment of liability in accordance with the appropriate provisions of chapter 11 and AFM 177-111. Policy and procedures governing the operation of AF clothing sales stores and AF stock fund are contained in volume X and chapter 27, respectively.

b. AF Form 672 will be used as outlined herein for reporting discrepancies found in shipments originating at or received by Air Force activities. However, this form is not intended as a source document to be used to compile statistics, and will not normally be used for comparing the performance of two or more activities. Each shipping activity will prepare periodic summaries for internal use to indicate the types of errors most prevalent and the local component responsible for repetitive discrepancies. Summaries will be used as local management tools, and will not be forwarded to higher headquarters except as specifically requested by the major air command having jurisdiction over the shipper.

c. Controls will be established to insure that discrepancies found are judiciously reported, that discrepancy reports received are thoroughly investigated to determine the cause, and that appropriate corrective action is taken to prevent recurrence. It is equally important to establish similar controls to preclude initiation of reports which cannot reasonably be expected to result in overall benefits at least equal to the administrative cost of processing the report. Minor discrepancies such as insignificant typographical errors, which do not constitute a misrepresentation of the property being shipped, will not be reported. Discrepancies found in shipments of cost category III items will

not be reported except as provided in chapter 27 or except when remedial action is clearly required to prevent repetitive discrepancies in shipments of the same items. For example, when the shipping document and labels attached to unit packages reflect the same identity, yet the material itself is found to be of a different identity. In such instances, it is reasonable to conclude that the remaining stock on hand at the shipping point is erroneously identified. When further shipments of the same items are not expected, as in the case of contract termination inventory shipments and return of GFP items to AF activities, discrepancies found in item identity which are attributable to stock list changes will not be reported. When the discrepancy is clearly attributable to a newly revised catalog, technical order or other published instructions, the discrepancy will not be reported unless sufficient time has elapsed to permit AF wide distribution of the new publication, with the further provision that discrepancies attributable to publications with effective dates will be reported only when the shipment was made subsequent to the effective date specified in the publication. In determining whether or not to report such discrepancies, 60 days from the printing date will be allowed for distribution to overseas activities, and 30 days will be allowed for distribution to domestic activities. Discrepancies properly reportable in accordance with AFRs 67-128, 71-4 or AFM 177-111 will not be reported on AF Form 672.

d. AF Form 672 will be prepared in all instances where one or more of the following conditions are found, except for damage, loss or discrepancy determined to be carrier liability. (Action in connection with carrier liability will be taken as prescribed in AFM 177-111.)

(1) When there is a shortage of \$10.00 or more in value involving Hi-Valu or category II items, except items of GSSF material. (See chapter 27.)

(2) When there is a shortage of \$100.00 or more in value involving category III items of GSSF material. (See chapter 27.)

(3) When there is an overage of \$10.00 or more in value involving category II items except items of GSSP material, or where there is an overage of \$100.00 or more in value involving category III items of GSSF material. (Refer to chapter 27.)

(4) When there is an overage of \$10.00 or more in value involving a contract which specifies acceptance at destination, and the quantity received exceeds the quantity variation authorized in the contract. However, for overages of this type of less than \$10.00 in value an inconsequential discrepancy notation, "Inconsequential Overage—Value less than \$10.00," will be placed on all copies of the receiving report. Receiving activities will not permit repetitive overages of this nature to generate an excessive workload. When such a condition exists or seems imminent a summary of the facts, and a request for remedial action will be forwarded through command channels to the administrative contracting office.

(5) When the identity or commodity class of any article is found to be other than that shown



Para. 11d(5)—Cont.

on the contract, on the shipping document, or on the pertinent tags, labels or other item identification markings. Discrepancies in contract shipments will not be reported by AF Form 672 when attributable to catalog revisions which have not yet been incorporated into corresponding contractual amendments. In such instances, the procuring activity will be informed by letter of the contract number, shipment number and contract item numbers affected.

(6) When the condition or status is found to be other than as indicated on the shipping document, contract or purchase order, or the tags, labels, or other markings. Property shipped will be presumed serviceable unless otherwise specified. Items shipped as requiring depot level repair and found to require only organizational or field level maintenance will be reported.

(7) When the shipment or any part thereof is rejected. The reasons for rejection will be clearly outlined in the "Remarks" portion.

(8) When the documentation required to accompany the shipment is incorrect, incomplete, excessive, or missing. The "Remarks" portion will specify the directive which has not been complied with and will describe the discrepancy in detail so that corrective action may be taken at the point of origin.

(9) When the shipment or any part thereof should have been shipped to another activity, or when a valid authority for shipment is not cited on the shipping document. Violation of technical orders and other publications which provide for shipment to specified repair points or storage facilities will be reported as misdirected shipments.

(10) When discrepancies other than those specifically outlined in paragraphs 11d(1) through (9) are found, and corrective action by the shipper is clearly required. In such instances, the "Remarks" portion will describe the deficiency and include recommendations for corrective action.

e. The portions of AF Form 672 in which entries are to be made are in general, self explanatory. Care in making proper entries and in checking the appropriate block to indicate type of discrepancy is essential to obtain maximum benefits from this report. Portions which require special instructions for completion are as follows:

(1) The block entitled "Shipper" will contain the contractor's name and address when shipment is from a contractor.

(2) The block entitled "Contract or Requisition Number" will contain the contract number if shipment is from a contractor. If shipment is from other than a contractor, this space will contain the requisition number or other authority for shipment.

(3) The block entitled "Shipper's Voucher Number or Shipment Number on Contract" will contain the shipment number on contract if shipment is from a contractor. If from an Air Force activity or other government installation, this space will contain the shipper's document number.

(4) The activity preparing the report will indicate whether the discrepancy occurred in a depot pack or in a manufacturer's pack. When a dis-

crepancy is found in a pack accomplished by other than the shipper, the identity of the activity or contractor accomplishing the pack will be indicated in the "Remarks" portion.

(5) The remarks portion will contain information necessary to investigate the discrepancy. In multiple container shipments, the particular container involved in the discrepancy will be designated. When item identity, condition or status discrepancies are involved, the "Remarks" portion will clearly identify the inspector who authenticated the tags or labels received with the material found to be discrepant. When two or more items are listed on the same report, the "Remarks" portion will cite item numbers, and specify the discrepancies applicable to each item.

(6) AF Form 672 reports pertinent to Hi-Valu items will bear the legend "Hi-Valu" in the remarks portion on all copies. (Refer to TO-00-35F-1.)

f. AF Form 672 will be prepared in triplicate except where the shipment is received from a contractor when the report will be prepared in quadruplicate. Handwritten reports are acceptable, provided all copies are legible. Repetitive information, such as the name and address of the reporting activity and the name and title of the initiator may be entered by addressograph or other suitable methods. Where GSSF material is involved, all copies of the AF Form 672 will be identified "GSSF" by marking or stamping. Initial distribution will be as follows:

(1) The original will be routed direct to the shipper as expeditiously as possible. If the shipment is from a contractor the original and a duplicate will be routed direct to the office administering the contract.

(2) One copy will be filed with or cross referenced to the appropriate receiver's document.

(3) One copy will be forwarded to the base accounting officer or appropriate comptroller representative of the activity concerned.

g. Discrepancy reports received at Air Force activities will be handled as follows:

(1) AF Form 672 will be checked against the shipper's records to determine stock selector, inspector and packer responsible for the shipment.

(2) The cause of the discrepancy will be determined.

(3) Operational errors will be brought to the attention of the responsible organizational component.

(4) Action will be taken to insure that remaining stocks are in good order, and that the recurrence of similar discrepancies is kept at a minimum.

(5) No action will be taken to supply items reported as short. If such items are still required, requisitions will be processed through normal channels.

(6) No action will be taken to authorize the return or disposition of overages. Overages determined to be excess will be handled in the usual manner.

(7) Action will be taken to furnish item unit

## Para. 11g(7)—Cont.

cost where the discrepancy report, received from the contractor, cites such an omission. A duplicate copy in such instances will be properly annotated and returned to the reporting activity.

(8) The action taken will be noted on the original copy which will then be filed or cross referenced with the appropriate shipper's document.

*h.* When the shipper is a contractor, the original and duplicate copies received by the administrative contracting officer will be handled as prescribed in the appropriate procurement and quality control regulations. Such regulations provide that the receiving activity be notified of the action taken in adjusting the discrepancy with the contractor, including disposition instructions when rejected materials are involved, when an overage exceeds contractual provisions, and whether or not the contractor will make up the shortage or replace the rejected materials. Discrepancies in identity, commodity class condition and status will be investigated by the inspector at origin. If it is determined that the discrepancy is due to incorrect or incomplete data on contractual documents, this fact will be reported to the procuring activity referenced in AFM 400-7. When the discrepancy is due to failure to furnish stock numbers for newly provisioned items, or failure to furnish information concerning catalog changes, this will be reported to the inventory manager of the commodity class concerned. The inventory manager will pursue the matter to the level necessary to effect the appropriate corrective action. Disposition and other appropriate instructions will be forwarded to the reporting activity on the duplicate copy of AF Form 672.

*i.* Since AF Form 672 replaces DA Form 10-122, "Over, Short, and Damaged Report," and correspondence concerning quality variations and rejected materials, extreme care will be taken to insure compliance with the instructions of the administrative contracting officer. When adequate reply is not received within 45 days, a follow-up letter will be directed to the office administering the contract. In the event adequate reply is still not received within an additional 15 days from date of initial follow-up, the facts will be reported by letter to the major command having jurisdiction over the office administering the contract. The major air command concerned will take appropriate corrective action to insure prompt issuance of disposition instructions.

*j.* AF Form 672 will be sent to the activity responsible for the discrepancy. Discrepancies in original containers, as defined in chapter 18, are the responsibility of the activity or contractor preparing the original container.

*k.* Normally, the full responsibility for corrective action rests with the shipper, and the files of the receiver will be closed immediately upon completion of the initial distribution of AF Form 672. However, in the case of shipments from contractors involving discrepancies in quantity, the files

of the receiver will be closed only upon receipt of the duplicate copy from the administrative contracting office.

*l.* When discrepancies are found in shipments made by activities not having records control responsibility, the original will be initially routed to the activity responsible for records control. The records control activity will determine the activity responsible for the shipment, and will forward report for investigation and appropriate corrective action. The findings of the shipper, including recommendations for adjustment of records concerning items reported over or short, will be furnished to the responsible activity.

*m.* The procedure outlined herein requires preparation of an AF Form 672 for each receiving document on which a reportable discrepancy is found. Separate reports will not be made for discrepancies appearing on the same document, nor will one report list discrepancies found on more than one receiving document. The requirements for reporting, particularly the \$10.00 limitation on overages and shortages, apply to receiving document rather than to line item.

*n.* Special care will be taken to insure that discrepancies being reported are verified. The remarks portion will specify by number the package or packages in which the discrepancy occurred.

*o.* Flagrant violations of accepted shipping practices and repetitive discrepancies in shipments from the same activity or from the same contractor will be reported by letter to the major air command having jurisdiction over the shipper or over the administrative contracting office, as applicable. An extra copy of the AF Form 672 involved will be furnished to assist the major air command in taking necessary administrative action. Such reports involving Air Materiel Command activities will be forwarded to AMC, Wright-Patterson AFB, Ohio, Attn: MCSZ.

## 12. ISSUE AND SHIPMENT FROM CENTRAL RECEIVING

*a.* In addition to direct delivery to using organizations as authorized in paragraph 1*i*, procedures may be established locally to provide for reshipment or release of local back orders from central receiving.

*b.* When such a procedure is established, the documents governing issue or shipment will be furnished by the material control component to the central receiving office. Such documents will be matched and filed with the corresponding AF 104P-1 status card. Upon receipt of the material, issue or shipment will be accomplished and the documents cross referenced with the appropriate receiving documents. When the total quantity of an item is issued or shipped, the warehouse copies of the receiving documents will be destroyed. Otherwise, the warehouse copy will accompany the remaining portion of the item to the storage point.



**ATTACHMENT 1**  
**DISTRIBUTION OF RECEIVING DOCUMENTS BY CONSIGNEE ACTIVITIES**

RECEIPTS FROM: FUNOS		PURPOSE AND NUMBER OF COPIES REQUIRED								
		ACCOUNTING AND FINANCE	STOCK RECORD	WAREHOUSE	TRANSPORTATION	HI-VALU	ADMINISTRATIVE CONTRACTING OFFICE	PETTY CASH PURCHASING OFFICE	PRIME CONTRACTOR	CCM OR LSM DUE- IN ASSETS
OTHER AF ACTIVITIES	ALL	1	1	1	1	1	0	0	0	0
AIR NATIONAL GUARD	ALL	1	1	1	1	1	0	0	0	0
ARMY	ALL	1	1	1	1	0	0	0	0	0
NAVY	ALL	1	1	1	1	0	0	0	0	0
GENERAL SERVICES ADMINISTRATION	ALL	1	1	1	1	0	0	0	0	0
OTHER GOVERNMENT AGENCIES	ALL	1	1	1	1	0	***	0	0	0
ON-BASE RECEIPTS (LOCAL TURN-INS)	ALL	1	1	1	0	0	0	0	0	0
PETTY CASH PURCHASES	ALL	1	1	0	0	0	0	1	0	0
CONTRACTORS, INSPECTION & ACCEPTANCE AT ORIGIN	STOCK FUND	1	1	1	1	0	0	0	0	* 1
"	NON STOCK FUND	1	1	1	1	0	0	0	0	** 1
CONTRACTORS, INSPECTION &/OR ACCEPTANCE AT DESTINATION	STOCK FUND	2	1	1	1	0	1	0	1	1
"	AF CENTRAL PROCUREMENT NON-STOCK FUND	2	↑	1	1	0	1	0	1	1
"	BASE PROCUREMENT	2	1	1	1	0	1	0	0	0
"	ARMY OR NAVY	3	1	1	1	0	1	0	1	1
"	NAVY MAP	4	1	1	1	0	1	0	1	0
CONTRACTORS, CERTIFICATE ACCEPTANCE	ALL (EXCEPT BASE PROCUREMENT)	1	1	1	1	0	0	0	0	* 1

\*APPLIES ONLY TO RECEIPTS AT BASE LEVEL  
 \*\*APPLIES ONLY TO HI-VALU ITEMS RECEIVED AT BASE LEVEL  
 \*\*\*REQUIRED ONLY WHEN DIRECT PURCHASE IS INVOLVED



SEC 3  
VOL 1, AFM 67-1





SECTION 3

CRYPTOLOGIC EQUIPMENT

Paragraph	Title	Section and Page
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2	General .....	3-1
3	Definitions .....	3-1
4	Responsibilities .....	3-1
5	Requisitioning Procedure .....	3-1
6	Disposition of Reparable Items .....	3-2
7	Excess Item Reporting .....	3-2

**1. PURPOSE**

This section establishes standard procedures and responsibilities for the supply support of cryptologic equipment.

**2. GENERAL**

In order to provide Communications Security (COMSEC) Materiel Depots and using organizations with supply information, Headquarters USAFSS will publish and distribute a Cross Reference Index in the S-00 series for each major item of cryptologic equipment. These publications will contain the latest information available at time of publication concerning commodity classes, stock numbers, etc. Communications Security (COMSEC) Materiel Depots and using organizations will utilize these publications as a guide in the establishment of stock levels, and requisitioning necessary parts for support of cryptologic equipments.

**3. DEFINITIONS**

a. The following definitions are applicable to this section but do not necessarily apply to other portions of this manual.

(1) *Cryptologic Equipment.* Cryptographic, associated cryptographic and special communications intercept equipments employed in the Air Force communications system. Special communications intercept equipments are utilized by USAF Security Service only.

(2) *Common Item.* A common item is one required in support of cryptologic equipment determined by USAF Security Service as being available through normal Air Force supply channels.

(3) *Unique Item.* Unique items are those items that are manufactured solely for use in cryptologic equipment and which are procured, stored, issued and controlled by Headquarters USAF Security Service. These items will have "USS" listed as the source of supply in USAF Supply Catalogs.

(4) *National Security Agency (NSA).* The National Security Agency is the central agency responsible for designing and procuring certain cryptologic equipments applicable to the military departments. This agency is the single procuring activity for items of unique cryptologic applica-

tion used by the Air Force.

(5) *USAF Security Service (U S A F S S) (U S S).* USAF Security Service is a major air command and has been designated as the engineering agency and supply activity for cryptologic equipment. USAFSS will serve as the commodity manager for unique items related to cryptologic equipment.

**4. RESPONSIBILITIES**

a. Headquarters, Air Materiel Command, air materiel areas, and Air Force depots are responsible for integrating common items of supply for cryptologic equipment into the Air Force supply system. The Air Materiel Command is also responsible for cataloging and listing unique items of supply for cryptologic equipment classified in other than Federal Supply Class 5810.

b. Headquarters USAF Security Service is designated in volume XV as the responsible Air Force activity for supply of material in Federal Supply Class 5810 and unique items classified other than FSC 5810 when listed in appropriate supply catalogs with "USS" (Hq, Security Service) as the requisitioning source.

c. Oversea USAF Security Service COMSEC Materiel Depots are responsible for supporting their theater requirements with all unique COMSEC repair parts.

d. The 6962nd Supply Squadron, USAF Security Service, San Antonio, Texas (AFB 7030) is responsible for direct support of using organizations not under the jurisdiction of USAF Security Service COMSEC Materiel Depots, and for the support of each USAF Security Service COMSEC Materiel Depot for all unique spare parts.

**5. REQUISITIONING PROCEDURE**

a. Common Items.

(1) Using organizations will submit requirements to the Air Force base responsible for supply support. Procedures as prescribed in section 4, volume IV will be utilized.

(2) The Air Force base will supply common items from base stocks. Items not available from base stocks will be requisitioned by the base on the appropriate Air Force depot in accordance with procedures prescribed in section 2, volume II.

b. Unique Items.



**Para. 5b—Cont.**

(1) Using organizations will requisition unique items for cryptographic and associated cryptographic equipment through the Communications Security Materiel Depot having area support jurisdiction. Reference supplement I. Deviation from this requisitioning channel is not authorized. Procedures prescribed in volume IV will be utilized.

(2) COMSEC Materiel Depots will requisition unique item requirements direct from Headquarters USAF Security Service, San Antonio, Texas, Attention: AFB 7030. Depot requirements will be consolidated and submitted monthly.

(3) USAF Security Service activities will requisition unique items of supply applicable to special communications intercept equipment direct from 6962nd Supply Squadron, USAF Security Service, San Antonio, Texas, Attention: AFB 7030.

**c. Priority.**

(1) Priority requisitions for unique cryptographic repair parts may be submitted to responsible COMSEC Materiel Depots only when equipment is inoperative and is required for encryption and decryption of current traffic requiring immediate dissemination.

(2) Priority requisition message will indicate that unique repair parts are required on CMIP basis in accordance with section 2, volume II. Message will also contain full stock and/or part number, nomenclature, quantity required, unit number, and the crypto-account number of the requisitioning organization.

**6. DISPOSITION OF REPARABLE ITEMS**

a. Cryptographic reparable major end items, beyond the repair capability of the using activity, will be reported to Headquarters USAF Security Service for disposition instructions in accordance with Air Force Communications Security Manual 2.

b. Repair of recoverable COMSEC repair parts or assemblies.

(1) Reparable recoverable items (items annotated by an asterisk in the applicable Maintenance Parts List, or by a notation on the shipping document) should be returned immediately to the activity from which replacement is received, if the item is beyond local repair capabilities.

(2) Economically reparable COMSEC repair parts and/or assemblies, when beyond the repair capability of the using activity, will be repaired by the appropriate USAF Security Service COMSEC Materiel Depot Maintenance facility, and returned to serviceable stock.

(3) Uneconomically reparable COMSEC parts and/or assemblies, when received by USAF Security Service COMSEC Materiel Depots, may be disassembled, if applicable for serviceable part(s). Unserviceable items will be processed as USAF excess in accordance with volume XIII. Serviceable parts gained by disassembly may be retained for future use or returned to stock when properly tagged and identified. Authority AFR 65-48.

**7. EXCESS ITEM REPORTING**

a. Upon deactivation of a unit or crypto-account, disposition for excess unique spare parts will be requested from the appropriate USAF Security Service COMSEC Materiel Depot having support jurisdiction.

b. USAF Security Service COMSEC Materiel depots will report all excess unique COMSEC spare parts to Commander, 6962nd Supply Squadron, USAF Security Service, San Antonio, Texas, Attention: AFB 7030, on a quarterly basis.

c. Excess common items will be processed in accordance with excess procedures prescribed in section 11, volume II.

**SUPPLEMENT I**  
**COMMUNICATIONS SECURITY MATERIAL DEPOTS**  
**REPAIR PARTS SUPPORT**  
**AREA RESPONSIBILITIES**

Pacific Area	6928th Security Flight (Account 7500) APO 953, San Francisco, California
European Area	6931st Communications Security Flight (Account 6550) APO 124, New York, New York
Far East Area	6932d Communications Security Flight (Account 7500) APO 925, San Francisco, California
Alaska Area	6985th Communications Security Flight (Account 8850) Hill Air Force Base, Ogden, Utah
CONUS Canal Zone Caribbean North East Area	USAF Security Service Attn: AFB 7030 San Antonio, Texas



## SECTION 4 SHIPPING

### SUBSECTION A—SUPPLY OPERATING PROCEDURES

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### SUBSECTION A—SUPPLY OPERATING PROCEDURES

#### 1. GENERAL

a. The purpose of this section is to provide procedures for shipping materials and supplies, including detailed instructions for proper documentation and marking.

b. Punch card requisitioning provides a separate shipping document for each item to be shipped. This permits selection of stock and movement of each item to the packing unit without waiting for other items as was the case when a shipping document contained multiple items. It also permits segregation of items according to freight classification unhampered by documentation which formerly tended to associate items of different freight classifications.

c. Punch card requisitioning, by providing a separate document for each item increases the number of shipping documents to be processed. This tends to diffuse the flow of material for a

particular consignee thereby increasing the number of small lot shipments. This is counter to the principles of maximum consolidation, utilization, and containerization, which has long been accepted policies of the Air Force. However, the one line item shipping document, particularly the punched card, lends itself to economical sorting in any desired order. Full advantage will be taken of this fact, to insure maximum opportunity for consolidation of shipments to the same consignee.

d. The procedures outlined herein for the use of AF Forms of the 104P series will be equally applicable when other requisition and shipping documents are used. When multiple item documents are used, the shipping container in which each item is packed will be entered on the face of the document.

e. Shipping documents covering shipments of ammunition will list the caliber and lot number.

Para. 5—Cont.

**2. DOCUMENTATION**

a. Depot shipments by unit pack established in accordance with AMCR 71-2. Requisitions will indicate quantities in multiples of unit pack, and as set forth below. In no instance, except as in (2) or (3) below, may less than a valid unit pack be shipped. When adjustments are required, documents concerned will be changed by the Material Control Office concerned at the shipping depot.

(1) Cost category III "common" items such as those contained in FSC Group 53 will be requisitioned and shipped in quantities of not less than \$1.00 value adjusting upward, as necessary, to unit pack or packs. (See section 11, volume II regarding stock levels to be maintained by using activities.)

(2) Shipments of stock fund items will be adjusted to unit pack in accordance with section 27 and paragraph 2a(1) above.

(3) Shipments of other items for which Type of Requirement or Justification Code (TRJ) 50 is shown in card columns 33 and 34, will not be adjusted to conform to unit pack with quantities or minimum value indicated above.

(4) All other adjustments will be downward to the next lower unit pack.

b. AF Forms 104P-3-7 will be prepared in the packing unit unless it is determined by local management that preparation at some other point is more advantageous to the shipping operation.

c. When the condition of material to be shipped is other than serviceable the applicable condition will be entered on all copies of the shipping document. Status markings, such as TOC, INC, etc., will also be entered on all copies of AF Form 104P-3-7, when applicable.

d. Shipping documents covering aircraft engines will include the engine serial number, preceded by the manufacturer's symbol or the year manufactured, as applicable.

**3. PLANNING THE SHIPMENT**

a. Efficiency in the shipping can best be attained through full cooperation of many individuals and the several components directly concerned. It is not sufficient that each component do its portion of the shipping operation without due regard for what has happened before and what must yet be done. By selecting stock already packed for the mode of shipment to be used, the stock selector can reduce the cost of packing. Through coordination between transportation and packing personnel during the packing operation, it will be possible to pack in accordance with the requirements of the mode of shipment to be used. Such coordination will also prevent packing items of widely different freight classifications in the same shipping container. Full advantage will be taken of the packaging and transportation data contained in the SPT Supplements to the supply catalogs.

b. Emphasis will be placed on advance planning for purpose of consolidation, utilizing when practicable electronic data processing methods,

machine sorting of cards and manual sorting of paperwork to replace the laborious sorting and grouping of boxes. Shipping documents resulting from Priority 16 requisitions will be permitted to accumulate for five working days, and will be sorted according to consignee and processed so as to arrive in packing at the same time. This means one routine shipment per week from a depot to a particular activity, but this shipment will normally include all material requisitioned in that period on a stock replenishment basis. By establishing a pattern of planned shipments, the depot can enable the requisitioning activity to foresee delivery dates and pre-plan accordingly the receiving and shop operations. A dependable pattern, particularly when a depot has established a reputation for shipping on time and in full, will reduce the number of priority requests. As a rule, a requisitioning activity will not deem it necessary to submit a priority requisition for an item already on routine requisition if delivery can be expected within the next few days.

c. Procedures and necessary controls will be established locally to insure maximum utilizing of the unit load concept. The first and most essential step is getting the documents covering the items and quantities to be shipped to a particular consignee into the shipments pre-planning group at the same time. When this is done, it can then be properly determined whether unitization is feasible. If so, the type of shipping container, cargo transporter, or palletized loading method most suitable for the total item quantities and tonnage to be shipped can be selected. Unitized loading permits direct application of powered materials handling equipment, and reduces the requirement for handling and checking piece by piece large numbers of small packages during every loading and unloading operation. Further advantages are reduced packaging requirements, greater protection from the weather, reduced loss from theft and pilferage, and fewer loss and damage claims involving carrier liability.

d. At depot level, a shipments planing group composed of warehouse, packing, and transportation representatives will be established. Such a group may be established at base level at the discretion of local management. All documents indicating items and quantities to be shipped will be routed to this group prior to selecting stock for shipment. The responsibilities of this group will be as follows:

(1) Sort the shipping documents into groups according to consignee.

(2) Within each group, arrange into sub-groups based on priority and destination due date. Normally shipping documents can be arranged into two sub-groups, those requiring immediate processing to meet due dates and those which can be processed so as to be included with weekly scheduled routine shipments referred to in paragraph 3b and still effect delivery by specified due dates. When action on requests has been deferred to the extent that meeting due dates will require priority processing and a selective means of trans-

**Para. 3d(2)—Cont.**

portation and/or when it appears that priority treatment will be required while shipments are intransit, shipment planning will effect upgrading of the supply priority of concerned requests commensurate with specified due dates. When upgrading is warranted routine requisitions submitted as priorities 11 through 15 will be advanced to intermediate priorities 6 through 10. Requisitions submitted or advanced to priority 6 through 10 that cannot be supplied in time to meet specified due dates will be advanced to immediate priorities 1 through 5. In all upgrading actions the newly assigned supply priority will be in consonance with category of mission.

(3) Establish time and date each sub-group is to be in the packing area, and mark each document to indicate such time and date.

(4) Establish time and date each sub-group is to arrive in transportation. Such time and date will be based on departure time of the mode of shipment to be used. When the earliest departure allows more processing time than is authorized under regulations governing processing time standards, there will be no penalty under depot rating systems for using this time for better consolidation of shipments.

(5) Estimate weight and cube of each sub-group to the degree of accuracy necessary to select mode of shipment and to obtain air movement designators. When published weight and cube data are not available, weight and cube will be determined upon arrival of material in the packing area. In all instances where it is necessary to defer determination of weight and cube, the CCM will be informed of the deficiency in published weight and cube data.

(6) Select the mode of shipment to be used for each sub-group. Mode of shipment will be indicated on the shipping document to permit selection of stock best suited for the mode to be used. When the through movement involves the use of a combination such as air-surface or surface-air, the combination selected will be indicated on the shipping document. If movement via Conex is expected, shipping documents will be so marked.

(7) Insure availability of zone of interior airlift for items to be shipped by air.

(8) Secure and enter on the shipping document the Air Movement Designator for items to be shipped overseas by military aircraft (AFR 76-13).

(9) Insure compliance with TO 00-85-13 on shipments by military aircraft.

(10) Determine items which may properly be packed together, and select the type of containerization or palletization best suited for each shipment. This will normally take place in the packing area, but will be accomplished jointly by packing and transportation representatives.

(11) Inform packing and transportation of time and date each sub-group is scheduled to arrive in the respective areas. Such notice will include consignee account number, priority, destination due date, weight, cube, and mode of shipment.

**4. SELECTING STOCK FOR SHIPMENT**

a. Shipping document will be grouped according to consignee, sub-grouped by priority, and the date and time due in packing will be entered on each form. The time and date entered will be in consonance with the priority and required date shown on the shipping document.

b. Shipping documents will then be sorted according to commodity class and arranged in sequence by stock number. The necessary stock location data obtained from the stock locator records will be utilized by direct entry on the shipping document, or by associating the shipping document with other cards, labels or forms in accordance with locally established procedures. Maximum use of mechanized procedures is encouraged.

c. After obtaining stock locations, documents will be arranged in order according to stock location, and forwarded to the appropriate storage areas.

d. Stock selectors will take into consideration the priority of the shipment and if air movement is indicated, will select the existing stock most suitable for air shipments.

e. If oversea surface movement is involved, the existing stock most suitably packed for oversea shipment will be selected. An exception to this rule is when it is known that shipment will be made in "Conex" or similar type re-usable containers. Coordination and exchange of information between stock selectors and packers will insure optimum utilization of stocks already packed suitably for shipment.

f. Special care will be taken to insure that the stock selected is dispatched so as to arrive in the packing area at the time and date indicated on the shipping document.

**5. PACKING, MARKING AND DOCUMENTING SHIPMENTS**

a. The following definitions are applicable to this paragraph:

(1) Shipment is defined as the times, quantities and shipping containers covered by a single shipping document. When one document is selected as the cover document for items listed on two or more documents, all items, quantities and shipping containers related to the cover document will be considered one shipment.

(2) Shipping container is defined as including all types of exterior shipping containers, palletized unit loads, and any unpackaged units to be shipped in an unpackaged condition.

b. Except as otherwise specified herein, all items to be shipped to one supply account or station number at one time will be placed under one cover document and moved as a single shipment. Though maximum consolidation of compatible items is necessary to achieve the objectives of AFR 71-12, it is equally important that the following limitations be observed:

(1) Hi-Valu items will be consolidated only with other Hi-Valu items.

(2) STAR (volume XVI) items will be con-

**Para. 5b(2)—Cont.**

solidated only with other STAR (volume XVI) items.

(3) Volume XX (Weapon System) shipments will be consolidated only with other volume XX (Weapon System) shipments.

(4) Items of different supply priorities will be consolidated only when it has been determined that shipment will be made at the same time using the same mode of transportation. In such instances consolidation will be effected, and items of different priorities may be packed together. However, the entire shipment will be marked to reflect the highest priority applicable to any item contained therein.

(5) Separate cover documents will be required to assure that the following types of cargo will not be commingled:

- (a) Military Vehicles.
- (b) RR Rolling Stock.
- (c) Heavy Equipment.
- (d) Lumber.
- (e) H/H Goods.
- (f) Barrels and Drums.
- (g) Small Arms and Ammo.
- (h) A/C Engines.
- (i) General Cargo.
- (j) Cement in Bags.
- (k) Label Cargo (packaged).
- (l) Conex Containers.
- (m) Aircraft Boxed (including ailerons, wing and tank assemblies).
- (n) Security Classified.

c. Shipping container numbers will consist of the account number shown in columns 51-56, dash, calendar year shown in column 57, day shown in columns 58-60, dash, and the full serial number indicated in columns 61-65. A typical example is OB4627-7303-0047. If an "A" appeared in column 65, the shipping container number would be OB-4627-7303-0047A. When there are two or more shipping containers in a shipment, a dash and a suffix serial number beginning at one for each shipment will be added, for example OB4627-7303-0047-1, OB4627-7303-0047-2, etc. This suffix serial number though necessary for shipments of two or more containers, is prohibited on shipments packed in a single container. Markings such as OB4627-7303-0047-1½ will not be placed on the shipping containers. The total number of packages in a shipment is required to be clearly stated on the shipping document, and hence does not need to be indicated on individual containers. Local reference numbers will not be established for any reason whatsoever, and no locally designed labels or markings will be placed on shipping containers. On consolidated shipments, the procedure for numbering is identical to the foregoing, with the further stipulation that all shipping container numbers are based on the cover document selected in accordance with paragraph 5b. Under certain conditions, it will be necessary to depart from the shipping container numbering procedure outlined above. These conditions and the degree of departure are as follows:

(1) Lot shipments. When a shipment of a single item consists of ten or more identical con-

tainers of equal quantities. In such instance the shipping container identity markings will consist of the document number suffixed by the letter "X" and the total number of shipping containers in the shipment. On such lot shipments only 10 percent of the shipping containers need to be marked to indicate shipping container identity markings.

(2) Shipments to an activity other than the activity indicated by the account number portion of the document number. Examples of these type of shipments are return of excesses, evacuation of reparables to specialized repair points, shipments to contractors where document number reflects an industrial property account, shipments to Weapon System Storage Sites where document number reflects account number of Weapon System Manager, and shipments to outlying sites where document number reflects account number of a requisitioning or monitoring agency. These shipments will be recognized by the signal "Z" in column 50, and the account or station number of the recipient activity in the Mark for or Major Assembly field, beginning in column 37. On such shipments, shipping container numbers will consist of the account or station number appearing in the Mark for or Major Assembly field, dash, calendar year shown in column 57, day shown in columns 58-60, dash, and the full serial number shown in columns 61-65. Shipping container numbers will be reflected in full on shipping documents, in or adjacent to the "P" block of AF Form 104P-3-7.

d. The number of the shipping container in which each item is packed will be noted on the applicable document. When an item is packed in two or more shipping containers, the quantity packed in each shipping container will be indicated. This will provide an adequate cross-reference to the cover document, and will eliminate the requirement for a packer's work sheet. The cover document will in turn be cross-referenced to each of the related individual documents. This will be accomplished either by entering the individual document numbers on the cover document or on attachments thereto, or by establishing a file of cover documents supported by copies of individual documents arranged in sequence by shipping container number and securely attached to the appropriate cover document. At the discretion of local management, bill of lading files or other transportation records may be used for this purpose.

e. When items listed on two or more documents are packed in the same shipping container, the weight and cube of the shipping container will be shown only on one of the documents. When all items in the shipping container are of like freight classification rating, any document may be selected to indicate weight and cube. If items of different freight classification ratings are packed in the same shipping container, a document listing an item of the highest freight classification rating will be selected to indicate weight and cube. The weight and cube squares of the remaining documents will be lined through to indicate no entry, but need not be cross-referenced to the document having weight and cube entries.

## Para. 5—Cont.

f. The date and time due in packing entered on the shipping document will be based on an operations plan prepared as prescribed by local management. The packing unit will be informed, as far in advance as practicable, of the number of items to be shipped, priority, consignee, and the time and date due in packing. When the time and date for packing the shipments arrives, the advance information will be compared with the material received. Follow-up action will be taken when necessary to speed up the flow of material from the various warehouses to complete the shipment. However, flexibility will be maintained and the absence of a few items will not be permitted to cause unreasonable delay in shipment. If the missing items cannot be obtained, the shipment will go forward without them. Shipment of the missing items at a later date is preferable to delaying the entire shipment.

g. The shipment will be packed, marked and labeled in a manner suitable for the mode of shipment to be used.

(1) The packaging requirements prescribed by AF Technical Orders of the 00-85 series and applicable Interstate Commerce Commission and Post Office Department regulations will be strictly adhered to. In order that the activity and the individual packer may be readily identified, all exterior shipping containers will include the packer's identification slips or markings as prescribed herein:

(a) Numerical designators will be assigned to all packers. Rubber stamps approximately  $\frac{3}{4}$  inch in diameter are authorized. The word "packer" and the name of the activity will be on diametrical portions of the stamp, and the number assigned to the packer will be in the center.

(b) The individual accomplishing the packing will stamp a slip of paper, which will be placed inside the exterior container. Where open-type containers are used, or when no container is required, the packer will place his stamp on the shipping label or shipping tag. When existing packs are found to be suitable for use as exterior shipping containers, the packer will indicate his approval by stamping the shipping label. In no case will the method of preservation be disturbed, or original containers, as defined in section 18, be opened for the sole purpose of inserting the packer's identification slip.

(c) When it is impracticable to use rubber stamps, the marking will be accomplished by printing, stenciling, stamping, or otherwise legibly marking the packer's identification slip, tags, labels, or containers, as applicable. Care will be exercised not to blur, blot, mar, or otherwise obscure any other required markings.

(2) It is essential that item identity and quantity be indicated on each unit pack and each intermediate shipping container. With the exception of classified items and items subject to pilferage, exterior shipping containers will indicate item identity and quantity in all instances where only one line item is involved. The normal means of item identification and quantity marking is AF Form 50C, "Serviceable, Incomplete, Status and

Hold Label." Unpackaged items, and packages not suitable for affixing AF Form 50C may be tagged with AF Form 50B "Serviceable, Incomplete, Status and Hold Tag." Packages already tagged with AF Forms 50B are acceptable for shipment. Items serviceable and adequately marked for identification and quantity by commercial tags, labels or other markings in accordance with section 18, do not require attachment of AF Form 50C. Shipment in multiples of the established unit pack quantity will minimize the problem of tagging and labeling, since the unit packers will be pulled from stock already marked to show item identity and quantity.

h. The items to be shipped will be segregated into groups according to freight classification ratings and packed so that the lowest freight rate can be applied. Orderly arrangement and internal segregation of items will be assured. Items of the same commodity class will be packed in the same or adjacently numbered shipping containers where possible without conflict with the rule for segregation according to freight classification. When the quantity to be shipped requires that an item be packed in two or more shipping containers, such containers will be adjacently numbered. Careful consideration will be given to the additional packing necessary to maintain segregation according to freight classification ratings. If the cost of additional packing will exceed the savings in freight charges, items of different freight classifications ratings may be packed together.

i. To facilitate the matching of receivers copies of shipping documents by the consignee during the receiving operation it is of utmost importance that these documents be legible, in good condition and closely associated with their corresponding item of material. To maintain legibility of documents all carbons will be removed therefrom prior to shipment.

(1) Receivers copies of shipping documents will be placed on the outside of shipping containers only when all of the following conditions are met:

(a) When the material within the container(s) is identified by a single stock number.

(b) When the material within the container(s) is free of security classification.

(c) When the material within the container(s) is not subject to pilferage.

(2) Receivers copies of shipping documents placed on the outside of shipping containers in accordance with the above will be:

(a) Placed on the lowest numbered container when the material of a single stock number is packed in two or more containers.

(b) Placed on the container when the material of single stock number is packed in one container.

(3) When receivers copies of shipping documents are attached to the outside of shipping containers, envelopes complying with military specification MIL-E-4069 will be employed. Care will be exercised to assure that envelopes are attached in the most protected area of the shipping contain-



**Para. 5i(3)—Cont.**

er, e.g., inside the cleated area of cleated containers.

(4) Receivers copies of shipping documents will be placed inside shipping containers when the conditions cited in paragraph 5i(1)(a) through 5i(1)(c) are not met. Documents placed inside of shipping containers will be:

(a) Placed inside the lowest numbered container when the material of a single stock number is packed in two or more containers.

(b) Placed inside the container when the total quantity of an item or total quantity of two or more items are packed in a single container.

(c) When the shipment is a consolidation of multiple items and multiple requisitions in two or more containers, receivers copies of shipping documents will be placed in the lowest numbered container of the series of containers in which the corresponding items of material are packed. This is illustrated in supplement II, accordingly, documents pertaining to requisition OB4447-7003-0007 will be in a container number 1; requisitions, OB-4447-7003-0008-, OB4447-7004-7005, OB447-7004-0009, OB4447-7007-9999, OB4447-7008-0006 and OB4447-7008-0007 will be in container number 16, etc. In consolidated shipments extreme care will be exercised to assure that copies of documents are placed adjacent to their corresponding items of material. For example treat the item of material as a brick and the document as mortar as if laying a brick wall. Fastening documents to material by methods that may possibly damage either the material or the document will be avoided.

j. The applicable shipping container number will be marked on each shipping container. On oversea shipments the shipping container number will be stenciled on the lower third of the marking surface in letters one to two inches in height depending on the size of the container and the available marking space. On domestic shipments, the shipping container numbers will be placed on the shipping labels. Entries will not be made in the commodity class and contents portion of shipping labels. If a package contains only one item, the required item identification data precludes the need for such entries. If a package contains more than one item, such entries are useless, because of the necessity to broaden or generalize the terminology used.

k. Weight and cubic displacement will be entered on each palletized unit, shipping container, or unpackaged unit to be shipped. Weight will be to the nearest pound, and cubic displacement to the nearest cubic foot. Oversea shipments moving by water require stenciling. On all other shipments weight and cubic entries on the shipping labels will suffice.

l. Unauthorized markings on shipping containers will be obliterated. In addition to the requirements outlined in section 18, the following marking and stenciling will be accomplished as appropriate.

(1) "Caution" labels will be attached to containers of commodities requiring caution in handling. The types of caution labels to be used will be determined by the transportation officer in ac-

cordance with the appropriate regulation and the applicable explosive and dangerous article tariffs.

(2) When the marking "This Side Up" is used, arrows indicating the top of the container will be placed on the sides, pointing to the top.

(3) Stenciling, labels, or stickers, will be used to indicate "Fragile," "Glass," "Handle With Care," "Delicate Instruments," "Prepared With Dehydrating Agent," and other appropriate caution measures.

(4) Packages containing aircraft engines will be stenciled with technical information such as "Center of Gravity," "Date of Inspection," etc.

(5) Packages being transported by air will be plainly marked "Packed for Air Shipment."

(6) To preclude the probability of improper weight and balance of aircraft due to improper determination of center of gravity for long pieces of air freight, a "center of gravity" arrow marking will be placed on all air freight cargo over ten feet long, which weighs more than 300 pounds.

(7) Packages containing radio-active materials will be marked as prescribed in TO 00-110A-1.

(8) Packages containing magnetron magnets or magnetron tubes will be marked as prescribed in TO 00-85A-16-1.

(9) Hi-Valu shipments will be distinctively marked to insure ready recognition. Hi-Valu adhesive identification tape insignia will be placed on end of packages, cartons, etc., to insure that lap-over on each side of the package is equal in length. The tape should be applied to opposite upper corners of the container. When Hi-Valu metal or plastic tag insignias are used, four tags will be attached to the container to obtain the same identification as the adhesive tape insignia. Unusual or odd shaped containers will be marked for ready and positive identification. The size container should dictate the number of insignias required.

(10) Shipments in support of tactical units in accordance with volumes XVI and XX will be distinctively marked to insure a ready recognition and expeditious handling. Systems Codes 2, 6 or 7 will appear in Column 80 of the AF Form 104P-1 and will be pruned out in the corresponding portion of AF Form 104P-3-7. A special label for marking such shipments has been designated as AF Form 67, "Speed Through Air Resupply." When Systems Codes 2, 6 or 7 appear in Column 80 of the AF Form 104P-3-7 this label will be placed in the lower third of the marking surface, above the shipping container number. Labels will be affixed with the transparent, adhesive, waterproof and durable substance conforming to Specification MIL-A-3941 or MIL-A-4833. When for any reason labels cannot be obtained, stencils of the same design and dimensions may be used. When stencils are used, the service color will be as prescribed in MIL-STD-129 as amended. Continued use of stencils, when labels are or can be made available is prohibited.

m. Shipping labels and tags are available through publications and distribution channels

## Para. 5m—oCnt.

without preprinted return address. Using activities will insert the return address by rubber stamp, addressograph machine, or any other means available. Activities having a volume of usage to warrant the preprinted return address on labels and tags are authorized to reproduce or procure these forms locally. Labels and tags with preprinted local addresses will not be available through publications and distribution channels.

n. Each palletized unit, shipping container and unpacked unit must bear the address of the intended recipient activity, in addition to other essential information as outlined in this section.

(1) AF Forms designed for this purpose for parcel post and surface shipments are identified as follows:

(a) AF Form 87, Address Label (Parcel Post).

(b) AF Form 87A, Address Label, Headquarters (Parcel Post).

(c) AF Form 88, Shipping Label, Surface (Domestic Shipment).

(d) AF Form 88A, Shipping Tag, Surface (Domestic Shipment).

(e) AF Form 89, Shipping Label, Surface (Oversea Shipment).

(f) AF Form 89A, Shipping Tag, Surface (Oversea Shipment).

(2) Labels will be used in preference to tags except when it is impracticable to affix labels.

(3) Labels or tags will be supplemented by stenciling only under the conditions described in supplements III and IV. On shipments requiring stenciling, the necessary information will be taken direct from the appropriate portions of tags and labels. Hence, the requirement for stenciling should never be construed as eliminating the need for like information on labels or tags.

(4) Labels will be affixed and coated with adhesive conforming to specification MIL-A-3941 or MIL-A-4833.

(5) Tags will be affixed with suitable string or wire, and will be coated with adhesive conforming to specification MIL-A-3941 or MIL-A-4833.

(6) The use of tape to affix labels or tags is prohibited.

(7) Shipping labels and tags will be completed as follows:

(a) "From." Enter the the shippers account or station number, the name of the base or station and the geographic location. For example: AFD 2020, Hill AFB, Utah.

(b) "Ship To" portions will be completed in accordance with the following formats, and will correspond to the account number shown in the document number field, except when "Z" appears in column 50, in which instance the address will correspond to the account or station number reflected in columns 37-42 of AF Form 104P-3-7:

1 Domestic shipment by parcel post:

AFB4656

Lockbourne AFB

Ohio

2 Oversea shipment by parcel post:

AFB5615

RHEIN-MAIN AB

APO 57, New York, N.Y.

3 Domestic shipment by methods other than parcel post and air. Enter the address as stipulated in Commercial Traffic Bulletin No. 2 for the specific method of shipment to be used. For example, on shipments to Forbes AF Base, rail express in carload lots and all rail freight should be addressed "Forbes AFB, Pauline, Kansas;" rail express in less than carload lots should be addressed "Forbes AFB, Kansas." Labels showing multiple addresses will not be used.

4 Oversea shipments by surface transportation. Enter only the address for the appropriate port of embarkation such as:

Brooklyn Army Terminal

Brooklyn, N. Y.

(c) "Supply Priority." Enter the appropriate supply priority, based on the entry in columns 66-67 of AF Form 104P-3-7 or block 8, section 1, DD Forms 1149.

(d) "Weight." Enter weight of each container, unit load or separate piece.

(e) "Cube." Enter cubic displacement of each package.

(f) "Oversea Destination." Applicable only to labels and tags applied to oversea shipments by surface transportation. Enter address of oversea recipient activity, such as:

Bitburg AB, Germany

(g) "For." Enter the appropriate project name when a project code appears in columns 73-75. Enter weapon system symbol and designator code, such as "B52(89)" when the designator code is reflected in columns 35-36. When type of Requirement or Justification Codes 01 to 23 inclusive appear in columns 23-24, the applicable abbreviation, such as AOCP, ANFE, etc., will be entered in this space. Aircraft serial numbers appearing in the mark for field will also be shown in this space. This space will not be used for organizational codes, unit property officers symbols or other data required for internal routing at receiving activities. Internal routing will be governed by receiving documents rather than by shipping container markings.

(h) "Shipment and Package Number." Enter data required to constitute these numbers as prescribed in preceding paragraph 5c and as illustrated in supplement II.

(i) "Ocean Movement Designator." Applicable only to labels applied to oversea surface shipments. OMDs are furnished by the appropriate activity as listed in the Directory of Oversea Addresses for oversea surface shipments. Reference AFM 75-6.

(8) Shipping addresses for supply account and station numbers will be obtained from the following sources:

(a) Parcel post addresses will be obtained from AFM 11-4, Volume I (Continental U. S. and Canada) and Volume II (Overseas).

## Para. 5 (8)—Cont.

(b) Domestic addresses other than parcel post will be obtained from Commercial Traffic Bulletin No. 2.

(c) Oversea addresses other than parcel post will be obtained from the "Directory of Oversea Addresses" published by the Directorate of Transportation, Headquarters AMC, Wright-Patterson Air Force Base, Ohio. This directory provides a listing of Air Force account and station numbers and coded shipping addresses as prescribed in AR746-80.

(d) When the address for any supply account or station number is not available from these sources, or when there is reason to question the accuracy of published addresses, an appropriate inquiry will be directed to Hq AMC, ATTN: MCTM.

o. Each palletized unit, shipping container, and unpacked unit destined for air shipment must contain the address of the intended recipient, and other essential information as outlined below.

(1) AF Forms designed for this purpose are identified as follows:

(a) AF Form 27. "Air Shipping Label, Air Priority 1 (Red Border)."

(b) AF Form 28. "Air Shipping Label, Air Priority 2, (Green Border)."

(c) AF Form 29. "Air Shipping Label, Air Priority 3, (Blue Border)."

(d) AF Form 30. "Air Shipping Label, Air Priority 4, (Orange Border)."

(2) Air shipment labels will be obtained, accomplished, and applied as applicable and as outlined above for surface shipments, together with the peculiar requirements set forth below.

(a) "Destination Airport." For domestic shipments enter the appropriate 3-letter code for the ultimate destination airport. For example, shipments destined for Wright-Patterson AFB, Ohio are marked with the symbol "FFO." On oversea shipments the "Destination Airport" block will be left blank by the original shipper and will be filled in by the reshipment or forwarding airlift facility to designate the ultimate oversea airlift destination.

(b) "To." Complete in accordance with the formats below and will correspond with the account number in the document number field of the AF Form 104P-3-7, except when the symbol "Z" appears in column 50. In such case the address must correspond with the account number or station number reflected in columns 37-42 of the AF Form 104P-3-7. Typical examples for air shipments are simply, Lockbourne Air Force Base, Ohio; Rhein-Main Air Force Base, Germany, etc.

(c) "Code." Enter the appropriate cargo sequence code from supplement X.

(d) "Air Movement Designator." Enter the AMD as obtained from the appropriate Air Traffic Coordinating Office in accordance with AFR 76-13.

(e) "Total Number of Pieces." Enter total number of containers, unit loads or separate pieces included in the shipment.

(f) "Total Weight this Shipment." Enter the total weight of all materials in the shipment.

p. Service color markings will be as prescribed in MIL-STD-129. Shipments from Air Force activities to other services will be marked with the color specified for the recipient service. Color markings are not required for shipments which will not move through water ports.

q. The size and position of markings will be as prescribed in MIL-STD-129.

r. Freight classification ratings published in SPT supplements to supply catalogs will be made available to packing personnel so that segregation of items and packing according to applicable freight classification ratings can be accomplished. When a coded freight classification rating designator has been punched into column 76 of AF Form 104P-1 and printed out in the appropriate portion of AF Form 104P-3-7, such designators will serve as the basis for segregation of items. Otherwise, one of the following methods, or a suitable method developed and approved by local management will be utilized to convey the freight classification rating of each item to packing personnel:

(1) Freight rate applicable to each item will be entered direct from SPT supplements to the shipping document.

(2) Freight rate applicable to each item will be entered from SPT supplements to stock record cards, and transcribed to the shipping document.

(3) Freight rate applicable to each item will be entered from SPT supplements to stock locator cards, and transcribed to the shipping document.

(4) Freight rate applicable to each item will be entered from SPT supplements direct to item identification tags or labels on material in storage.

s. Shipping containers of Air Force supplies furnished for foreign disaster relief (see supplement VIII, section 16) will be identified by Air Force Forms 953-957, "Hand Clasp Label" as prescribed by MIL-STD 129, paragraph 6.10. The containers will be labeled on one side and one end, and will be the largest form consistent with the available space. The labels will be applied to the shipping containers expeditiously so that urgently needed disaster relief shipments will not be retarded by this label application. The words "foreign aid" will be deleted from the label prior to use.

## 6. DATA REQUIRED ON SHIPPING DOCUMENTS

a. This paragraph prescribes the minimum data to be entered on shipping documents to complete the required records. Entering additional data is discouraged, but is not prohibited when the shipping depot finds that the extra entries are necessary for efficient operations.

b. Entries to be made on shipping documents by requisitioning activities and by stock control organizations at shipping activities are prescribed in section 2, volume II and section 2, volume III. Special entries to be made by the shipper on documents covering retrograde cargo are prescribed in

## Para. 6b — Cont.

paragraph 12. Shipping documents will clearly identify the shipper and receiver in all instances. Shipping activities will be identified by code in columns 68-69, by account number in columns 51-56, or by account or station number reflected in the "To" portion of the shipping order block. Receiving activities will be identified by the account number portion of the document number, except when the signal "Z" appears in column 50. When the "Z" signal appears in column 50, the receiving activity will be identified by the account or station number shown in the Mark for or Major Assembly field, beginning in column 37. Additional entries required to complete shipping documents are as follows:

(1) Type of cargo. Enter appropriate code as outlined in supplement VII.

(2) Quantity shipped. This entry will normally be the same as quantity ordered. If otherwise, this entry will be made by stock control with appropriate explanatory coding.

(3) Shipping container number. Enter in remarks portion of AF Form 104P-1. Enter in block P of AF Form 104P-3-7 when space permits, otherwise in remarks portion. When other forms such as DD Form 1149 are used, the applicable shipping container number will be entered under each line item. Portions of the shipping container which are identical to the document number will be omitted. This means that in many instances the entry will be merely the shipping container suffix to the right of the last dash in container markings. On single box shipments where no suffix is used, the letter D will be entered to indicate that the shipping container number is identical to document number. The foregoing applies to shipments where no consolidation has been affected, and to the cover documents of consolidated shipments. On consolidated shipments, all documents other than the cover document will reflect the entire shipping container number, with exception of the account number portion. Since consolidations will be strictly limited to shipments for the same account, the account number portion will always be omitted when entering shipping container numbers.

(4) Weight and Cube. Required only on key documents specified in supplement V.

(5) Nomenclature or Commodity description. Required only on key documents specified in supplement V.

(6) Date shipped, and method of shipment. For method of shipment, use codes from supplement VIII.

(7) Shipment tracer reference number. Enter the bill of lading or other movement document prepared by the transportation officer at point of origin. Where special postal services are used enter the control number assigned to registered, certified, or insured mail. Where transportation data cards are filed by the document number the shipment tracer reference number will be the document number of the cover document, or of the individual document if consolidation is not effected. For oversea shipments via air enter the air movement designator regardless of method of shipment to the port of aerial embarkation.

(8) Address. Required only on key documents specified in supplement V.

ments specified in supplement V.

(9) Computed Cost of Postage. Required only for parcel post shipments applying to Mutual Security Military Sales (MSMS) cases on key documents specified in supplement V.

(10) Unit Price. Required for shipments of Government Furnished Property (GFP) or Government Furnished Aeronautical Equipment (GFAE) to contractors, shipments of Technical Order Compliance Kits, and all shipments to other government agencies, (ANG, CAP, USA, etc.,) and to contractors, Mutual Security Military Sales (MSMS) which require reimbursement. Unit price will also be furnished off-base activities when price is not listed in supply catalogs.

c. All entries made on shipping documents will be clear and legible.

d. Shipping documents covering explosives, flammables, corrosives, gases, radio-actives, oxidizing materials, poisons and other substances known to be dangerous will reflect complete descriptions of such items, including the hazardous properties of each item, and special instructions for handling them when required. Notwithstanding the existing general policy to omit noun, this requirement for complete nomenclature for dangerous items must be observed. Shipments subject to TO 00-85-13 will include the required certifications, either in the remarks portion or on the reverse side of the shipping document.

e. When material listed on a single document is packed in two or more exterior shipping containers or palletized units, the quantity packed in each container or palletized unit will be indicated in the remarks portion of the shipping document.

f. Material being shipped must be adequately described on bills of lading, manifests, dock receipts, freight warrants, customs clearance forms and similar documents. AFR 76-13 requires that descriptions be furnished for issuance of air movement designators. Descriptions required are not supply type nouns or nomenclature from supply catalogs, but commodity or freight descriptions as listed in Consolidated Freight Classification No. 20 or similar billing guides, depending on mode of shipment to be utilized. Segregation and packing items according to applicable freight classification ratings, as prescribed in paragraph 5r, will introduce a condition where descriptions will not be needed for all items. Under this condition, descriptions will be required only for certain key items, specifically for one item in each freight classification and for rating group. For example, of the 44 documents listed in supplement II, only five documents will be required to reflect descriptions. This is because the items in shipping containers 1 through 16 are rated at 50 percent of first class, items in shipping containers 17 through 28 are rated at 60 percent of first class, items in shipping container 29 are rated at 70 percent of first class, items in shipping container 30 are rated at 80 percent of first class, and shipping container 31, though containing one item of a lower rate, must be billed at 200 percent of first class. If the shipment shown in this example did not involve movement by CONUS rail or motor freight, description would be required only on the cover document. Procedures will be established locally

## Para. 6f — Cont.

to insure use of SPT supplements to determine the appropriate reference or item number in the billing guide. Descriptions appearing in the billing guide will be entered on shipping documents, strictly limited to key documents and copies specified in supplement V. This will permit billing direct from key documents, adding when applicable a statement such as "and other items of the same freight classification rating."

g. On shipments via Military Air Transport Service (MATS) the Customer Identification Code (CIC) will be entered on the shipping document copies retained by the shipping activity and on the copies furnished for use by the APOE. On consolidated shipments this code will be required only on the cover document. The CIC will be placed in the lower center portion of the remarks space on the AF Form 104P-3-7. When using the DD Form 1149, the CIC will be placed in block 4 immediately under block 14, "Bill of Lading Number." These data are absolutely essential for billing purposes under the MATS industrial funding operation. (See note E, supplement V for other specific information and requirements.)

## 7. DISTRIBUTION OF SHIPPING DOCUMENTS

a. In order to preserve simplicity and to encourage a streamlined shipping operation, the documents required to effect shipment will normally be limited to those prescribed herein. Note chart contained in supplement I hereto. Additional copies will be prepared only when it is determined locally that such additional copies are essential to efficient operation. The copies required to effect shipment are as follows:

(1) Three copies for use by the ultimate consignee as receiving documents. Receiver's document copies readily available and legible are indispensable to an efficient receiving operation.

(a) When AF Form 104P-3-7 is used, these copies will be the original and first two carbon copies. To further assure to the delivery point copies that are legible, neat and free from smudging, the interleaved carbon paper will be removed by the shipper.

(b) Personnel will be cautioned on a continuing basis to the extent necessary to assure that the manner of inclosing or affixing receiver's document copies accompanying shipments will not contribute to their possible illegibility, mutilation, or loss. When these copies are attached to the outside of the shipping container (see paragraph 5i), envelopes complying with MIL-E-4069A will be employed. Affixing tacks, staples or wires used will be restricted as far as practicable to the tab areas and eyelets provided. On oversea shipments, but not on domestic shipments, the envelope containing receiver's document copies will be covered by a protective plate.

(c) On domestic shipments in carload lots when it is not feasible to attach receiver's copies to the shipments, such copies will be securely attached to the inside of the car, above the load line and on the jamb side of the door. On oversea shipments, receiver's copies will be attached to the shipments in all instances.

(d) When impossible to place receiver's document copies with the shipment:

1 If shipment is by government vehicle on aircraft, deliver them via the operator or pilot.

2 If shipment is by commercial carrier, forward them with the bills of lading.

(2) One copy will be forwarded with the bill of lading.

(3) Two copies will be retained by the shipper; one of these will be filed in the shipper's property document file, and the other will be filed with the property shipped copy of the bill of lading.

(4) On oversea shipments, the following copies of cover documents (or copies of individual documents when no consolidation has been effected) will be required:

(a) On shipments by surface transportation no copies will be required. However, a memorandum copy of the shippers bill of lading will be placed in a waterproof envelope and attached to the lowest numbered shipping container of each shipment. Such envelopes will be marked for the applicable POE. For example "FOR BAT" to signify Brooklyn Army Terminal. Protector plates will not be used.

(b) On shipments via air, two copies will be placed in a waterproof envelope and attached to the lowest numbered shipping container in each shipment. These envelopes will be clearly marked, "For DOV," "For SUU", etc., as appropriate to the intended port of aerial embarkation. Protector plates will not be used to cover these envelopes containing port copies, and this will further distinguish them from those envelopes covered by a protective plate and containing the copies for the ultimate consignee.

(5) Two copies will be required for intransit control of Hi-Valu items. One of these copies will be forwarded to the Hi-Valu intransit suspense file of the shipping activity, and one will be forwarded to the consignee with the receiver's document copies. This sub-paragraph will be applicable only to shipments of Hi-Valu items.

(6) MAP Shipments. In addition to the copies outlined in paragraph 7a(1) through (4), the following copies will be required.

(a) Four copies of each shipping document will be forwarded by air mail to the appropriate MAAG.

(b) On shipments from depots, off base storage sites, weapon system storage sites or shipments from other depots under single point distribution, one copy of the shipping document, annotated with a bill of lading number or air bill number and date of shipment, will be forwarded by the Shipping Transportation Officer to the appropriate component of the activity responsible for maintaining the accounting and MAP delivery suspense file. When a shipment includes items which involve the responsibilities of two or more single point control depots or weapon system managers, the shipper will forward the shipping document to the appropriate control point indicated by the code in Columns 78-79. Since the cover document selected for a consolidated shipment can be forwarded to only one of the control points involved, the remaining documents

## Para. 7a (6)(b) — Cont.

forwarded to points other than the recipient of the cover document will reflect the pertinent shipping data. Otherwise, the entries required will be as prescribed in paragraph 6 of supplement V.

(7) The following copies are required for reimbursement purposes, and will be forwarded promptly upon completion of the shipment to the comptroller of the shipping activity:

(a) Five copies when shipment is to Air National Guard activities.

(b) Four copies when shipment is to other military services, other government agencies, or to contractors.

b. When the consignor is not the officer from whom the property responsibility is being transferred, AF Form 104P-3-7 will be prepared by the consignor and one copy will be forwarded to the shipping (accountable) officer for posting to his stock record account.

c. When the consignee is not the officer to whom property responsibility is being transferred, two copies of AF Form 104P-3-7 will be forwarded to the consignee. One copy will contain this notation, "Sign this copy to acknowledge receipt of property and forward it to the designated accountable officer." The second copy will contain this notation, "Retain this unsigned copy for file."

d. For shipment made to a contractor, two copies of AF Form 104P-3-7 will be forwarded to the contractor (consignee) and one copy forwarded directly to the cognizant property administrator. Shipping documents to be forwarded concurrent with shipments of property.

(1) The duty station of property administrators, and location of air procurement districts, may be obtained from the Directory of Mailing and Parcel Post Addresses when not otherwise available.

(2) In event the cognizant property administrator cannot be determined, the property administrator's copy of the shipping document will be forwarded to the cognizant air procurement district. The copy of shipping document will indicate the contract number and the conditions incident to shipment. The air procurement district will forward the shipping document to the appropriate property administrator.

e. Oversea AF or MAP activities making shipments of AF material to the United States will furnish two advance copies of the shipping document (AF 104P-3-7 or DD 1149) by airmail to the Water Traffic Coordinating Office or Air Traffic Coordinating Office at the CONUS port of debarkation or aerial port of debarkation, as appropriate. These shipping documents must contain sufficient information to effect reconciliation to the ocean manifest or air manifest. They should include but need not be limited to name of vessel, port release or freight authorization serial (FAS), air movement designator, etc.

f. When surface movement beyond the terminal named in the airbill is involved, the transportation officer at the discharging air terminal will be required to prepare bills of lading. Shipping documents necessary to prepare such bills of lading will be furnished by the transportation officer at the point of origin. Two copies reflecting shipping container numbers, and entries of weight, cube,

noun and freight classification for key documents specified in paragraphs 5e and 6f will be forwarded by means that will insure delivery at or prior to the time the shipment will be received at the discharging air terminal.

## 8. SHIPMENT OF CLASSIFIED ITEMS (CLASSIFIED SECURITY INFORMATION)

a. Security requirements for the safeguarding of "Top Secret," "Secret," and "Confidential," shipments are prescribed in AFR 205-1. This regulation sets forth the methods of shipment authorized, courier service and/or guards required for shipments of each security classification. To accord with the security policy established in AFR 205-1, the following instructions will be observed in the shipment of all classified items:

(1) Separate documentation will be provided for items of each security classification.

(2) Classified items will be appropriately marked, tagged or labeled to indicate the security classification. However, exterior case markings and labels will not indicate that the contents are classified.

(3) Three receiver's document copies indicating the security classification of the shipment will be placed inside the shipping container as closely associated as practicable with the appropriate item, unit pack or intermediate pack, or in the case of a single item packed in two or more containers the receiver's document copies will be placed inside the lowest numbered shipping container.

(4) Advance shipping document information identifying the security classification of the shipment and including any other information necessary to explain the exact nature of the shipment will be forwarded to the consignee by teletype. Such messages will be handled in accordance with AFR 205-1, if classified information is included therein, and will be forwarded promptly to assure arrival in advance of the shipment in order that proper protection may be accorded the material upon delivery.

(5) The shipping document will in all instances indicate the security classification of items contained thereon. However, the shipping document itself will not be classified unless it is determined in accordance with the provisions of AFR 205-1 that the information revealed is classified security information. Since shipping documents will eventually include date and method of shipment, routing and bill of lading numbers, these factors will be considered in determining whether the shipping documents should be classified. Such action will preclude the necessity for reclassification when detailed shipping information is added.

## 9. SHIPMENTS BY CONTRACTORS

a. Contract delivery schedules attached to purchase requests and MIPRs, initial shipping instructions except those applying to provisioning type contracts, and all amended shipping instructions will provide the contractor with a shipment number for each shipment. For purposes of this



## Para. 9a — Cont.

paragraph, a shipment is defined as the items and quantities scheduled for movement from one contractor's facility to an ultimate consignee at the same time. The shipment number furnished the contractor will be identical to the number that would appear in the "Document Number" portion of AF Form 104P-3-7 if shipment were to be effected from an AF activity. When a shipment consists of two or more items, the document number for a single item will be designated as the shipment number for all items. Contractors will be instructed to number the shipping containers serially beginning at one for each shipment, and to mark all shipping containers to show the shipment number suffixed by the shipping container number. On oversea shipments, such markings will be stenciled in the lower third of the marking surface of all shipping containers. On domestic shipments, the shipment number suffixed by the shipping container number will be entered on the shipping label.

b. Materials on contracts or purchase orders specifying government acceptance at destination will not be forwarded directly to an oversea destination. This includes all shipments destined outside the Continental United States. Such material will be routed to a designated AMA, depot, or other stipulated point for processing and reshipment to the ultimate destination. Normally such transactions will be routed to and performed by either MAAMA, MOAMA, OOAMA, OR SMAMA depending on the type and source of the material and the ultimate destination. The CONUS point designated will distribute copies of receiving documents as required by section 2.

## 10. NOTIFYING CONSIGNEE OF SHIPMENT

a. On domestic shipments the advance copy of AF Form 104P-3-7 forwarded with the bill of lading will be considered adequate notice that shipment has been accomplished. These copies will be forwarded promptly, and by a means that will guarantee delivery to the consignee at or prior to the time of receipt of the shipment.

b. Four copies of each shipping document for MAP shipments will be forwarded in advance by airmail to the appropriate MAAG.

c. In those instances where shipping information is forwarded by mail, envelopes will be marked or stamped "SHIPPING INFORMATION" in bold distinctive colored lettering near the lower left corner of the envelope. Under this marking will be marked or stamped "DO NOT STAPLE, FOLD OR MUTILATE" in small bold distinctive colored lettering. This marking will facilitate expeditious delivery of shipping information to the appropriate agency at the requisitioning activity. Shipping information will not be commingled in the same envelope with other correspondence.

## 11. (UNUSED)

## 12. RETROGRADE SHIPMENTS

a. On shipments of excess, evacuation of reparables to specified repair points, retrograde

cargo and similar shipments where requisitions or supply directives are not involved, document numbers will be established as follows:

(1) Ship To-From. Enter stock record account number of shipping activity and delete the word "To."

(2) Requisition date. Enter the date the form is being prepared.

(3) Serial Number. Enter the appropriate four digit serial number.

b. To insure ready recognition of this type shipment and proper marking of shipping containers, the signal "Z" will be placed in column 50, and the account or station number of the receiving activity will be entered in the Mark for or Major Assembly field, beginning in column 37. Shipping container will be numbered and marked as prescribed in paragraph 5c(2).

c. Systems Code "R" will be placed in column 80 of shipping documents covering reparable items.

d. Systems Code "E" will be placed in column 80 of documents covering shipment of excess property other than reparable items.

e. Distribution of shipping documents will be made in accordance with paragraph 7.

## 13. RESUPPLY ACTION WHEN LOSS OR DAMAGE IS DISCOVERED AT INTRANSIT POINTS

a. When loss or damage is discovered at intransit points, it will be the responsibility of the Air Materiel Command liaison office (ATCO or WTCO as applicable) to initiate resupply action. Such resupply action will be taken only when loss or damage has been definitely established, such as loss of a vessel or aircraft with Air Force cargo aboard, or when report of survey as prescribed in AFM 177-111 has been taken at an intransit point.

b. When the loss or damage involves the entire contents of a shipping container, it will be necessary only to advise the shipper of the shipping container number, and the circumstances surrounding the loss or damage. If for any reason the shipper cannot be determined, the intended recipient activity will be informed of the loss or damage. If loss or damage is limited to certain items within a shipping container, it will be necessary to advise the shipper of the shipping container number, requisition numbers, stock numbers and quantities.

c. When damaged materiel is discovered at intransit points, items condemned will be processed in accordance with volume XIII. Reparable items will be reported to the inventory manager for disposition instructions. Requests for disposition instructions will include information as to the nature and extent of the damage.

d. Shipping activities receiving notice of loss or damage in transit will take resupply action in accordance with the supply priorities concerned.

e. Requisitioning activities receiving notice of loss or damage intransit will re-requisition items and quantities as required.

## 14. THROUGH 49 (UNUSED)

**SUBSECTION B—STATISTICAL SERVICES PROCEDURES****50. GENERAL**

The purpose of this sub-section is to provide Statistical procedures related to documentation and shipping procedures.

**51. PREPARATION OF AF FORM 104P-3 "SHIPPING DOCUMENT"**

a. AF Form 104P-3 "Shipping Document" will be prepared from the AF Form 104P-1 "Requisition Card." AF Form 104P-3 "Shipping Document" may be prepared upon receipt of requisition or upon packaging for shipment of the item.

(1) AF Form 104P-3 "Shipping Document" may be prepared on a Type 407 Accounting Machine, a Type 858 Card-A-Type machine or a typewriter.

(2) AF Form 104P-3 "Shipping Document" is a seven part paper form. Where more than seven copies of the shipping documents are required (MAP, Reimbursable, O/S, etc.,) additional sets will be prepared as required.

b. Changes to AF Form 104P-3 "Shipping Document."

(1) In those instances of any change to the data listed on the AF Form 104P-1, the AF Form 104P-3 must be annotated to show these changes (i.e., changes in stock number, quantity, etc.).

(2) All data annotated on the AF Form 104P-1 which affects the shipment of the item, the same data must be annotated on the AF Form 104P-3. When making annotations on the AF Form 104P-3, care will be taken to insure that postings are clear and legible on all copies of the AF Form 104P-3 "Shipping Document."





## SUPPLEMENT I

DOCUMENT NECESSARY TO EFFECT  
SHIPMENT AND TO COMPLETE THE REQUIRED RECORDS

Purpose	AF Form Number	AF	ANG	Army Acc't Code 6	Other Services	Other Gov't Agencies	Con-tractors	Map	Notes
SHIPPER'S FILE	104P-1	1	1	1	1	1	1	1	A
RECEIVER'S COPIES	104P-3-7	3	3	3	3	3	3	3	B
SHIPPER'S B/L	104P-3-7	1	1	1	1	1	1	1	C
RECEIVER'S B/L	104P-3-7	1	1	1	1	1	1	1	D
PORT OR TERMINAL	104P-3-7	2	2	2	2	2	2	2	E
CONSIGNEE	104P-3-7	0	0	4	2	2	2	4	F
REIMBURSEMENT	104P-3-7	0	5	0	4	4	4	4	G
HI-VALU SUSPENSE	104P-3-7	2							I
MAP SUSPENSE	104P-3-7	0	0	0	0	0	0	1	H

## NOTES:

- A. Shipper's property document copy.
- B. Forwarded with shipment to ultimate consignee.
- C. Filed with the property shipped copy of the bill of lading, except when shipped by parcel post. On parcel post shipments, this copy will be placed inside the package.
- D. Required on all domestic shipments and on oversea shipments made on through bills of lading. These copies will be securely attached to and be forwarded with the property received copy of the bill of lading. Not required on shipments to aerial or water ports of embarkation.
- E. Required only for oversea shipments consigned to aerial ports of embarkation. When two or more shipments are consolidated, only the cover document is required for aerial port use.
- F. Forwarded in advance to consignee.
- G. Forwarded to comptroller of shipping activity immediately upon completion of the shipment. The number of copies required for reimbursement may vary as prescribed by local management, if concurred in by both Supply and Comptroller.
- H. Held in suspense pending receipt of lift data from port or terminal.
- I. Applicable to Hi-Valu items only. One copy forwarded with receiver's document copies. One copy retained by shipper.

**SUPPLEMENT II**

TYPICAL EXAMPLE OF CONSOLIDATED SHIPMENT SHOWING REQ# OB44477003001 AS COVER DOCUMENT										
Requisition Numbers			Freight Class From SPT	SHIPPING CONTAINER NO. (B4447-7003-0001-						
				-1 thru -15	-16	-17 thru -27	-28	-29	-30	-31
4447	7003	0001	60			X				
4447	7003	0007	50	X						
4447	7003	0008	50		X					
4447	7003	0009	70					X		
4447	7003	0011	70					X		
4447	7003	0016	80						X	
4447	7003	0025	80						X	
4447	7003	0040	80						X	
4447	7004	0005	50		X					
4447	7004	0009	50		X					
4447	7004	0011	60				X			
4447	7004	0015	70					X		
4447	7004	0019	80						X	
4447	7004	0022	200							X
4447	7004	0641	200							X
4447	7004	0644	200							X
4447	7004	0709	200							X
4447	7007	0063	200							X
4447	7007	0074	80						X	
4447	7007	0085	60				X			
4447	7007	0099	70					X		
4447	7007	0102	80						X	
4447	7007	0104	70					X		
4447	7007	0108	60				X			
4447	7007	0109	60				X			
4447	7007	9998	70					X		
4447	7007	9999	50		X					
4447	7008	0006	50		X					
4447	7008	0007	50		X					
4447	7008	0008	60				X			
4447	7008	0009	60				X			
4447	7008	0010	70					X		
4447	7008	0011	80						X	
4447	7008	0012	100							X
4447	7008	0013	200							X
4447	7010	0009	70					X		
4447	7010	0010	80						X	
4447	7010	0011	70					X		
4447	7010	0012	60				X			
4447	7010	0013	70					X		
4447	7010	0014	200							X
4447	7010	0015	200							X
4447	7010	0016	200							X
4447	7010	0017	200							X

(SEE EXPLANATORY NOTES ON PAGE 2, SUP II)

## Suppl II—Cont.

- A. This example shows 44 requisitions from 4447.
- B. All items are general cargo, hence can be consolidated into one shipment.
- C. Any one of the 44 documents may be selected as the cover document. The cover document becomes the prefix portion of shipping container identification markings. Suffix serial numbers are added to indicate shipping container number for multiple box shipments. On shipments consisting of a single shipping container, the document number without suffix is used. Shipping containers in this example would be OB 4447-7003-0001-1 through -31. Prefix zeroes in day of year and requisition serial number will be retained to simplify matching cargo with shipping documents. The entire six digits of the account number portion will be used in all instances, and dashes will be used to separate account number, time indicator, requisition serial number and shipping container suffix.
- D. This example includes freight classifications 50, 60, 70, 80, 100, and 200. Note that requisition 444770030007 is packed in containers 1 thru 15 and that the remaining 6 items of freight classification 50 material are in container 16. These 16 containers should represent one entry on the bill of lading. Weight and cube for containers 1-15 will be indicated on document 444770030007. Weight and cube may be entered on any one of the remaining 6 documents, since they are all rated at 50. Containers 17-27 are similar to containers 1-15 except that all items are rated at 60. Containers 28, 29, and 30 are similar to container 16 except that the freight rate is different in each instance. Container 31 includes items of two freight classifications, namely 100 and 200. In this instance the one item (4447700-80012) is too small to be packed in a separate shipping container. To pack this item with items of a lower rate would raise the rate applied to the other items. To pack this small item with several items rated at 200 will not substantially increase the cost of shipping this container. In this instance, the weight and cube data should be placed on one of the documents rated at 200.
- E. Documents 444770030007 will be on Container 1. (Inside if Classified or items subject to pilferage are involved). Documents 444770030001 will be on Container 17, since this is the lowest number container in which this item is packed. (Inside if Classified or items subject to pilferage are involved). For the remaining containers, the documents will be placed inside the container with the related item.

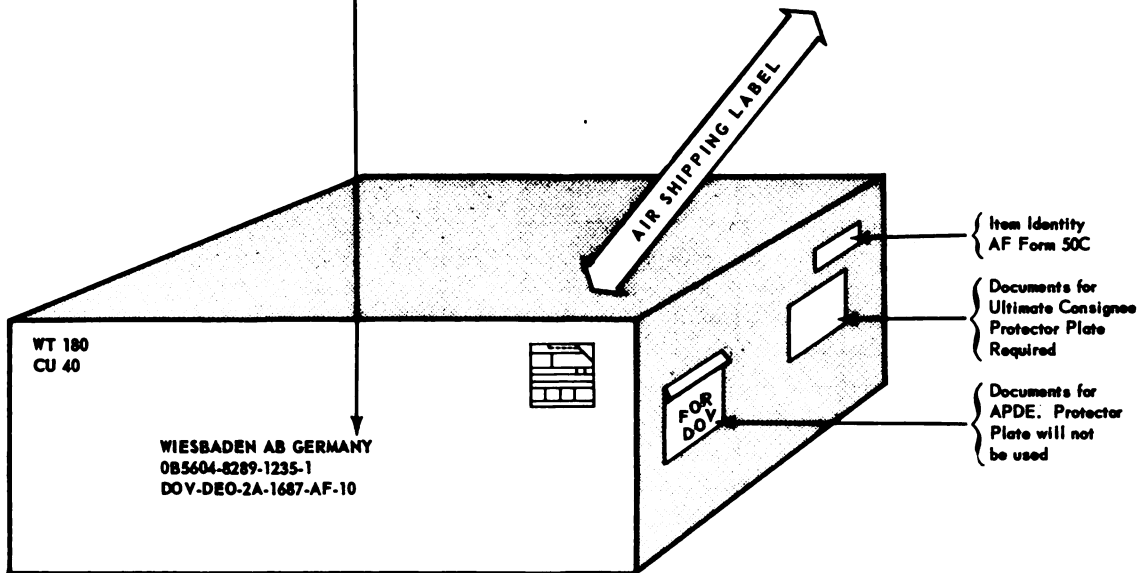
**SUPPLEMENT III**

OVERSEA SHIPMENTS BY AIR

FROM: AFD 2020 HILL AFB, UTAH		2	
DESTINATION AIRPORT:	TO: WIESBADEN AB GERMANY		
FOR:	SUPPLY PRIORITY: 2	CODE: A	
SHIPMENT NUMBER AND PACKAGE NUMBER: 085604-8289-1235-1			
AIR MOVEMENT DESIGNATOR: DOV-DEO-2A-1687-AF-10			
WEIGHT THIS PIECE: 180	CUBE THIS PIECE: 40	TOTAL NO. OF PIECES: 4	TOTAL WEIGHT THIS SHIPMENT: 720
AF FORM 28		AIR SHIPPING LABEL AIR PRIORITY 2	

To be indicated by the O/S aerial port of debarkation

Project Name

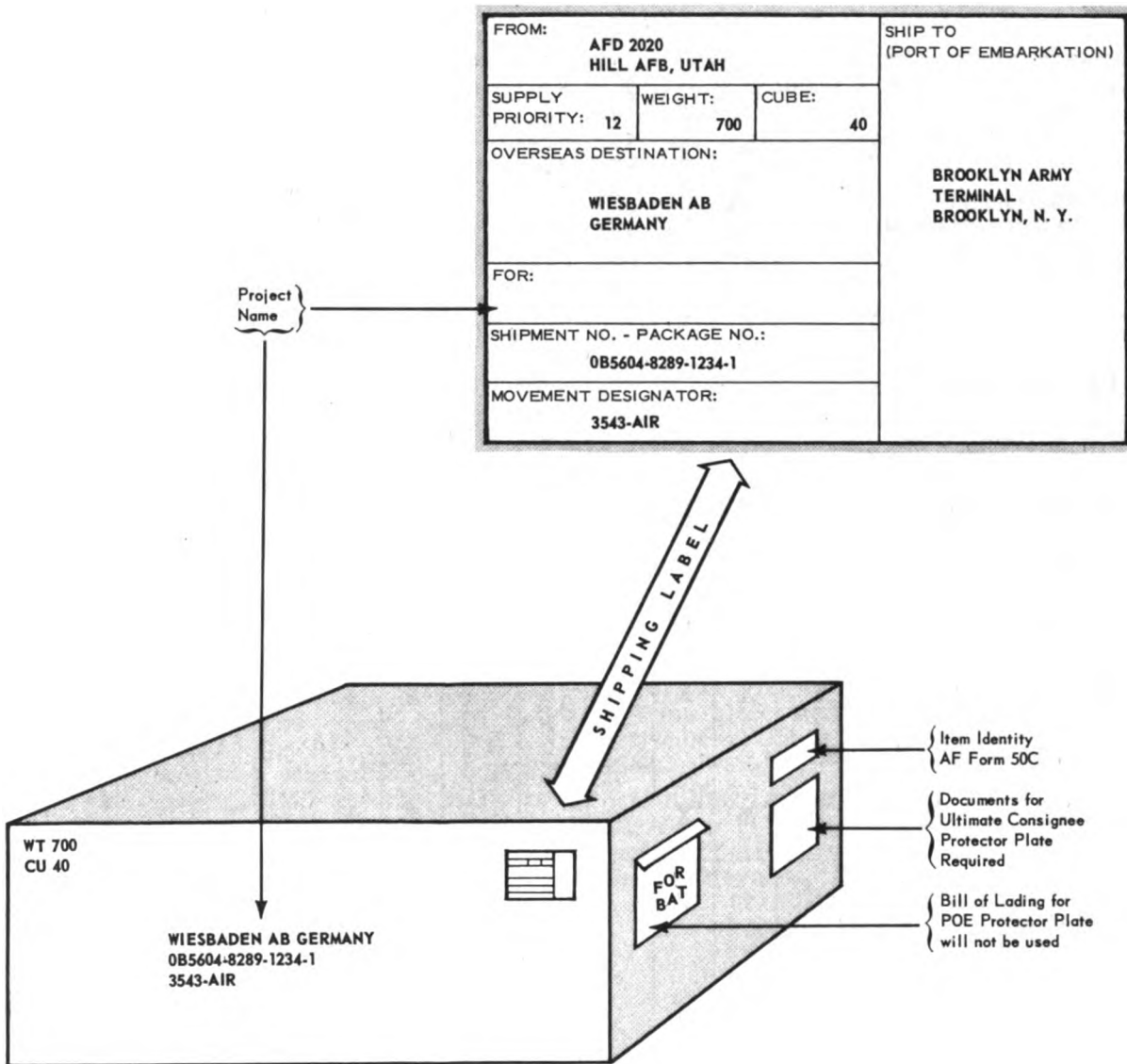


**NOTES:**

1. Stenciling will be applied to all shipping containers 10 cu. ft. or larger.
2. Stenciling will be omitted from all shipping containers smaller than 10 cu. ft.
3. All stenciling information will be taken direct from the appropriate portions of the Air Shipping Label.
4. Item identity (AF Form 50E or equivalent) and documents for the ultimate consignee will be on the outside only when the package contains material identified by a single stock number, with the further provision that the material is neither classified (security) nor subject to pilferage.
5. Information shown on the side of the shipping container depicted above will also be shown on one end of containers 50 cu. ft. or larger.
6. Project name, when applicable, will be shown in the "FOR" block of the Air Shipping Label (ref. par. 5m(6)(h) and placed between the "TO" address and the shipment number and package number when stenciled on the container.

**SUPPLEMENT IV**

**OVERSEAS SHIPMENTS BY SURFACE TRANSPORTATION**



**NOTES:**

1. All stenciling information will be taken direct from the appropriate portions of the shipping label.
2. Item identity (AF Form 50C or equivalent) and documents for the ultimate consignee will be on the outside only when the package contains material identified by a single stock number, with the further provision that the material is neither classified (security) nor subject to pilferage.
3. Information shown on the side of the shipping container depicted above will also be shown on one end of containers 50 cu. ft. or larger.
4. Documents for port of embarkation will be memorandum copies of bill of lading as prescribed in AFM 75-1, rather than copies of DD Form 1149 or AF Form 104P-3-7.
5. Project names, when applicable, will be shown in the "FOR" block of the Shipping Label (ref. par. 5m(6)(h) and placed between the "TO" address and the shipment number and package number when stenciled on the container.

**SUPPLEMENT V**

**DATA REQUIRED ON SHIPPING DOCUMENTS**

COVER DOCUMENT (Or individual documented if no consolidation has been effected)	No. of Shipping Containers	Shipping Containers No. (a)	Wt. Cube & Commodity Description of Entire Shipment	Wt. & Cube & Commod. Description of each Freight Cla. Group	Nomenclature	Date Shipped	Shipment Tracer Reference Number	Address—Coded or in the Clear	Method of Shipment	Transportation In- Checker's Signature	Computed Cost of Portage	Unit Price	Customer Identification Code
SHIPPER'S DOCUMENT	X	X				X	X		X	*X	<sup>1</sup> X	<sup>2</sup> X	
RECEIVER'S CYS												<sup>2</sup> X	
SHIPPER'S TRANSP. CY.	X	X		(Required only for Key items) Specified in paragraph 5e)			X	X					<sup>2</sup> X
RECEIVER'S B/L CY.	X	X				X	X		X				
PORT OR TERMINAL CY.	X	X	X			X	X	X	X				<sup>2</sup> X
CONSIGNEE CYS.	X	X				X	X		X		<sup>1</sup> X	<sup>2</sup> X	
REIMBURSEMENT CYS.	X	X				X	X		X		<sup>1</sup> X	<sup>2</sup> X	
HI-VALU SUSPENSE CYS.**													
MAP SUSPENSE CYS.	X	X				X	X		X				
<b>INDIVIDUAL DOCUMENTS ASSOCIATED WITH COVER DOCUMENTS</b>													
SHIPPER'S DOCUMENT		X									<sup>1</sup> X	<sup>2</sup> X	
RECEIVER'S CYS.												<sup>2</sup> X	
SHIPPER'S TRANSP. CY.		X		X	X								
RECEIVER'S B/L CY.		X		X	X								
REIMBURSEMENT CYS.		X									<sup>1</sup> X	<sup>2</sup> X	
HI-VALU SUSPENSE CYS.**		X											
MAP SUSPENSE CYS.		X											

\* See Note A

<sup>1</sup> See Note C

<sup>2</sup> See Note E

\*\* See Note B

<sup>3</sup> See Note D

Suppl V—Cont.

**NOTE A.** At other than Air Materiel Command activities, the transportation inchecker's signature precludes the need for date shipped, method of shipment, bill of lading, manifest or waybill number. The manner determined by the parent major air command. At Air Materiel Command activities transportation inchecker is not required, since document copies will indicate complete shipping data with the exception of individual documents which are associated with cover documents.

**NOTE B.** Two Hi-Valu suspense copies are required (paragraph 7a(5)). These copies will have been annotated by shipping activity stock record personnel as follows: "Include in Your Stock Balance and Consumption Report Beginning (Month), (Day), (Year)." (Date shown is determined by shipping activity stock record personnel as provided in paragraph 2b, section 29, volume III.)

**NOTE C.** Required only for parcel post shipments applying to Mutual Security Military Sales (MSMS) cases.

**NOTE D.** Required for shipments of Government Furnished Property (GFP) or Government Furnished Aeronautical Equipment (GFAE) to contractors, shipments of T.O. compliance kits, and all shipments to other government agencies (ANG, CAP, USA, etc.), and to contractors, Mutual Security Military Sales (MSMS) which require reimbursement. Unit price will also be furnished off-base activities when price is not listed in supply catalogs.

**NOTE E.** 1. Shipments through Aerial Ports will be documented only on AF Form 104P-3-7 or DD Form 1149 as appropriate, and the APOE copies of shipping documents will have entered thereon the data indicated below. When specific blocks are not provided, the required entries will be positioned as here indicated:

*a.* Description. In the space provided in Block 17 on DD Form 1149. Enter below "Stock or Part Nr or FIIN" on AF Form 104P-3-7. See paragraph 6f for descriptive data required.

*b.* Weight, cube, type and number of containers in spaces provided on DD Form 1149 and AF Form 104P-3-7.

*c.* Type of cargo. Enter code from supplement VII in space provided on AF Form 104P-3-7. Enter in lower left of block b, section II on DD Form 1149, e.g., "Delicate Instruments". Do not use type of cargo codes on DD Form 1149.

*d.* Cargo Sequence Code from supplement X will be placed in Block "S" of AF Form 104P-3-7 and in Block 8, Section 1, DD Form 1149, to the right of the supply priority entered in this space.

*e.* Consignee address. Enter in the space provided on DD Form 1149. Enter at lower left of remarks portion of AF Form 104P-3-7.

*f.* Customer Identification Code. Enter appropriate code in Block 4, Section I, DD Form 1149, below the block 14 entitled "Bill of Lading Number". Enter in the lower middle of the remarks portion of AF Form 104P-3-7.

*g.* Air Movement Designator. Enter in block 11b, Section 1, DD Form 1149. When necessary, AMDS may extend into block 12, provided there is no interference with the date shipped entry. Enter in lower right of remarks portion of AF Form 104P-3-7.

*h.* Date shipped. Enter in block 12, Section 1, DD Form 1149. Enter in lower left of remarks portion of AF Form 104P-3-7, above the consignee address. Enter only day of year, such as 308 for 4 November 1958.

*i.* Method of shipment, special handling code, and estimated time of arrival at APOE. Enter in block 13, Section 1, DD Form 1149, and in lower left of remarks portion of AF Form 104P-3-7, immediately to the right of date shipped. For example, VX309 would be entered for a shipment by LOGAIR (code V from supplement VIII), consisting of items requiring expeditious handling (code X from attachment 3, AFR 76-4), expected to arrive at APOE on the 309th day or 5 November 1958.

*j.* Bill of Lading. Enter in block 14, Section 1, DD Form 1149. Enter in lower right of remarks portion of AF Form 104P-3-7, immediately above the Air Movement Designator.

2. Placing the elements of information precisely in the positions prescribed herein is of the utmost importance. To assure correct placement of information the following example will be used as a guide for entries in the remarks portion of AF Form 104P-3-7:

Remarks	
308 VX309	14.48
Chaumont AB France	44963433.6503500
	DOV-DEO-2H-1234-AF-11



## SUPPLEMENT VI

### SHIPPING LABELS and SHIPPING TAGS FORMAT

FIGURE 1

FROM	POSTAGE AND FEES PAID DEPARTMENT OF THE AIR FORCE				
OFFICIAL BUSINESS	TO:				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">SUPPLY PRIORITY</td> <td style="width: 33%; padding: 2px;">WEIGHT</td> <td style="width: 33%; padding: 2px;">CUBE</td> </tr> </table>			SUPPLY PRIORITY	WEIGHT	CUBE
SUPPLY PRIORITY			WEIGHT	CUBE	
FOR					
SHIPMENT NO. - PACKAGE NO.	AF FORM 87				

Address Label (Parcel Post)

FROM	POSTAGE AND FEES PAID DEPARTMENT OF THE AIR FORCE				
OFFICIAL BUSINESS	TO:				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 2px;">SUPPLY PRIORITY</td> <td style="width: 33%; padding: 2px;">WEIGHT</td> <td style="width: 33%; padding: 2px;">CUBE</td> </tr> </table>			SUPPLY PRIORITY	WEIGHT	CUBE
SUPPLY PRIORITY			WEIGHT	CUBE	
FOR					
SHIPMENT NO. - PACKAGE NO.	AF FORM 87E				

Address Label, Headquarters (Parcel Post)

**SUPPLEMENT VI (Cont.)**

**FIGURE 2  
DOMESTIC AND OVERSEA SHIPMENTS BY AIR TRANSPORTATION**

<b>FROM:</b>			
<b>DESTINATION AIRPORT</b>		<b>TO:</b>	
<b>FOR</b>	<b>SUPPLY PRIORITY</b>	<b>CODE</b>	
<b>SHIPMENT NUMBER AND PACKAGE NUMBER</b>			
<b>AIR MOVEMENT DESIGNATOR</b>			
<b>WEIGHT THIS PIECE</b>	<b>CUBE THIS PIECE</b>	<b>TOTAL NO. OF PIECES</b>	<b>TOTAL WEIGHT THIS SHIPMENT</b>
<b>AF FORM 27</b>		<b>AIR SHIPPING LABEL AIR PRIORITY 1</b>	

NOTES: 1. Labels of this format supersede air shipping labels of all other designs formerly used for shipment of Air Force materiel by air transportation. These labels will be applied to all domestic and oversea shipments by military, contract and commercial air transportation, and to shipments by air freight forwarding agencies. Air transportation priority numbers in upper right and lower right will vary as indicated in Note 2 below.

2. Where warranted by usage factors, labels will be procured locally with "From" portion completed. Otherwise, the following forms will be obtained through publications distribution channels.

- a. AF Form 27, "Air Shipping Label, Air Priority 1 (Red Border)"
- b. AF Form 28, "Air Shipping Label, Air Priority 2 (Green Border)"
- c. AF Form 29, "Air Shipping Label, Air Priority 3 (Blue Border)"
- d. AF Form 30, "Air Shipping Label, Air Priority 4 (Orange Border)"

3. Labels will be approximately 6" x 6", and will be printed on white bond paper, chemical wood, basis 17" x 22", 16 lb 500 sheets, or comparable stock.

4. Labels will be printed in red, green, blue or orange as appropriate for each air transportation priority as indicated in Note 2 above.

5. Deviations from the above format and specifications will be governed by paragraph 2c, Section 1.

**SUPPLEMENT VI (Cont.)**

**FIGURE 3**

FROM			SHIP TO
SUPPLY PRIORITY	WEIGHT	CUBE	
FOR			
SHIPMENT NO. -- PACKAGE NO.			
			AF FORM 88

Shipping Label, Surface (Domestic)

FROM			SHIP TO
SUPPLY PRIORITY	WEIGHT	CUBE	
FOR			
SHIPMENT NO. -- PACKAGE NO.			
			AF FORM 88A

Shipping Tag, Surface (Domestic)

**SUPPLEMENT VI (Cont.)**

**FIGURE 4**

<b>FROM</b>			<b>SHIP TO</b>
<b>SUPPLY PRIORITY</b>	<b>WEIGHT</b>	<b>CUBE</b>	
<b>OVERSEA DESTINATION</b>			
<b>FOR</b>			
<b>SHIPMENT NO. - PACKAGE NO.</b>			
<b>MOVEMENT DESIGNATOR</b>			
AF FORM 89			

**Shipping Label, Surface (Oversea)**

<b>FROM</b>			<b>SHIP TO</b>
<b>SUPPLY PRIORITY</b>	<b>WEIGHT</b>	<b>CUBE</b>	
<b>OVERSEA DESTINATION</b>			
<b>FOR</b>			
<b>SHIPMENT NO. - PACKAGE NO.</b>			
<b>MOVEMENT DESIGNATOR</b>			
AF FORM 89			

**Shipping Tag, Surface (Oversea)**

**SUPPLEMENT VII****TYPE OF CARGO CODES**

To be entered in the appropriate spaces of AF Forms 104P-1 and 104P-3-7.

<i>Code</i>	<i>Description</i>	<i>Label</i>
0	Odorous or Contaminable	
1	General	
2	Wet	
3	Flammable Liquid	Red Label
4	Flammable Solid and Oxidizing Material	Yellow Label
5	Nonflammable Compressed Gas	Green Label
6	Corrosive Liquid	White Label
7	Explosives	
8	Delicate Instruments	
9	Radioactive Materials	
A	Flammable Compressed Gas	Red Gas Label
B	Poison, Class A (Gas or Liquid)	Poison Gas Label
C	Poison, Class B (Liquid or Solid)	Poison Label
D	Poison, Class C (Tear Gas)	Tear Gas Label
E	Poison, Class D—Radioactive Material	Blue or Red

**SUPPLEMENT VIII****METHOD OF SHIPMENT CODES**

To be entered in appropriate spaces of AF Form 104P-1 and AF Form 104P-3-7.

- A—Rail—Carload
- B—Rail—Tank Car
- C—Rail—Less than carload
- D—Motor—Truckload
- E—Motor—Tank Truck
- F—Motor—Less than truckload
- G—Express—Rail
- H—Express—Air
- I—Air—Commercial
- J—Air—Contract
- K—Air—Charter
- L—Freight Forwarder—Surface
- M—Freight Forwarder—Air
- N—Water—Use this code if water shipment regardless of method to POE.
- O—Parcel Post—Surface
- P—Parcel Post—Air
- Q—Government Truck
- R—Government Air
- S—Government Barge
- T—Land—Log
- U—Sea—Log
- V—Log—Air
- W—Log Air and other
- X—Driveaway—Haulaway
- Y—Parcel Post—Ordinary

**SUPPLEMENT IX****TYPE OF CONTAINER CODES**

To be entered in appropriate space of AF Form 104P-3 series.

- A—Bag
- B—Bales
- C—Baskets
- D—Barrel
- E—Box
- F—Bundle
- G—Cabinets
- H—Can
- I—Carton
- J—Case
- K—Coil
- L—Conex
- M—Crate
- N—Cylinder
- O—Drum
- P—Engine Container
- Q—Engine Cradle or Dolly
- R—Hamper
- S—Loose
- T—Pallet
- U—Paper sack
- V—Pails
- W—Reel
- X—Trunk
- Y—Tube
- Z—Tub
- 1—Vehicle
- 2—Wrapped
- 3—Unitex
- 4—Not used
- 5—Not used
- 6—Not used
- 7—Not used
- 8—Not used
- 9—Other

**SUPPLEMENT X****CARGO SEQUENCING CHART****PART 1**(To be applied separately to each  
Supply Priority)

SEQUENCE CODE	FSC GROUP	DESCRIPTION
A	11	Nuclear weapons
B	14	Missiles, missile spares and and spare parts
C	All	AOCP or Similar Status — Aircraft accessories, com- ponents, engines, instru- ments and parts as indi- cated by TRJ codes 1-18 in columns 33-34 AF Forms 104P-1 and 104P-3-7
D	All	Weapon System Support and Star—Aircraft accessories, components, engines, in- struments and parts as in- dicated by systems codes 2, 6 or 7 in columns 80, AF Forms 105P-1 and 104P-3-7
E	2810 2840 2845 2915 2925 2935 2945 2950 2995	Aircraft engines other than as indicated under sequence codes C and D above
F	All	Hi-Valu — Aircraft accesso- ries, components, instru- ments and parts as indi- cated by PCS 1 or 4 in col- umn 20, AF Forms 104P-1 and 104P-3-7
G	15 16 31 2620 66	Aircraft accessories, compo- nents, instruments and parts other than as indi- cated under sequence codes C, D and F above
H	58 59 61	Communications equip- ment, accessories, compo- nents and spare parts
J	12 42 63	Fire control systems, alarm & signal systems, fire fighting equipment, rescue and safe- ty equipment, components and parts
K	65	Medical supplies and equip- ment



SEQUENCE CODE	FSC GROUP	DESCRIPTION
L	17	Aircraft launching, landing and ground handling equipment, components and parts
M	19	Ship and marine equipment
	20	parts and accessories
N	10	Weapons and parts other than nuclear
P	23	Vehicles, material handling equipment, parts and accessories
	25	
	2610	
	2630	
	2640	
	2805	
	2815	
	2820	
	2825	
	2830	
	2835	
	2895	
	2910	
	2920	
	2930	
	2940	
	2990	
	39	
Q	89	Rations and subsistence
R	91	Fuels and lubricants
S	67	Photographic supplies, equipment and parts
T	84	Clothing and individual equipment
	85	
U	49	Maintenance and repair shop equipment, measuring tools, tools, hand tools and training aids and devices
	51	
	52	
	69	
V	74	Office equipment and supplies
	75	
W	77	Recreational and athletic equipment and musical instruments
	78	
X	76	Publications and forms
Y	*	Miscellaneous * (This code includes all FSC Groups not specifically indicated under other codes)
Z	13	Ammunitions, explosives, chemicals and other dangerous articles
	68	

**SUPPLEMENT X**

**CARGO SEQUENCING CHART**

**PART 2**

(CROSS INDEX FROM FSC GROUP OR FSC CODE TO CARGO SEQUENCE CODE)

FSC GROUP OR CODE	CARGO SEQUENCE CODE	FSC GROUP OR CODE	CARGO SEQUENCE CODE	FSC GROUP OR CODE	CARGO SEQUENCE CODE
10	N	30	Y	74	V
11	A	31	G	75	V
12	J	32	Y	76	X
13	Z	33	Y	77	W
14	B	34	Y	78	W
15	G	35	Y	79	Y
16	G	36	Y	80	Y
17	L	37	Y	81	Y
19	M	38	Y	83	Y
20	M	39	P	84	T
22	Y	40	Y	85	T
23	P	41	Y	87	Y
24	Y	42	J	88	Y
25	P	43	Y	89	Q
2610	P	44	Y	91	R
2620	G	45	Y	93	Y
2630	P	46	Y	94	Y
2640	P	47	Y	95	Y
2805	P	48	Y	96	Y
2810	E	49	U	99	Y
2815	P	51	U		
2820	P	52	U		
2825	P	53	U		
2830	P	54	Y		
2835	P	55	Y		
2840	E	56	Y		
2845	E	58	H		
2895	P	59	H		
2910	P	61	H		
2915	E	62	Y		
2920	P	63	J		
2925	E	65	K		
2930	P	66	G		
2935	E	67	S		
2940	P	68	Z		
2945	E	69	U		
2950	E	71	Y		
2990	P	72	Y		
2995	E	73	Y		

## SUPPLEMENT X

### CARGO SEQUENCING CHART

#### PART 3

#### INSTRUCTIONS

1. This chart will be used to determine sequence or order of preference within each supply priority to select cargo most eligible for airlift.
2. Shippers will use this chart and determine the applicable sequence code prior to requesting air movement designators.
3. The applicable sequence code will be placed on aerial port of embarkation copies of shipping documents. It will be placed in block "S" of AF Form 104P-3-7, and in block 8, section I of DD Form 1149 to the right of the supply priority entered in this space.
4. Air freight terminals, including aerial ports of embarkation will use the codes prescribed herein to determine order of processing cargo when limited capability requires selective use of available aircraft.
5. If a shipment can be properly related to two or more sequence codes, the highest code applicable will be used.
6. Priority 16 shipments will be shipped by air when systems code 6 (Volume XX, Weapon System) appears in column 80.
7. Priority 16 shipments will be shipped when facilities for effecting surface movement are not available due to closed ports, etc., or when cargo generations are light enough to permit airlift of Priority 16 without interfering with the movement of other cargo. All other Priority 16 shipments will be shipped by other transportation modes.
8. "Z" code has been purposely established for dangerous articles to emphasize the undesirability of airlifting dangerous cargo.
9. This chart will be used in challenging eligibility for airlift. Requests for commodity groups assigned codes toward the end of the alphabet will be given careful scrutiny by material control and shipment planning groups. For codes Y and Z, supply priority will be verified and complete substantiation of quantities requested will be obtained prior to requesting Air Movement Designators.

## CHAPTER 5

### INVENTORY ADJUSTMENT

<i>Paragraph</i>	<i>Title</i>	<i>Chapter and Page</i>
1	General .....	5-1
2	Use of Inventory Adjustment Voucher .....	5-1
3	Use of AF Form 160 "Stock or Price Change Voucher" .....	5-2
4	Preparation of Inventory Adjustment Voucher .....	5-2
5	Preparation of Stock or Price Change Voucher .....	5-3
6	Action on Inventory Adjustment Voucher .....	5-3
7	Filing of Adjustment Vouchers .....	5-4
8	Federal Catalog Conversion Program Adjustment Voucher .....	5-4

#### 1. GENERAL

a. AF Form 85, "Inventory Adjustment Voucher," and AF Form 160, "Stock or Price Change Voucher," will be used as prescribed in this chapter to effect necessary changes and adjustments to accountable records.

b. Incorrect stock record card balances caused by erroneous posting will be corrected as outlined in sections 14, 15, and 16, volume II, as applicable.

c. When the approving official takes exception to any or all of the entries on AF Form 85, or if the loss is not an operational loss as provided in paragraph 6d, chapter 11, a DD Form 200, "Report of Survey," will be initiated and processed in accordance with AFM 177-111 to account for those items disapproved.

d. The base commander, or a materiel officer on his staff appointed by him, will approve or disapprove AF Forms 85. Appointment of approving officials will be made by the base commander in writing. Accountable officers will not be appointed as approving officials for AF Forms 85 covering cost category I (Hi-Valu) property, however, base supply officers may be appointed to approve or disapprove AF Forms 85 covering cost category II or III property. Base supply officers may be designated as certifying officials for AF Forms 85 covering cost category 1 (Hi-Valu), II, or III property, but will not certify and approve the same document. When the base supply officer is authorized to approve or disapprove AF Forms 85 covering category II or III property another officer will be designated to certify such documents.

e. AF Forms 85 and AF Forms 160 listing classified items will be processed as prescribed in this chapter as supplemented by section 1, volume VII.

f. AF Form 85 and AF Form 160 will be posted as prescribed in sections 4, 14, 15, and 16, volume II, as applicable.

g. Inventory accounting monetary is referred to by the letters IAM in this chapter.

#### 2. USE OF INVENTORY ADJUSTMENT VOUCHER

a. AF Form 85 will be prepared and processed with exceptions as indicated, when any of the following conditions exist. Individual adjustments may be consolidated in the same manner as for

special inventories, as prescribed in this paragraph.

(1) Overages and shortages of property revealed as the result of regular or special inventories.

(2) Hidden discrepancies. This is applicable to discrepancies discovered upon the opening of packages already in stock. Refer also to paragraph 20103, Part Two, AFM 177-111. Adjustment of discrepancies discovered upon receipt of packages by receiving is prescribed in chapter 2, this volume, and Part Three of AFM 177-111.

(3) Overage or shortage in the stamp, ticket, or token records of the base supply officer.

(4) Overage or shortage of property revealed at a shipping activity as the result of action taken upon receipt of AF Form 672 "Report of Discrepancy," from a consignee except:

(a) If the property is accounted for and an inventory posting has not been made between the time of shipment and the time corrective action is initiated, adjustment of the stock record card balance may be accomplished by a corrective posting in accordance with section 14, 15, or 16, volume II, or section 7 or 16, volume III, as applicable. The original shipping document will be annotated with a reference to the AF Form 672.

(b) If an inventory posting has been made to the stock record card and an AF Form 85 accounts for the discrepancy, the original shipping document and the inventory adjustment document will be cross-referenced. The original shipping document will be annotated with a reference to the AF Form 672.

(c) When a discrepancy is discovered in a shipment between the Department of the Air Force and other governmental agencies, or when carrier or vendor liability is involved, adjustments will be accomplished as prescribed in Part Three, AFM 177-111.

b. Special Inventories. Overage or shortage of property revealed as the result of special inventories may be accumulated and included on a consolidated AF Form 85 for and during a period not to exceed one month. The basic procedure is outlined as follows:

(1) A separate document number will be assigned for each commodity class or subclass or Federal supply class on the first work day of the month or during the course of the month as required.

Para. 2b—Cont.

(2) Overages and shortages will be immediately posted to the stock record account upon completion of the special inventory and accomplishment of the AF Form 85A, "Inventory Count Card."

(3) After posting, the AF Form 85A will be held in suspense by the inventory unit until the end of the month.

(4) At the end of the month the AF Form 85A will be used to prepare AF Form 85. If the same item is affected by a special inventory more than once during the period, each discrepancy will be listed on AF Form 85 as a separate line item entry. Overage and shortage of the same item during the period will not be reconciled to arrive at one total overage or shortage. In lieu of the posting notation on the face of AF Form 85, a note to the effect that the items listed thereon were posted as evidenced by AF Form 85A will be included. A note will also be included on the face of AF Form 85 as follows:

"The items listed hereon represent the consolidation of overages and shortages revealed as the result of special inventories during the month or period of ....."

(5) After AF Form 85 has been prepared AF Form 85A will be forwarded to IAM for use in adjustment of monetary records.

### 3. USE OF AF FORM 160 "STOCK OR PRICE CHANGE VOUCHER"

a. AF Form 160 will be used for purposes indicated below. DD Form 1149, "Requisition and Invoice/Shipping Document," may be used in lieu of AF Form 160 in the transfer of property to another class when decentralized warehouse and receiving facilities make the use of AF Form 160 impracticable. Changes involving only the noun, descriptive adjective or unit of issue of an item (provided the unit price is not changed) will not require preparation of an AF Form 85 (see paragraph 8, section 4, volume II).

(1) Changes in condition status and identity of property, except for the assembly or disassembly of kits.

(2) Transfer of balances in those cases indicated in paragraph 8, section 4, volume II.

(3) Conversion of items to Federal stock numbers may be made by use of AF Form 160 or by use of a copy of the USAF supply catalog change notice in accordance with the procedures prescribed in paragraph 8.

(4) Changes in unit price, i.e., when the change is the result of a change in the unit of issue, or an adjustment in established price of the item.

b. AF Form 160 will not be used in following instances:

(1) AF Form 160 will not be used for the assembly or disassembly of kits and major items or assemblies. The change to the stock record account will be effected by use of DD Form 1150, "Request for Issue or Turn-In," and the procedure prescribed in section 5, volume II will be followed. In all cases the authority for assembly or dis-

assembly will be indicated on or attached to the DD Form 1150. When such authority cannot be cited or attached, the approval of the base commander or his authorized representative will be required. DD Form 1150 will be cross referenced.

(2) AF Form 160 will not be used for more than one type transaction involving the utilization of more than one IAM code.

(3) AF Form 160 is not required for changes of items within cost category III. The supply catalog change notice number or identification will be used in lieu of a document number when posting such changes to stock record cards. When stock catalog change notice is used for cost category III changes, IAM records will be adjusted annually as a result of the annual reconciliation. AF Form 160 will be prepared for any change of items from cost category III to cost category II and from cost category II to cost category III.

### 4. PREPARATION OF INVENTORY ADJUSTMENT VOUCHER

a. A separate AF Form 85 will be prepared for each balance column on the stock record card by commodity class and subclass.

b. AF Form 85 will be prepared and processed by entering data in the spaces thereon as follows:

(1) "Page ..... of ..... Pages." The actual page number will be inserted in the first blank space and the total number of pages involved will be inserted in the second blank space, i.e., "Page 1 of 3 Pages," "Page 2 of 3 Pages," "Page 3 of 3 Pages." If more than one page is involved, the bottom of all pages except the last page may be cut off immediately above the signature blocks.

(2) "Date Prepared." Enter the date prepared.

(3) "Property Subclass." Enter the commodity class, subclass, or Federal supply class and the letters "AF" if Air Force or the technical service symbol such as "QM," "Sig C," as applicable.

(4) "Indicate by X." Enter an X in the appropriate box to indicate the type of property inventoried and whether the inventory was a regular scheduled or special inventory.

(5) "Activity." Enter the name of the base stock record account number and other data necessary to properly identify the activity such as "Randolph AFB, Texas, AFB3089" or "Wright-Patterson AFB, Ohio—Service Stock A."

(6) "Item No." Number each line item consecutively starting with the numeral "1."

(7) "Stock or Part No." Enter the stock or part number or NL number.

(8) "Noun." Entry of the noun of the item is optional at the discretion of the base commander.

(9) "Unit of Issue." Enter the unit of issue of the item.

(10) "Unit Cost." Enter the unit price of the item as indicated on AF Form 105F-1, "Stock Control Record," or AF Form 84B, "Service Stock Balance Record."

(11) "Recorded Balance." Enter the balance shown in the applicable balance column of the stock record card.

## Para. 4b—Cont.

(12) "Inventory Count." Enter the quantity of the item that was established by the inventory.

(13) "Over-Qty-Value." Enter the quantity of the item that was discovered to be over by the inventory and the total dollar value thereof.

(14) "Short-Qty-Value." Enter the quantity of the item that was discovered to be short by the inventory and the total dollar value thereof. On the last page of the inventory adjustment voucher, enter the total of the dollar value over and short in the spaces provided.

(15) "Posted and Date." The inventory supervisor will enter his signature and the current date to indicate that all of the applicable stock record cards have been posted.

(16) "Voucher No." Enter the document number assigned to effect posting to stock records.

(17) "IAM Code." Insert applicable IAM code.

(18) "Certifying Signature and Date." The signature of the certifying official and the current date will be entered.

(19) "Approving Signature and Date." The signature of the base commander or the signature of the approving official designated by him and the current date will be entered. The statement in this space will be altered at the time of signing as follows:

(a) If all line items are approved, line through the entire statement except the word "Approved."

(b) If some line items are disapproved, line through "DIS" and encircle line item numbers disapproved.

(c) If all line items are disapproved, line through the entire statement except the word "(DIS) APPROVED." Line item numbers need not be encircled.

## 5. PREPARATION OF STOCK OR PRICE CHANGE VOUCHER

a. AF Form 160 will be prepared as follows, by entering data in the spaces thereon as follows:

(1) "Catalog Change, Condition Change, Identity Change, Price Change, etc." Enter an X in the applicable block or blocks to indicate the type of change.

(2) "Authority." Enter the stock catalog change notice number and date or the inventory count card numbers, as applicable.

(3) "Page of Pages." Enter the page number in the first space and the total number of pages in the second space.

(4) "Stock Record Account or UAL Number." Enter the stock record account number assigned the base or the UAL as applicable.

(5) "Property Class From and To." Enter the applicable class or subclass symbol. The "From" class will be entered above the "To" class.

(6) "Stock Number and Cost Category." Enter the stock or part number and applicable cost category of the item involved. The "From" entry will appear above the "To" entry. If a change of condition, it is not necessary to repeat the stock

number and cost category "To" entry.

(7) "Unit of Issue." Enter the unit of issue. The "From" entry will appear above the "To" entry.

(8) "Unit Cost." Enter the unit cost. The "From" entry will appear above the "To" entry.

(9) "Stock Record Balances." Enter as appropriate, the stock record balances or involved portions thereof, reflected on AF Forms of the 105F series. The \$ blocks will be left blank.

(10) "Total Dollar Value." Leave blank, for unit cost extensions by IAM.

(11) "Stock Records." The poster will enter his initials and the date of posting in the applicable blocks.

(12) "Warehouse." The storekeeper will enter his initials and the action dates in the applicable blocks.

(13) "Inspectors Stamp." This space is provided for the inspectors stamp.

(14) "IAM Code." Insert applicable IAM code. Care will be exercised to insure that AF Form 160 is not used for more than one type transaction involving the utilization of more than one IAM code.

(15) "Date." Enter the date the form was prepared.

(16) "Voucher Number." Enter the assigned document number.

(17) "Total." Leave blank. Will include subtotal by IAM (paragraph 5a(10)).

b. When AF Form 160 has been prepared as price change voucher only, the poster where space permits will draw a non-obliterating line through the old unit price on AF Form 105F-1 and enter the new price. If space does not permit, the old unit price will be erased and the new unit price entered.

c. When AF Form 160 has been prepared as a stock change voucher, after being posted, the original will be forwarded if necessary to the warehouse for retagging and change in location of property, annotation, and then forwarded to the document section.

d. In all cases the original copy will be forwarded the document section and the base accounting copy will be forwarded to IAM.

e. If "due outs" exist for any items listed on AF Form 160, an extra copy will be prepared and forwarded to the back order unit for necessary adjustments to the back order suspense copies of supply documents.

## 6. ACTION ON INVENTORY ADJUSTMENT VOUCHER

a. AF Form 85, representing a physical loss or overage of property discovered as the result of an inventory, requires both certification and approval. Certification in the "certifying signature and date" block may be made by the base supply officer or such other officer as the base commander may designate. The same officer will not act as both certifying official and approving authority on the same document. An accountable officer will

**Para. 6a—Cont.**

not be appointed to approve AF Forms 85 covering cost category I (Hi-Valu) property. The approving authority will approve or disapprove the adjustment in the "approving signature and date" block. Action will be as follows:

(1) The original AF Form 85 will be signed by the certifying officer and the approving authority. One copy marked "Information Copy," with the approved date placed thereon, will be forwarded to the base commander or other local reviewing authority designated by him for reports of survey. If the reviewing authority is satisfied, the information copy may be destroyed. If not satisfied, he will direct other action as considered appropriate.

b. A copy of AF Form 85 will be forwarded to IAM for document control purposes. AF Form 85A is used by IAM to adjust monetary records. One copy of AF Form 85 will be placed in a document control suspense file pending receipt of the completed original copy.

c. The AF Form 85 will be initiated within ten days after the date that the adjustment is posted to the stock records. All action will be completed and the original AF Form 85 received in the document control section for filing within 30 days after posting to the stock record cards.

d. The AF Form 85 when certified and approved, is a valid document to the stock record account. When shortages are not acceptable to the base supply officer or base commander (see paragraph 6a(1)) they will be substantiated by a DD Form 200.

## **7. FILING OF ADJUSTMENT VOUCHERS**

a. If the AF Form 85 is approved without exception, the original will be forwarded for filing in the valid document file. The document suspense copy will be removed from file and destroyed.

b. If any or all of the line item entries on an AF Form 85 are not acceptable to the approving authority, the AF Form 85 will be returned to the initiator, indicating the unacceptable adjustments, with instructions that a DD Form 200 be prepared for these items. The copy in the document suspense file will be properly annotated and a DD Form 200 prepared and submitted to the reviewing authority within 30 days from the date of notification that a DD Form 200 is required. When action on the DD Form 200 has been completed, it will be attached to the AF Form 85 which will be resubmitted to the approving authority. After approval action, the original AF Form 85 with a copy of the report of survey attached will be forwarded for filing in the valid document file. The DD Form 200 will be assigned the same document number as the AF Form 85.

c. The original AF Forms 160 will be placed in the valid document file as soon as action has been completed.

## **8. FEDERAL CATALOG CONVERSION PROGRAM ADJUSTMENT VOUCHER**

a. When processing USAF supply catalog change notices which convert items from an Air Force stock number to a Federal stock number, AF Form 160 may be prepared and processed in the normal manner or procedures contained in paragraph 8b may be followed to effect change of stock records, IAM records, and reidentification of the items. The latter procedure is limited to USAF supply catalog change notices involving the conversion of AF stock numbers to Federal stock numbers.

b. When a copy of the USAF supply catalog change notice is used the following procedures will apply:

(1) An AF Form 160 will be prepared as a cover sheet identifying each USAF supply catalog change notice used in lieu of a stock or price change voucher. A document number will be assigned the AF Form 160 used as a cover sheet and the cover page of each USAF supply catalog change notice will be identified by the same document number.

(2) Items listed in the change notice which are affected will be identified by a check mark.

(3) Individual balances, as reflected on AF Forms of the 105F series, will be entered in blank spaces of USAF supply catalog change notice in line with the applicable item. Due to the single spacing of items and the limited blank space available, caution will be exercised in entering balances to assure that they will be identified with the proper line item.

(4) Unit prices will be entered in appropriate blank spaces of the USAF supply catalog change notice. Blank space will be provided for extension of unit prices by IAM personnel. If the unit price is also changed, both the old and new unit price will be entered on the change notice and properly identified.

(5) AF Forms of the 105F series will be posted in the normal manner as prescribed in sections 14, 15, and 16, volume II. The poster will enter his name and the date on the cover page of the USAF supply catalog change notice to indicate completion of posting.

(6) Notation and the date will be entered on the cover page of the USAF supply catalog change notice to indicate that rewarehousing and retagging action has been completed.

(7) After all action has been completed by base supply, the USAF supply catalog change notice will be forwarded to IAM for use in adjusting IAM records prior to rewarehousing and retagging.

(8) After action has been completed by IAM personnel, the USAF supply catalog change notice will be returned for filing in the valid document file.

**SECTION 6**

**STORAGE**

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**1. GENERAL**

a. The Commander, Air Materiel Command, is responsible for the development of efficient storage and materials handling techniques, methods, and procedures for the Air Force.

b. Commanders of Air Force activities will be responsible for the following specific duties relative to the storage of Air Force and Army purchased property:

(1) Requisitioning, pooling, distributing, and servicing materials handling equipment required for efficient operation.

(2) Application of approved storage policies, procedures, and methods, including the installation of efficient materials handling methods.

(3) Efficient and effective utilization of all storage space assigned to and operated within his activity.

(4) Establishment and operation of labor pools as required.

(5) The accurate maintenance of records, and submission of required reports of all storage space assigned to the activity, its utilization and disposition.

(6) Recommendations for assignment and allocation of storage space.

(7) Care and preservation of all supplies stored and issued by his activity.

c. A diagrammatic plan of the supply storage

areas will be maintained in the office of each base supply officer. This plan will show the layout of each warehouse and storeroom, the location symbol of each storage unit, pallet storage, and bay, and the supplies stored in each storage unit, section, or bay, by property class.

d. Pilferage. Supplies will be afforded reasonable protection against pilferage. Where practical, warehouse and stockroom doors will be secured by locks, which will be closed at the end of the work day. Where it is necessary to lock doors leading to cross aisles which will be utilized for fire-fighting, the locks will be installed outside and the fire department provided with keys. Unauthorized personnel will be restricted from all storage buildings. Sensitive items such as watches, special hand tools, clothing, sun glasses, etc., will be given additional protection as required. When possible, items of this nature will be stored in locked rooms or partitioned areas of the stockroom. Narcotics and similar supplies will be held under lock and key.

e. Medical materiel and hazardous supplies such as ammunition, explosives, gases, and highly flammable materials will be stored and handled in accordance with applicable AF technical orders, technical manuals, directives, and detailed instructions contained in this section.



## 2. DEFINITIONS OF STORAGE TERMS

## A

**Active location.** A bin, rack, bay, or other storage facility in which a normal quantity of an item is stored and which may be replenished from reserve locations when the normal quantity is depleted because of normal shipments or issues.

**Actual obligated space.** Vacant space that is held for the storage of material for which shipping directives are actually on hand.

**Aisle.** Any passageway within a storage area.

**Allocated space.** Gross space which has been formally apportioned for use.

**Allotted space.** Gross space available for storage which has been formally apportioned for use.

**Assembly Area.** The gross area used for collecting and combining material components into units, kits, or assemblies.

## B

**Bay.** An area formed by dividing bulk storage floor space into rectangles for the purpose of establishing storage locations.

**Bay subdivision.** An area formed by dividing a bay into rectangles.

**Bin.** An individual compartment or subdivision of a storage unit.

**Bin storage space.** That space in which storage bins or stock racks have been erected and includes the working spaces between bins.

**Bin subdivision.** A small bin formed by inserting partitions in a bin.

**Box pallet.** A pallet on which a box has been constructed to load supplies of odd shapes and sizes. Normally the front or the top of a box pallet is left open.

**Bulk liquid storage space.** Storage space in tanks designated for the storage of liquids in bulk.

## C

**Caged storage.** Storage space within a building specially screened or barricaded to prevent pilferage.

**Cold storage.** Storage space in which a controlled temperature below 50° may be maintained.

**Column.** A vertical, self-supporting, regular pile, one box wide, one box deep, and two or more boxes high.

**Combustibility.** The relative combustibility of materials is defined as follows:

(1) **Hazardous.** Materials which, either by themselves or in combination with their packaging, are highly susceptible to ignition and will contribute to the intensity and rapid spread of fire (see paragraph 2H for definition for hazardous commodities).

(2) **Moderate Combustibility.** Materials and their packaging, both of which will contribute fuel to fire.

(3) **Low Combustibility.** Materials which, in themselves, will not normally ignite, but which, in combination with their packaging will contribute

fuel to fire.

(4) **Noncombustibility.** Materials and their packaging which will neither ignite nor support combustion.

## D

**Dry Tank Space.** The area in tanks designated for storage of supplies other than bulk liquids or gases.

**Dunnage.** Timbers or blocking used to stabilize stacks of supplies and permit the utilization of materials handling equipment.

## F

**Flat pallet.** A wooden platform, double or single-faced, on which supplies are loaded for storage purposes.

**Frame pallet.** A pallet on which a frame work has been constructed to load supplies of odd shapes and sizes and which cannot support the weight of other palletized supplies.

## G

**Gross space.** The entire inside area of covered storage space and the over-all area of open storage space with no deduction being made for structural losses.

## H

**Hazardous Commodities by Categories.**

(1) **Flammable liquids.** Those having a flash point below 80 degrees F. Examples: Acetone, alcohol, benzol, ether, gasoline, naphtha.

(2) **Flammable Gases.** Liquefied petroleum and other compressed flammable gases. Example: Acetylene, butane, propane, hydrogen, ethylene.

(3) **Flammable Solids.** Those which are liable to produce fire spontaneously by exposure to air, moisture, friction, or moderate warmth. Example: Iodine, pyroxylin plastics, calcium carbide.

(4) **Oxidizing Materials.** Those which, because of their strong oxidizing action in contact with other materials, may start a fire. Examples: Chlorates, permanganates, peroxides, nitrates.

(5) **Corrosive liquids.** Those which, in addition to difficulties imposed in fire fighting action by their corrosive effects, have strong oxidizing actions. Examples: Acids such as hydrochloric, nitric, sulphuric.

(6) **Miscellaneous.** Those other than the above which, because of their characteristics under fire conditions, create abnormal difficulties in fire extinguishment. Example: Crude rubber, cordage fibers.

The above categories do not include incendiary and explosive materials which are defined by, and stored in accordance with, specific regulations governing such materials.

**Hazardous material open storage space.** Any open storage area designated for the storage of materials of a toxic or nonexplosive hazardous nature.

**Para. 2H—Cont.**

*Heated space.* The warehouse area in which the temperature can be controlled within specified limits by the application of heat.

*Honeycombing.* Storage space wasted as the result of poor planning or the employment of improper storage methods.

*Humidity controlled space.* The warehouse area equipped with humidity control equipment.

**L**

*Loading Limit.* The weight of material that may safely be stored per square foot of floor space.

*Locator card.* A blank form on which storage locations are recorded for reference for future receipts, issues and inventories.

**M**

*Mezzanine space.* The area provided by the construction of intermediate or fractional story between any floor and ceiling of a building for use in storage operations.

**O**

*Occupied Net Storage Space.* The area actually occupied by material and erected bins.

**P**

*Packaging.* This includes the preservation, packing, and other protective measures afforded supplies and equipment.

*Pallet storage area.* A bulk storage area in which pallets are used as the storage medium to conserve space, protect materials or to facilitate handling.

*Planned obligated space.* Vacant space that is planned for occupancy by specific materials within a period of six months.

**R**

*Receiving space.* The gross area used in checking, inspecting, preparing, and directing material (both new procurement and returns) prior to its delivery to storage areas.

*Reserve location.* A location in which large quantities or bulky items are stored for the purpose of replenishing active locations or from which large quantities required for outgoing shipments may be obtained.

*Rewarehousing.* The act of moving, rearranging, or relocating materials in base or depot storage, regardless of the number of line items processed or the distance involved. (This excludes normal stock replenishment of materials from reserve to active location.)

**S**

*Shipping space.* The gross area used to assemble material pending its loading for shipment.

*Storage blocks.* The floor area utilized to store

solid blocks of supplies bounded by aisles and/or walls.

*Storage package box.* A package or box containing items in uniform quantities determined by the nature of the item, the quantity on hand, and the usual amount of issue at one time.

*Storage space.* Space designated or used for the storage of materials, equipment or supplies.

*Storage unit.* An individual cabinet or series of cabinets, tiers of a bin row, etc. When storage units are placed back to back, each side will be considered a storage unit.

**T**

*Tank storage space.* Storage space in tanks designated for the storage of supplies other than petroleum products.

*Temperature controlled storage space.* Storage space in which the temperature is controlled within specified limits.

*Transit shed.* A building at a port designated for the handling of material received or shipped by water.

**U**

*Unheated space.* The warehouse area not equipped with heating facilities.

*Unimproved storage space.* The area which has not been surfaced for storage purposes.

**V**

*Vacant space.* That part of the net usable space which is not occupied.

*Vault storage space.* Storage space in a specially constructed nonportable structure for storage of material requiring maximum protection against pilferage or destruction.

**3. STORAGE SPACE LAYOUT**

a. The operation of supply storage activities pre-supposes the utilization of existing buildings and facilities, and no new construction will normally be authorized. Facilities of Air Force activities vary greatly as to size, number, and geographic arrangement, and to facilitate individual reference to the storage activity concerned, it is suggested that geographic groupings be made, each to be referred to as a supply area. The areas may be indicated alphabetically and the several storage warehouse units within that area numbered consecutively, as follows: "A-1," "A-2," "A-3," etc.

b. Commingling of stocks of one commodity class (Air Force and/or Federal) with another in storage is prohibited. However, the storage of two or more classes of property within the same stockroom, warehouse section, warehouse, etc., is permissible, if definite areas within these facilities are assigned for each commodity class.

c. Effective utilization of storage space and proper storage layouts are closely related. Normally, effective utilization is not attained without

**Para. 3c—Cont.**

having a proper storage layout. In this regard the provisions of sections II and V, chapter 2, AFM 67-3, "Storage and Materials Handling," are applicable.

**4. DESIGNATIONS AND RECORDS OF LOCATION**

*a.* Warehouses. Each warehouse will be identified by a number which will be placed in a conspicuous location on the outside of the warehouse. The building number may be used to identify warehouses. When a number other than the building number is assigned, a sign bearing the word "Warehouse" will precede or be placed immediately above the identifying number.

*b.* Stockroom. Each stockroom will be identified by a letter. The letter will be placed in a conspicuous location, preferably above the entrance to the stockroom.

***c.* Storage Units, Bays, and Pallet Storage.**

(1) Storage units, bulk-storage bays, and pallet storage running at right angles to the main aisle will be assigned an odd number starting with "1" for each stockroom, beginning with the storage unit, bay or pallet storage nearest the front of the warehouse and continuing from left to right when facing the storage unit, bay, or pallet storage from the main aisle. Even numbers will be assigned to storage units, bays, or pallet storage on the other side of the main aisle starting with "2" opposite the storage unit, bay or pallet storage "1" and continuing from right to left. In the event that the storage units, bays and pallet storage contain more than one main aisle in the same stockroom, the main aisle farthest to the left when entering the stockroom from the front of the building will be numbered first in its entirety. Succeeding main aisles from left to right within the same stockroom will be numbered with the next highest numbers available following the numbering of the preceding main aisle.

(2) Storage units, bays, or pallet storage running parallel to the main aisle will be assigned an odd number starting with "1" for each stockroom and continuing right to left when facing the ends of the storage units, bays, or pallet storage from the front of the warehouse. Even numbers will be assigned to storage units, bays, or pallet storage on the other side of main aisle starting with "2" opposite storage unit, bay, or pallet storage "1" and continuing from left to right.

(3) Numbers identifying storage units will be placed in a conspicuous position and as uniformly as possible. The number identifying a bay or pallet storage will be printed on the floor of the adjacent main aisle and may also appear on a sign suspended from the ceiling above the bay or pallet section.

*d.* Mezzanine Floors. Beginning with the mezzanine floor nearest the front of the building, each mezzanine floor will be identified by double letters, starting with "AA" and continuing from front to rear, alternately across the main aisle so that "BB" will be directly across the aisle from "AA" and "DD" from "CC."

*e.* Bay Subdivisions. Where bays run at right angles to main aisles and are adjacent to them, bay subdivisions will be assigned a number prefixed by the letter "A" starting with "1" at the subdivision adjacent to the main aisle and continuing away from the main aisle in numerical sequence. In the case of bays running at right angles to the main aisle but separated from main aisles by a bin unit, the bay subdivision adjacent to the bin unit will be assigned (following the "A") the number next higher than the number of the bin to which the bay subdivision is adjacent.

*f.* Bin Rows. Bin rows will be lettered commencing with the letter "A" on the second horizontal partition from the floor and continuing upward alphabetically. In case of vertical or horizontal subdivisions, lettering will be from left to right or bottom to top. Bin-row letters will be placed at intervals not to exceed 6 feet. If stenciling is used, the letter will be located either at the point where the horizontal and the vertical partitions intersect or on the vertical partition midway between the horizontal partitions. If the letters are printed on cards, they will be placed in bin-label holders above the center of the bin openings between the bin-label card and bin-number card with no intervals between, resulting in the cards appearing in the following order reading from left to right. Bin-label card, row-letter card, and bin-number card.

*g.* Bins. In numbering bins, first determine the number of equal sized bins of the desirable width that can be provided in that unit, and assign a number to each space as if vertical partitions were in place throughout the entire row. Where bin units run at right angles to the main aisle, start with number "1" for the first space adjacent to the main aisle and continue away from the main aisle in numerical sequence. Where bin units run parallel to the main aisle, start at the front of the warehouse with "1" for the first bin and continue toward the rear in numerical sequence throughout the entire row. The bin number will be placed on the upper horizontal partition of the bins above the center bin openings. If bin numbers are printed on cards, they will be placed in bin-label holders following the row-letter cards.

*h.* Bin Subdivisions. Subdivisions of bins will be lettered in alphabetical order. When a subdivision runs from the front to the back, as in the case of a drawer or tray, lettering will start with the letter "A" for the subdivision nearest the front beginning from left to right and front to rear. In the case of vertical or horizontal subdivision, lettering will be from left to right and bottom to top.

*i.* Pallet Rows. Pallet rows will be lettered commencing with the letter "A" for the first pallet on the floor and continuing upward in alphabetical sequence. Pallet row letters will be placed on the pallet outside stringer and will be attached so as to permit removal when the pallets are moved from the pallet section or the position of the pallet in the section is changed. Letters printed on cards are considered suitable and satisfactory for this purpose.

*j.* Pallets. Pallets running at right angles to the

**Para. 4j—Cont.**

main aisle will be numbered commencing with number "1" or the bay subdivision number "1" for the first pallet adjacent to the main aisle and continuing away from the main aisle in numerical sequence. Where pallets are arranged parallel to the main aisle, start at the front of the warehouse with number "1" or the bay subdivision number "1" for the first pallet and continue in numerical sequence toward the rear throughout the entire row. When pallet numbers are used in lieu of bay subdivision numbers, the number will be placed on the pallet center stringer and will be attached in a manner which will permit removal when pallets are removed from the pallet section or the position of the pallet in the section is changed. Numbers printed on cards are considered suitable and satisfactory. It is not necessary to attach pallet numbers in the above manner when bay subdivision numbers are used.

k. Open storage areas will normally be divided into areas, and subdivided into blocks, with each area and block numbered. A good locator system is as important outdoors as in.

**l. Location Symbols.**

(1) Bin location symbols will consist of the number identifying the warehouse, the letter identifying the stockroom, the storage-unit number, the bin-row letter, the bin number, and the bin-subdivision letter, if any. For example, "1A2B3C" would indicate warehouse 1, stockroom A, storage unit 2, bin row B, bin number 3 and bin subdivision C. If the bin was located on the mezzanine floor, the identification would be "1A-AA2B3C."

(2) Bay location symbols will consist of the number identifying the warehouse, the letter identifying the stockroom, the number identifying the bay, and the number preceded by the letter "A" identifying the subdivision will be used. For example, "1A11A2" would indicate warehouse 1, stockroom A, bay number 11, subdivision A-2. If the bay was located on the mezzanine floor, the identification would be 1A-AA11A2.

(3) Pallet storage symbols will consist of the number identifying the warehouse, the letter identifying the stockroom, the number identifying the bay, and the letter and number identifying the pallet row and bay subdivision or pallet number will be used. For example, when pallets are stored back to back the same as bins or racks, "1A8C4" would indicate warehouse 1, stockroom A, bay 8, pallet row and bay subdivision or pallet number C4 (lettering of pallet rows is not necessary). When pallets are stored in bays consisting of more than two rows and are stored back to back off of a lateral aisle leaving a 4-foot work aisle, location symbols would be same as above, except for the additional location of the pallet number stored from the lateral aisle. For example, "1A8C4P3D" would indicate warehouse 1, stockroom A, bay 8, pallet row and bay subdivision or pallet number C4 from lateral aisle P3, pallet subdivision D.

**m. Records of Locations.**

(1) AF Forms of the 84 series will be used at all Air Force activities where supply operations are not mechanized, to provide a standard uniform system of recording location data in warehouse,

stockrooms, and similar storage facilities containing equipment and supplies.

(2) AF Form 84A, "AF Stock Locator Card (buff)," or AF Form 84B, "Service Stock Balance Record," will be used to provide a standard and uniform system of recording identification and location data, receipts, issues and balances. The system adopted should be uniform throughout each major air command and should conform to the type of visible file equipment available without purchase.

(a) AF Form 84A used as a stock-locator card will be prepared in original only for each item in stock.

1 In the right portion of AF Form 84A, enter the identification data identical with that embossed on the embossing plate (when embossing equipment is available) prepared for the item in accordance with section 12. This information will ordinarily be imprinted by means of automatic feed equipment.

2 "Active" and "Reserve" storage locations will be entered in pencil in the location block of AF Form 84A.

3 The portion of the card directly below the location block will be reserved for the possible insertion of distinctive tabs or signals relative to the status, modification, requirements, etc., of the item.

(b) AF Forms 84A will be maintained in visible-file cabinets and grouped by commodity class or subclass, and filed in accordance with the stock-number arrangement and sequence appearing in the applicable supply catalog. Indexing will read from top to bottom of each slide. Unused pockets will be interspersed between the active pockets in each cabinet to provide for the possible inclusion of new items with a minimum of refileing.

(c) AF Forms 84A will be used for incoming and outgoing shipments, as follows:

1 Upon receipt of a copy of the incoming shipping document, the stock locator clerk will note thereon the storage locations appearing on AF Form 84A which will be used by the storekeeper when placing the material in stock. After such notation has been made, the copy of the incoming shipping document will be forwarded with the material to the storekeeper.

2 Storage locations of material to be selected for outgoing shipments will be noted in the space provided for that purpose on the appropriate documents to assist the storekeeper in selecting stock to complete the shipment.

(d) When it is necessary to store material in locations other than those noted by the stock locator clerk or when stock is transferred from one location to another, AF Form 84G, "Location Change Form," will be prepared and signed by the storekeeper and routed immediately to the stock locator clerk in order that AF Form 84A will be conformed accordingly.

(e) When property is received for which no AF Form 84A is in file, it will immediately be researched and an embossing plate (when embossing equipment is available) will be embossed. AF

**Para. 4m(2)(e)—Cont.**

Forms 84A prepared from such plates will then be forwarded to the stock locator clerk and inserted in the proper pocket of the visible file cabinet.

(3) AF Form 84B, "Service Stock Balance Record," will be used for recording issues, receipts, and balances. When so used and filed in visible-file equipment, AF Form 84B will be indexed by means of a matching AF Form 84B-1, "Insert to AF Form 84B."

(a) AF Form 84B will be prepared in original only for each item in stock and will bear the identification data identical with that embossed on the embossing plate prepared for the item in accordance with section 12. This information will be printed by mechanical embossing equipment when such equipment is available locally.

(b) AF Form 84B will be filed by commodity class or subclass in accordance with stock-number arrangement and sequence appearing in the applicable supply catalog. AF Form 84B will normally be maintained in visible-file equipment currently available from Air Force stock. Unused pockets will be interspersed between the active pockets in each cabinet to provide for the possible inclusion of new items with a minimum of refiling.

(4) AF Form 84G will be prepared in original only to provide pertinent information to personnel maintaining AF Forms 84A and 84B in order that additions, deletions, or consolidation of storage locations may be recorded.

(a) "Class." Enter in this space the commodity class or subclass of the item affected by the location change.

(b) "Date." Enter the date on which the AF Form 84G is prepared.

(c) "Part Number or Stock Number." Enter the stock number or part number of the item concerned.

(d) "Nomenclature." Enter the basic noun of the item involved.

(e) "From." Enter the location(s) from which the item is being moved.

(f) "To." Enter the new location(s) in which the item is being stored.

(g) "Changed by Storekeeper." The signature or initials of the storekeeper effecting the location change will be entered in this space.

(h) The spaces for signature on AF Form 84G under the captions "Changed on Addressograph Plate," "Changed on Bin Locator Card," and "Changed on Stock Record Card" will not be filled in.

(i) AF Form 84G will be signed by the storekeeper making the change in storage locations and routed immediately to the stock locator clerk for posting.

(j) Upon completion of posting, AF Form 84G will be filed for the balance of the current inventory period.

## 5. ARRANGEMENT, IDENTIFICATION, AND ISSUES OF STOCK

a. General factors to be considered in arrangement of stock should provide that:

(1) Supplies are reasonably secure against

theft and are protected from the deteriorating effects of weather, heat, light, and moisture and the destructive effects of vermin.

(2) Adequate and sufficient storage space in stockrooms, bin storage units, pallet storage, and bays is allocated and assigned for stocks of each commodity class and technical service.

(3) Supplies of the various commodity classes and technical services will not become commingled.

(4) The oldest export packed or domestic packed material will be issued first on any overseas or domestic requisition within limitations prescribed by applicable technical orders. In the case of aircraft engines, requisitions will be filled from AF depots and air materiel areas on the basis that one out of every 25 engines issued will be of the most recent manufacture or overhaul. However, this does not preclude export packed items being issued for domestic use or domestic packed items being repacked for export if no appropriately packed item is available.

(5) Stock may be readily inspected and inventory accomplished without difficulty.

(6) Removal of supplies for issue or shipment is facilitated with a minimum amount of handling.

(7) Fast-moving items will be grouped together and stored in the location most convenient for issue. Slow moving items will be stored in the rear of stockrooms.

(8) Waste space is reduced to the minimum consistent with efficient and economical storage operations.

(9) There is no interference with the functioning of the fire extinguisher system, operation of fire doors or entrance of fire fighting personnel in the event of fire (see paragraph 7).

(10) Maximum permissible floor load is not exceeded. Signs will be prominently displayed showing these maximum floor loads.

(11) Frequent rewarehousing will not be required.

(12) No bins or bin subdivisions will be held open for items which have never been stocked at the activity or for items whose future storage is not contemplated. Provision may be made for expansion, but the number of bin openings or subdivisions for this purpose will be held to the absolute minimum.

(13) In bulk storage, the largest quantity of items or packages will be stored in the smallest space possible consistent with good warehouse practice and to insure prompt and easy accessibility to individual items or packages.

(14) Small lots of bulk storage materials, single pallets, etc., should be stored across the ends of large bays where they may be issued from the main aisles. In some cases, it may be necessary to divide larger bays so that sufficient locations may be provided.

b. Bin Storage.

(1) Items will be stored in proper sized bins within the space allotted for the commodity class or subclass.

**Para. 5b—Cont.**

(2) **Storage in Packages and Boxes.** The storing of articles in uniform packages or boxes facilitates inventory and issue, promotes neatness and uniformity, and furnishes protection from dust, light, and moisture. However, it is not essential that all items be boxed since many items because of their shape and size can be more conveniently and practically stored without being boxed. Boxes or crates in which property is received may also be used for storage when such boxes are suitable.

(3) **Marking and Sealing of Packages or Boxes.** All storage packages or boxes of any one item should contain the same amount and, if not identified by the manufacturer or shipper, will be marked as prescribed in section 18. Each full package will be sealed to eliminate a recount of the contents of the package when inventoried.

(4) **Arrangement of Packages and Boxes.** When packages or boxes are stored in bins, the first column will be started in the front left corner of the bin and carried on vertically until one column is completed. This is made the first of a set of such columns extending to the rear. The second row of columns will be started in the front left corner of the remaining available space and will be built up toward the rear in the same manner as the first row of columns. The bin locations will be governed accordingly. All packages will be stored with the labels facing the front and right side up.

(5) **Arrangement of Loose Stock.** When loose stock is stored in bins, the arrangement should be such that inventory may be taken without moving the items. Loose stock such as handles, tubing, brackets, etc., should be wrapped or bound into bundles and tagged to indicate quantity.

**c. Bulk Stock.**

(1) **Pallet Storage.** When bulk stock is stored in pallet sections, care will be exercised to insure the storage of the largest quantity of items in the smallest space possible consistent with good warehouse and storage practice. Arrangement of stock on pallets within the pallet storage should be such that individual items are readily accessible. Commingling of commodity classes and stock will be avoided insofar as possible, consistent with the space available and allocated to each commodity class.

(2) **Bays.** Bulky and heavy items stored in bays should be placed on dunnage or skidded to facilitate handling by powered materials handling equipment. Supplies will be arranged by commodity class and stored as neatly and uniformly as possible within the space allocated.

**d. Marking and Sealing of Packages and Boxes.**

(1) All packages or boxes of any one bulk stock item should contain the same quantity and, if not properly identified by the manufacturer or shipper, will be marked as prescribed in section 18.

(2) No more than one package or box of any one item should be opened at any one time for issue purposes. All full packages and boxes stored in bins, racks, or bulk storage will remain sealed

until required for issue, inspection, or preservation.

**e. Identification of Stock.**

(1) **Bin Stock.** Each bin or bin subdivision will either be labeled or contain a tag with the part or stock number, the description, and unit of issue of the item in the bin or subdivision. Labels are preferred for bins and should be used to the extent practicable. Labels for open bins should be placed on the horizontal partition above the item if sufficient space is available.

(2) **Bulk Stock.** Each package, box, or collection of loose items stored in a pallet storage or bulk storage bay will either be tagged or labeled indicating part or stock number, description, quantity in the box or package, and unit of issue. However, it will not be necessary to tag or label each loose item stored in a pallet storage when all the items are identical. In this instance, it will be necessary only to attach to the pallet a tag or label indicating the part or stock number and the description of the items stored on the pallet.

**f. Issues from Stock.**

(1) Storekeepers and warehousemen responsible for withdrawing supplies from storage areas for issue or shipment will check issue or shipping documents for quantities required prior to picking or withdrawing stock from storage locations. When quantities required are large (approximately 30 percent of the quantity maintained in the active location) issues should then be made from reserve or bulk locations. Expeditious issue of routine requests for supplies is a major factor in providing adequate logistical support to Air Force activities and will aid in the reduction of priority requests for items already on routine or replenishment requisitions. Accordingly, an adequate bin replenishment procedure will be implemented. In this regard section IX, chapter 3, AFM 67-3, "Storage and Material Handling," will be used as a guide and the principles contained therein adopted when feasible and practical.

**6. MATERIALS HANDLING EQUIPMENT AND PRINCIPLES**

The effective and efficient use of materials handling equipment is of major importance in storage operations and becomes increasingly important in the endeavor to modernize and improve these operations. In this regard the provisions of chapter 6, AFM 67-3, are applicable, when considered feasible and practical.

**7. FIRE PREVENTION AND SAFETY PRECAUTIONS**

**a.** The daily practice of safety precautions and implementation of fire prevention procedures are important to efficient storage operation, therefore, such becomes the responsibility of all storage personnel. In this regard the provisions of chapter 6, AFM 67-3 are applicable.

**b.** Fire prevention and safety precautions prescribed for covered storage facilities are, for the most part, considered applicable for open storage



**Para. 7b—Cont.**

areas. However, due to the size of many open storage areas, the requirement for aisles or roadways to accommodate mobile fire fighting equipment and the absence of fire prevention equipment (sprinkler systems, extinguishers, etc.), the following storage site selection, fire prevention precautions and storage layout data will be used as a guide:

(1) The open storage site selected shall neither interfere with nor block passageways provided for the use of mobile fire fighting equipment. Areas provided between buildings or structures will not be used for the storage of hazardous and combustible materials. Areas selected for these materials will, if possible, be located where fire hydrants are available. In this regard fire hydrants should normally be spaced 300 feet apart and fire alarm reporting stations approximately 1000 feet apart. Where fire hydrants are not available fire barrels or equivalent should be spaced approximately 50 to 100 feet apart. Coordination will be affected with the base fire marshal in the selection of open storage areas and storage layouts to be utilized in connection with these areas.

(2) Storage stacks or blocks of moderate and low combustibility materials should not exceed 10,000 square feet (200 by 50 feet). Adjacent longitudinal stacks should be separated by work aisles ten feet wide or the width required to accommodate materials handling equipment and the stock being stored. Double rows of longitudinal stacks or blocks should be separated from other double rows of longitudinal stacks or blocks by aisles or roadways having a minimum width of 25 feet in order to accommodate mobile fire fighting equipment, materials handling and transportation equipment, and to serve as a fire break between large quantities of supplies and equipment. Fire breaks, 25 feet in width, should also be maintained around storage areas of approximately 120,000 square feet. Such breaks will normally be provided by roadways, railroad tracks, and/or work aisles. In addition to the above fire breaks, aisles 100 feet wide should be maintained approximately every 1000 feet in open storage sites not provided with fire hydrants.

(3) In open storage areas utilized for the storage of non-combustible supplies and equipment fire breaks and storage stack or block limitations referred to above are not required. Therefore the only aisles or roadways required are those necessary to provide accessibility to the materials stored therein.

**8. UNUSED****9. UNUSED****10. DOPE, ENAMEL, LACQUER, PAINT AND THINNER**

a. These items will be stored, wherever possible, in a dry, fire resistive, well drained, and well ventilated structure separated from other

buildings and under automatic sprinkler protection.

b. The first tier of containers will be laid at least 2 inches above the floor level to provide for suitable ventilation and drainage. Handling of stock will be so conducted as to avoid damage to labels.

c. These items when packaged in 55-gallon steel drums may be stored in open storage provided containers are protected against rusting by painting of bare metal areas. Drums will be laid on their sides on dunnage so as to provide approximately 2 inches clearance above ground.

d. These items will be stored separately from materials, such as, grease, oil, and other lubricants.

e. Rags, wood, and other similar combustible materials will not be stored in the same building with these items.

**11. ENGINES (AIRCRAFT)****a. Wooden Shipping Boxes.**

(1) Indoor Storage. Aircraft engines prepared for storage in wooden shipping boxes will be stored indoors whenever sufficient warehouse space can be made available. Where sufficient indoor floor space is available, engines will be grouped by type and stored in double rows. Aisles of sufficient width to permit the removal of any one engine without moving any of the others will be provided between each double row. Blocks or dunnage of sufficient thickness should be placed under each box to facilitate handling by fork or low-lift elevating trucks. The height to which engines may be decked will depend upon floor load capacity, container strength, materials handling equipment, safety requirements, and fire prevention requirements.

(2) Outdoor Storage. When sufficient indoor storage space is not available and it becomes necessary to store engines outdoors, the top of the engine box (wood) will be covered with a waterproof covering. When roofing paper is used to cover individual box tops, the paper will be allowed to extend down the box sides approximately 6 inches; however, in no case will paper be permitted to close off the vent holes in the box. Blocks or dunnage of sufficient thickness will be placed under each box to preclude water from entering the bottom of the box and to facilitate the use of materials handling equipment. As in indoor storage, engines will be grouped by type and stored in double rows. Fire prevention requirements for outside storage as prescribed in paragraph 7 will be followed.

(3) Tropical Storage. When engines are stored outdoors under tropical conditions, care will be exercised to ventilate the boxes in order to maintain the ambient temperature, and humidity as low as possible. The boxes will be opened upon receipt, the top of the box raised, and blocks inserted to hold the top of the box in such position that the interior is ventilated. Where it is not practicable to remove the top half of the box, holes

Para. 11a (3) — Cont.

in the upper and lower portions of the sides will be drilled to provide ventilation. If the bottom of the box does not have drain holes, they will be drilled to provide drainage of the trapped water from the box.

b. Metal Shipping Containers. Engines, preserved and packed in metal containers, are considered suitably protected to be placed in outside storage.

c. Unboxed Engines. When the installation of engine boxes is not necessary, under the exception contained in TO 2R-1-11, engines will be stored indoors. Permanently installed racks or portable stands may be used; however, when permanently installed racks or portable stands are not available, the bottom section of engine shipping boxes may be used. Most engine shipping boxes (wood) are constructed so that the top and side may be removed by removing bolts. The bottom of the box and stand mounted thereon provides suitable storage for the engine and any accessories that may be required to be stored with the engine.

## 12. HI-VALU ITEMS

a. Hi-Valu items, including reparables, will be segregated from other items when placed in storage, unless local conditions indicate segregation to be impractical. The segregation of Hi-Valu items will be at the discretion of the base supply officer in consonance with command policy. When Hi-Valu items are not segregated in storage, all items will be identified as prescribed in paragraph 5i. section 18. Hi-Valu items in segregated storage need not be identified with the Hi-Valu insignia except when issued or shipped.

b. The AF Form 84B, "Service Stock Balance Record," may be used to provide a standard and uniform system of recording identification, receipts, issues and balances of cost category I (Hi-Valu) items. The system adopted should be uniform and centrally located in the warehouse for control purposes. The equipment should conform to the type of visible file which is available without purchase.

c. Blue and white colors will be used to designate storage areas and storage units where (Hi-Valu) items are stored.

(1) Boundary Lines. Boundaries of aisles, shipping and receiving areas, bays, bay subdivisions will be clearly marked on the floor with blue lines and white numerals. Boundary lines will not exceed a width of three inches and will be painted with Paint, Traffic Blue, (Spec TT-P-115), white paint for numerals will be (Spec TT-P-115).

(2) Corner Markers. Blue and white corner markers will be utilized at aisle intersections as required. (Paint Spec TT-C-595, or MIL-L-7178).

(3) Bin Storage Units. Pallet rows, racks, etc., will be clearly marked on the end facing the main aisle with blue and white diagonal lines. (Paint Spec TT-C-595 or MIL-L-7178.)

(4) Class Designation Markers. Signs and/or placards designating commodity classes stored within the storage area or storage unit will be blue with white lettering. (Federal Spec TT-C-595 or MIL-L-7178.) Dimensions to be locally deter-

mined commensurate with storage area involved.

(5) Outside Storage Areas. Signs, boundary markers, location symbols, class designation markers, etc., used to identify outside (Hi-Valu) storage areas will be blue with white lettering and/or number. (Federal Spec TT-C-595 or MIL-L-7178.) Boundary lines where used will not exceed six inches in width and will be painted with Paint, Traffic Blue, (Spec TT-P-115) white paint for numerals will be (Spec TT-P-115). Dimensions of signs to be locally determined commensurate with size of storage area involved.

## 13. JATO UNITS AND IGNITER ASSEMBLIES

Storage. JATO units and igniter assemblies should preferably be stored in approved earth covered, reinforced concrete igloo magazines. JATO units may be stored in crates where shipments are anticipated before use, otherwise crates should be removed to reduce the amount of flammable material in storage. The storage magazines should be subject to the least possible variation in temperature. Moisture conditions should be kept to the minimum. Appropriate publications (Department of Army technical manuals and/or Department of Air Force technical orders) relative to handling, inspection and storage of JATO units and igniter assemblies should be consulted for detailed instructions.

## 14. LUMBER AND PLYWOOD

Section 1, chapter 5, AFM 67-3 will be used as a guide for the storage of lumber and plywood.

## 15. MAP PROPERTY

Separate storage will not be required for supplies and equipment transferred to the MAP account; however, serially numbered engines received from MAP countries will be tagged to indicate MAP title account from which received. Such tags will remain with the engine throughout the storage and/or overhaul process. In addition, serial number records of engines received will be maintained by MAP account title to insure return to the appropriate title account.

## 16. MEDICAL MATERIEL

a. Medical materiel will be stored in accordance with the provisions of this section and volume V.

b. AF Form 84A, "AF Stock Locator Card (buff)," will be the only AF Form of the 84 series used at AF medical activities (see volume V).

c. Individual items in storage units, which have the stock number preprinted on the label by the manufacturer, or the serviceability of which is obvious, will be exempt from the marking, tagging, and labelling as prescribed in section 18.

d. Items indicated by "R" in the notes column of the Armed Services Catalog of Medical Materiel, all barbiturates, precious metals and alloys will be stored in vault storage or under lock and key. Any other items which are of a critical nature will be similarly safeguarded as directed by the base surgeon.



Para. 16 — Cont.

*e.* Individual items of a flammable nature will be segregated and stored separately. Metal bins or

cabinets will be utilized for storage where possible and practicable.

Para. 16—Cont.

f. Medical gases and bulk storage of other flammable items such as ether, alcohol, etc., will be stored in a building specially designated for the storage of highly flammable material. Oxygen will not be stored with any combustible gas or flammable liquid or grease.

g. X-ray film will be stored in accordance with paragraph 18.

h. All "dated" items and other items requiring special storage procedures will be stored in accordance with volume V.

i. Repairable and INC items will be stored in accordance with volume V.

**17. METHYL BROMIDE**

a. General. Methyl bromide is colorless and extremely toxic. Therefore, breathing its vapors and exposing the body to the liquid should be avoided. Occasional exposure of the bare skin may not cause ill effects; however, repeated exposure through saturation or deposits of methyl bromide on clothing, gloves, etc., may result in severe dermatitis. Personnel responsible for storage and issue of methyl bromide should thoroughly familiarize themselves with the provisions and operation of safety devices contained herein.

b. Definitions. The term "container" as used herein includes methyl bromide aircraft fire-extinguisher cylinders, spheres, drums, and any other container in which methyl bromide may be received.

c. Safety devices. The leak detectors and gas masks described below will be stored in a cabinet on the outside of the storage room adjacent to the entrance door.

(1) Detectors. Frigidaire halide leak detectors and Prest-O-Lite leak detectors have been approved for use with methyl bromide. Leaking containers and toxic concentrates of methyl bromide may be detected as follows:

(a) When the sampling tube of the detector is subjected to atmosphere contaminated by methyl bromide, a green or blue flame, indicating degree of concentration, will appear in the torch. With experience, an estimate of the degree of toxic concentration can be determined by the color of the flame. The following table should be used in determining concentration of methyl bromide when using the detector:

Methyl bromide concentration in parts per million	Color of flame
0	Almost invisible.
50	Faint green.
100	Moderate green.
200	Strong green w/trace of blue.
500	Blue green.
1,000	Strong blue

(b) Operation of the detector in fresh air for a period of two to five minutes will return the flame color to normal after exposure to methyl bromide. The copper reaction plate of the detector should be inspected frequently, as the flame impinging on the plate during operating results in oxidation to such an extent that replacement is necessary to insure accurate detection.

(2) Gas Masks and Respirators.

(a) When it is necessary to enter a storage room which has possibly become contaminated by methyl bromide, an airline respirator or gas mask will be worn. The airline respirator is recommended but is dependent upon compressed air, which is not always readily available. Where storage rooms are not equipped with compressed-air facilities, gas masks and canisters bearing the approval of the US Bureau of Mines will be used. The masks and canisters listed below have been approved for use with methyl bromide:

Manufacturer	Type	Canister
Mine Safety Appliance.....	AB	GMA
E. D. Bullard Co.....	CM	CM-1
Davis Emergency Equipment Co.....	M-1	C-1

(b) The life of the canister depends upon the time in use and vapor concentration but is relatively short; hence manufacturers' directions and instructions should be strictly followed. Personnel should thoroughly familiarize themselves with the limitations of masks and canisters.

d. Storage Facilities.

(1) The preferred storage facility for storing methyl bromide is an isolated building in which natural ventilation has been provided by openings around eaves and floor line. Such openings should be eight inches high, extend entirely around the building and be covered with 1/4-inch wire mesh to preclude entrance of fowl and vermin. Louvers should also be provided to preclude entry of rain and snow, and exposure of containers to direct rays of the sun.

(2) Bases not having a facility like that described in paragraph 17d(1) may (though this method is not preferred) utilize a section within an existing warehouse, provided that the storage room is protected and ventilated as follows:

(a) The warehouse selected should be one in which activity is limited and which is only partially occupied by personnel and other supplies.

(b) The section or area selected should be adjacent to an outside wall and all other sides completely inclosed by construction of interior walls to prevent methyl bromide vapors from floating to other areas of the warehouse.

(c) A ventilating system developing 20 atmospheric changes per hour will be operated continuously.

(d) Fresh-air intake ducts located at ceiling height and exhaust ducts located at floor level on the outside wall will be provided.

(e) Outside exhaust ports will be located at high level and equipped with directional vanes to exhaust always downwind to preclude reverse flow of fumes into the storage room.

(3) The building or storage room established for the storage of methyl bromide will be provided with at least two means of exit. All doors will be equipped with panic hardware, and tumbler-type locks will be installed on the entrance door.

(4) Heating facilities, sprinkler-type fire-extinguishing equipment, explosion-proof electrical equipment, or other special fire-prevention features will not be required for methyl bromide storage buildings or rooms.

## Para. 17d—Cont.

(5) Warning placards for all methyl bromide storage buildings and/or storage rooms will be provided as follows:

(a) Placard the outside of the entrance doors using the following wording with letters painted in red two inches high:

METHYL BROMIDE—STORAGE  
DO NOT ENTER UNLESS AUTHORIZED BY SUPPLY  
OFFICER

(b) Placard the inside of the door with the following warning, using letters at least 1/2 inch high for the heading and 1/4 inch high for the text:

WARNING  
METHYL BROMIDE—POISON

Methyl bromide is a highly volatile liquid, vapors of which are toxic to humans and animals. Do not breathe its vapors or touch the liquid.

## FIRST-AID PROCEDURE

Place patient in fresh air with face downward and head slightly below the level of the lungs. Send for a doctor. Give artificial respiration if breathing is weak or has stopped. Keep patient warm. Oxygen inhalation and stimulants of caffeine will be administered at the doctor's discretion.

e. Storage and Handling. The following procedure will be strictly adhered to by all personnel handling, storing, and issuing methyl bromide.

(1) Personnel will put on airline respirator or a full face mask with organic canister, light the detector, enter the storage building or room, and determine whether it is contaminated with methyl bromide gas. The air near the floor will be sampled inasmuch as methyl bromide is heavier than air and tends to stratify in this area. If the storage room is determined to be free of gas, other personnel may enter the room without gas masks.

(2) If the detector indicates the presence of gas, each container will be immediately inspected, with the detector used to locate the leaking container. All leaking containers will be immediately removed to an isolated open area and completely discharged into the atmosphere. Gas masks will be worn by personnel accomplishing inspection and disposal. Personnel not wearing gas masks will be vacated from the area.

(3) Prior to issue or shipment, methyl bromide containers will be thoroughly inspected for leaks by use of the leak detector and weighted to insure that containers are fully charged. The date of inspection and weight will be entered on the identification or serviceable parts tag attached to container.

(4) Utmost care will be exercised in handling and storing charged containers to avoid damage to the container and gage, and exposure to extremely high temperatures.

f. TO 13F3-3-2 will be consulted for additional information relative to installation and maintenance of methyl bromide containers.

## 18. NITROCELLULOSE FILM

a. The following instructions apply to unexposed film, film negatives and motion picture film. Film of slow burning or safety base (cellulose acetate) does not have the fire hazard characteristics of nitrocellulose film and therefore these instructions do not apply where safety film only is used. When both kinds of film are stored at the same location in any building, the requirements for nitrocellulose film will apply. Safety photographic and X-ray films (cellulose acetate base) may be identified by the marking on the edge of the film.

## b. Fire Prevention Precautions.

(1) All wiring in storage and processing rooms will conform to the National Electrical Code. The wiring method shall be rigid metal conduit and all fuses shall be enclosed.

(2) In storage or processing rooms, only incandescent electric lights will be permitted. The lights will be firmly fixed in place and will be protected by vapor-tight globes. All lights will be equipped with keyless sockets and operated by wall switches.

(3) The use of portable lights on extension cords is prohibited in all areas where film is handled or stored.

(4) Smoking will be prohibited in rooms where films are stored or handled. Conspicuous "No Smoking" signs will be posted in the areas and at all entrances thereto.

(5) No film will be stored within two feet of steam pipes, radiators, chimneys or other sources of heat.

(6) Pending disposition, discarded film and/or film scraps will be stored under water in closed metal containers.

(7) Water or water solution type fire extinguishers (soda-acid and pump tank) will be provided for the protection of all rooms containing films.

(8) Storage of material other than films in the same vault or cabinet with films is prohibited.

(9) All motion picture films will be kept in metal reel or Interstate Commerce Commission (ICC) containers while in storage.

## c. General Storage of Unexposed Film.

## (1) Storage in hospitals and laboratories.

(a) Unexposed film will be stored in unopened ICC shipping containers or in approved cabinets or vaults vented to the outside air. When the total aggregate exceeds 1,000 pounds of film, storage will be a vented storage vault or in an outside storage house. Films in cassettes or other containers ready for exposure may be kept in supply rooms in minimum quantities and only while operating.

## (2) Storage in all other establishments.

(a) Quantities of less than 25 pounds may be stored in metal cabinets or metal file drawers. When storage exceeds 25 pounds but is not in excess of 1,000 pounds unexposed film will be kept in approved metal vented cabinets. The capacity of each cabinet will not exceed 375 pounds. Quantities in excess of 1,000 pounds will be stored in

**Para. 18c(2)(a)—Cont.**

approved film vaults. Every room in which film is handled or stored in excess of 50 pounds will be equipped with automatic sprinkler system.

(b) Unexposed film may be stored in electric refrigerators which do not exceed 100 cubic feet capacity. Unexposed film in roll form will be kept in the ICC containers in which they were received. All other unexposed films will be kept in the original containers furnished by the manufacturer. Opened packages will not be kept in refrigerators under any condition. The refrigerator will be equipped with an automatic sprinkler head.

**d. Storage of Developed Films.****(1) General.**

(a) Storage of film in basements is prohibited.

(b) Film negatives in storage will be kept in heavy manila envelopes, not exceeding 12 films to an envelope. Expanding envelopes will not be used.

**(2) Hospitals and laboratories.**

(a) All films up to 500 pounds will be stored in approved vented cabinets which will be provided convenient to X-ray rooms for current use. Storage in excess of 500 pounds will be in a vented storage vault or in an outside storage house. Vaults or storage houses will not be located within the building.

**e. Storage of Motion Picture Films.**

(1) Every laboratory or storeroom having more than the equivalent of five reels will have one or more cabinets or vaults to be used exclusively for film storage.

(2) Two hundred reels (1,000 pounds) or less may be stored in approved vented cabinets with not over 75 reels in any one cabinet. Any storage in excess of 200 reels will be in film vaults.

**f. Cabinets.****(1) For X-ray and photographic films.**

(a) No single cabinet will exceed ten cubic feet in capacity. Not over 250 pounds of film will be kept in any single cabinet. Each insulated vented unit is considered as a single cabinet.

(b) All cabinets will be of approved fire resistant insulated construction with a fire retardant rating of one hour.

(c) Cabinets will be equipped with at least one automatic sprinkler in each compartment (unit).

(d) Each cabinet will be provided with a vent to the outside of the building. The vent will have a minimum effective sectional area of 14 square inches of each 100 pounds of film capacity. The outlet of each vent will be above the roof and at least 50 feet from ventilating system, doors and air intakes, windows, and 25 feet from fire escapes on the same or higher level.

(e) Vent flues will be constructed of riveted sheet metal of not less than 18 gage. If inside, they will be covered with one inch of approved non-combustible heat insulating material and will not be nearer than nine inches to any combustible material.

**(2) For Motion Picture Film.**

(a) A cabinet will have a minimum volume of one cubic foot for each 19 pounds of film capacity and will in no case have a volume exceeding 20 cubic feet or 375 pounds of film.

(b) Cabinets will be of approved fire-resistant construction so insulated as to provide a minimum of one hour fire retarding rating.

(c) Cabinets containing in excess of 50 reels will be divided into at least two compartments. Each compartment will have an independent door, will be insulated to prevent the contents of one compartment being involved by a fire in the other, and will be equipped with one automatic sprinkler head. Spaces will be provided so the film containers do not touch partitions on any side. A 1/2-inch clearance will be maintained. Shelves or racks within the cabinets must be of metal and so arranged to store film containers on edge.

(d) Each compartment of a cabinet containing more than 25 pounds of film will be vented to the outside air as for X-ray and photographic film.

**g. Vaults.**

(1) For new construction no vault will exceed 750 cubic feet in capacity including aisles. Existing vaults will be divided into compartments, each compartment not to exceed 750 cubic feet actual storage capacity including aisles, and each compartment will include necessary ventilating and sprinkler equipment.

(2) Vaults will be of approved type construction to provide a minimum of a four hour fire retardant rating and constructed in accordance with the standards of the National Board of Fire Underwriters' Pamphlet 40.

(3) Proximity to boilers, stacks, and other sources of heat will be avoided. Where heating is necessary to prevent freezing, steam coils will be provided at the ceiling over aisles and the steam pressure limited to ten pounds. Pipes and heaters will be screened so that film cannot come within two feet of them. Temperatures will not be in excess of 70° F. No indirect heating nor arrangement employing fans for circulation will be employed.

(4) Each vault will be equipped with an approved automatic sprinkler system with a ratio of one head for each 62 1/2 cubic feet of total vault space. A 550 cubic foot vault will have 12 sprinkler heads and the installation will be in accordance with NBFU Pamphlet 40.

(5) Each vault will have a separate opening to the outer air through a vent having a minimum effective sectional area of 150 square inches per 1,000 pounds of film capacity. Standard vaults of 750 cubic feet containing 10,000 pounds of film will have a vent opening of 1,500 square inches. The outlet of each vent will be above the roof or made to face a street or other clear space with a clearance of at least 50 feet from ventilating system air intakes, doors, windows and 25 feet from fire escapes on the same or higher level. All horizontal flues within the building will be of five inch

**Para. 18g(5)—Cont.**

reinforced concrete or other approved chimney construction materials. Exterior metal flues will be of a construction equivalent to that of smokestacks. Each vent opening directly through an exterior wall will be protected against the weather by a single-thickness glass 1/16 inch thick set in a sash arranged to open automatically in case of fire by means of a releasing device placed inside the vault. Vaults will not be provided with skylights or windows other than the sash leading to the vent shaft.

(6) Racks and shelves in vaults will be of metal or other noncombustible material and arranged for the storage of single reel containers on edge, or for ICC shipping containers.

(7) Motion-picture film. With the exception of negative and master positive film, all motion-picture films will be stored on edge in a vertical position. Film will not be stored on the floor unless in approved ICC shipping containers.

**h. Warehouses.**

(1) Such buildings when utilized will preferably be located at least 100 feet away from any other building or combustible material. If on a roof or within 100 feet of any other building or combustible material stored in the open, the building will be of approved type, fire proof construction and equipped with automatic sprinkler protection.

**19. SMALL ARMS AND WEAPONS**

a. Commanders of AF activities and units will be responsible for insuring that reasonable precautions are taken to safeguard small arms and weapons.

b. Base supply officers will not be relieved from responsibility for lost or stolen small arms and weapons, unless it is clearly shown that every reasonable precaution was taken to prevent loss, theft or unauthorized use.

**c. Storage.**

(1) Small arms and weapons will be stored in buildings of masonry construction with concrete floors, barred windows and strong doors, equipped with secure locks. In the event this type of structure is not available, the building selected will be made secure, by barring windows, ventilators and attaching strong locks to the doors.

(2) Indoor storage will be provided if at all practicable. Small arms and weapons will be properly preserved and placed in suitable containers. Care and preservation will be in accordance with TO 00-85-3.

(3) If outdoor storage is necessary, the packing containers will be protected from the elements by tarpaulin covers, which are supported by frames to provide proper ventilation. Dunnage and cross dunnage will be provided. A suitable enclosure such as fencing or an improvised lean-to, is desirable. The storage area will be placed under guard surveillance. Frequent inspection will be made to insure that the small arms or weapons have sufficient preservation to prevent corrosion.

**20. STRATEGIC AND CRITICAL MATERIALS (STOCK PILING ACT OF 1946, PUBLIC LAW 520, 79th CONG.)**

The general provisions for storage outlined in this section will likewise apply for long term storage of strategic and critical materials. However, certain strategic and critical materials require that precautionary measures be taken and special care and handling exercised in the storage of such materials. Details concerning responsibilities, administrative procedures, and storage methods in connection with the stockpiling of strategic and critical materials at military establishments are contained in the General Services Administration, "Strategic and Critical Materials Storage Manual."

**21. SURVIVAL AND RESCUE EQUIPMENT**

a. Hazardous components will be removed from survival and rescue equipment while in storage in the zone of interior.

b. Survival and rescue equipment includes life rafts and sustenance vests; rescue and sustenance kits; and airborne rescue boats.

c. Hazardous components include pyrotechnics, small arms ammunition, matches, and any other explosives and flammable materials.

d. Provisions outlined herein are not intended to alter the storage provisions currently prescribed for life rafts or airborne rescue boats, in TO 14S3-2-1, 14S3-3-11 and TO 39A-1-2, respectively. However, where storage provisions for survival and rescue equipment are not presently contained in appropriate technical orders or are in conflict with this manual, the provisions contained herein will govern.

e. Removal and Storage of Hazardous Components.

(1) Pyrotechnics, small arms, ammunition, and any other explosives removed from survival and rescue equipment will be stored in ammunition storage areas in accordance with the procedures outlined in TO 11A-1-20. If ammunition storage facilities are not available, storage will be as prescribed by the local ordnance office.

(2) Matches and other highly flammable materials removed from survival and rescue equipment will be stored in noncombustible isolated low value structures. In the absence of such storage facility, the storage will be as prescribed by the base fire marshal.

f. Handling, Storing, and Marking Survival and Rescue Equipment.

(1) Stored survival and rescue equipment from which hazardous components have been removed will be tagged or labeled to indicate that the components have been removed. Tags or labels will contain the following legend: "Hazardous components of this equipment removed. Replace prior to placing in use." The stock number, description, and quantity of each component required to complete the particular equipment will be listed on the tag or label.

## Para. 21f—Cont.

(2) Survival and rescue equipment repaired by maintenance activities for return to supply stocks will be returned without hazardous components and will be tagged or labeled as prescribed in paragraph 21f(1). Hazardous components removed by maintenance activities will not be retained in maintenance shops but will be returned to supply for storage as outlined in paragraphs 21e(1), and (2).

(3) Serviceable or reparable equipment turned into supply by using or other activities will be inspected upon receipt, and any hazardous components contained in the equipment will be removed before it is placed in storage. AF bases returning survival and rescue equipment to air materiel area depots for repairs or other purposes should remove all hazardous components prior to shipment and retain the components for replacement in other equipment.

*g.* Replacement of Hazardous Components and Issue of Survival and Rescue Equipment.

(1) Air materiel area and AF depots will not assemble and issue survival and rescue equipment complete with hazardous components, except when so directed by the Commander, Air Materiel Command, or unless the using activity is located and operated at or based directly upon the air materiel area or AF depot for supply. In those instances, equipment may be completely assembled prior to issue.

(2) Replacement of hazardous components in survival and rescue equipment will be the responsibility of base supply and maintenance activities of comparable activities at Air Force bases. Accordingly, adequate stocks of necessary hazardous components will be maintained at Air Force bases for use and replacement in survival and rescue equipment.

(3) Pyrotechnics, small arms ammunition, and other explosives required for installation and use in survival and rescue equipment will be requisitioned in accordance with section 11, volume II.

(4) Air Force base supply and maintenance activities assembling survival and rescue equipment for issue to using organizations will insure that it is complete with all required components, including hazardous components.

## 22. INSPECTION AND TESTING OF WEIGHING SCALES

Weighing and computing scales will be inspected and tested at six month intervals or if damage or malfunctioning is noted. The periodic inspection should be performed by maintenance division or by arrangement with scale manufacturers or the local inspector of weights and measures.

## 23. UNUSED

## 24. UNUSED

## 25. AMMUNITION STORAGE AND STORAGE RECORDS

*a.* Ammunition storage will be accomplished in accordance with the procedures prescribed in section II, chapter 5, AFM 67-3, "Storage and Materials Handling."

*b.* Ammunition storage records will be maintained in accordance with the procedures prescribed in paragraph 20, section 28.

## 26. VEHICLES AND VEHICLE TOOLS

The storage of vehicles and vehicle tools will be in accordance with the provisions of TO 36-1-5, paragraph 40, section 4, volume II, and section III, chapter 5, AFM 67-3.

## 27. FLAGS

Flags, colors, standards and guidons will be stored and handled in the manner approved for similar types of material or as otherwise prescribed by existing directives.

## 28. WEIGHT CONVERSION FACTORS

*a.* General. Headquarters, Air Materiel Command will develop and compile a listing of AF commodity class, subclass, and Federal class weight conversion factors. Such listings and supplements thereto will be furnished Air Materiel Command activities on an automatic basis and to major air commands upon request. Requests for these factors should be directed to the Commander Headquarters, Air Materiel Command, Attn: MCSY. These conversion factors should be utilized by Air Materiel Command activities in the preparation of the Storage and Material by AF Property Subclass Report (RCS: AMC S-148).

*b.* Preparation and Submission. The directorate of supply and services of Air Materiel Command activities, having commodity class manager responsibility, will compile weight and cubage data to be used by Headquarters, Air Materiel Command in the development of standard weight conversion factors. Procedures to be followed are:

(1) Compile weight and cubage data reflected on the shipping officers document copy of all outgoing shipments for each AF commodity class, subclass, and breakdown of subclasses as well as all commodity classes established under the Federal supply classification system. Subclasses of commodity class 01 will be broken down by aircraft type and class 02A by engine type. Weight and cubage data will be compiled for a period not less than 30 working days, or longer if deemed necessary by the local director of supply and services in order that a reasonably accurate conversion factor may be developed. This data will be compiled as new classes are established or when the conversion factors established are believed not to be representative and appropriate for the class concerned.

(2) Prepare a listing indicating the weight, cubage and the number of shipments involved during the compilation period for each class, subclass

**Para. 28b—Cont.**

and breakdown as indicated in paragraph 28b(1). This listing will be prepared in duplicate and forwarded to Headquarters, Air Materiel Command, ATTN: MCSY, by means of a cover letter signed by the Director of Supply and Services or his designated representative. This report is of a continuing nature and will be submitted at the end of the compilation period for the commodity class or subclass concerned.

c. Reports Control Symbol. Reports control symbol AMC-S117 has been assigned to the "Weight Conversion Factors" report.

d. Disposition and Classification. This report is unclassified and will be destroyed immediately after it has served its purpose or after six months, whichever is sooner in accordance with AFM 181-5.

**29. UNUSED****30. OPEN STORAGE OF AIR FORCE SUPPLIES AND EQUIPMENT**

a. It is the policy of the Air Force to effectively utilize all existing facilities to the maximum extent in the storage of property. When it becomes necessary to provide outside storage for property, the Commanders of Air Force activities will be responsible for the selection and proper protection of those items that are considered suitable for outside storage. Items to be considered are those that do not require covered storage and for those which can be provided adequate protection from the elements by the amount and levels of preservation, packaging, and packing accorded, plus the anticipated length of storage and the end use of the item. In determining the latter, consideration must be given to local climatic conditions such as hard rains, heavy snow, wind and sand storms or when the atmosphere contains dust, salt or acids and when the property is subject to a wide variance in temperature. Other

selection factors consist of the type of property, size of the item, additional preservation cost, packing, frequent inspection for deterioration, labor, improvised storage coverings, etc. In the event the suitability of the items selected for outside storage are questionable, assistance and guidance will be requested from the geographical AMA.

b. Stacking. Property which is stored in open areas must be stacked in such a manner as to facilitate withdrawal, identification, inspection and inventory. The maximum stacking height depends upon the type of surface, lift capacity and stacking height of available equipment. Cube utilization in open storage may be increased materially by the utilization of storage aids.

c. Dunnage. Adequate dunnage is more important in outside storage than in warehouses. In addition to permitting the use of materials handling equipment, it must serve the twofold purpose of stabilizing the stacks on soft ground and protecting property from surface water and freezing ground. Dunnage will not be less than 4 inches x 4 inches dimension. In field and unimproved areas, it may be necessary to utilize planking beneath dunnage timbers to prevent sinking.

d. Preparation for Storage. Tarpaulin, composition roofing or other appropriate covering will be used to protect property stored outside. An adequate corrosion control program will be maintained to protect property.

e. Inspection. All property in open storage requires frequent periodic inspection for proper care and preservation. (This is a storage function and the responsibility should, normally, be delegated to the office having custody and storage responsibility.) Effective protection is essential in the storage of property subject to damage from pests. Storage areas will be inspected after hard rains, snow, wind storms, etc. Accordingly, necessary action must be taken promptly to repair such storage areas and to reprocess, repair, repack or relocate property.

## SUPPLEMENT I

## FORMULA AND RAPID APPROXIMATION TABLES

*Formula Tables*

Circumference of a circle = diameter $\times$ 3.1416.	Surface of a sphere = square of the circumference $\times$ 0.3183.
Area of a circle = square of the radius $\times$ 3.1416.	Solid contents of a sphere = square $\times$ one-sixth its diameter.
Area of a circle = square of the diameter $\times$ 0.7854.	Solid contents of a sphere = cube of diameter $\times$ 0.5236.
Radius of a circle = circumference $\times$ 0.159155.	Diameter of a sphere = square root of surface $\times$ 0.56419.
Radius of a circle = square root of the area $\times$ 0.56419.	Diameter of a sphere = cube root of solidity $\times$ 1.2407.
Diameter of a circle = circumference $\times$ 0.31831.	Circumference of a sphere = cube root of solidity $\times$ 3.8978.
Diameter of a circle = square root of area $\times$ 1.12838.	Solid contents of a cone or pyramid = area of base $\times$ one-third of altitude.
Side of an inscribed square = diameter $\times$ 0.7071.	Surface of a cube = 6 $\times$ area of one side.
Side of an inscribed square = circumference $\times$ 0.2251.	Area of trapezoid = altitude $\times$ one-half sum of parallel sides.
Side of an equal square = diameter $\times$ 0.8862.	Volume of similar solids are to each other as the cubes of their similar lines.
Area of a triangle = base $\times$ one-half the altitude.	
Area of an ellipse = product of both diameters $\times$ 0.7854.	
Surface of a sphere = circumference $\times$ diameter.	
Surface of a sphere = square of the diameter $\times$ 3.1416.	

*Rapid Approximation Tables*

Miles = feet $\times$ 0.00019.	Cubic inches = United States bushels $\times$ 2,150.42
Feet = links $\times$ 0.66.	United States bushels = cubic feet $\times$ 0.8036.
Links = feet $\times$ 1.5.	United States bushels = cubic inches $\times$ 0.000466.
Square feet = square inches $\times$ 0.007.	Cubic feet = United States gallons $\times$ 0.13368.
Square yards = square feet $\times$ 0.111.	Cubic inches = United States gallons $\times$ 231.
Square yards = acres $\times$ 4,840.	United States gallons = cubic feet $\times$ 7.48.
Acres = square yards $\times$ 0.002066.	United States gallons = cylindrical feet $\times$ 5.878.
Acres per mile = width in chains $\times$ 8.	United States gallons = cubic inches $\times$ 0.004329.
Cubic yards = cubic feet $\times$ 0.04.	United States gallons = cylindrical inches $\times$ 0.0034.
Cubic feet = cubic inches $\times$ 0.00058.	Cwt. (112 pounds—) = pounds $\times$ 0.009.
Cubic yards = United States bushels $\times$ 0.016.	Tons (2,240 pounds) = pounds $\times$ 0.00045.
Cubic feet = United States bushels $\times$ 1.244.	



## SUPPLEMENT II

## PUBLICATIONS PERTAINING TO STORAGE

- TO 00-20K-1 "Inspection and Age Control — USAF Equipment." This TO delegates responsibility and prescribes procedures for the age control, reinspection, and functional tests of specific items of serviceable Air Force property (as listed in TOs of the 20K series) being received or in storage at Air Force activities.
- TO 00-25-84 "Storage Maintenance Practice for Transportation Corps Equipment." The purpose of this TO is to provide personnel responsible for the storage of Transportation Corps equipment with the technical information which will enable them to properly maintain equipment in open and closed storage for long storage periods.
- TO 00-25-113 "Conservation of Critical and Strategic Materials." The purpose of this TO is to provide instructions for the preparation of TO listings parts and components containing critical materials and to provide instructions for the segregation of critical and strategic materials.
- TO 00-25-154 "Maintenance and Storage of United States Flags, Air Force Flags, Guidons, and Streamers." The purpose of this TO is to provide information for the maintenance and storage of flags utilized by the Air Force.
- TO 00-35A-15 "Technical Order Compliance Parts Kit." This TO provides that the responsibility for the provisioning, procurement, assembly, storage, control and distribution of Technical Order Compliance Kits is placed with the end item commodity class at the appropriate Air Material Command CCM.
- TO 00-35F-1 "Hi-Valu Item." This TO provides a list of expensive spares items which have been selected as Hi-Valu items for specifics of control management.
- TO 00-85-11 "Household Goods Shipping Box for Overseas Shipment or Storage in Government Warehouse." This TO specifies shipping box to be used for the shipment and storage of miscellaneous household goods.
- TO 00-85-13 "Packing and Handling of Dangerous Materials for Military Airlift." This TO provides methods and information relative to the preparation and handling of dangerous materials for military airlift.
- TO 00-85A-07-1 "Packaging, Packing, and Marking of Radioactive Luminescent Paint Powders for Storage and Shipment." This TO provides instructions and requirements for the packaging, packing, and marking of radioactive luminescent paint compounds.
- TO 00-85A-19-1 "Preservation, Packaging, Storage, and Inspection of Pierced Plank Steel Aircraft Landing Mat in Bundles." This TO establishes standards of inspection, cleaning, preservation and packing to provide adequate protection of subject materials during storage and shipment.
- TO 00-85A-23-1 "Packaging, Packing, and Storage of Aluminum Alloy Sheet and Plate." This TO outlines procedures for the preservation, packing, handling and storage of subject materials.
- TO 00-110A-1 "Identification and Handling of Radioactively Contaminated Aircraft and Material." This TO establishes interim procedures, instructions, and precautions for protecting personnel from the effects of exposure and material that is radioactive or has become contaminated with radioactive materials.
- TO 00-110A-2 "Handling and Disposition Procedures for Radioactive Electron Tubes." This TO provides precautionary measures to be utilized in the handling and disposition of electron tubes containing radioactive components.
- TO 1-1-17 "Storage of Aircraft." This TO provides preservation and storage instructions for all types and models of aircraft which may be placed in storage.
- TO 2J-1-18 "Corrosion Control of Gas Turbine Engines." This TO provides information and instructions for the preservation of Gas Turbine Aircraft Engines in storage, whether installed or not, and provides procedures for preserving aircraft engines for maintaining them in the preserved state and for depreserving them.
- TO 2K-SR2CS-201 "Inspection, Handling, Storage of JATO Units." This TO provides all interested personnel of the USAF with information relative to the inspection, handling, and storage of JATO units.
- TO 2K-SR14AS-201 "Inspection, Handling, Storage of JATO Units." Same as above.
- TO 2K-SR14DS-201 "Inspection, Handling, Storage of JATO Units." Same as above.
- TO 2K-SRM8-1 "Inspection, Handling, Storage of JATO Units." Same as above.
- TO 2R-1-11 "Corrosion Control of Reciprocating Aircraft Engines." This TO provides information and instructions for the preservation of reciprocating aircraft engines in storage, installed or not installed, and provides procedures for preserving aircraft engines for maintaining them in preserved state, and for depreserving them.
- TO 2R-1-68 "Storage and Handling of Piston Rings." The purpose of this TO provides instructions for storing and handling piston rings.
- TO 2RA3-1-1 "Storage of Engine Mounting Systems Vibration Isolators." This TO covers the storage and issue of engine mounting system vibration isolators, dynafocal suspension mounts and spare rubber components parts.
- TO 4T-1-3 "Inspection, Maintenance, Storage, and Disposition of Aircraft Tire Casings and Inner Tubes." This TO provides information and guidance relative to the identification, inspection,

- tion, maintenance and disposition of subject equipment.
- TO 5-1-1 "Handbook of Inspection, Maintenance, Storage, and Shipment—Instruments and Instrument Maintenance Parts." This TO sets forth the policies governing the inspection, maintenance, storage and shipment of all aircraft instrument devices, instrument maintenance parts and associated items.
- TO 6J14-1-1 "Repair, Handling and Storage Instructions — Rubber and Nylon Fuel, Oil and Water-Alcohol Cells." This TO is issued as the official publication, for handling and storage of synthetic rubber and nylon fuel, oil and water-alcohol cells by Air Force installations.
- TO 6J14-1-4 "Storage, Inspection, Maintenance and Packaging of External Fuel Tanks." This TO furnishes comprehensive instructions concerning storing, inspection and preservation of external fuel tanks.
- TO 6R-1-3 "Preparation for Storage and for Use after Storage of Carburetors, Direct Fuel Injection Pumps and Direct Fuel Injection Systems." This TO provides instructions for the above.
- TO 8D2-1-31 "Operation and Service Instructions, Aircraft Storage Batteries and Venting Systems." This TO provides instructions for inspection and storage of storage batteries used in aircraft.
- TO 10-1-15 "Removal of Batteries from Class 10 Equipment." This TO is issued to insure the removal of batteries from class 10 equipment prior to storage or shipment and to prevent damage to equipment already in storage.
- TO 10J-1-2 "Precautions To Be Taken in Storage, Shipment, Handling and Use of Photo Flash Lamps." This TO warns all personnel of the fire hazard and precautions to be exercised relative to photo flash lamps.
- TO 10J-1-4 "Film, Paper and Chemicals, Storage, Issue and Shipment." This TO provides information relative to storage, issue and shipment of film, paper and chemicals as listed in the supply catalog.
- TO 12-1-41 "USAF Electron Tube Reclamation Program." The purpose of this TO is to set forth policies and objectives; outlines responsibilities and procedures; and furnish information and instructions necessary for implementing and operation of the USAF electron tube reclamation program. It is imperative that the tubes be properly packaged and stored at all times.
- TO 13C5-1-31 "Parachutes, Cargo, and Aerial Delivery." This TO provides information relative to the inspection, packing, repair, cleaning and storage of subject equipment.
- TO 13C5-4-1 "Parachutes Operations and Service Instructions—Parachute, Type N-1A." This TO provides information relative to the inspection, packing, and storage of subject equipment.
- TO 13F-1-1 "Inspection, Testing, Charging, and Marking of Portable and Fixed CO2 Cylinder Assemblies." This TO provides for the inspection of Airborne Cylinders.
- TO 14D1-2-42 "Service Instructions—Parachutes, Type E-1." This TO provides for storage of parachutes.
- TO 14P3-1-1 "Clothing, Protection From Moths and Mildew." This TO provides for preparation and storage of clothing.
- TO 14P3-5-21 "Use, Maintenance and Storage of Fighter Pilots Exposure Suit (Anti-G) Types G-3, G-3A, and G-4A." This TO provides information relative to the use, maintenance and storage of subject equipment.
- TO 14P3-6-1 "Use, Maintenance and Storage of Fighter Pilots Exposure Suit (Anti-G) Types G-3, G-3A, and G-4A." Same as above.
- TO 14P3-6-11 "Use, Maintenance and Storage of Fighter Pilots Exposure Suit (Anti-G) Types G-3, G-3A, and G-4A." Same as above.
- TO 14S3-4-1 "20 Man Life Raft, Types F2 and F2A." This TO covers the use, operation, maintenance, inspection, testing and storage of pneumatic 20 man life rafts.
- TO 15X1-2-1-31 "Low Pressure Oxygen Cylinders." This TO prescribes the handling and storage of low pressure oxygen cylinders.
- TO 33-1-5 "Removal of Batteries from Test Equipment in Storage and/or Shipment." The purpose of the TO is to establish requirements for the removal of installed batteries from all items of test equipment maintained in storage and/or shipment.
- TO 34-1-3 "Repair and Maintenance of Machinery and Shop Equipment." This TO is issued to provide a general policy for inspection and maintenance of machinery and other shop equipment installed in shops of all effected activities.
- TO 34Y1-1-171 "Installation, Operation, Maintenance, Inspection and Storage of Air Compressors." This TO provides basic information relative to storage, installation, operation, inspection and maintenance of Air Compressors used by USAF.
- TO 35-1-4 "Processing and Inspection of Ground Equipment for Storage and Shipment." Ground equipment as defined in AFM 66-2 will be processed for storage and shipment in accordance with this Technical Order.
- TO 35F-1-1 "Care and Maintenance of Electrical Cables in Storage Prior to Shipment." This TO is a guide to personnel in the care and handling of all electrical wire and cable in storage and preparation for shipment.
- TO 35F13-1-1 "Removal and Disposition of Dry Cell Batteries in Class 08 Equipment." This TO requires the removal of dry cell batteries from all class 08 equipment prior to storage and from equipment already in storage to prevent damage resulting from corrosion and disposition of removal batteries.
- TO 36-1-5 "Processing of Motor Vehicles for Storage and Shipment." This TO provides instructions for processing serviceable and reparable items for storage and shipment, and establishes inspection requirements of such equipment in storage and awaiting shipment.

- TO 36-1-6 "General Installation, Servicing, Storage and Procurement of Antifreeze for AF Vehicles and Liquid-Cooled Motorized Equipment." This TO provides information relative to the preparation of motorized equipment for the use of antifreeze, as well as the storage and procurement of same.
- TO 37A3-1-3 "Storage and Reclamation of USAF 55 Gallon Capacity Fuel and Oil Drums." This TO provides for the selection of a storage site where indoor storage is unavailable or inadequate for the storage, handling, and reclamation of empty 14 and 16 gage 55 gallon capacity fuel and oil drums.
- TO 37A5-1-1 "Gasoline Hose—Storage and Issue." This TO provides methods of storing, handling and issuing subject material.
- TO 37A9-4-1-101 "Operation, Maintenance, and Inspection of Permanently Installed Hydraulic Gasoline Storage and Dispensing Systems." This TO provides detailed instructions for the operation, organization, maintenance, and inspection of subject facilities.
- TO 39-1-8 "Boats and Marine Engines—Storage, Inspection, and Preparation Procedures." This TO provides instructions for the preservation and storage of inactive boats.
- TO 42A2-1-4 "Storage Control of Paint Materials." This TO depicts method of storing, handling and issue of paint type products (organic finishes).
- TO 42B-1-2 "Container Storage of Gasoline, Jet Fuel and Oils." This TO establishes procedures for selection and preparation of storage areas, method of storage, inspection, corrosion, handling and disposition of empty containers for container storage of gasoline, jet fuels and oils, including drums or cans of 5 to 55 gallon capacity.
- TO 42B1-1-1 "Fuels and Lubricants, Use and Disposition of Fuels." This TO provides instructions pertaining to the storage of fuel in storage tanks.
- TO 42B1-1-6 "Drum Storage, Handling, and Transportation of Liquid Rocket Propellants, Nitric Acid, Aniline, Furfuryl Alcohol, and Xylidine (Xylidene)." This TO provides for the drum storage, receiving, handling, transportation and inspection, red and white fuming nitric acid, and the fuels, aniline, Xylidine, and furfuryl alcohol; and prescribes methods for the safe handling, disposal, decontamination, and fire protection pertaining to the use of these materials.
- TO 42B1-1-8 "Bulk Storage, Handling and Transportation of Fuming Nitric Acid." This TO contains the information and instructions necessary for the correct selection of a site, construction and erection of storage facilities on installations required to handle this material.
- TO 42B5-1-2 "Gas Cylinders Use, Handling, and Maintenance Gas Cylinders (Storage Type)." This TO provides information and procedures to be followed in the use, inspection, maintenance handling, shipping, and storing of gas cylinders.
- TO 42B6-1-1 "Storage and Handling of Liquid Oxygen." This TO establishes procedures for storage and handling of liquid oxygen in 50 gallon, 150 gallon, 500 gallon and larger size storage and transfer tanks.
- TO 42C-1-3 "Handling and Storage of Ammonium Nitrate Fertilizer, Grade." This TO is issued for information and guidance of personnel required to handle and store ammonium nitrate fertilizer.
- TO 42E-1-1 "Rubber Materials — Identification, Inspection, Testing, and Storage of Elastic Shock Absorber Cord and Elastic Exerciser Cord." This TO covers the identification, inspection, maintenance and disposition of subject equipment.
- TO 42E1-1-1 "Aircraft Hose (Fuel and Oil Resistant) Identification, Use and Storage." This TO provides General Service information relative to identification, use, inspection, storage and shipment of aircraft hose.
- TO 42E2-1-2 "Identification, Use and Disposition Hydraulic Packing and Gaskets." The purpose of this TO is to reduce the number of hydraulic system failures and to provide proper storage for the above.
- TO 43-1-1 "Maintenance, Inspection, Storage and Shipment of Trainer Devices and Trainer Maintenance Parts." This TO prescribes the policies governing maintenance, inspection, storage and shipment of complete trainer devices, trainer maintenance parts and trainer associated maintenance parts as listed in classes 28-A, 28-B, 28-C and 28-D.
- TO 44B-1-2 "Preservation, Packaging, and Packing of Antifriction Bearings." This TO sets forth standards of preservation, packaging, and packing that will insure and provide adequate protection for productions bearings and parts, and all antifriction bearings.
- TO 44B-1-5 "Preservation, Packaging, and Packing of Antifriction Bearings." Same as above.
- TO 44H2-1-1 "General Brushes, Fiber, and Hair Bristled." This TO provides information relative to the cleaning, renovating and storage of fiber and hair bristled brushes.
- TO 46A-1-4 "Storage of Cellulose Nitrate Plastic Office Supplies and Equipment." This TO prescribes methods to be used in storing office supplies and equipment fabricated from cellulose nitrate plastic compositions.
- TO 11 Series For reference concerning storage and handling of ammunition and explosive material (except nuclear weapons) consult TO 0-1-11, "Numerical Index of Technical Publications—Armament Equipment Publication." For references concerning storage and handling of nuclear weapons, consult TO 0-1-11N, "Armament Publications, Nuclear Weapons Group."
- (1) AFR 50-13 "(Unclassified) Regulations for Firing Ammunition for Training Target Practice and Combat."

- (2) AFR 50-22 "Ammunition Training Allowances."
- (3) AFR 67-28 "Ammunition and Explosives Materiel Supply."
- (4) AFR 67-79 "USAF Ammunition Reports."
- (5) AFR 68-3 "Disposal by Dumping at Sea."
- (6) AFR 86-6 "Quantity-Distance Standards for Storage of Mass-Detonating Military Explosives."
- (7) AFR 136-6 "Ammunition and Explosive Materiel Surveillance and Safety."
- (8) AFR 136-8 "Definition of Responsibilities for Explosive Ordnance Disposal."
- (9) AFR 136-9 "Report of Explosion or Fire Involving Ammunition and Explosive Materiel."
- (10) AFR 136-10 "Explosive Ordnance Disposal."
- (11) AFR 355-4 "(Unclassified) Local

Ground Defense of Air Force Installations."

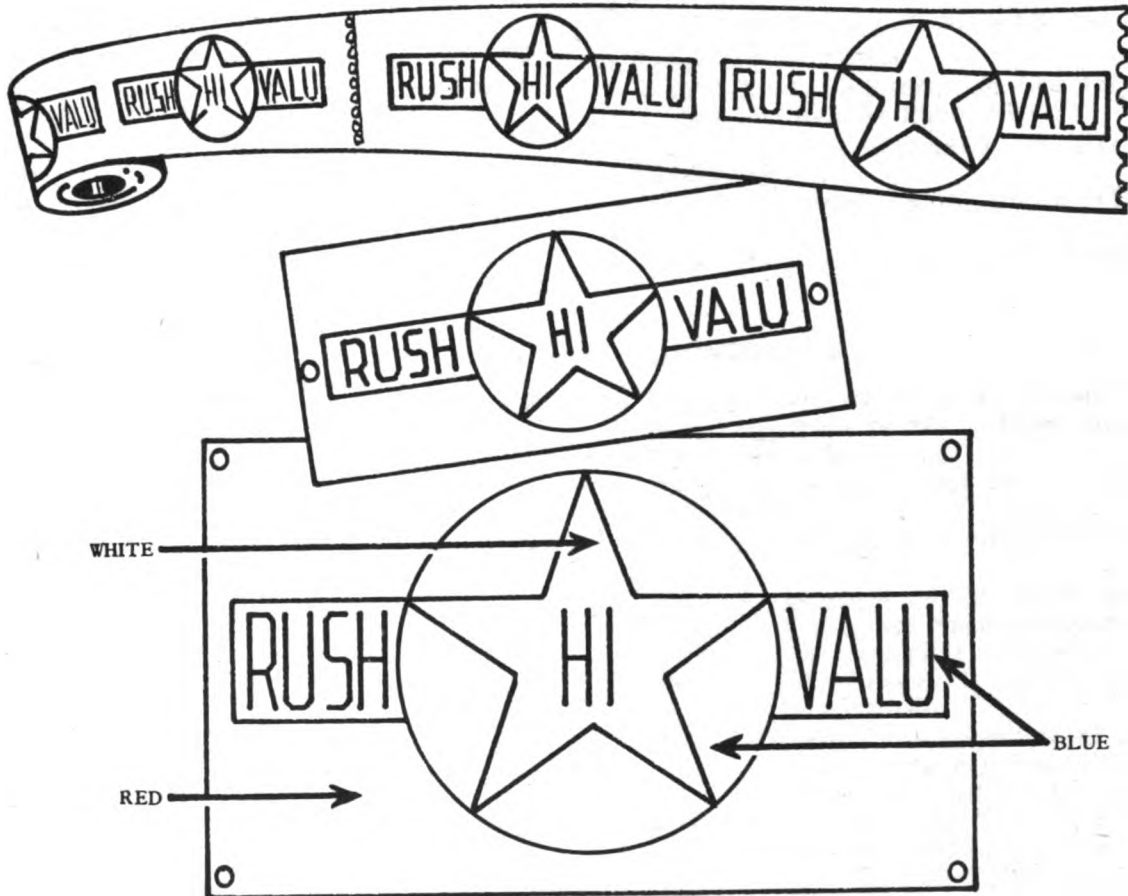
"Strategic and Critical Materials Storage Manual." This manual covers precautionary measures to be taken and special care and handling exercised in the storage of subject materials covered by the Stockpiling Act of 1946, Public Law 520, 79th Congress.

DA SB 38-8-2 "Storage of Supplies and Equipment in Shed-Open Storage." This publication lists items of the Technical Services and the Air Force authorize for shed and open storage and stipulates methods of preservation and time periods involved for each item.

AFM 32-3 "Ground Safety-Accident Prevention Handbook." This manual is published to assist personnel in the conservation of manpower and material resources through the reduction of ground accidents and will be used as a source of information and guidance towards the accomplishment of this objective.



The adhesive tape insignia will be in two separate widths and lengths, i.e., 1½" wide x 7" long, and 3" wide x 10" long, "Military Specification MIL-T-26147(USAF)". The 1½" tape shall be perforated every 7", the perforations occurring at the end of every two (2) Hi-Valu insignia. The 3" tape shall be perforated every 10", the perforation occurring at the end of every two (2) Hi-Valu insignia. The space between each Hi-Valu insignia shall be ¼". The perforations shall occur 1/8" from the end of every two (2) insignia.



The metal and plastic tag will be 1½" wide x 3½" long and 3" wide x 5" long.

Military Specification MIL-P-26212(USAF). Plates, Identification, Shipping of Hi-Valu Items. Type I, Metal. Type II, Plastic.

FIGURE 6-1.—AIR FORCE (HI-VALU) INSIGNIA.



CHAPTER 7

USAF STOCK LIST DATA

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**1. PURPOSE**

a. The purpose of this chapter is to:

- (1) Outline the scope of items cataloged by the Air Force.
- (2) Furnish guidance concerning the inclusion, exemptions, and removal of items from the USAF stock list publications system.
- (3) Establish the procedure for obtaining USAF stock list data for items on hand or in use, that are not included in Air Force stock lists.

**2. AUTHORITY REFERENCES**

a. The cataloging of personal property (items-of-supply), as distinguished from real property, is based on title 10, United States Code, Chapter 145, Cataloging and Standardization, Section 2451 through 2456. Major implementing authorities and directives are the following:

- (1) AFM 67-1, Volume I, Part Two, Chapter 2, "Assignment of Inventory Manager Responsibilities."
- (2) AMC Manual 72-2, "Cataloging and Item Identification Manual."
- (3) AMC Manual 65-3, "Air Force Provisioning Procedure for Aeronautical and Supporting Equipment."
- (4) Federal Manual for Supply Cataloging, Chapter 2 (Cataloging Manual M1-2), "Item Identification."
- (5) Federal Manual for Supply Cataloging, Chapter 3 (Cataloging Manual M1-3), "Supply Classification."
- (6) Federal Supply Classification, Part I, (Cataloging Handbook H2-1), "Groups and Classes."
- (7) Federal Supply Classification, Part II, (Cataloging Handbook H2-2), "Numeric Index of Classes."
- (8) Federal Supply Classification, Part III, (Cataloging Handbook H2-3), "Alphabetic Index."
- (9) Federal Supply Code for Manufacturers, Part I, (Cataloging Handbook H4-1), "Name to Code."
- (10) Federal Supply Code for Manufacturers, Part II, (Cataloging Handbook H4-2), "Code to Name."
- (11) AFR 5-55, "AF Supply Catalog Data and Stock List Publications System."
- (12) S-1, "Air Force Stock List Publications System."

- (13) AFM 5-4, "Distribution of Air Force Publications and Forms."
- (14) S-2A-1, "Index of USAF Stock Lists and Related Publications."
- (15) S-2A-2, "Subscription List for USAF Stock Lists and Related Publications."
- (16) S-1-1, "Classification of Air Force Equipment and Supplies."
- (17) S-1-2, "Item Identification and Description."
- (18) S-1-3, "Air Force Stock Number System."

**3. RESPONSIBILITIES**

a. All Air Force activities are responsible for:

- (1) Application of the policies and procedures of this chapter.

(2) Initiation, submittal, and processing of AF Form 86, "Request for USAF Stock List Data," when necessary in accordance with paragraph 5.

b. Air materiel areas and Air Force depots assigned inventory manager responsibilities for supply management of particular commodity areas or as Army item control depots (chapter 2, part two, volume I) will be responsible for:

(1) Cataloging items submitted by the base activities. Unless it can be definitely determined that a stock number has previously been assigned or that the item falls within the range of exclusions set forth in paragraph 4c, all Air Force Forms 86 received will be processed for cataloging action.

(2) Technical supervision over all operations pertaining to this chapter conducted by base supply activities under their jurisdiction.

c. Air materiel areas are responsible for technical supervision over operations pertaining to this chapter conducted by bases within their geographical area.

d. The Commander, Air Materiel Command, will:

(1) Render decisions as to what cataloging action will be taken concerning items for which no inventory manager responsibility has been assigned to a specific air materiel area or Air Force depot and conveying such decisions to the initiator of the AF Form 86.

(2) Render decisions on controversial catalog data problems not resolved by the responsible inventory manager.



#### 4. SCOPE OF ITEMS INCLUDED IN USAF STOCK LISTS

a. Policy. Each item of personal property for which there is determined to be a repetitive, recurring, or continuing Air Force requirement, will be described, stock numbered, and published in a USAF stock list.

(1) Items to be thus cataloged shall be those which are of such practical logistics significance as to warrant central inventory management, reporting, or stock control at supply, maintenance, and procurement locations (e.g., Headquarters, Air Materiel Command, air materiel areas, AF depots and bases).

(2) In addition, items will be cataloged when such items are procured, and stored within the Air Force logistic system for operational use, for insurance for mobilization, or for reserves against anticipated system requirements to support logistically the Air Force or other military services.

(3) An item will likewise be cataloged when it is determined that an item identification will prove of value to one or more material logistics operations (e.g., stock numbers for authorization and procurement purposes, etc.).

(4) Base procured items of supply will be cataloged except when obtained on a one-time basis and no stock level is maintained. Items of supply obtained in accordance with sections 10 and 25, and for which stock levels are maintained will be cataloged without exception. A broad item-of-supply concept will be applied in describing and cataloging these types of items.

b. Guidance for including items in USAF Stock Lists. In accordance with the above policy, items will be published in USAF stock lists, except as exempted in paragraph 4c, when any one or more of the following conditions apply:

(1) The item is or shall be included in USAF Equipment Allowance Publications (MEAL, ECL's TTE's SLOE's, TA's, etc.) and related publications except as exempted in paragraph 4c (see AFR 67-96, AFR 100-2 and TO 31-1-11) regardless of the method or origin and source of procurement (e.g., central or base procurement).

(2) All items authorized by Unit Authorization Lists (UAL), Program Communications Documents (PC), or Standard Facility Equipment Lists (SFELS), which are procured as Research and Development mission support supplies and equipment and are required in support of a Research and Development mission will be cataloged (e.g., tools, test equipment, gauges and instruments). The above policy does not apply to any item being developed or tested by a Research and Development Center or comparable activity.

(3) The item is centrally procured (e.g., by provisioning methods on a production contract, military interdepartmental purchase request (MIPR), or Air Force purchase request (PR)).

(4) The item is a repeatedly required article (used frequently for maintenance repair, replacement, or modification); or the item is required on a recurrent, periodic basis; (deicer equipment for seasonal, climatic, or geographic conditions); or the item is continuously required for replacement

or replenishment (mission and support equipment, subsistence, fuel).

(5) The item is obtained from the Air Force or Department of Army stock fund, GSA stores depots, Federal supply schedule suppliers, Federal prisons, commercial outlets, weapon storage sites, or the inventory manager.

(6) Items source coded M and M1 in Illustrated Parts Breakdowns, will only be cataloged when required to permit inclusion in Air Force Equipping Allowance Documents in accordance with AFR 67-96. When included in stock lists such items will reflect the source codes "FM" and "DM" as appropriate.

(7) All direct support equipment and centrally procured spare parts related to real property installed equipment used in conjunction with the missile program.

#### (8) MAINTENANCE AND OVERHAUL (M & O) ITEMS WHICH REQUIRE CATALOGING.

(a) Cataloging of a maintenance and overhaul item is required when:

1 Repeatedly procured, stored, distributed, issued, or used in the Air Force system. These items are the ones for which the AF requires systematic or central inventory management, reporting, or stock control.

2 Any item other than covered above when determined by the assigned logistics manager or other responsible authority that Federal item identification data will be of value to one or more logistic operations (e.g., authorization and procurement).

c. Items exempted from cataloging. Items obtained, on hand, or used at Air Force installations under the following conditions are exempted from inclusion in USAF stock list publications:

(1) Items classified in a Federal supply classification for which a USAF stock list publication is not established.

(2) Items procured by any method on a one-time basis only, for immediate use in research and development, tests, experimentation, construction, or maintenance which are to become an integral part of an article being developed or tested.

(3) Items base procured and intended solely for direct local use or consumption on a nonrepetitive basis and not subject to Air Force item inventory management, reporting, or stock control.

(4) Printed forms, charts, manuals, books, decals, etc., subject to central administrative control for identifying numbers, distribution, etc.

(5) Items of temporary nature, designed and fabricated for use on a specific work order (e.g., patterns, tools, dies, jigs, fixtures, templates, etc.).

(6) Base procured spare parts for the following types of equipment:

(a) Typewriter and office machines.  
(b) Commercial type food service equipment.

(c) Commercial type laundry and dry cleaning equipment.

(d) Commercial vehicle fleet (see AFM 77-1) where the parts are listed in commercial vehicle parts catalogs published by the manufacturers and distributed through AF channels.

Para. 4c(6)(c)—Cont.

NOTE: However, when spare parts common to both commercial and military vehicles are procured centrally they should be cataloged as a result of the provisioning process. Bases should, therefore, request catalog data for any non-cataloged spare part required to support a military type vehicle.

(7) Items not listed in USAF stock lists which are excess to the local requirements (see section 11, volume II).

(8) Items procured with nonappropriated funds (e.g., equipment or supplies for officers and noncommissioned officers' clubs).

(9) Real property or "P" property as defined in AFM 93-1.

(10) An item included in the UAL report (see AFR 67-83), as being used under the provisions of Retention Authority (until no longer serviceable).

(11) New items source coded "M" or "M1" in Illustrated Parts Breakdowns will not be stock numbered and cataloged, except those items noted in paragraph 4b(6). The development of repetitive, recurring, or continuing requirements for items coded M and M1 at a later date should result in changing the source code to "P" indicating that the item will henceforth be obtained through procurement action thus making cataloging action mandatory. Items source coded "M" and "M1" in Illustrated Parts Breakdowns when included in stock lists, will be source coded FM and DM, respectively.

(12) Off-Shore centrally procured items intended solely for overseas use.

(13) MAINTENANCE AND OVERHAUL (M & O) ITEMS WHICH DO NOT REQUIRE CATALOGING.

(a) Cataloging of an Maintenance and Overhaul item is not required when:

1 Procured on a one time basis, regardless of method or source for exclusive and immediate use in performing research and development, experimentation, or maintenance, and not subject to centralized LSM or depot level inventory management, reporting, or stock control.

2 Procured or fabricated for solely local use or consumption and not subject to Air Force or inter-service control inventory management, reporting, or stock control.

3 Peculiar items required for contractually performed depot level maintenance which are procured, located, and consumed solely at the contractor operated facility (under AFH account).

4 In addition to the preceding rules, any condition where and when the rules of paragraph 4b(7) do not apply.

d. Removal of items from USAF Stock List Publications. An item identification (stock number description, etc.) will be removed from USAF stock list publication when all of the following conditions are determined to exist:

(1) Stock balance (or stock status reports) show a zero balance for the Air Force storage inventory, world-wide and no future requirements

are anticipated.

(2) The UAL (Unit Authorization List) annual report shows that none of the items are required, on hand, or in use by the Air Force for unit mission, or unit support, world-wide.

(3) There are no further, additional, or newly projected Air Force requirements for the listed item as may be established through:

(a) Latest materiel programming guidance and plans.

(b) Special periodic requirements and inventory studies accomplished by the responsible commodity class manager, or the responsible logistic support manager, or as established by Headquarters, Air Materiel Command by pertinent directives.

(4) The conditions of paragraphs 4a and b no longer apply to the item.

### 5. REQUESTS FOR USAF STOCK LIST DATA — AF FORM 86

a. General. AF Form 86, "Request for USAF STOCK LIST Data," is the means provided for requesting supply catalog data for Air Force and Army stored and issued items used by the Air Force.

b. Use of AF Form 86.

(1) AF Form 86 will be used by all Air Force activities for:

(a) Submitting information on noncataloged and nonstocklisted items on hand which fall within the scope of items included in USAF supply publications as outlined in paragraph 4, for the purpose of recommending cataloging action.

(b) Submitting information recommending the addition, deletion, or correction of stock list entries, e.g., expanding descriptive elements to facilitate base procurement when the existing description of the item is inadequate or recommending interchangeability data.

(c) Coordination among the AMAs and AFDs when USAF supply publication entries are executed embodying "Reference" or "Action" phrases other than "Transfer to", affecting USAF supply publications.

(2) AF Forms 86 will not be used for:

(a) Correction of errors in USAF Supply publications format sequencing, illustrations, or to add information data in illustrated supply catalogs (-4 parts catalogs), stock lists, preface instructions, etc. This type of information may be reported by letter or teletype, as warranted by the importance of the subject.

(b) Furnishing information relating to unit prices omitted from USAF Stock List publications. This type of information will be requested by letter or teletype only, depending on the urgency of the situation.

c. Preparation of AF Form 86.

(1) Number of copies:

(a) Prepare an original and one duplicate copy.

(b) Forward only the original. The duplicate will be retained by the initiating activity until

**Para. 5c(1)(b)—Cont.**

the original is returned, at which time the duplicate will be destroyed.

## (2) Data to be entered:

(a) "To". Enter the address of the intended receiving activity, i.e., the applicable commodity class manager, or the Commander, Air Materiel Command, Wright-Patterson AF Base, Ohio.

(b) "From". Enter the address of the initiating activity.

## (c) "Control Number".

1 Control numbers assigned by the initiating activity for Air Force stored and issued items will consist of the Air Force stock record account serial number of the initiating activity, the Federal Supply Class (FSC) in which the item is stocked (or would correctly be stocked), the last digit of the calendar year in which the AF Form 86 is being initiated, and a serial number starting with the Numeral "1" within each Federal supply class. For example, "D2823-5840-8-1" would be assigned to the first AF Form 86 submitted to Rome Air Materiel Area for Federal Supply Class 5840 during calendar year 1958. The above will apply to items stored and issued by the Department of Army which the Air Force uses except that the Federal supply class code will be suffixed by the technical service symbol, e.g., "D2823-5815SG-8-1" for a Signal Corps item. The following suffixes to the FSC code will be used to designate other technical services:

CM for Chemical Corps.

OR for Ordnance Corps.

TC for Transportation Corps.

CE for Corps of Engineers.

When an AF Form 86 is initiated for an item applicable to one of the various management codes the control number will consist of the stock record account serial number of the initiating activity, the management code, the Federal Supply Class Code (FSC), the last digit of the calendar year in which the AF Form 86 is being initiated and a serial number starting with the numeral "1". For example, D2823-1ADB-1560-8-1.

a An individual AF Form 86 control register will be maintained on an authorized standard form or ruled paper for each Federal supply class, using the Federal Supply Class Code or the FSC and applicable technical service symbol, as the register title.

b All AF Form 86 control registers will start over with the Numeral "1" at the beginning of each calendar year.

(3) "Date". Enter the date on which action is initiated.

(4) "Section I." This section will be completed by stock record or inspection personnel at the initiating activity. All available data as required for this section will be provided for each item of supply being submitted for cataloging action. Complex items should be accompanied by a set of photographs, securely stapled to the AF Form 86, showing complete name plate data and views from different angles. A rule will be used in the picture to indicate the correct scale of the

item. The manufacturer's label for the item will be glued or securely fastened to the reverse side of the AF Form 86, when available. The phrase "See Manufacturer's Label" will be entered in the applicable spaces of this section when the required information is reflected on the manufacturer's label. Also, the reverse side of this section may be utilized for adequate sketches in lieu of photographs, or for additional description, if required.

(a) "Part Number." The part number of the item involved if available will be shown.

(b) "Management Code." When management codes are applicable, this code will be reflected. Examples of Management Codes would be 1ADB-1560, NOCM-100, MSSA-1420, etc. Only 1ADB, NOCM or MSSA of the above cited examples would be reflected in this space.

(c) "FSC." Enter the Federal Supply Classification Code as indicated in the applicable stock list or as tentatively established in accordance with paragraph 5c(7) will be entered.

(d) "FIIN." Enter the Federal item identification number if available from stock lists or related publications or from documents, records, tag, or marking which identifies the item. In the case of a nonstocklisted item applicable assigned "NL" number will be entered.

(e) Data concerning the requirement for the item, such as: the past 180 days issue, quantity on hand, quantity on order, authorized stock levels or authorized use for mission or support (see AFR 67-83) for the item will be entered in the applicable spaces. Other information as required will be furnished to the extent available, i.e., requisition number, special project number (AFSD, etc.) special project names (Big Seven, Big Eight, etc.). When required information is not available the code "NA" (not available) will be entered in the applicable space.

(f) The following information will be furnished by the initiating activity on the reverse side of the Form 86:

1 Enter the item name (Noun and Modifier) of the item being reported on the Form 86.

2 Physical characteristics.

a Material.

b Chemical Composition.

"a" State whether or not radioactive material.

c Electrical Data.

d Dimensions.

e Arrangement of Parts.

f Principal of Operation.

g Other.

3 Performance Characteristics. Description of the performance characteristics, such as the special or peculiar kind of action or service provided by or expected of the item by virtue of its physical characteristics.

4 Application Data.

a Part Of. (For example, the item listed in Space 1 above is part of a carburetor.)

"a" Item Name.

"b" Manufacturer.

"c" Manufacturer's Part Number.

## Para. 5c(4)(f)4-Cont.

**b** Used On. (For example the carburetor cited above is used on a gasoline engine.)

"a" Item Name.

"b" Manufacturer.

"c" Manufacturer's Part Number.

**c** End Item. (For example the gasoline truck engine cited above is part of a fire truck.)

"a" Item Name.

"b" Manufacturer.

"c" Manufacturer's Part Number.

**5** Specification Data.

**a** Kind of Specification. (For example MIL, FED, or Commercial.)

**b** Number of Specification.

**c** Type, Grade, or Class.

**6** Manufacturer Data for the item cited in requirement 1 above.

**a** Name.

**b** Address.

**c** Manufacturer's Part Number.

(NOTE: If other manufacturers are known repeat the above information in requirement 8 below.)

**7** Method of Procurement:

(i.e., Central Procurement, Base Procurement, Stock Fund, etc.)

**8** Additional Data.

(NOTE: Use this space for continuation of paragraph 6, or for any other descriptive or identifying data not given above.)

(5) Section II. The supply inspection organization of the initiating Air Force activity or, in the case of Air Materiel Command depots, the cataloging and standardization activity, will verify and complete the information entered in section I and will indicate approval or disapproval of the recommendation in section I by entering an "X" in the applicable space. When the action recommended in section I is disapproved, a statement as to the reason for disapproval will be entered in the "remarks" space of section II.

(6) AF Form 86 prepared for property not related to a stock number on hand, in use, or received in the future will be screened by comparing each item with appropriate active Air Force stock lists, including the S-00 series indexes. In order to determine the proper routing of the AF Form 86, the initiating activity will screen all items against the Catalog Handbook H2-3, "Federal Supply Classification," and assign a tentative Federal supply classification code, as applicable.

(7) When a management code is applicable to the item, the management code as determined by screening the item against S-1-1, Classification of Air Force Equipment and Supplies, will be prefixed to the "FSC" i.e., 1ABD-1560; NOCM-1100; MSSA-1420, etc., AF Form 86 for these items will be routed to the applicable Management depot.

**d.** Routing and Control of AF Form 86.

(1) When approved by the supply inspection organization of the initiating Air Force activity, or in the case of Air Materiel Command depots, the cataloging and standardization activity, the AF Form 86 will be routed as follows:

(a) Items stored and issued by either the Air Force or the Department of the Army will be routed to the appropriate management depot, FSC commodity class manager, or to the Commander, Air Materiel Command, as required.

(b) Recordings:

**1** Each Air Force activity initiating and submitting AF Form 86 will maintain suitable records to insure control of the AF Form 86 as to location, from the time of submission to receipt of reply from the processing activity.

**2** Commodity class managers will maintain such records as to insure control of AF Form 86 as to location, from the time of receipt to completion and return to the initiator.

**3** Records designed to reflect delinquencies and to facilitate follow-up action will be maintained by both AF activities initiating AF Form 86 and AF commodity class managers processing AF Form 86.

**e.** Processing AF Form 86.

(1) When AF Forms 86 are initiated for items within the scope of management codes, the initiating activity will forward the Form 86 to the appropriate management depot. The management depot will review and verify the management and the FSC codes assigned by the initiator, determine and furnish other management data such as item cost, expendability, status, unit of issue, etc. The Form 86 will be forwarded to the FSC commodity class manager to obtain Federal Stock Number. The FSC commodity class manager will notify the initiator of the Federal Stock Number assigned, with an information copy to the management depot.

(2) The receiving commodity class manager (management depot when applicable) will verify the accuracy of the supply class code assigned (management code and/or FSC as appropriate) by the initiator, and if reclassification action is necessary, they will forward the AF Form 86 to the gaining commodity class manager. Should the gaining commodity class manager not concur in the classification, the AF Form 86 will then be forwarded to the Commander, Air Materiel Command, ATTN: MCSI for final decision.

(3) Any rerouting of AF Form 86 between commodity class manager, or between a commodity class manager and the Commander, Air Materiel Command, will be accomplished by a letter or transmittal, a copy of which will be forwarded to the initiating activity. Any number of AF Forms 86 may be transmitted under one covering letter.

(4) The applicable FSC commodity class manager, or in the case of classes which have not been decentralized, the Commander, Air Materiel Command, will enter appropriate stock list data in section III of the AF Form 86 or clearly indicate why such data cannot be furnished in that section and return the AF Form 86 to the initiating activity.

(5) The FSC commodity class manager will be responsible to process and return all AF Forms 86 within 60 days from date of receipt. In the event cataloging action for AF Form 86 cannot be

**Para. 5e(5)—Cont.**

completed within 60 calendar days because of unavoidable delay in the accumulation and correlation of item identification data, the initiating activity will be so advised of the estimated completion date.

(a) In the event it is determined by the commodity class manager that cataloging action is not warranted, a detailed justification will accompany the AF Form 86 being returned to the initiating activity. Should the initiator disagree AF Forms 86 may be referred to Headquarters AMC, ATTN: MCSI. Headquarters AMC will review these forms and determine proper action to be affected and advise the initiating activity.

**(6) Final action by the initiating activity:**

(a) Upon receipt of AF Form 86 from the commodity class manager, or the Commander, Air Materiel Command, appropriate action will be taken as indicated in section III of the completed AF Form 86.

(b) AF Form 86, upon which all action has been completed, will be destroyed after retention in the completed file for a period of six months or at the discretion of the base accountable supply officer.

*f.* Control of noncataloged and nonstocklisted items in Federal Supply Classes.

(1) Paragraph 11*d*(3), section 12, volume II, requires the commodity class managers to process a "kickout listing" within 30 days subsequent to the reporting activity submitting a stock balance and consumption report. Part three of this "kickout listing" will be reviewed by the reporting activity and action taken to insure that AF Form 86's have been prepared and submitted by the reporting activity for all nonstocklisted items falling within the scope of paragraphs 4*a* and 4*b*.

(a) All AF activities, including the base support component of all AF depots, will list such items on standard size plain paper, and forward in duplicate to the commodity class manager of the Federal supply class concerned.

(b) Date of preparation of the listing will coincide with the stock balance reporting date for the supply class concerned.

(c) A separate list will be prepared for each Federal supply class.

(d) Arrangement will be in numerical sequence by NL number.

(e) Columnar headings for this report will be as follows:

1 Stock Number. Use the NL stock number assigned in accordance with section 8.

2 Noun.

3 Balance on hand.

4 Stock Level.

5 Data AF Form 86 was submitted.

6 Control Number. Use the control number assigned to the AF Form 86.

7 Commodity class manager action. This space will not be used by the activity preparing the list, but will be used by the commodity class manager.

(f) The commodity class manager will check each item listed against the records of AF Form 86 received and processed. If an AF Form 86 has been received and processed, the date returned to the initiator will be entered in the "Depot Action" column. If an AF Form 86 has been received but not processed, the coding "RNP" (Received but not Processed) will be entered. When an AF Form 86 has not been received, the coding "NR" (Not Received) will be entered. The coded duplicate copy of the list will be returned to the initiating activity within 15 working days after receipt, with a letter requesting that AF Form 86 covering the items coded "NR" be submitted by 1st Indorsement within 30 calendar days.

(3) In order to insure correct and complete identification and reporting of Air Force assets, all noncataloged and/or nonstocklisted items, except as exempted in paragraph 4*c*, will be reported on AF Form 86. Spot checks will be made at frequent intervals by appropriate commanders to determine how well this objective is being met. Any stock control inspection, property audit, or administrative inspection of an activity will include a determination of performance against this objective.

CHAPTER 8

ITEM IDENTIFICATION

<i>Paragraph</i>	<i>Title</i>	<i>Chapter and Page</i>
1	Purpose and Nature of Property Classification .....	8-1
2	Federal Stock Numbering System .....	8-1
3	Item Identification .....	8-1
4	Assignment of Non-Listed Numbers .....	8-2
5	Interchangeability—Substitution Data .....	8-2
6	Technical Order Illustrated Parts Breakdown .....	8-3
7	Drawings and Drawing Specifications .....	8-3
8	Standard Instructions for the Format of Item Identifying Numbers .....	8-4

**1. PURPOSE AND NATURE OF PROPERTY CLASSIFICATION**

a. Property classification is a systematic grouping of related parts into groups and classes, in order to facilitate the accomplishment of supply management objectives for all items in the Air Force inventory. This objective is accomplished through the utilization of the Federal Supply Classification (FSC) System. The rules and principles concerning the Federal classification system are contained in Federal Cataloging Manual M1-3, "Supply Classification," and the S-1-1, "Classification of Air Force Equipment and Supplies."

b. In addition to the FSC as a means of item aggregation, the AF utilizes a concept of management codes as a prefix or suffix to the Federal stock number. The AF logistic system requires in certain instances the use of materiel management codes for:

- (1) Segregating property according to air and ground application, when not provided for by the FSC and required by our supply management.
- (2) Segregating items in specific classes for management purposes, where the FSC is too large or further relationship to an end item is required, i.e., 1560, 2810, Group 14, etc.
- (3) Combining a selective aggregation of specialized items connected with a specific program, which is not provided for by the FSC, e.g., (NOCM).

c. Air Force materiel management codes are further defined in USAF S-1 and S-1-1 publications.

**2. FEDERAL STOCK NUMBERING SYSTEM**

a. The Federal stock number is an 11-digit number consisting entirely of numerals. It is divided into two parts:

- (1) The first four digits are the Federal supply classification (FSC) code number assigned to the item establishing its relationship to other items identified within the same FSC.
- (2) The last seven digits of the Federal stock number, referred to as the Federal item identification number, (FIIN), is defined as follows:

- (a) It serves to symbolize and fix the identity of the individual item, and to differentiate it concisely and permanently, from all other items of supply.
- (b) This number is assigned as an item

identification and there is no relationship between one FIIN and the next in sequence numerically.

(c) The FIIN is "Non-Significant" to the extent that it does not determine the position or sequence of the identified item in relation to other items.

(d) The FIIN is a sequentially assigned serial number, and distinguishes an individual item of supply.

(3) For visual presentation, publications and lists will show a space or a dash between segments of the Federal stock number. For example, an item may appear in printed lists as 8430-241-2778, but may be punched or recorded in mechanical records as 84302412778.

(4) Approved stock numbers for items of USAF property are published in USAF stock lists, stock list addenda, and the S-00 series publications and interim changes thereto. The stock list includes in addition to the FSN, appropriate Federal description of the item, and pertinent supply regulatory management data.

b. The establishment of an approved, universal identifying number for each item of supply within the Federal cataloging system enables everyone to "talk the same language," when referring to a specific item and facilitates:

- (1) Prompt and accurate procurement, requisitioning, shipment, storage, issue, inventory, and disposition of property.
- (2) Accurate and expeditious compilation and transmission of reports and records of property by the utilization of electrically operated accounting equipment.

**3. ITEM IDENTIFICATION**

The most important element of the Federal cataloging system is the positive establishment of a unique identification for an item of supply. Under the Federal catalog system, the concept (the understanding or mental impression) of an item of supply is expressed in and fixed by a Federal item identification. Within the Air Force, item identifications and descriptions are prepared and published in accordance with the Federal catalog program. These descriptions are reflected in USAF stock lists and appropriate DOD publications such as C4-1 (petroleum, petroleum base products, and related material). These data are the official basic identification for reports, records, and documents.



#### 4. ASSIGNMENT OF NON-LISTED NUMBERS

a. For the purposes of clarity, the following definitions are designed to differentiate between a non-listed and a non-cataloged item. A "Non-Listed" item is defined as those items exempted from cataloging action which require the assignment of an N/L number for control purposes. Such items are contained in chapter 7. A "Non-Cataloged" item is defined as those items which also require the assignment of an N/L number for control purposes, pending the assignment of a Federal stock number and subsequent publication in USAF stock list. It is essential for proper support that stock numbers be assigned to items of supply and that appropriate catalog data be reflected in USAF stock list publications prior to their shipment and subsequent placement in AF inventory. However, because of the time required to effect publication and distribution of stock lists, stock numbers for new items available from the following sources will also be recognized as authentic stock numbers:

(1) Approved AF Form 86, "Request for USAF Stock List Data."

(2) Contractual documents, shipping instructions or amendments thereto, which include stock numbers furnished by the inventory managers.

(3) DD Forms of the 250 series, "Material Inspection and Receiving Report (Domestic)," which include stock numbers furnished by the inventory managers.

(4) Shipping documents from other military agencies.

(5) Shipping documents from the inventory manager of the items concerned.

(6) AMC Form 132, "Supply Catalog Data Transmittal Form."

(7) AF equipment allowance documents.

b. All noncataloged items will be thoroughly researched by the processing activity for valid stock number assignments utilizing the appropriate USAF stock list, DOD publications, and the S-00 series cross-reference indexes. Items that cannot be identified to a valid stock number will be processed immediately for cataloging action if required, in accordance with chapter 7. These items specifically exempted from cataloging action and those items awaiting official cataloging action will be identified to a locally assigned N/L number. Note: Only the appropriate inventory manager will assign temporary N/L numbers to new centrally procured items, subject to inclusion in equipment allowance documents or subject to provisioning action, pending the assignment of Federal stock numbers. Such assignments will be based upon the Federal supply classification structure and the appropriate materiel management code where applicable. Piezo-Electric Crystals are exempt from this method of N/L number assignment. Specific instructions for Piezo-Electric Crystals are contained in the preface of S/L 5955. All other N/L numbers will be constructed in the following manner:

(1) All items will be classified in accordance

with the Federal supply classification structure and assigned the corresponding four digit Federal class code. The appropriate FSC will be determined in accordance with Federal Cataloging Manual M1-3 and Cataloging Handbooks H2-1, H2-2, and H2-3.

(2) Those items which are subject to a materiel management code will be so identified in the first four positions, followed by the appropriate FSC Code, the letters NL and a six digit serial number.

(3) For those items not subject to a materiel management code, the number will be constructed by placing the appropriate FSC code in the first four positions, followed by the letters NL and a six digit serial number.

(4) The records (card files) for items identified to the NL system will be maintained as follows:

(a) Items properly identified to the Federal supply classification structure will be maintained separately for each FSC and separate from items identified as selective management. The assignment of NL numbers for each FSC will begin with 000001 and continue through 999999, in numerical sequence. The card file will contain the appropriate FSC code together with the assigned six digit NL number, complete item description, and the unit of issue for each item.

(b) For those items that are subject to selective management, card files will be maintained by the materiel management code and filed by the appropriate FSC within each management code. The assignment of NL numbers for each management code will be in numerical sequence, also beginning with 000001 and continuing through 999999. The card file will contain the appropriate management code, the FSC code together with the locally assigned six digit NL number, complete item description, and the unit of issue for each item.

(c) All locally assigned NL numbers will be used on all records, forms, and reports until such time as a valid Federal stock number becomes available. It is mandatory that all NL items be reviewed against the S-00-1-1 on a quarterly basis consistent with publication cycle of the S-00-1-1. When valid Federal stock numbers become known, all records will be changed accordingly, to assure cancellation of all NL assignments.

(d) When NL assignments are converted to valid Federal stock numbers or FSC reclassification results in the NL number being cancelled and reassigned to another FSC, such NL numbers will not be re-used for subsequent assignments for a period of five years. The five year aging period will start with the date the NL number is converted or transferred. This procedure precludes the possibility of future misidentification and provides sufficient time for the purification of all records.

#### 5. INTERCHANGEABILITY-SUBSTITUTION DATA

a. Definitions.

(1) *Interchangeable Item*. When two or more items possess such functional and physical charac-

## Para. 5a(1)—Cont.

teristics as to be equivalent in performance and durability and capable of being exchanged one for the other without alteration of the items themselves or of adjoining items except for adjustment and without selection for fit or performance, the items are interchangeable.

(2) *Substitute Item.* When two or more items possess such functional and physical characteristics as to be capable of being exchanged only under certain conditions or in particular applications and without alterations of the items themselves or of adjoining items, they are substitute items. This includes the old definitions of one way interchangeability such as item B can be interchanged in all applications for item A but item A cannot be used in all applications requiring item B.

(3) *Replacement Item.* An item which is functionally interchangeable with another item but which differs physically from the original part in that the installation of the replacement part requires operations such as drilling, reaming, cutting, filing, shimming, etc., in addition to the normal application and methods of attachment, is known as a replacement item. NOTE: Replacement item, not to be confused with Replacement Type Item.

NOTE: These definitions are in accordance with MIL-STD-447 and are applicable in design, procurement, maintenance, production, quality control, and issue of items of military supply and are for use in specifications, drawings, standards, handbooks, manuals, supply catalogs, stock lists, and technical documents pertaining to military equipment procured by or for the Departments of the Army, the Navy, or the Air Force.

## b. Criteria.

(1) Interchangeability-substitution determinations are compiled and published for the purpose of providing all activities of the USAF with authentic interchangeability and substitution data to be utilized in the procurement, maintenance, identification, and supply of items.

(2) Interchangeability-substitution listings are made in USAF stock lists and technical orders only after determinations have been made within accepted engineering practices or authorized tolerances with due regard to functional, physical, and performance requirements.

(3) When interchangeability-substitution relationship between items are determined, the information will be published in the stock control data section of the USAF stock lists as a one line entry immediately below the control data of the item. This interchangeability-substitution data will be reflected by use of the reference phrases, as indicated in section 8 of the USAF S-1 Publication.

(4) The publication of such data must be kept current with the needs of the Air Force and the highest standards of accuracy must be maintained. Irregularities, comments, additional interchangeability or substitution data and suggestions, as well as requests for such interchangeabil-

ity information, not contained in current stock lists, technical orders, or other AF publications, shall be submitted by bases to the responsible inventory manager (IM). The submittal will be made by use of AF Form 86 in accordance with the provisions of chapter 7.

(5) Appropriate utilization of interchangeability data, as listed in stock lists or interchangeability charts, by supply personnel, will assist in attaining adequate and effective utilization of available manpower, stocks, and procurement funds, by providing data for accomplishing:

(a) Consolidation of stocks and determination of pertinent cataloging data.

(b) Supply of interchangeable-substitution items for requisitioned items which are in short supply.

(c) Elimination of procurement of non-standard items when standard items are available.

(d) Standardization of items.

(e) Increased efficient utilization of warehousing facilities and space.

(f) Elimination of manhours lost in research for information already compiled and available.

## 6. TECHNICAL ORDER ILLUSTRATED PARTS BREAKDOWN

a. Technical order illustrated parts breakdown is a publication containing an illustrated breakdown of an end item, its assemblies and components, and is a basis for replacement for any component of an item of equipment. Instructions for the use of each individual technical order is outlined in the introduction section. The technical order is normally broken down into a group assembly parts list and a numerical index.

b. In order that the identification data in illustrated parts breakdown may be kept current with the needs of the Air Force, discrepancies, inadequacies, etc., should be submitted to the appropriate inventory manager as designated in chapter 2, part two, volume I, for review and corrective action.

## 7. DRAWINGS AND DRAWING SPECIFICATIONS

a. Preparation of design activity drawings is governed by military specification MIL-D-70327, drawings, engineering and associated lists.

b. Drawing specifications are the procurement tools contained in applicable contracts between industry and a governmental agency for engineering drawings. Such specifications contain the technical requirements governing preparation of drawings by the design activity. Conformance to the drawing specifications in preparation of engineering data by the design activities insures positive item identification. A part number shall be or shall include the drawing number.

c. Subject to rights in data acquired under the contract, engineering drawings and lists provided may be used by USAF activities for design, procurement, manufacture, testing, evaluation, production, and receiving inspection, overhaul, ship-



Para. 7c—Cont.

ping, storage, identification of stock, ordering and storage of replacement parts, inspection of items at overhaul, general maintenance of equipment, construction, survey, and wherever engineering drawings are needed.

d. Reference to the above specification will provide information as to drawing types and uses. Automatic distribution of drawings is normally made to authorized service activities. Additional requirements for individual drawings, installation and assembly drawings, or complete sets may be requisitioned in accordance with TO 00-35-2.

**8. STANDARD INSTRUCTIONS FOR THE FORMAT OF ITEM IDENTIFYING NUMBERS**

a. The purpose of this paragraph is to indicate a uniform method of reflecting part numbers whenever required in AF records, reports, and publications. A uniform method is essential to insure proper reflection in mechanized processes which are the basis for the preparation of basic records, reports, and data within the Air Force.

(1) Alphabetic Os shall be punched as numeric zeros in modifying manufacturer's numbers, and Roman numerals shall be converted and punched in arabic form.

(2) Eliminate dashes or symbols and kind of number indicators (e.g., drawing, model, catalog, etc.) which prefix or suffix the manufacturer's number, except when a tolerance is expressed in percentage (%) in which case the symbol % is to be shown as PCT.

Manufacturer's Number	Correct Modification
*1234	1234
Part 2233 #	2233
1/2 W ±1%	1-2WPORMIPCT
Catalog No. 23-x-41	23x41

(3) Eliminate dashes or symbols which separate a letter from a letter or a letter from a numeral, except as stated under subparagraphs 8a(8) and 8a(11).

Manufacturer's Number	Correct Modification
Dwg E-C123	EC123
Model BCA/123	BCA123
123-B*137#C	123B137C

(4) Use a dash (12 punch) for a dash or for symbols, such as an ampersand, an asterisk, a decimal point or a period, a diagonal, a comma, a number or a pound sign, or a parenthesis which separates a numeral from another numeral, except as stated under subparagraph 8a(11).

Manufacturer's Number	Correct Modification
137 # 2BCA/123-B*	137-2BCA123B
1.23(12)	1-23-12
123(12)17&75	123-12-17-75
Size 8, 2 In	8-2

(5) Close up all spaces, with the exception as stated in paragraph 8a(6).

Manufacturer's Number	Correct Modification
123 45 B*6 D	12345B6D
123 A&75	123A75
43-9 10	43-910

(6) Use spaces and a dash (12 punch) to express a fraction between numerals, after a nu-

meral, or before a numeral.

Manufacturer's Number	Correct Modification
12-B 1/2 16 1/4	12B1-2 16 1-4
12:3 1/2 62	123 1-2 62
12-B 1/2 C6 1/4	12B1-2C6 1-4
2346-1/8	2346 1-8

(7) Use an alphabetic "X" to express "by" in a dimension. Do not leave spaces on either side of the "X." When a dimension includes both feet (ft.) (') and inches (in.) ("), drop the words or symbols and separate the numerals representing feet and inches by a dash (12 punch). When a dimension includes feet or inches, but not both, the symbol "FT" or "IN," as appropriate, shall be included in the manufacturer's number.

Manufacturer's Number	Correct Modification
1/2 by 1/4 C	1-2X1-4C
1/2 by D3	1-2XD3
93-9 10 1/2 by 2/3 in.	93-910 1-2X2-3
486, 8 feet 2 inches	486-8-2
757, 8 ft. 2 in. by 6 ft. 4 in.	757-8-2X6-4
B983, 6 in.	B983-6IN
821C 39 Feet	821C39FT
E94, 6-8 inches	E94-6-8IN

(8) In modifying a manufacturer's number which contains a plus (+) or a minus (-) or a plus or minus (±) tolerance as a part of the manufacturer's number, the following designators should be used:

(+) plus	P
(-) minus	M
(±) plus or minus	PORM

(a) Where both a plus and minus tolerance applies to the manufacturer's number, the designator for plus should precede the designator for minus:

Manufacturer's Number	Correct Modification
16932+5	16932P5
16932-5	16932M5
16932±5	16932PORM5
16932+5-7	16932P5M7

(b) When a tolerance is expressed in decimal form, a dash (12 punch) shall be used to represent the decimal point. Drop any zeros preceding the decimal point when the tolerance as expressed in less than one.

Manufacturer's Number	Correct Modification
16932+.005	16932P-005
16932-0.05	16932M-05
16932±1.5 Percent	16932PORM1-5PCT
16932+10%—0.5%	16932P10PCTM-5PCT
16932+10.05%	16932P10-05PCT

(9) The foregoing rules shall be applied when the number includes alphabetic information or when manufacturer's item-identifying data consist of alphabetic information similar to that shown below. The word "Number" and the abbreviation "No." for number, when they are contained in the manufacturer's item-identifying data, shall be dropped.

Manufacturer's Number	Correct Modification
34BX4 NO INNER RACE	34RX4NOINNERRACE
7-16 BALL GRADE NUMBER 1	7-16BALLGRADE1
202 SF NO. 5 FIT	202SF5FIT
EW3-4 ONE RACE	EW3-4ONERACE

(a) When appropriate, use a piece, item, detail, figure, part, assembly, subassembly, pattern,

Para. 8a(9)(a)—Cont.

sketch, revision, alteration, amendment, paragraph, section, or group number with a drawing number showing first, the drawing number, the appropriate abbreviation "PC," "ITEM," "DET," "FIG," "PT," "ASSY," "SUBASSY," "PAT," "SK," "REV," "ALT," "AMEND," "PAR," "SEC," or "GP," and then the number applicable to the abbreviation. If it is necessary to show the sheet number to identify a piece, item, etc., use the abbreviation "SH" (for both single and multiple) following the piece, item, etc., number and then indicate the sheet number. Report multiple piece, item, etc., numbers by showing the singular abbreviation "PC," "ITEM," etc., followed by the various piece, item, etc., numbers separated by dashes. Separate those numbers which are in sequence of more than two numbers by inserting the word "TO" between the first and last numbers of the sequence. The "TO" will mean "to and including." Abbreviations other than those above shall not be used.

Manufacturer's Number	Correct Modification
16932 ITEM 1,2,5,6,7,9,10, 12,13,14,15,17	16932ITEM1-2-5TO7-9-10- 12TO15-17
47610D3 DETAIL NO. 3,4, and 5	4710D3DETO5
1963 PIECE 1 to 15 SHEETS 1 and 2	1963PC1TO15SH1-2
1A309 THROUGH 1A312	1A309TO1A312
6190 ASSEMBLY 29	6190ASSY29

(b) Code a part or drawing number consisting of two or more prime part or drawing numbers by using the word "AND" between prime numbers. Do not use the word "and" between sub-numbers, such as group, piece, detail, etc., or between prime and sub-numbers.

Manufacturer's Number	Correct Modification
4760D3 DETAIL NO. 3, 4, and 5, 47601D4 DETAIL NO. 6 to 11 INCLUSIVE	4760D3DET3TO5AND 47601 D4DET6TO11
GH-69504-4, H55715 DETAIL 19 and GH-65865 DETAIL 10	GH69504-4ANDH55715 DET19AND GH65865 DET10
ML-72B693 and Figure 6	ML72B693FIG6

(10) When the reference number is a specification or a standard number it shall be modified and punched as follows:

Identifying Title	Number or Symbol and Applicable Data	Correct Modification
MIL Spec	MIL-R-93B, Type No. RB09AE6R880F	MILR93TYPERB09AE6R880F
MIL Spec	MIL-C-3162A, Type II, Grade C, Class 1, Size 5 mm	MILC3162TYPE2GRADECLASS1 SIZE5MM
MIL Spec	MIL-C-5015C, Type No.	MILC5015 (for spec reference) MS3016E20-14SC (for std reference)
MIL Spec	MIL-C-5015C, Type No. MS3106A-10SL-35 (C) or MS3106B-10SL-35 (C)	MILC5015 (for spec reference)  MS3106A10SL35SC and MS3106B10SL35SC (for std reference)
MIL Spec	MIL-C-3098B, Type Cr 27/U, 2522 kc	MILC3098TYPEPCR27U2522KC
MIL Spec	MIL-L-3661, Type LH64XXO, MS90287	MILL3661TYPELH64XXO (for spec reference) MS90287 (for std reference)
MIL Spec	MIL-I-3190A, Class A-B-2, Size 1/2 (Revision B is current; reply to Sr-1 on DD 146 shows that revision A is the latest version of the specification to which the item conforms.)	MILI3190AClassAB2Size1-2
Fed Spec	GGG-C-746B, Type IX	GGGC746TYPE9
Fed Spec	W-F-791b, Type 1, Style B, Class 2	WF791TYPE1STYLEBCLASS2
MIL Std	MS9058, Part No. MS9058-02	MS9058-02
AN Std	AN5017, Part No. AN5017-40-1	AN5017-40-1

Para. 8a(10)—Cont.

Identifying Title	Number or Symbol and Applicable Data	Correct Modification
MIL Spec -----	MIL-P-40023, GSSO ----- Spec Exception 7530-302, Type I	MILP40023
MIL Spec -----	MIL-B-21154 (MC), ----- Paragraph 3.3 Material, 3.4 Designs, 3.5 Construction, as applicable	MILB21154
Fed Spec -----	C-F-206a, Type I, ----- Classification No. 9R4, as modified by replies nos. 4 and 5b	CF206TYPE1CLASS9R4

(11) When modifying a reference number which utilizes parentheses without inclosed data, substitute the letters PAREN for the parentheses.

NOTE: The above modification is permissible only in those cases where the item of supply represented by the reference number is of nonspecific design, and is applicable only to numbers related to Federal Supply Manufacturers' Codes 80049, 80058, 80063 and 81349. Otherwise, modifications will be made in accordance with subparagraphs 8a(3) and 8a(4).

Reference Number	Correct Modification
RD-31 ( ) /U	RD31PARENU
AN/GRC-5 ( )	ANGRC5PAREN
AM-6 ( ) GRC-5	AM6PARENGRC5

SECTION 9

CORROSION CONTROL

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	General .....	9-1
2	USAF Major Air Command Responsibilities .....	9-1
3	Air Materiel Area and AF Depot Responsibilities .....	9-2
4	Space and Equipment .....	9-2
5	Inspection of Property at Air Materiel Areas and AF Depots .....	9-3
6	Inspection and Preservation in Storage at Air Materiel Areas and AF Depots .....	9-3
7	Oversea Shipment .....	9-4
8	Use of Tags and Labels in Corrosion Control Program .....	9-4
9	Priorities .....	9-4
10	Unit Packaging .....	9-5
11	Alternative Provision for Identification and Condition Marking .....	9-5

**1. GENERAL**

a. The corrosion control program will provide adequate protection and corrosion prevention of all supplies and equipment of the US Air Force. This includes items in storage as well as in transit.

b. All supplies and equipment in storage will receive adequate care and treatment to prolong the life of such items until placed in use for their primary purpose.

c. Corrosion prevention affords protection to items subject to corrosion when exposed to water, moisture, vapor, acids, and other contaminating substances. Essentially, it includes effective cleaning of the entire item or of parts of an item and application of corrosion preventive compounds, a drying agent and moisture vaporproof barrier material to exclude air and moisture followed by covering of the barrier to provide for its protection.

d. Packaging is the application or use of appropriate wrappings, cushioning, interior containers, and complete identifications, up to but not including the shipping container.

**2. USAF MAJOR AIR COMMAND RESPONSIBILITIES**

a. To aid in complying with the policy quoted in paragraph 1, and to prevent the possibility of inspections resulting in censure of the USAF, the USAF commanders indicated below will be responsible for the performance of the following functions:

(1) All USAF Commanders. Regarding any stored government property for which his activity is accountable or responsible, including "declared" surplus property, each commander of an Air Force activity will:

(a) Begin appropriate inspections to determine:

1 Whether such property is deteriorating or in any danger of deteriorating during storage life.

2 Whether correct deterioration preventive measures are being used.

(b) If the inspections reveal that any of the above described property is deteriorating or in danger of deteriorating during storage life,

promptly take appropriate action to arrest or prevent deterioration of such property. The use of AF Form 311, "Corrosion Treatment and Delivery Notice," by Air Materiel Command, air materiel areas and Air Force depots is mandatory. AF Form 311 may be used by other major air commands to their advantage.

(2) USAF Base Commanders. In addition to the responsibilities enumerated under paragraph 2a(1), each USAF base commander will:

(a) If action prescribed in paragraph 2a(1) is not sufficient to arrest deterioration or eliminate the danger of deterioration during storage life of the property concerned, submit the following promptly to the commander of the air materiel area within whose geographical limits such property is located:

1 Pertinent facts of the case.

2 A request for technical assistance in the matter.

3 Recommended action relative thereto.

(3) Commanders of AF Depots. In addition to the responsibilities enumerated under paragraph 2a(1), each commander of an Air Force depot will also be responsible for taking action as prescribed in paragraph 2a(2).

(4) Commanders, Air Materiel Areas. In addition to the responsibilities enumerated under paragraph 2a(1), each commander of an air materiel area will:

(a) Render technical assistance to all Air Force activities within the geographical limits of his area regarding deterioration or danger of deterioration during storage life of government property.

(b) If he receives information or requests for assistance in accordance with paragraphs 2a(2)(a), 2a(3) or 2a(5):

1 Furnish such technical assistance or take such appropriate action as is within his authority to arrest or prevent deterioration of the property involved.

2 If action prescribed in paragraph 2a(4)(b)1 is not sufficient to arrest deterioration or eliminate the danger of deterioration during storage life of property concerned, promptly submit pertinent facts of the case and action recom-

## Para. 2(4)(b)2-Cont.

mended to the Commander Air Materiel Command, ATTN: MCTE.

(5) Commanders of Major Air Commands will:

(a) Begin inspections to determine:

1 Whether any stored government property for which their subordinate activities are accountable or responsible is deteriorating or in any danger of deteriorating during storage life.

2 Whether correct deterioration preventive measures are being utilized by their subordinate activities.

(b) If the inspections reveal that any of the above described property is deteriorating or in danger of deteriorating during storage life, promptly take appropriate action within his authority to arrest or prevent deterioration of such property.

(c) If the action prescribed is not sufficient to arrest deterioration or eliminate the danger of deterioration during storage life of the property, submit the following promptly to the commander of the air materiel area within whose geographical limits such property is located:

1 Pertinent facts of the case.

2 A request for technical assistance in the matter.

3 Recommended action relative thereto.

(6) The Commander, Air Materiel Command, will:

(a) Provide technical assistance and instructions to all AF activities regarding deterioration or danger of deterioration during storage life of government property.

(b) If he receives information or requests in accordance with paragraph 2a(4):

1 Render or obtain decision in the case or institute such appropriate action as is within his authority to arrest or prevent the deterioration of the property involved; or,

2 When appropriate, authorize the property in question to be declared to disposal agencies.

### 3. AIR MATERIEL AREA AND AF DEPOT RESPONSIBILITIES

a. The Directorate of Supply and Services will:

(1) Treat for corrosion prevention, package and maintain for storage and overseas shipment, according to applicable technical orders, specifications and instructions, a sufficient quantity of stock to meet known or anticipated overseas requirements. The balance of items on hand including reparable items will be given preservation and packaging to prevent deterioration. Certain items having close tolerances, critical surfaces, electrical components, etc., require the same degree of corrosion protection and packaging within the zone of interior as for overseas shipment and will be handled accordingly.

(2) Make domestic shipments from the untreated stock balance, if any.

(3) Make necessary inspections before, during, and after processing to assure quality of treatment and compliance with applicable direc-

tives by processing units within supply. When visual inspection of items indicates deterioration or damage beyond repair with the facilities normally assigned to the processing units, the items will be tagged "reparable" and processed accordingly. Maintenance will provide, upon request, technical assistance in accomplishing the aforementioned inspection.

(4) Determine and provide the facilities, equipment, and material required to perform the functions outlined above; furnish all material, equipment, and necessary boxes (except engine boxes) and crates that are required by the processing units within maintenance and supply.

(5) Utilize to the fullest extent, for long-time storage and for filling overseas requisitions, the quantities of materials which have been received from various manufacturers already adequately treated and unit packed in accordance with current issue of Specification MIL-P-116.

(6) Establish and operate the facilities required to accomplish corrosion control functions within supply.

(7) Establish and operate the facilities required to accomplish corrosion control functions within supply. These facilities will be centralized, insofar as practicable, with the area stocking active property requiring preservation.

(a) The storage branch will provide the corrosion control branch with advance notification of items and quantities to be treated, and forward material as requested by the corrosion control branch.

(b) The corrosion control officer will determine the method of treatment and preservation to be accorded the items; schedule material to be treated by supply; establish delivery dates; treat materials in compliance with current applicable directives, specifications and technical orders; and notify stock control section of items requiring treatment by maintenance.

b. The Directorate of Maintenance Engineering will:

(1) Render such technical assistance to the supply directorate as may be required.

(2) Process those materials specifically requiring action by maintenance personnel and facilities under applicable directives.

### 4. SPACE AND EQUIPMENT

a. The following are some of the factors to be considered regarding the location of corrosion control activities:

(1) Location with respect to materials requiring treatment.

(2) Building of fireproof constructions, preferably concrete floor, as approved by the base fire marshal.

(3) Adequate ventilation to dispose of injurious solvent vapors and dust.

(4) Access to building.

(5) Space and arrangement of equipment.

(6) Proper lighting.

(7) Availability of utilities such as steam.

b. Equipment required for treating operations

**Para. 4b—Cont.**

will be in proportion to the type and quantities of materials requiring treatment. The following are items considered essential for operation of a corrosion treating unit:

- (1) Tanks—for cleaning and application of preservatives (equipped for heating as required).
- (2) Degreaser Vats—for vapor cleaning.
- (3) Drain Racks—for drainage of cleaning solvents and preservatives from parts.
- (4) Work tables.
- (5) Hooks, racks, and baskets—for handling parts.
- (6) Heat sealing irons—for sealing method II moisture vaporproof bag.
- (7) Conveyor lines—for movement of parts.
- (8) Drying equipment. (Oven or infra-red lamp assemblies and compressed air.)
- (9) Paper cutting table—to facilitate cutting various grades of paper to proper size.

### 5. INSPECTION OF PROPERTY AT AIR MATERIEL AREAS AND AF DEPOTS

All supplies and equipment subject to corrosion or deterioration will be given a spot check to determine their condition and extent of preservative protection. The appearance of a package will not necessarily determine the condition of the contents. This is particularly true when preservative compounds have not been applied or have been applied improperly or when the wrong preservatives have been used.

### 6. INSPECTION AND PRESERVATION IN STORAGE AT AIR MATERIEL AREAS AND AF DEPOTS

a. The initial preparation for storage does not eliminate the necessity for periodic inspection of supplies and equipment in storage. Such inspections will be made to determine if the preservatives and protective measures are adequate. A definite inspection schedule will be established. Some types of supplies and some types of storage require more frequent inspection than others. Supplies stored in the open require closer attention than supplies stored in warehouses or sheds. Equipment in crates or on wheels will be checked to insure that protective coverings have not been damaged, that preservative compounds have not been physically removed or made less effective by atmospheric conditions and that accessories such as batteries and tires are in proper condition. When the check of the supplies or of the equipment reveals conditions that must be corrected, the entire stock may have to be inspected. All items requiring cleaning, processing, and packaging will be given prompt attention according to instructions issued by the corrosion control officer. Other corrective action, such as for accessories, will be taken promptly as directed by pertinent official publications. After hard rains, heavy snows, windstorms, and abrupt changes in weather, inspect for torn or displaced coverings, accumulations of water or snow in the equipment or in the protective tarpaulins, puddles on the storage area surface and removal of corrosion preventives on

metal surfaces. Supplies stored in salt air and in rainy or humid climates require more frequent inspections than supplies stored in dry climates. Necessary action will be taken when inspections reveal that corrective action is required.

#### b. Procedures.

(1) Warehouse personnel will maintain a continuous check of all property in supply storage and recommend those items requiring corrosion preventive treatment.

(2) Corrosion control and inspection personnel will assist in this continuous check to furnish technical assistance and determine the serviceability of items and their eligibility for treatment.

(3) When material in stock is determined to require corrosion preventive treatment, warehouse personnel will prepare four copies of AF Form 311, "Corrosion Treatment and Delivery Notice." "Noun," "Stock Number," "Location," "Initiated By," "Class," "Date," and "Quantity to be Treated" will be entered in spaces provided. Warehouseman retains the quadruplicate copy in suspense and forwards the original, duplicate and triplicate copies of AF Form 311 to the corrosion control component. Quantity to be treated will be coordinated with the appropriate material control component.

(4) Upon receipt of the three copies of AF Form 311, corrosion control component will determine the cleaning method, method of preservation, compound, wrap, quantity unit pack, dunnage, containers, cubic feet and gross weight from instructions provided and/or approved by the packaging control component and enters data in spaces indicated on AF Form 311. (Information not available in the corrosion control components file will be obtained from the packaging control component.)

(5) The corrosion control component will assign notice number, priority, number of tags and labels required in accordance with paragraph 8; also determines quantity and date material is to be delivered to the corrosion control component and enters data in spaces indicated on AF Form 311. The corrosion control component files the original and duplicate copies in suspense and forwards the triplicate copy to the appropriate inspection component for preparation of tags and labels. Tags and labels and triplicate copy of AF Form 311 are forwarded by the inspection component to the corrosion control component. The corrosion control component will retain tags and labels and forward the duplicate and triplicate copies of the AF Form 311 to the warehouse.

(6) On the date stipulated on the AF Form 311, the warehouseman will remove the material from storage. Location will be flagged with the triplicate copy to indicate material being in the corrosion control component. The duplicate of AF Form 311 with the material will be forwarded by the warehouse to the corrosion control component.

(7) Corrosion control personnel will place material on scheduling line together with original and duplicate of AF Form 311, which will remain with material at all times. Material will be corrosion treated in accordance with instructions con-

## Para. 2(4)(b)2-Cont.

mended to the Commander Air Materiel Command, ATTN: MCTE.

(5) Commanders of Major Air Commands will:

(a) Begin inspections to determine:

1 Whether any stored government property for which their subordinate activities are accountable or responsible is deteriorating or in any danger of deteriorating during storage life.

2 Whether correct deterioration preventive measures are being utilized by their subordinate activities.

(b) If the inspections reveal that any of the above described property is deteriorating or in danger of deteriorating during storage life, promptly take appropriate action within his authority to arrest or prevent deterioration of such property.

(c) If the action prescribed is not sufficient to arrest deterioration or eliminate the danger of deterioration during storage life of the property, submit the following promptly to the commander of the air materiel area within whose geographical limits such property is located:

1 Pertinent facts of the case.

2 A request for technical assistance in the matter.

3 Recommended action relative thereto.

(6) The Commander, Air Materiel Command, will:

(a) Provide technical assistance and instructions to all AF activities regarding deterioration or danger of deterioration during storage life of government property.

(b) If he receives information or requests in accordance with paragraph 2a(4):

1 Render or obtain decision in the case or institute such appropriate action as is within his authority to arrest or prevent the deterioration of the property involved; or,

2 When appropriate, authorize the property in question to be declared to disposal agencies.

### 3. AIR MATERIEL AREA AND AF DEPOT RESPONSIBILITIES

a. The Directorate of Supply and Services will:

(1) Treat for corrosion prevention, package and maintain for storage and oversea shipment, according to applicable technical orders, specifications and instructions, a sufficient quantity of stock to meet known or anticipated oversea requirements. The balance of items on hand including reparable items will be given preservation and packaging to prevent deterioration. Certain items having close tolerances, critical surfaces, electrical components, etc., require the same degree of corrosion protection and packaging within the zone of interior as for oversea shipment and will be handled accordingly.

(2) Make domestic shipments from the untreated stock balance, if any.

(3) Make necessary inspections before, during, and after processing to assure quality of treatment and compliance with applicable direc-

tives by processing units within supply. When visual inspection of items indicates deterioration or damage beyond repair with the facilities normally assigned to the processing units, the items will be tagged "reparable" and processed accordingly. Maintenance will provide, upon request, technical assistance in accomplishing the aforementioned inspection.

(4) Determine and provide the facilities, equipment, and material required to perform the functions outlined above; furnish all material, equipment, and necessary boxes (except engine boxes) and crates that are required by the processing units within maintenance and supply.

(5) Utilize to the fullest extent, for long-time storage and for filling oversea requisitions, the quantities of materials which have been received from various manufacturers already adequately treated and unit packed in accordance with current issue of Specification MIL-P-116.

(6) Establish and operate the facilities required to accomplish corrosion control functions within supply.

(7) Establish and operate the facilities required to accomplish corrosion control functions within supply. These facilities will be centralized, insofar as practicable, with the area stocking active property requiring preservation.

(a) The storage branch will provide the corrosion control branch with advance notification of items and quantities to be treated, and forward material as requested by the corrosion control branch.

(b) The corrosion control officer will determine the method of treatment and preservation to be accorded the items; schedule material to be treated by supply; establish delivery dates; treat materials in compliance with current applicable directives, specifications and technical orders; and notify stock control section of items requiring treatment by maintenance.

b. The Directorate of Maintenance Engineering will:

(1) Render such technical assistance to the supply directorate as may be required.

(2) Process those materials specifically requiring action by maintenance personnel and facilities under applicable directives.

### 4. SPACE AND EQUIPMENT

a. The following are some of the factors to be considered regarding the location of corrosion control activities:

(1) Location with respect to materials requiring treatment.

(2) Building of fireproof constructions, preferably concrete floor, as approved by the base fire marshal.

(3) Adequate ventilation to dispose of injurious solvent vapors and dust.

(4) Access to building.

(5) Space and arrangement of equipment.

(6) Proper lighting.

(7) Availability of utilities such as steam.

b. Equipment required for treating operations



**Para. 4b—Cont.**

will be in proportion to the type and quantities of materials requiring treatment. The following are items considered essential for operation of a corrosion treating unit:

- (1) Tanks—for cleaning and application of preservatives (equipped for heating as required).
- (2) Degreaser Vats—for vapor cleaning.
- (3) Drain Racks—for drainage of cleaning solvents and preservatives from parts.
- (4) Work tables.
- (5) Hooks, racks, and baskets—for handling parts.
- (6) Heat sealing irons—for sealing method II moisture vaporproof bag.
- (7) Conveyor lines—for movement of parts.
- (8) Drying equipment. (Oven or infra-red lamp assemblies and compressed air.)
- (9) Paper cutting table—to facilitate cutting various grades of paper to proper size.

### 5. INSPECTION OF PROPERTY AT AIR MATERIEL AREAS AND AF DEPOTS

All supplies and equipment subject to corrosion or deterioration will be given a spot check to determine their condition and extent of preservative protection. The appearance of a package will not necessarily determine the condition of the contents. This is particularly true when preservative compounds have not been applied or have been applied improperly or when the wrong preservatives have been used.

### 6. INSPECTION AND PRESERVATION IN STORAGE AT AIR MATERIEL AREAS AND AF DEPOTS

a. The initial preparation for storage does not eliminate the necessity for periodic inspection of supplies and equipment in storage. Such inspections will be made to determine if the preservatives and protective measures are adequate. A definite inspection schedule will be established. Some types of supplies and some types of storage require more frequent inspection than others. Supplies stored in the open require closer attention than supplies stored in warehouses or sheds. Equipment in crates or on wheels will be checked to insure that protective coverings have not been damaged, that preservative compounds have not been physically removed or made less effective by atmospheric conditions and that accessories such as batteries and tires are in proper condition. When the check of the supplies or of the equipment reveals conditions that must be corrected, the entire stock may have to be inspected. All items requiring cleaning, processing, and packaging will be given prompt attention according to instructions issued by the corrosion control officer. Other corrective action, such as for accessories, will be taken promptly as directed by pertinent official publications. After hard rains, heavy snows, windstorms, and abrupt changes in weather, inspect for torn or displaced coverings, accumulations of water or snow in the equipment or in the protective tarpaulins, puddles on the storage area surface and removal of corrosion preventives on

metal surfaces. Supplies stored in salt air and in rainy or humid climates require more frequent inspections than supplies stored in dry climates. Necessary action will be taken when inspections reveal that corrective action is required.

#### b. Procedures.

(1) Warehouse personnel will maintain a continuous check of all property in supply storage and recommend those items requiring corrosion preventive treatment.

(2) Corrosion control and inspection personnel will assist in this continuous check to furnish technical assistance and determine the serviceability of items and their eligibility for treatment.

(3) When material in stock is determined to require corrosion preventive treatment, warehouse personnel will prepare four copies of AF Form 311, "Corrosion Treatment and Delivery Notice." "Noun," "Stock Number," "Location," "Initiated By," "Class," "Date," and "Quantity to be Treated" will be entered in spaces provided. Warehouseman retains the quadruplicate copy in suspense and forwards the original, duplicate and triplicate copies of AF Form 311 to the corrosion control component. Quantity to be treated will be coordinated with the appropriate material control component.

(4) Upon receipt of the three copies of AF Form 311, corrosion control component will determine the cleaning method, method of preservation, compound, wrap, quantity unit pack, dunnage, containers, cubic feet and gross weight from instructions provided and/or approved by the packaging control component and enters data in spaces indicated on AF Form 311. (Information not available in the corrosion control components file will be obtained from the packaging control component.)

(5) The corrosion control component will assign notice number, priority, number of tags and labels required in accordance with paragraph 8; also determines quantity and date material is to be delivered to the corrosion control component and enters data in spaces indicated on AF Form 311. The corrosion control component files the original and duplicate copies in suspense and forwards the triplicate copy to the appropriate inspection component for preparation of tags and labels. Tags and labels and triplicate copy of AF Form 311 are forwarded by the inspection component to the corrosion control component. The corrosion control component will retain tags and labels and forward the duplicate and triplicate copies of the AF Form 311 to the warehouse.

(6) On the date stipulated on the AF Form 311, the warehouseman will remove the material from storage. Location will be flagged with the triplicate copy to indicate material being in the corrosion control component. The duplicate of AF Form 311 with the material will be forwarded by the warehouse to the corrosion control component.

(7) Corrosion control personnel will place material on scheduling line together with original and duplicate of AF Form 311, which will remain with material at all times. Material will be corrosion treated in accordance with instructions con-



**Para. 6b(7)—Cont.**

tained on the AF Form 311. Upon completion of treatment, the corrosion control component will return the material and AF Form 311 to the warehouse.

(8) After return of material to its warehouse location, the AF Form 311 may be destroyed.

(9) Should it be determined by the corrosion control component that treatment of an item should be accomplished by the maintenance engineering directorate, the original copy of AF Form 311 will be forwarded to the maintenance engineering directorate indicating priority, unit pack and prescribed method of treatment.

(a) Maintenance engineering will prepare AMC Form 600, "Materiel Transaction-Requisition Card," indicating the estimated date of return of items to the warehouse and appropriately stamped "Corrosion Treatment Issue," then withdraw the material from supply.

**7. OVERSEA SHIPMENT**

a. Material on an oversea shipping ticket is checked by inspection and/or corrosion control personnel to determine whether it requires corrosion preventive treatment before shipping. If material is to be treated, items and quantities to be forwarded for treatment will be indicated by an asterisk on the copies of the shipping ticket. When total quantities on a shipping document require corrosion treatment, the entire quantity will be forwarded to corrosion control for processing. Immediately after processing the entire quantity will be forwarded to the packing component for preparation for delivery.

b. When partial quantities are involved, the items requiring corrosion preventive treatment will be segregated. Two copies of the shipping ticket together with the material are forwarded to the corrosion control component. The balance of the shipment together with other copies of the shipping document, will be held in the packing bay or warehouse, as appropriate, pending return of the treated items.

c. The corrosion control component will screen the material and determine cleaning method, method of preservation, compound, wrap, unit quantity, dunnage, container and the number of tags and labels required in accordance with this section, from instructions provided and/or approved by the packaging control component. Information not available in the corrosion control components may be obtained from the packaging control component. Enter data on the reverse side of the shipping ticket. This copy of the shipping ticket is forwarded to the inspection component for preparation of tags and labels and returned to the corrosion control component. The copy of the shipping ticket, unmarked on the back, and the material will remain in temporary storage pending arrival of the tags and labels from the inspection component.

d. Upon arrival of the tags and labels, the material is treated in accordance with instructions contained on reverse side of the shipping ticket.

e. Upon completion of corrosion preventative

treatment, the corrosion control component will return the material and the unmarked copy of the shipping ticket to the appropriate packing component for assembling, packing and forwarding for shipment or, when appropriate, to the warehouse for forwarding the entire shipment to the appropriate packing component.

f. The corrosion control component may destroy the other copy of the shipping ticket upon completion of treatment and return of material.

g. Utilize to the fullest extent, for long time storage and for filling oversea requisitions, the quantities of materials received from various manufacturers which are adequately treated and unit packed in accordance with current specifications.

**8. USE OF TAGS AND LABELS IN CORROSION CONTROL PROGRAM**

a. The maintenance of proper identification of materials throughout the various phases of packaging, during and after corrosion preventive processing, is of the utmost importance in order that warehouses and supply channels may not become burdened with misidentified material and unidentified sealed packages which must be opened to ascertain the identity of the contents. Extreme care will be exercised in the application of labels and the transcription of information required thereon, in order that the loss of time in packaging material involved in reidentification and reinspection may be held to a minimum.

b. The appropriate tags, labels, and/or markings, as outlined in MIL-STD 129 and authorized by section 18, will be employed. Their manner of use and information required on them will be in consonance with the marking, tagging and labeling provisions of section 18. This does not obviate the requirement that, when a preservation is being accomplished under Method IA-2 of Technical Order 00-85-3, one AF Form 50-C will be placed on the grade "C" wrap beneath the wax dip and one AF Form 50-C will be placed on the outermost wrap of the unit pack.

c. The type of pack, method of preservation, and date of packing will be shown on the outer AF Form 50-C or AF Form 50-B; or AF Form 50-C on either the unit or intermediate pack. When method II pack is employed, AF Form 1521, "Method II Pack," should be applied both on exterior and interior containers.

d. All labels will be affixed by and coated with adhesive, specification MIL-A-4833 or MIL-3941.

**9. PRIORITIES**

a. A priority system will be established by the corrosion control officer at each air material area or AF depot; however, treatment of property being shipped overseas will be given top priority over all other property being treated or scheduled for treatment.

b. This system of priorities will be established in accordance with the needs and requirements at each depot. This will enable the scheduling of property for treatment according to the require-

**Para. 9b—Cont.**

ments of the command in addition to the control of corrosion and deterioration of stocks on hand, including reparable property.

c. This system will be of a flexible nature and may be changed from time to time to fit all requirements.

d. The corrosion control officer, when establishing priorities for the corrosion control treatment of items for stock, will give consideration to the physical nature of the item and its strategic and monetary value.

**10. UNIT PACKAGING**

For convenience, rapid handling, and standardization of packaging, all items processed for corro-

sion prevention will be unit packaged. Quantities to be contained in unit packs will be as published in appropriate portions of AF catalogs or stock lists.

**11. ALTERNATIVE PROVISION FOR IDENTIFICATION AND CONDITION MARKING**

Stamps, stencils, etc., may be employed, as found advantageous, in the preparation of, or as an alternative to, either the AF Form 50B, or the AF Form 50C method of identifying the contents of packages upon completion of corrosion control. However, the guide lines provided in paragraph 8 must be observed to assure a result at least equal as to content, quality and permanency of markings.



CHAPTER 10

BASE PROCUREMENT

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**1. GENERAL**

a. Base procurement as defined in AFR 67-3 is divided into two general categories:

(1) Normal base procurement. Items authorized for base procurement as the normal means of supply under provisions of AFR 67-3, are in most instances, purchased by the requiring activity without reference to higher authority. Computation of requirements, budgeting and funding are the responsibility of each activity subject to implementing procedures or limitations imposed by the applicable major air command. Funds for procurement of such items are made available through normal command channels.

(2) Base procurement of central procurement type items. Items normally obtained through central procurement may be obtained through base procurement under conditions outlined in AFR 67-3. Station level funds are to be used in the case of emergency purchases, or purchase of small value requirements, which do not warrant the cost involved in requisitioning. When specific approval for the purchase is granted by indorsement of a requisition, applicable central procurement funds will normally be provided by Air Force depots. See paragraph 2a(2) and section 2, volume III.

See Ref

b. When assigning priorities to purchase requests, every effort will be made to allow the maximum time possible for procurement action (see factors outlined in paragraph 4f, chapter 2, volume II). Final delivery is frequently dependent upon such factors as availability, vendors cooperation, and transportation. Rush procurement actions and short delivery dates are expensive. Misusing the priority system because of inadequate supply planning will result in a complete breakdown of base procurement programs.

(1) Air Force activities will limit the number of priority 1 through 10 purchase requests to an absolute minimum. So that procurement activities may continuously maintain maximum capability to process immediate and intermediate priorities, 25 percent is considered the normal maximum allowable percentage of priority 1 through 10 purchase requests to the total number of purchase requests prepared.

(2) Commanders of activities engaged in the preparation of purchase requests are responsible for providing appropriate local written directives to assure that priority 1 through 10 purchase requests represent true immediate and intermediate priority demands which justify the cost of expeditious processing.

**2. AUTHORIZATIONS AND LIMITATIONS**

a. Base procurement by an Air Force activity normally requires three basic types of authorizations.

(1) Issue authority is required in the case of equipment type items. Such authority is normally provided by Unit Authorization Lists (UALs), or in instances where items are excluded from UALs in accordance with volume XXI, by T/As, ECLs, MEAL, or other documents which authorize possession of the particular item involved by the activity concerned. Special authority may also be obtained under provisions of section 5, volume XXI.

(2) Administrative authority is normally provided by coding in USAF Stock Lists or USAF Supply Catalogs, and/or AFR 67-3 or other directives which prescribe base procurement as the normal means of supply for specific categories of items or services. One time administrative authority for base procurement of central procurement type items may also be furnished by indorsement of requisitions or by letter from the IM in accordance with AFR 67-3. Such approval will be limited to instances when all three of the following conditions exist:

(a) Depot assets are not available to fulfill the requirement.

(b) The requiring activity has requisitioned the item, has issue authority, and concurs in making the purchase.

(c) For non-stock fund items either the IM has a sufficient balance of uncommitted funds to provide the requiring activity, or the requiring activity has indicated that it has a sufficient balance of uncommitted funds with which it will make the purchase. The provisions of chapter 27 will apply in connection with base procurement of

Para. 2a(2)(c)—Cont.

GSSF items. For other stock fund items the IM is not concerned with funding, as the requiring activity may use the same funds as it would have used had the item been available from depot assets.

(3) Procurement authority is the authority delegated to contracting officers under applicable regulations and statutes and includes authorizations, limitations, and procedures governing negotiation, formal advertising and related procurement functions involved in the issuance and administration of contractual documents which obligate the Air Force.

b. The authority to effect base procurements will be subject to the following limitations and prohibitions:

(1) Base procurement of any equipment, supplies or services specifically prohibited by appropriate directives of the Department of Defense or the Department of the Air Force will not be made. It will be the responsibility of the initiator of the request and the approving official to insure that prohibited items are not requested for purchase.

(2) Base procurement will be subject to any limitations imposed by the major air command having jurisdiction over the activity concerned.

(3) Manufacturers providing items containing chemicals will be required to list the chemicals present in the item, and to label containers with standard warning labels in accordance with the recommendations of the Manufacturing Chemists Association, Inc.

(4) Compounds containing benzene or carbon tetrachloride will not be procured without specific authorization of the medical service.

### 3. RELATED PROCEDURES

a. Federal supply depots. Paragraph 30, chapter 2, volume II prescribes procedures for obtaining items from General Services Administration's Federal Supply Service Depots.

b. Medical items. Section 16, volume V prescribes procedures specifically intended for base procurement of medical items and related non-personal services.

c. Traveling purchase request. Chapter 25 prescribes procedures for the use of a "traveling purchase request" intended primarily for use in conjunction with AF Service Stores.

### 4. BLANKET PURCHASE AGREEMENT (CHARGE ACCOUNT) METHOD

a. Under the provisions of ASPR and AFPI 3-606 the contracting officer may place a blanket purchase agreement or "charge account" with one or several local suppliers to cover anticipated purchases of readily available items in the same general category. Upon receipt of purchase requests designated individuals in the contracting office may then make purchases informally on the blanket purchase agreement by calling the contractor.

b. The use of this method is authorized when:

(1) There is a repetitive need for small quantities of supplies or services of closely related types.

(2) No single call has a monetary value in excess of \$2500.

(3) The maximum purchase agreement will not exceed \$15000 and the maximum period of time covered does not exceed three months nor extend beyond the fiscal quarter in which it is issued.

(4) The supplies or services are readily available in the local trade area.

(5) The use of individual purchase orders is deemed more costly administratively to the government.

### 5. IMPREST FUND (PETTY CASH) METHOD

a. The base commander may appoint one or more cash purchasing officers in accordance with ASPR 3-604, AFPI 3-604, and AFM 173-10.

b. This method is intended for use when all the following conditions are met and when none of the limitations listed in AFPI 3-604.1 (b) apply:

(1) The transaction is not in excess of \$100.

(2) The supplies or services are immediately available, with cash payment to be made immediately upon pick-up or delivery.

(3) The purchase does not require detailed specifications or technical inspection, and:

(4) The use of imprest funds is administratively more economical and efficient than other small purchase methods.

### 6. NORMAL SMALL PURCHASE METHOD

At the beginning of each month, the appropriate office will request the appropriation accounting officer to effect an administrative reservation of funds in amounts consistent with the base financial plan by issuance of an AF Form 405, "Obligation Authority," to the contracting officer. Obligation authorities will be issued in amounts sufficient to cover all anticipated small purchases to be made during the month, excluding purchases to be made by the use of imprest funds and blanket purchase orders. The request will contain sufficient data to permit the appropriation accounting office to determine the propriety of funds to be obligated under the AF Form 405. Upon receipt of an AF Form 405, small purchases may be accomplished without further recourse to the appropriation accounting office. Purchase requests for amounts exceeding \$2500 (except where AF Form 16 is used) will not be charged against obligation authorities but will be processed through the appropriation accounting officer for allotment citation and certification of fund availability.

### 7. PREPARATION OF PURCHASE REQUESTS

a. Forms. AF Form 9, "Request for Purchase," may be used for any purchase request except when AF Form 16 is mandatory (see chapter 25). It must be used when the total cost of the request is in excess of \$2,500 (except where AF Form 16 is used), or when the request is forwarded off the initiating base in accordance with paragraph 9. When procurement action is expected to take place at the initiating base, and the total cost of the request is not in excess of \$2,500, other forms already prepared by the requisitioning activity, may be used as a purchase request, (e.g., DD Form 1150, "Request for

## Para. 7a—Cont.

Issue or Turn-in"; AMC Form 600 series, "Material Transaction—Requisition Card").

b. Number of copies. Purchase requests are normally prepared in triplicate. Additional copies may be prepared when required for local purposes.

c. Numbering items. There is no limit on the number of items contained in a single purchase request. However, a separate control number must be assigned to each item on each request. These control numbers for items on AF Form 9 are assigned in the same manner as requisition numbers. (See chapter 2, volume II.) Control numbers for items on other forms used as purchase requests (except AF Form 16) are assigned in the same manner as "issue document numbers." (See chapter 3, volume II, or section 3, volume XVIII.)

d. The following instructions are specifically pertinent to AF Form 9. However, any form used as a purchase request must contain essentially the same information.

(1) "Number." Enter a document control number assigned in the same manner as a requisition number in accordance with chapter 2, volume II, except omit the last four digits (serial number) which are to be used as item numbers.

(2) "Date." Enter date on which the PR is prepared.

(3) "Class." Enter the USAF commodity class or subclass symbol, the technical service, or the four digit Federal Supply Class code.

(4) "Contract, Purchase Order, or Delivery Order Number." Leave blank. This will be entered by the contracting officer.

(5) "Installation." Enter the name of the initiating activity.

(6) "Through." Enter the names and/or symbols of the offices through which the PR is to be routed prior to being forwarded to the contracting officer.

(7) "From." Enter the stock record account of the accountable officer.

(8) "Purchased For." Insert the word "stock" or identify the organization which submitted the requirement for the items being purchased. When items being purchased apply against the DD Form 1150, of an organization, the document and/or item control number(s) assigned will be entered in this space. In the event the supplies are being purchased for other than procuring activity, the applicable requisition number of the requesting activity will be shown in this space. In the case of a consolidated procurement, necessary to fulfill the requirements of many activities, cross reference information may be shown as a footnote at the base of the description column. The above cross reference procedure does not apply to purchases effected for replenishment of local stock.

(9) "For Delivery To." The stock record account serial number (e.g., AFB 2300) and address of the base supply officer or other accountable officer maintaining the stock record account for the equipment or supplies being purchased, and specific building numbers, local account numbers, and/or delivery points should be entered.

(10) "Not Later Than."

(a) Indicate the specific date by which items should be received. The use of such terms as

"immediately" or "as soon as possible" is prohibited.

(b) Indicate the corresponding supply priority number and the suffix "S" or "N" to designate whether the item is a stocked item or a non-stocked item. Supply priority numbers and applicable suffix will be established and applied in accordance with attachment II.

(c) When the estimated total cost of the PR is more than \$2,500 and priority 1 through 5 is requested, complete written substantiation of the priority must accompany the PR to permit a legal negotiated procurement action under Part 2, Sect 3, AFPI.

(11) "Items." Enter the four digit serial number portion of the document control number assigned to each item in accordance with chapter 2, volume II.

(12) "Description of Material or Service to be Purchased." Enter the stock number for items of material. If no USAF or Federal stock number exists, obtain a local identification number (see chapter 8). Describe the item or service as follows:

(a) When applicable specifications or drawings exist, the specification and/or drawing numbers will be referenced in the description and a copy of each such drawing and specification (except Federal) will be attached and forwarded with the purchase request to the contracting officer (when the purchase request covers a requirement which was previously purchased and it is determined that copies of the applicable specifications and drawings on file in the contracting office, repeated submissions are not required).

(b) If the item required is not covered by applicable specifications, a purchase description containing all of the essential requirements to be met by the item will be included. This purchase description will include sufficient information to enable prospective sources to accurately identify items being procured and to insure realistic competitive bidding.

(c) When the item required is not covered by applicable specifications and the item cannot be adequately described because of its technically involved construction or composition the name of one and if possible, three commercial products must be included as part of the required description followed by the words "or equal" to assure full competition and to assure that bidding will not be limited to the particular make or makes specified.

(d) Where a particular manufacturer's make or model (brand name) is required, a "sole source" justification must be included in order to substantiate purchase without competition by the contracting officer. A specific contractors product listed in a multiple award federal supply schedule may be selected without a formal sole source determination, but such selection must be justified as outlined in ASPR and AFPI 5-106.

(e) When a stock number is available for the item being requested, descriptive information may be obtained from the applicable USAF Supply Catalog or Stock List. When a stock number is not available for the item, the descriptive elements contained in the item description of similar items published in the appropriate USAF Supply Catalog or

Para. 7d(12)(e)—Cont.

Stock List, will be used as criteria for determining the descriptive elements required to adequately identify the item being purchased.

(f) Manufacturer's nomenclature, part number, and end item application are normally sufficient identification on purchase requests covering spare parts required for maintenance support of in-service end items. When applicable, component parts of an end item will be identified by the manufacturer of the component part as well as the end item.

(g) Any additional information available such as purchase order number on which the item was previously purchased, prospective sources of supply, etc., will also be entered in this space to assist the contracting officer in identifying and expediting the procurement.

(13) "Quantity." Enter the amount of the item required. Consideration will be given to quantities utilized commercially, such as dozen, in preference to 11 or 13; gross in preference to 140 or 150; etc.

(14) "Unit." Enter the unit of issue, e.g., each, pound, gross, etc.

(15) "Estimated Unit Price" and "Estimated Total Cost." To be completed by the initiator of the "Request for Purchase." To the greatest extent possible, realistic current market cost will be used. If the initiating activity does not have sufficient information upon which to establish these estimated prices, the "Request for Purchase" will be submitted to the contracting office for pricing. The estimated total cost indicated on the AF Form 9 will also include the total cost of all items appearing on any attached AF Form 9A, "Request for Purchase Continuation Sheet."

(16) "Purpose." The end use to be made of the supplies will be fully indicated, e.g., aircraft or vehicle and serial number, project or work order number, stock, etc.

(17) "Authority for Procurement." Administrative authority for purchase of the items involved will be indicated as follows:

(a) Cite the current publication and paragraph thereof which authorizes the items to be procured locally as the normal method of supply, or;

(b) Indicate authorization made by Department of Army stock control activities, Air Force depots, Headquarters, Air Materiel Command, or higher authority. Specific authority for the purchase (letter, teletype, requisition number, etc.), will be indicated in the space provided, or;

(c) Cite GSA certificate of unavailability (typewriter clearance) number for the purchase of manually operated typewriters.

(d) Indicate the existence of an emergency situation which precludes the use of normal requisitioning channels. Justification contained in the requisitioning document or otherwise provided by the requiring organization will be used as a basis for determination of an emergency purchase.

(e) Where items normally obtained through central procurement are to be purchased locally in excess of the maximum dollar or quantity limitations applicable to Department of Defense purchase assignments, reference section IV, AFPI, the waiver obtained from the procuring department, will be indicated when applicable. Copies of the

waiver or signed copies of the emergency justification will be attached.

(18) "Initiating Officers Block." The purchase request will be signed by the appropriate accountable officer or his designee depending upon assigned responsibility for the items or services to be purchased. This officer will determine in each case that sufficient justification exists for the base procurement of the equipment, supplies, or services, and that no purchases are approved which are illegal or contrary to existing directives. The determination and/or approval, indicated on the AF Form 9 by the initiating officer or by the base commander in accordance with paragraph 7d(19), will be considered final insofar as issue and administrative purchase authority is concerned. Such determination and/or approval will not extend to determination of contractual authority vested in the contracting officer in accordance with applicable public laws and procurement regulations. The above removes any requirement for administrative screening by the contracting officer. A list of individuals authorized to initiate PRs and DD Form 577, "Signature Card" will be furnished the base procurement officer as required by AFPI 1-352.

(19) "Approval of the Base Commander." Subject to major command implementation, base commanders may establish certain types of categories of supplies or services and/or specified dollar amounts (normally not under \$2,500), for which purchase requests will require his review and approval, or that of a person specifically designated by him for this purpose.

(20) The AF Form 9A will normally be used for listing of additional items to be purchased. However, this does not preclude use of mechanically prepared listings, requisitions or other documents with the AF Form 9 as a "cover" sheet, when such action is more practical and/or economical. Care must be exercised to insure that such listings include sufficient information for procurement action as prescribed by paragraph 7d(11) through (15).

## 8. ROUTING PURCHASE REQUESTS AT ZI BASES

a. When the accountable officer has approved the request:

(1) If the request has a total estimated cost in excess of \$2500, he will retain one copy, and forward the original and one copy through the base commander for approval, through the accounting activity for commitment of funds, to the procurement officer.

(2) If the total cost of request is not in excess of \$2500, he will retain one copy and forward the original and one copy to either the contracting officer or the cash purchasing officer, whichever is considered appropriate. (Cash purchases in excess of \$100 are not permitted.) In the event the purchase request cannot be charged to a blanket purchase agreement or an obligation authority, it will be routed to the accounting office for certification of fund availability.

b. To prevent undue processing and distribution delays, it is recommended that purchase requests bearing priority 1 through 10 be handcarried from the initiating supply activity to the procurement



## Para. 8b—Cont.

activity. Action taken by the procurement activity will be based on the priority number and will be in accordance with standards established by Air Force procurement instructions.

c. When the procurement officer has taken purchase action, he will distribute the procurement document (such as a purchase order) as prescribed in AF Procurement Instructions.

## 9. ROUTING PURCHASE REQUESTS INITIATED OVERSEAS

When purchase is effected in the oversea area routing of purchase requests is essentially the same as at bases in the zone of interior. When purchase cannot be accomplished by the average procurement activity, requests will be forwarded to the appropriate zone of interior installation in accordance with paragraph 29, chapter 2, volume II.

## 10. REDISTRIBUTION OF USAF DEPOT ASSETS

a. This paragraph provides for annual redistribution of IM assets of base procurement items that are excess to the local base three year requirement. This includes those stocks at off-base locations over which the IM is assigned supply materiel management responsibility, but does not include items stored at Weapon System Storage Sites.

b. Each AMA/AFD will establish a central point of contact and for control of uniformity of format, timely actions, consolidation and dissemination of lists.

c. Prior to 1 October of each year, each IM will determine the base procurement items for which the combined IM assets (except as stated in paragraph 10a) are in excess of the local base three year requirement. In computing requirements, repairable items, which can be returned to serviceable condition for less than 35 percent of acquisition cost, and due-ins which cannot be terminated will be considered as assets. Local requirements will be limited to those items required for base support at locations over which the inventory manager is assigned supply materiel management responsibility, and other known requirements, such as items procured for automatic supply to overseas activities as prescribed by paragraph B. j, AFR 67-3.

d. Between 1 and 15 October each year, each AMA/AFD will disseminate listings of base procurement items excess to IM requirements. Both cataloged and noncataloged items will be included. Each item will be listed only once on the same list. Entries for cataloged items must contain the stock number and a brief description, such as is normally contained in printing plates used to prepare tags, labels, and other forms at depots. The description should be sufficient for the reviewer to identify the item without further research and/or inquiry. Entries for noncataloged items must contain complete descriptive data for recognition of the item without further research and/or inquiry. Quantities available for redistribution will be entered. Each IM will compile a separate listing for each class of property and the central point at each AMA/AFD will consolidate all listings for

the AMA/AFD in one "package." Three copies of all listing will be disseminated at one time by one cover letter (see attachment 1) to each major air command (except Hq AMC) for information, and to each AF activity assigned a base or depot supply account number for action. (See chapter 1, part two). Listings will be air mailed to all overseas accounts. Transmittal letters may be post-dated; however, care will be exercised to insure that the data of the transmittal letter coincides as closely as possible with the actual mailing date to permit full time allowance for reviewing accounts.

e. Each AF activity receiving an action copy of the listings will perform expeditious screening of the items listed against their own local three year requirements. If a requirement exists, expeditious action will be taken within 90 days of the date of the transmittal letter to requisition quantities required to meet a three year requirement or to the extent of storage capability, whichever is the lesser. If additional time is required to review these lists, the reviewing activity will establish a specific date of completion of each review and request the appropriate AMA/AFD for an extension of the deadline.

f. The IM will:

(1) Fill requisitions to the extent of depleting serviceable IM excesses.

(2) Repair repairable items required to satisfy remaining requisition requirements.

(3) Commence action to dispose of excesses not required to fill requisitions as prescribed by Volume VI immediately after the 90-day time allowance or specifically requested extension date.

## 11. INVENTORY MANAGER CLEARANCE FOR BASE PROCUREMENTS IN EXCESS OF \$2500

a. This paragraph intends to preclude base procurement of significant quantities of items of supply which are available from existing DOD assets. The procedures outlined herein are applicable regardless of previous notice of non-availability, or prior effective date of base procurement coding in USAF Supply Catalogs or USAF Stock Lists.

b. This procedure does not apply to:

(1) Emergency requirements.

(2) Oversea requirements.

(3) Non-stock numbered items.

(4) Mandatory GSA Store items.

(5) Items assigned to "Single Service Managers." (Subsistence; petroleum, oils, and lubricants; medical and dental; clothing and textiles).

c. All other individual requirements at base or station level for a base procurement item of supply must be requisitioned from the IM if the total line item value exceeds \$2500 (i.e., quantity required multiplied by the unit price equals more than \$2500).

d. The IM will determine whether or not the requirement may be met from available assets. Each requirement must be screened against IM assets. In addition, when the IM has been notified of a responsibility for participation in a Commodity Coordination Group whose charter covers the item, a determination must be made as to the



**Para. 11d—Cont.**

availability of the item from the assets of other Commodity Coordination Group participants. Dependent upon the results of this (these) determination (s), the IM will either:

- (1) Honor the requisition;
  - (2) Indorse it, "available from DOD assets," and indicate price, condition, location, and method of obtaining the material;
  - (3) Indorse it, "cleared for base procurement."
- e. Upon receipt of a requisition indorsed "cleared

for purchase," the requiring activity may initiate base procurement action.

f. Upon receipt of a requisition indorsed "available from DOD assets," the requiring activity may initiate appropriate action to obtain the material as indicated by the IMs indorsement. Material need not be obtained from DOD assets unless condition and price are acceptable to the buying activity. Items obtained from AF depot excesses, or formally declared excess by other services do not require reimbursement unless they are owned by a stock fund.

**ATTACHMENT 1**

**FORMAT OF ANNUAL REDISTRIBUTION OF ASSETS LETTER**

**SUBJECT:** List of Base Procurement Items Available from (Indicate the Appropriate FSCs)

**TO:**

1. Attached is a list of base procurement items available at this depot forwarded in accordance with paragraph 10, chapter 10, part one, volume I, AFM 67-1.

2. You may order as much as a three year requirement. Requisition total requirements within 90 days from date of the listing. This is a one-time

offer. After you have requisitioned your requirements of the items, any future requirements for these items will be obtained through base procurement in accordance with AFR 67-3.

3. In view of the fact that these items may be obtained without using your local funds, it is to your advantage to requisition the items and quantities you will require for the next three years, to the extent of your storage capabilities.

4. This is the most current list of base procurement items available from this depot. Previous listings should be destroyed.

**ATTACHMENT 2**  
**PRIORITY ASSIGNMENT**  
**PURCHASE REQUESTS**

SUPPLY PRIORITY	MISSION CATEGORY	APPLICATION
<b>IMMEDIATE</b>		
1 2 3 4 5	1 2 3 4 5	Immediate, firm, specific requirement needed: Within 7 days by CONUS Supply Activity from CONUS Procurement Activity or by O/S Supply Activity from O/S Procurement activity; within 14 days by O/S supply activity from designated CONUS base procurement activity.
<b>INTERMEDIATE</b>		
6 7 8 9 10	1 2 3 4 5	Firm, specific requirement needed: Within 8-21 days by CONUS Supply Activity from CONUS Procurement Activity or by O/S Supply Activity from O/S Procurement Activity; within 15-30 days by O/S Supply Activity from designated CONUS Base Procurement Activity.
<b>ROUTINE</b>		
11 12 13 14 15	1 2 3 4 5	Firm, specific requirement needed: After 21 days by CONUS Supply Activity from CONUS Procurement Activity or O/S Supply Activity from O/S Procurement Activity; after 30 days by O/S Supply Activity from designated CONUS Base Procurement Activity.
<b>STOCK REPLENISHMENT</b>		
16	All	Requirement needed for stock replenishment. Time in which required will be regulated by rate of stock turn-over and procurement lead-time. Normally, this will be in excess of 30 days.

**FOOT NOTE:** The suffix "S" will be used in conjunction with the Supply priority to designate whether the item is stocked; the suffix "N" will be used in conjunction with the Supply priority to designate whether the item is non-stocked. For example: 5S indicates Supply priority 5 for a stocked item, 8N indicates Supply priority 8 for a nonstocked item. This system need be applied only to priority 1-15.

## SECTION II

# ACCOUNTING FOR LOST, DAMAGED, OR DESTROYED PROPERTY

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	Purpose .....	11-1
2	Scope .....	11-1
3	Authority .....	11-1
4	Policy .....	11-1
5	Use of Terms .....	11-2
6	Methods of Relief from Responsibility for Property .....	11-4
7	Initiating, Preparing and Processing DD Form 200, "Report of Survey" ..	11-8
8	Discrepancies Incident to Shipment or Property Via Common or Contract Carrier .....	11-8
9	Accounting by Certificate for Property Lost, Damaged, or Destroyed ..	11-8

### 1. PURPOSE

The purpose of this section is to prescribe the procedures to be followed in accounting for public property both real and personal, which is lost, missing, damaged, destroyed, or otherwise rendered unserviceable while within the control of the Air Force.

### 2. SCOPE

a. Procedures contained in this section apply to all elements of the Air Force.

b. Instructions relative to accounting for and control of government property possessed by a contractor, except that which is controlled as a suspense item within the military account from which shipment is made, including the adjustment of discrepancies incident to shipment and preparation of a report of survey, are contained in the Armed Services Procurement Regulations and the Air Force Procurement Instructions.

### 3. AUTHORITY

a. In accordance with 10 U.S.C. 9832 the accounting for Air Force supplies or property and the fixing of responsibility therefor shall be in accordance with regulations issued by the Secretary of the Air Force.

b. In accordance with 10 U.S.C. 9835 (a) and (b), and pursuant to regulations prescribed by the Secretary of the Air Force, designated officers may take action upon reports of survey and all other vouchers pertaining to the loss, damage, spoilage, unserviceability, unsuitability, or destruction of property of the United States within the control of the Department of the Air Force. The action taken by any such officer on such surveys or vouchers will be final, provided that in any such case where a person or concern is held pecuniarily liable, the findings shall not be final until approved by the Secretary of the Air Force or by such officers as the Secretary may designate.

### 4. POLICY

a. Responsibility for Property.

(1) Property responsibility is defined in AFR 67-10. Air Force policy holds that all military and civilian personnel have property responsibility with respect to all Air Force property. This responsibility includes pecuniary liability for the negligent loss or destruction of such property. In all other cases, property responsibility will be established in accordance with the appropriate local, state, or federal laws.

(2) Unauthorized use. Any person who converts property to unauthorized use is liable for its loss, damage, or destruction regardless of the fact that due care could not have prevented such loss, damage, or destruction.

(3) Recovery of property unlawfully detained. Except as provided for in paragraph 4a(3)(b)1, whenever information is received that any property belonging to the military service of the United States is unlawfully in the possession of any person, the supply officer or other appropriate officer will make an immediate report direct to the Judge Advocate General, USAF, (by telephone or telegraph when the use of such means of communication seems advisable) in order that legal proceedings may be started to recover the property and, if the property has been stolen, for the arrest and trial of the guilty person.

(a) Reports will contain:

1 Complete description of the property involved and its location, if available.

2 Name and location of the person unlawfully possessing such property.

3 Facts and circumstances known relative to unlawful possession of the property.

(b) Summary action.

1 Upon satisfactory information that United States property unlawfully possessed is likely to be removed from the area of jurisdiction of the civil tribunal, concealed, or otherwise disposed of before completion of necessary proceedings for its recovery, the base or detachment commander will authorize seizure. If the property consists of clothing (except individual within the clothing mon-

Para. 4a (3)(b)(1) — Cont.

etary allowance system), arms, military outfits, or equipment furnished by the United States to an enlisted person, the Federal Statutes (10 U.S.C. 9836), authorize such property to be seized and taken from any person not an enlisted person or officer of the United States, by any officer, civil or military, of the United States. Other government property will be seized, if it can be accomplished without committing a breach of the peace or a trespass on private premises. The person having the property will be given a receipt showing that such property has been seized as belonging to the United States. The property will be held subject to any legal proceedings that may be instituted.

2 Non-military persons apprehended while stealing military property will be turned over to civil authorities. Action against military personnel will be taken in accordance with the Uniform Code of Military Justice.

(c) Report to AFAFC. In the event the property referred to above consists of property issued to Air Force reserve units for temporary training and has not been returned, or is property carried away or abandoned by service personnel upon their discharge or separation, the matter should be referred to the Air Force Accounting and Finance Center, Denver, Colorado, after collection has been attempted by the Reserve Unit, Headquarters, Continental Air Command and Air Reserve Records Center.

(4) Liability of nonappropriated fund activities. AFR 34-67 authorizes the loan of specified items of appropriated fund property to nonappropriated fund activities of the Air Force in accordance with paragraph 37, section 4, volume II. The activity rather than the individual who receipts for such property assumes supervisory responsibility. The activity is not considered an insurer of the property, but it will be held liable for property loss or damage resulting from overt acts of its officers or employees or failure on their part to take reasonable precautions to prevent such loss or damage. A report of survey holding the activity pecuniarily liable will not prejudice the activity's right to in turn hold its negligent officer or employee pecuniarily liable and to make collection as though a loss of nonappropriated fund property under its control had been involved.

b. Accounting for Property.

(1) If property is lost or destroyed by causes other than fair wear and tear a report of survey or other administrative action authorized herein will be accomplished to determine whether the individual, concern, etc., having responsibility will be relieved from pecuniary liability.

(2) Jointly operated activities. Where installations or activities are operated jointly by the Air Force and Army or Navy, the class of property governs the routing of reports of survey, rather than the fact that the installation or activity is commanded by an Air Force, Army or Navy Officer. Reports of survey on Air Force property at such installations will be processed as prescribed in this section and AFM 177-111.

(3) Use as property vouchers. Reports of survey may be filed as property vouchers or as supporting vouchers when all elements of validity have

been complied with, including the approval of the base commander. With respect to any pecuniary liability which may be involved, the findings, recommendations or other actions indicated thereon, other than final, are to be regarded as being the opinions of disinterested officers acting in an advisory capacity to the authority taking final action.

(4) Fund losses. Any funds derived from the sale of services or personal property shall be considered as property until deposited with the Accounting and Finance Officer. This policy does not extend to the change fund advanced by the accounting and finance officer.

c. Rewards for Recovery of Lost Air Force Property.

(1) Policy pertaining to the offering of, eligibility for, payment of, publicity concerning, and funding of rewards for recovery of lost Air Force property is contained in AFR 67-5. This policy does not apply to stolen property.

## 5. DEFINITION OF TERMS

The definitions listed in this paragraph have specific application to the procedures contained in this section and supplement the definitions contained in section 1 of this volume.

A

*Acceptance at Destination.* The taking of title to property by the Air Force at the specified delivery point. Generally is similar to the commercial term "f.o.b. destination."

*Acceptance at Origin.* The taking of title to property by the Air Force at the point of shipment. This corresponds generally to the commercial term "f.o.b. carrier." This does not imply that payment has been made at the time title passed to the purchaser and does not mean that the government by taking title gives up the right to reject articles not conforming to contract specification.

C

*Component.* The use of the term "component" as defined in section 1 of this volume, is construed to exclude parts of end items or assemblies having a 100 percent replacement factor during overhaul or repair, e.g., nuts, bolts, gaskets.

*Concealed Damage.* Damage to the contents of a package which is in good condition externally.

*Concealed Shortage.* Shortage in the contents of a package which bears no indication of having been opened.

*Contracting Officer.* The officer responsible for administering a contract. Except for government furnished industrial property, the officer who negotiates a contract or other purchase agreement has this responsibility.

Para. 5 — Cont.

## D

*Damage.* A condition which impairs either the value or use of an article. Property may be damaged in appearance or in its period of usefulness, but may be still serviceable. Damage may also indicate unserviceability in a degree. The term usually indicates the foregoing condition as the result of some act or omission.

*Destruction.* An action or omission which makes the property completely useless. Damage to the point of loss of identity or beyond restoration is considered to be destruction. Animals which are killed for various reasons are said to be destroyed. The general dictionary definition of the term is usually appropriate in these instructions.

*Discrepancy.* Disagreement between the amount or condition of property on hand and the amount or condition of such property on records. This may be either:

a. A disagreement between quantities actually received in a shipment and those recorded on the shipping document; generally referred to as a "discrepancy incident to shipment," or

b. A disagreement between a stock record or other property accounting record balance and the result of a physical count or inventory.

## L

*Latent Defect.* A flaw or other imperfection in an article discovered after delivery to the government. Such defects are inherent weaknesses which are normally not detected by examination or routine tests but which are present at time of manufacture and are aggravated by use.

*Letter of Advice.* The findings and determinations of an administrative contracting officer with respect to a contractor's liability for loss, damage, destruction, or unreasonable use or consumption of government property. This letter constitutes a valid credit to the appropriate property account when properly supported and appropriately cross referenced.

*Loss.* The absence of property shown as present by the property records or covering documents. Loss does not necessarily indicate the physical removal of property.

## N

*Negligence.* Failure to comply with laws or regulations or failure to act as a reasonably prudent person would under the same or similar conditions.

## O

*Organizational Property.* Property authorized to the organization by an approved unit authorization list (UAL), and such other property which is excluded from the UAL provisions but which is authorized by the MEAL, applicable T/As, ECLs, or special authorizations.

*Original Package.* A sealed or otherwise securely closed container which has been packed by a vendor, supply depot, or arsenal and which conforms to the following:

a. Contains one kind of article only, as distinguished from a container in which miscellaneous articles are packed for convenience in shipment. The component articles comprising a standard unit of equipment when assembled, must be considered as one article when shipped as a complete unit.

b. Contents are standard as to quantity, or the outside of the package shows a list of quantities and description of the contents thereof by permanently affixed marking.

c. The designation of the vendor, depot, or arsenal is indicated on the outside of the package.

d. The package is received by the consignee with seals or protective fastening unbroken as applied by the vendor, depot, or arsenal, with no evidence of having been tampered with enroute and no visible damage to contents.

## R

*Report of Survey.* An instrument for recording the circumstances concerning the loss, unserviceability, or destruction of Air Force property. It serves as, or supports, a voucher for dropping the articles from the property records on which they are listed. It also serves to determine all question of responsibility, (pecuniary or otherwise) for the absence or condition of the articles. The term is also used to indicate the required forms, which are: DD Form 200, "Report of Survey", and DD Form 46, "Report of Survey (Discrepancies Incident to Shipment of Materiel.)"

## S

*Sales Account.* The formal record of the responsibility of a sales officer, prepared periodically on a money value basis, in accordance with the provisions of AFM 145-1.

*Stock Record Account.* A Headquarters USAF prescribed numbered record of transactions of property subject to audit (see section 2, volume XV.) All stock record accounts are assigned an official Air Force number by Commander AMC and are maintained by an accountable supply officer.

*Supply Officer.* A depot, base, unit, or other designated property officer. The context in which it appears should be the governing factor in understanding the use of the term.

## T

*Transportation Officer.* The officer who is responsible for the shipment and receipt of property. This officer prepares and processes bills of lading. In situations where no officer is specifically designated as Transportation Officer, the officer who performs these functions is charged with the responsibility assigned to a transportation officer.

## U

*Unserviceability.* A condition distinguished from damage or destruction and a more inclusive term. Unserviceability indicates that the ar-

Para. 5 — Cont.

title is no longer useful for the purpose for which it is intended. Damage, deterioration, or destruction may be involved. The term indicates property which is no longer usable for its original purpose without regard to the reasons for its condition.

## V

*Vendor.* An individual, partnership, corporation, or other agency which sells property to the military establishment. A vendor may be a supply contractor.

### 6. METHODS OF RELIEF FROM RESPONSIBILITY FOR PROPERTY

*a. Adjustment Procedures.* This paragraph explains the authorized adjustment procedure available to individuals having responsibility for lost, damaged, or destroyed property in order that they may determine the procedure to follow in accounting for the property and obtaining relief from property responsibility. References given are to directives or procedures governing the preparation of, action on, and distribution of the forms required. In the event that any special procedure described herein is rescinded, a report of survey will be required in lieu thereof unless otherwise stated in the rescinding directive. Whenever there is doubt as to which procedure should be used, a report of survey will be prepared. The fact that specific methods other than the report of survey are available to responsible individuals to obtain relief from responsibility does not preclude any commander from directing that the responsibility for the loss, damage or destruction of any property be determined by a report of survey. Reports of survey should not be used or required, however, when more economical and less formal means of adjustment are authorized.

*b. Special Procedures.* Where special forms and procedures are prescribed in the succeeding portions of this paragraph they will be regarded as being authorized substitutes for reports of survey and will have equal validity when used as property accounting vouchers. Where reference is made to a report of survey as a supporting property voucher in this section or in other instructions on this subject, such references will be regarded as applying equally to substitutes for reports of survey as authorized herein unless manifestly inappropriate. Procedures for accounting for lost, damaged, or destroyed property by means of a certificate are set forth in paragraph 9 of this section.

*c. Unserviceability.* Property which is physically on hand and is known to be unserviceable due to normal authorized usage, without apparent fault or neglect of any individual, may be classified by qualified technical inspectors, classification officers, or other individuals designated for the purpose, as being unserviceable through fair wear and tear in service and disposed of in accordance with paragraph 6c(2).

(1) In those instances where property is determined by technical inspection or other means to be unserviceable or irreparable through causes other than fair wear and tear, a report of survey,

statement of charges, report of collection, or other authorized action will be initiated in accordance with the provisions contained herein.

(2) In the absence of specific instructions by proper authority to the contrary, unserviceable property will be turned in to the supply activity from which replenishment would normally be obtained. Base supply activities, are charged with the responsibility of receiving unserviceable property and determining the cause, whether by fair wear and tear or otherwise, and to make subsequent disposition of such property. This does not preclude other qualified individuals or activities from tagging such property as prescribed in this section or other applicable directives, or from furnishing technical assistance for such purposes. Property to be turned in will be listed on a DD Form 1150, "Request for Issue or Turn-In," to show cause of unserviceability, and survey or other action taken as required by paragraph 6c(1). Authorized exceptions to such normal turn-in procedure are as follows:

(a) Where survey action provides for destruction of the property, or other authorized variation from the normal property turn-in procedure, the property will be disposed of in accordance with the requirements of the report of survey as approved by the base commander.

(b) Where the base supply activity has determined that the cause of unserviceability is fair wear and tear and classifies the property as obvious salvage or scrap, it may be turned in directly to the redistribution and marketing activity or other authorized disposal agency upon clearance by the base supply officer.

(c) Additional instructions relative to accounting for property will be found in sections 4, 14, 15 and 16, volume II.

(3) Buildings and structures deteriorated or damaged will be disposed of in accordance with the provisions of AFR 87-4. Reports of survey will be initiated on buildings and structures only in instances where preliminary investigation indicates that an individual or individuals may be liable for such loss or damage.

*d. Stock Record Account.* Operational and accounting losses in supply activities will be handled as follows:

(1) A stock record account listing property which cannot be located by a physical inventory and which is actually missing due to minor operational losses or undiscoverable posting errors may be adjusted by means of an inventory adjustment in accordance with section 5, volume I, or when medical items are involved, in accordance with section 17, volume V.

(2) In the event that an approving authority takes exception to any or all of the entries on an inventory adjustment voucher, a DD Form 200 will be initiated and processed in accordance with AFM 177-111 as referenced in paragraph 7 of this section.

*e. Subsistence Losses.* The procedures governing losses within commissary subsistence accounts are contained in AFM 145-1.

*f. Breakage of China, Glassware and Plastic Tableware, and Loss of Silverware.* Procedures for accounting for lost, damaged, or destroyed

## Para. 6f — Cont.

items (other than cost category III) by means of a certificate are contained in paragraph 9. Formal property records are not maintained for CP and LP items having a stock list value of \$9.99 or less or for items designated as cost category III.

g. Loss or damage for which liability is admitted will be handled as follows.

(1) When loss, damage, or destruction of property occurs, the individual having responsibility for the item or items will be interviewed by his supply officer or commander who will ask for, but not demand, a voluntary acceptance of liability. Individuals who accept such liability may make payment in cash. Payment will be recorded on DD Form 1131, "Cash Collection Voucher," which will be prepared by the responsible officer or the unit supply officer in accordance with section 2, volume IV. The form will contain the statement: "Used in lieu of report of survey per AFM 67-1." The responsible officer, or unit supply officer, will furnish the individual with a receipted copy of the DD Form 1131 and will deposit the amount indicated on the DD Form 1131 with the accounting and finance officer. The DD Form 1131 will be submitted to the accounting and finance officer in original and three copies. One copy will be receipted by the accounting and finance officer and returned to the unit supply officer for retention in the organization file. (See Chapter 3, Part 3, AFM 173-10.)

(2) Where liability is accepted but cash payment is not forthcoming, a DD Form 362, "Statement of Charge for Government Property Lost, Damaged or Destroyed," will be prepared in accordance with section 2, volume IV. By signing the form, an airman or civilian employee may indicate his or her consent to a deduction from pay in an amount equal to the actual value of the property just prior to loss or destruction. The original DD Form 362 will be utilized to effect a credit entry on the property records. If an officer or warrant officer accepts liability but does not offer cash payment, he or she may execute a DD Form 114, "Military Pay Order," authorizing a deduction from pay.

(3) In the event an individual declines to accept liability, or if the amount chargeable against any one individual exceeds \$100.00, a DD Form 200 will be required.

h. Damaged aircraft will be accounted for as follows:

(1) Aircraft damaged incident to authorized flight, take-off, landing, or taxing by the pilot, copilot, or authorized ground personnel, or damaged or lost by fire or acts of God, will not require reports of survey to determine responsibility for the damage since such property is considered unserviceable due to fair wear and tear in the service unless such damage is due to negligence or fault of the individual or individuals responsible. The aircraft may be dropped from property records by listing it on an AF Form 1005, "Aircraft and Guided Missile Accountability Termination Document," containing a personal certification by the commander having jurisdictional responsibility for the aircraft, setting forth the circumstances by which the aircraft became unserviceable (refer to section 17.)

(2) DD Form 200 will be initiated and processed as outlined in section 17 for aircraft damaged beyond economical repair, abandoned, or destroyed as a result of unauthorized action or negligence.

(3) DD Form 200 will be initiated for aircraft when partially damaged but reparable as a result of unauthorized action or negligence. Such reports of survey will be processed in the normal manner and will not be subject to routing procedures outlined in section 17.

i. When articles of individual clothing and/or equipment become infected by reason of contagious disease and are destroyed as recommended by a medical officer, such articles may be dropped from property records when listed on a document bearing a certificate naming the medical officer and bearing the signature of the unit commander. In making the list of articles, unit support equipment, unit mission equipment, and individual clothing and equipment will be listed on separate DD Forms 1150.

j. Public animals which die or are destroyed may be dropped from property records by means of the certificate or affidavit prescribed herein, when approved by the commander.

(1) Whenever a public animal dies from any cause or has been destroyed as authorized, a certificate attesting to the death or destruction of the animal will be signed by a veterinary officer, if one is available, or if one is not available, by a civilian veterinarian. When no veterinarian is available the certificate will be signed by a military officer not interested in the property records affected. When none of the aforementioned individuals are available any disinterested person having knowledge of the facts may sign the certificate, except if such person be a civilian the attestation will be in the form of an affidavit. If the individual attesting to the death or destruction or witnessing same is qualified to determine the cause of such death or destruction, this information will be included in the certificate or affidavit.

(2) Documents attesting to the death or destruction of public animals will be submitted to the base commander for approval. When the commander believes there is question of fault or neglect, he will decline to approve the certificate or affidavit and will direct that a DD Form 200 be initiated.

k. Losses in government or contract laundries will be processed as follows:

(1) Articles of government and private property lost, damaged or destroyed while in the possession of government laundries and dry cleaning plants or commercial establishments performing under government contract, will be replaced or otherwise accounted for in the manner outlined in AFR 148-3. At the end of each quarter, bases will report the amount and value of such losses to the major air command concerned for review and appropriate action.

l. Loss or theft of government property will be reported as prescribed herein.

(1) Unit supply officers will maintain a list of ammunition possessed by the unit by caliber and lot number and a list of firearms by serial num-



## Para. 5 — Cont.

title is no longer useful for the purpose for which it is intended. Damage, deterioration, or destruction may be involved. The term indicates property which is no longer usable for its original purpose without regard to the reasons for its condition.

## V

*Vendor.* An individual, partnership, corporation, or other agency which sells property to the military establishment. A vendor may be a supply contractor.

## 6. METHODS OF RELIEF FROM RESPONSIBILITY FOR PROPERTY

*a. Adjustment Procedures.* This paragraph explains the authorized adjustment procedure available to individuals having responsibility for lost, damaged, or destroyed property in order that they may determine the procedure to follow in accounting for the property and obtaining relief from property responsibility. References given are to directives or procedures governing the preparation of, action on, and distribution of the forms required. In the event that any special procedure described herein is rescinded, a report of survey will be required in lieu thereof unless otherwise stated in the rescinding directive. Whenever there is doubt as to which procedure should be used, a report of survey will be prepared. The fact that specific methods other than the report of survey are available to responsible individuals to obtain relief from responsibility does not preclude any commander from directing that the responsibility for the loss, damage or destruction of any property be determined by a report of survey. Reports of survey should not be used or required, however, when more economical and less formal means of adjustment are authorized.

*b. Special Procedures.* Where special forms and procedures are prescribed in the succeeding portions of this paragraph they will be regarded as being authorized substitutes for reports of survey and will have equal validity when used as property accounting vouchers. Where reference is made to a report of survey as a supporting property voucher in this section or in other instructions on this subject, such references will be regarded as applying equally to substitutes for reports of survey as authorized herein unless manifestly inappropriate. Procedures for accounting for lost, damaged, or destroyed property by means of a certificate are set forth in paragraph 9 of this section.

*c. Unserviceability.* Property which is physically on hand and is known to be unserviceable due to normal authorized usage, without apparent fault or neglect of any individual, may be classified by qualified technical inspectors, classification officers, or other individuals designated for the purpose, as being unserviceable through fair wear and tear in service and disposed of in accordance with paragraph 6c(2).

(1) In those instances where property is determined by technical inspection or other means to be unserviceable or irreparable through causes other than fair wear and tear, a report of survey,

statement of charges, report of collection, or other authorized action will be initiated in accordance with the provisions contained herein.

(2) In the absence of specific instructions by proper authority to the contrary, unserviceable property will be turned in to the supply activity from which replenishment would normally be obtained. Base supply activities, are charged with the responsibility of receiving unserviceable property and determining the cause, whether by fair wear and tear or otherwise, and to make subsequent disposition of such property. This does not preclude other qualified individuals or activities from tagging such property as prescribed in this section or other applicable directives, or from furnishing technical assistance for such purposes. Property to be turned in will be listed on a DD Form 1150, "Request for Issue or Turn-In," to show cause of unserviceability, and survey or other action taken as required by paragraph 6c(1). Authorized exceptions to such normal turn-in procedure are as follows:

(a) Where survey action provides for destruction of the property, or other authorized variation from the normal property turn-in procedure, the property will be disposed of in accordance with the requirements of the report of survey as approved by the base commander.

(b) Where the base supply activity has determined that the cause of unserviceability is fair wear and tear and classifies the property as obvious salvage or scrap, it may be turned in directly to the redistribution and marketing activity or other authorized disposal agency upon clearance by the base supply officer.

(c) Additional instructions relative to accounting for property will be found in sections 4, 14, 15 and 16, volume II.

(3) Buildings and structures deteriorated or damaged will be disposed of in accordance with the provisions of AFR 87-4. Reports of survey will be initiated on buildings and structures only in instances where preliminary investigation indicates that an individual or individuals may be liable for such loss or damage.

*d. Stock Record Account.* Operational and accounting losses in supply activities will be handled as follows:

(1) A stock record account listing property which cannot be located by a physical inventory and which is actually missing due to minor operational losses or undiscoverable posting errors may be adjusted by means of an inventory adjustment in accordance with section 5, volume I, or when medical items are involved, in accordance with section 17, volume V.

(2) In the event that an approving authority takes exception to any or all of the entries on an inventory adjustment voucher, a DD Form 200 will be initiated and processed in accordance with AFM 177-111 as referenced in paragraph 7 of this section.

*e. Subsistence Losses.* The procedures governing losses within commissary subsistence accounts are contained in AFM 145-1.

*f. Breakage of China, Glassware and Plastic Tableware, and Loss of Silverware.* Procedures for accounting for lost, damaged, or destroyed

Para. 6f — Cont.

items (other than cost category III) by means of a certificate are contained in paragraph 9. Formal property records are not maintained for CP and LP items having a stock list value of \$9.99 or less or for items designated as cost category III.

g. Loss or damage for which liability is admitted will be handled as follows.

(1) When loss, damage, or destruction of property occurs, the individual having responsibility for the item or items will be interviewed by his supply officer or commander who will ask for, but not demand, a voluntary acceptance of liability. Individuals who accept such liability may make payment in cash. Payment will be recorded on DD Form 1131, "Cash Collection Voucher," which will be prepared by the responsible officer or the unit supply officer in accordance with section 2, volume IV. The form will contain the statement: "Used in lieu of report of survey per AFM 67-1." The responsible officer, or unit supply officer, will furnish the individual with a receipted copy of the DD Form 1131 and will deposit the amount indicated on the DD Form 1131 with the accounting and finance officer. The DD Form 1131 will be submitted to the accounting and finance officer in original and three copies. One copy will be receipted by the accounting and finance officer and returned to the unit supply officer for retention in the organization file. (See Chapter 3, Part 3, AFM 173-10.)

(2) Where liability is accepted but cash payment is not forthcoming, a DD Form 362, "Statement of Charge for Government Property Lost, Damaged or Destroyed," will be prepared in accordance with section 2, volume IV. By signing the form, an airman or civilian employee may indicate his or her consent to a deduction from pay in an amount equal to the actual value of the property just prior to loss or destruction. The original DD Form 362 will be utilized to effect a credit entry on the property records. If an officer or warrant officer accepts liability but does not offer cash payment, he or she may execute a DD Form 114, "Military Pay Order," authorizing a deduction from pay.

(3) In the event an individual declines to accept liability, or if the amount chargeable against any one individual exceeds \$100.00, a DD Form 200 will be required.

h. Damaged aircraft will be accounted for as follows:

(1) Aircraft damaged incident to authorized flight, take-off, landing, or taxing by the pilot, copilot, or authorized ground personnel, or damaged or lost by fire or acts of God, will not require reports of survey to determine responsibility for the damage since such property is considered un-serviceable due to fair wear and tear in the service unless such damage is due to negligence or fault of the individual or individuals responsible. The aircraft may be dropped from property records by listing it on an AF Form 1005, "Aircraft and Guided Missile Accountability Termination Document," containing a personal certification by the commander having jurisdictional responsibility for the aircraft, setting forth the circumstances by which the aircraft became un-serviceable (refer to section 17.)

(2) DD Form 200 will be initiated and processed as outlined in section 17 for aircraft damaged beyond economical repair, abandoned, or destroyed as a result of unauthorized action or negligence.

(3) DD Form 200 will be initiated for aircraft when partially damaged but reparable as a result of unauthorized action or negligence. Such reports of survey will be processed in the normal manner and will not be subject to routing procedures outlined in section 17.

i. When articles of individual clothing and/or equipment become infected by reason of contagious disease and are destroyed as recommended by a medical officer, such articles may be dropped from property records when listed on a document bearing a certificate naming the medical officer and bearing the signature of the unit commander. In making the list of articles, unit support equipment, unit mission equipment, and individual clothing and equipment will be listed on separate DD Forms 1150.

j. Public animals which die or are destroyed may be dropped from property records by means of the certificate or affidavit prescribed herein, when approved by the commander.

(1) Whenever a public animal dies from any cause or has been destroyed as authorized, a certificate attesting to the death or destruction of the animal will be signed by a veterinary officer, if one is available, or if one is not available, by a civilian veterinarian. When no veterinarian is available the certificate will be signed by a military officer not interested in the property records affected. When none of the aforementioned individuals are available any disinterested person having knowledge of the facts may sign the certificate, except if such person be a civilian the attestation will be in the form of an affidavit. If the individual attesting to the death or destruction or witnessing same is qualified to determine the cause of such death or destruction, this information will be included in the certificate or affidavit.

(2) Documents attesting to the death or destruction of public animals will be submitted to the base commander for approval. When the commander believes there is question of fault or neglect, he will decline to approve the certificate or affidavit and will direct that a DD Form 200 be initiated.

k. Losses in government or contract laundries will be processed as follows:

(1) Articles of government and private property lost, damaged or destroyed while in the possession of government laundries and dry cleaning plants or commercial establishments performing under government contract, will be replaced or otherwise accounted for in the manner outlined in AFR 148-3. At the end of each quarter, bases will report the amount and value of such losses to the major air command concerned for review and appropriate action.

l. Loss or theft of government property will be reported as prescribed herein.

(1) Unit supply officers will maintain a list of ammunition possessed by the unit by caliber and lot number and a list of firearms by serial num-

Para. 6l (1) — Cont.

ber and description.

(2) When theft or other unlawful disposition of firearms or ammunition (including chemical) is discovered at any Air Force activity, a report of such theft or unlawful disposition will be made to the local Provost Marshal immediately. This report will include detailed information regarding any attempts made to recover the item and will show complete description and serial number, if known, of the missing article. Reported losses of ammunition will also include information as to lot number, quantity and caliber.

(3) When theft or wrongful disposition of government property other than firearms and ammunition is discovered and the property possesses specific characteristics and/or serial number by which it can be identified, it will be reported in the same manner as outlined in paragraph 6l(2). Property which does not possess specific characteristics and/or serial numbers for identification and could not therefore be identified if recovered, petty thefts of items of little value, or losses which do not appear to have been due to theft or other wrongful disposition, will not be reported.

*m.* Abandonment or destruction of property.

(1) When due to military action, inaccessible location, consideration of health, safety, or expense, or difficulty of care and handling, it becomes necessary that military property be abandoned or destroyed, a finding to abandon or destroy will be made in writing, utilizing DD Form 1149, "Requisition and Invoice Shipping Document," or DD Form 1150, by the only authorized official appointed by the commander of the holding activity and submitted to the base or detachment commander, or the reviewing authority appointed by the base commander, for approval. (See section 14, volume XIII.) In the event the written finding is not made or the use of the finding as a property document is disapproved, a DD Form 200 will be prepared and processed.

(2) Items lost or abandoned in flight may be terminated from property accountability in the same manner as provided in paragraph 6m(1). In the event the written finding is not made, or when made is disapproved for use as a property document, a DD Form 200 will be prepared and processed. Responsibility for property installed in aircraft which is lost or abandoned in flight may be terminated in accordance with the provisions of section 17.

*n.* Disposition of property determined to be unsafe for further use or storage due to age will be as follows:

(1) Supplies of a technical nature such as ammunition, chemicals, etc., will be disposed of in accordance with existing procedures. Disposition instructions for medical materiel items, including unserviceable and harmful drugs, biologicals and narcotics are outlined in section 20, volume V.

(2) DD Form 1150 will be used as document to drop the items from the stock record account except for obsolete or unserviceable ammunition components and explosives for which AF Form 191, "Ammunition Disposition Report," will be utilized. The following information will be included

on either DD Form 1150 or AF Form 191 and will be certified to by the base supply officer:

(a) Citation of the regulation or other approval document authorizing the disposition of the property.

(b) Reference to records or data by which the property may be identified positively as pertaining to a designated lot, or as having been procured prior to a date specified in the regulation or other authority cited.

*o.* Disassembled or cannibalized major items, kits or assemblies will be accounted for as follows:

(1) When a major item (except aircraft), kit or assembly is disassembled or cannibalized in accordance with instructions of proper USAF authority, adjustment of property records will be made through the use of inventory adjustment reports or turn-in documents prescribed in this manual, without resort to reports of survey. This paragraph will not be construed to waive the normal requirement for a report of survey to investigate the circumstances causing an item to be placed in a condition through fault or neglect that requires it to be disassembled or cannibalized.

*p.* Loss, damage, or destruction of government property in possession of contractors and carried under military suspense accounting will be processed as follows:

(1) When government property is lost, damaged or destroyed while in the possession of a contractor incident to services contracts awarded to cover such services as laundering, housing, stevedoring, employment of longshoremen, repair and return of items, etc., DD Form 1150 will be prepared to establish circumstances under which such loss damage or destruction occurred. These procedures may apply to other type contracts administered locally, wherein the government property involved is controlled as a suspense item in the military account from which shipped. Refer to part 25, section LIV, AFPI.

(2) DD Form 1150 will be prepared by the officer responsible for the property or by such other individual having a primary interest in the property involved. The contractor's name, address, and pertinent contract number will be set forth in the statement of circumstances on the face of the form. The original and two copies of the form will be forwarded immediately to the contracting officer for action. One copy marked "Information Copy" will be forwarded to the military account maintaining suspense control of the property.

(3) The contracting officer will record his findings of fact (written advice) on the reverse of the DD Form 1150, or by exhibit thereto, upon completion of investigation, and will state whether or not the contractor is liable under the terms of the contract and what adjustment has been made. He will return one completed copy of the DD Form 1150 with any exhibits to the accountable officer in whose property account suspense control has been maintained. This copy will be the valid credit document to such account.

*q.* Losses and damage sustained under combat conditions may be processed as follows:

(1) A statement of Air Force policy relative to this subject, as well as informal accounting

Para. 6q(1) — Cont.

procedures established for combat conditions, is contained in section 24. Responsibility for any property lost, damaged, or destroyed during combat operations may be terminated upon accomplishment and approval by the commander of DD Form 1150, describing the property and bearing the following certificate accomplished by the responsible officer or person:

Certificate

Loss or damage of above article is due to combat operations.

(Unit supply officer, or other responsible officer or individual.)

Approved - Disapproved

(Commander or his designee)

(2) Use of this form for termination of property responsibility will be at the discretion of the US Air Force theater commander.

r. Unserviceable or reparable property that has been surveyed will be disposed of as follows:

(1) Damaged property will not be disposed of nor will reparable property be repaired until it has been determined by the surveying officer that is no longer needed for investigative purposes. The methods for disposing of unserviceable or reparable property contained in this section are provided for the guidance of all concerned. These instructions do not apply to property damaged incident to shipment. Such property will be disposed of as provided in AFM 75-1, AFM 75-2, and AFM 177-111.

(a) Articles which are considered to be still fit for the service or which may be repaired locally and are worth the cost of repair will be continued in the service.

(b) Property which should not be continued in service but is considered to be reparable will be turned in to the appropriate supply officer for determination of disposition in accordance with section 7, volume II.

(c) Articles which are damaged or otherwise rendered unserviceable beyond the prospect of economical repair, but the component parts of which are worth reclamation, will be turned over to the appropriate supply officer or other officer charged with the responsibility for disposition of unserviceable property in accordance with current directives.

(d) Unserviceable articles which have no salable value as such, but have a usable or salable value as waste, scrap, or junk, will be turned over to the redistribution and marketing activity or to the appropriate disposal officer in accordance with volume XIII. Such articles will be mutilated to the extent required to prevent further presentation and condemnation or unauthorized use prior to being turned over for disposition.

(e) Property in the following categories will be destroyed:

(1) Clothing infected with contagious disease.  
(2) Stores so deteriorated or defective as to endanger health or other stores.

(3) Unserviceable articles which have no usable or salable value as specific items or as waste or junk.

(f) Property of the types as follows will be

disposed of by special procedures as indicated.

(1) Explosives and ammunition will be disposed of in accordance with T/Os published by the Ogden Air Materiel Area after processing as prescribed by section 28.

(2) Incendiaries, poison and corrosive products, and other hazardous chemicals peculiar to research and development, will be disposed of under regulations prescribed by the Director of Research and Development, DCS/Development.

(3) Drugs, biologicals and other medical items will be disposed of in accordance with section 20, volume V or by other directives issued by the Surgeon General, USAF.

(4) When due to military action, inaccessible location, considerations of health or safety or expense or difficulty of care and handling the abandonment of military property is considered necessary or desirable, such abandonment may be recommended and approved. Reference is made to paragraph 6m on this subject.

s. Evidence of disposition of property listed on reports of survey will be obtained as follows:

(1) When such property is disposed of, a notation will be made by the surveying officer or the appointing authority in columns 10, 11, or 12, on the face of the report of survey. The fact that proper disposition of the property has been made will be indicated on, or attached to, the report of survey by one of the following methods:

(a) By signature in item 24 on the back of the report of survey by the officer receiving the damaged property as salvage.

(b) By attachment of a copy of the document reflecting turn-in on which the officer who received the damaged (reparable) property or salvage, has placed his signature acknowledging receipt.

(c) By signed statement in item 24 on the back of the report of survey evidencing witness of the destruction of the property. This statement may be signed by the surveying officer, the appointing authority, or by an officer designated by the appointing authority.

(2) In those instances where evidence shown in paragraphs 6s(1)(a) and (b) cannot be made a part of the report of survey, the surveying officer will make a statement on the report as to what disposition was made of the damaged property and that he has verified the evidence of its location. Where property listed on a report of survey is continued in service, the surveying officer will so state and indicate whether property responsibility should continue.

t. Property recovered after having been dropped from record as lost by authority of an approved report of survey will be placed in property accountability records, where required, by means of a DD Form 1150 as "found on base" in accordance with procedures prescribed in volume II. The report of survey will not be cancelled; however, the document control numbers of the DD Form 1150 and the report of survey will be cross-referenced. In the event an individual is held pecuniarily liable for a lost item which is subsequently found, the individual will be relieved of such liability.

## 7. INITIATING, PREPARING AND PROCESSING DD FORM 200, "REPORT OF SURVEY"

a. Detailed procedures for the initiation, preparation and processing of DD Form 200 are contained in AFM 177-111. Included in such procedures are instructions relative to special conditions which encompass, but are not limited to, the following.

(1) Processing reports of survey involving individuals carried on the rolls of a unit but not present.

(2) Processing reports of survey listing property lost or damaged while on a government vessel when such loss or damage is covered in an investigation report of the vessel and a voucher to the property account is required to explain the absence of the property.

(3) Processing reports of survey listing classified equipment or restricted data items subject to the provisions of AFR 205-1 and volume VII.

## 8. DISCREPANCIES INCIDENT TO SHIPMENT OF PROPERTY VIA COMMON OR CONTRACT CARRIER

Detailed procedures for reporting and processing freight loss and damage are prescribed in AFM 75-1, AFM 75-2, and AFM 177-111. Instructions for the initiation, preparation and processing of DD Form 46 are included therein.

## 9. ACCOUNTING BY CERTIFICATE FOR PROPERTY LOST, DAMAGED OR DESTROYED

a. Air Force property lost, damaged, or destroyed while in use, through no fault or neglect on the part of the responsible officer or person concerned (except for categories of property specified in paragraph 9c), may be dropped from unit property records or other organizational property records by certificate upon approval. This is accomplished by the preparation and approval of DD Form 1150 indicating the property by class, stock number, item description, unit cost, and total cost. A certificate will be accomplished on the turn-in document (DD Form 1150) by the responsible officer or person as follows:

"I certify that the property or missing components listed hereon were, to the best of my knowledge and belief, lost, damaged, or destroyed (delete words not applicable) through no fault, neglect, fraud, or misconduct on the part of the person or persons in whose care or custody the property was when same was lost, damaged, or destroyed (delete words not applicable.) Authorized one percent droppage for this year is \$\_\_\_ of which \$\_\_\_ has been used to date, or this amount is within the \$5,000 limiting factor, and totals \_\_\_ percent of the average value of inventory during current and preceding fiscal years." (Delete method which is not applicable. The limiting factor will be one percent of the monetary value of the property of the organization subject to droppage by certificate or \$5000., whichever is greater.) "I further certify that a thorough search has been made to locate the missing property but same

cannot be found." (This latter statement to be used when applicable only.)

(date) (Unit Supply Officer or Other Responsible Officer or Person)

Approved - Disapproved

(Approving Authority) (Date)

b. Four copies of each DD Form 1150 used as a turn-in document are required for processing Unit Mission Equipment (UME) and Unit Support Equipment (USE). After the necessary certificate has been accomplished by the appropriate person, a notation will be made on the face of the turn-in document by the unit commander indicating his approval when property is dropped within the provisions of this paragraph. After final approval by the approving authority, a summarized statement will be made indicating the date and monetary value of property dropped within the provisions of this paragraph. (See paragraph 9f.) Distribution of the copies of the DD Form 1150 will be as follows:

(1) Copy 1, to be placed in the unit supply officer's document file when approved, signed, and returned by the approving authority.

(2) Copy 2, to be placed in the unit supply officer's suspense file until copy 1 is returned by the approving authority.

(3) Copy 3, to be retained by the approving authority.

(4) Copy 4, to be forwarded to the base accounting and finance officer in accordance with AFM 177-1. Final disposition of supply records will be made in accordance with the provisions of AFM 181-5.

c. The provisions of this paragraph are not applicable to central procurement and base procurement items having a stock list value of \$9.99 or less, or designated as cost category III (items in this category are exempted from formal accounting, see section 7, volume IV.) The provisions of this paragraph are not applicable to the following items which will require adjustment on property records by a report of survey or statement of charges or schedule of collections, as appropriate.

(1) Items stored or issued by the Air Force and bearing a catalog or estimated unit cost of \$100. or more.

(2) All property in consolidated base supply warehouses.

(3) Narcotics, barbituates, and precious metals (example: dental gold.)

(4) Machine guns, rifles, pistols, and other types of firearms, ammunition, and pyrotechnics.

(5) Radio, radar, and electronic items and components thereof, except hand tools.

(6) Watches, clocks, and instruments, other than hospital and medical instruments when the cost is in excess of \$50. per item.

(7) All types of cameras, projectors, view finders, filters, printers, enlargers, lenses, and components thereof, when the cost is in excess of \$50. per item.

(8) Hand tools, powered and nonpowered, when cost is in excess of \$50. per item.

(9) Messing and commissary equipment, in-



Para. 9c (9) — Cont.

cluding kitchen utensils, when the cost is in excess of \$50. per item.

(10) Furniture in quarters when the cost is in excess of \$50. per item.

(11) Aircraft and equipment accounted for on DD Forms 780 series.

(12) Installed equipment as defined in AFM 93-1 when the cost is in excess of \$50. per item.

(13) Boats and equipment accounted for on DD Forms 780 series when the cost is in excess of \$50. per item.

(14) Equipment in the possession of Civil Air Patrol activities.

(15) All items in the possession of a common carrier.

(16) Petroleum products when the cost is in excess of \$50. per item.

(17) Special purpose clothing and equipment that is issued to an individual for his health, safety, comfort, and performance of duty, and when acquired can be put to personal use other than the purpose for which the item was issued. Examples of items in this category are flyers and mechanics clothing, flight bags, sun glasses, and jackets. Examples of items not in this category are gas masks, fire fighters hoods, pistol belts and holsters.

(18) Individual items of clothing which are required within the monetary allowance system and constitute a part of the clothing sales store inventory.

(19) Items having a security classification.  
d. Each individual AF Form 1120-1, "Unit Property Record," will be annotated in the space provided to indicate that the item may or may not be dropped (indicates yes or no). In the event of disagreement between the individuals concerned, final determination will be made by the approving authority as to the category of the item.

e. The maximum droppage allowance for each unit supply account or organizational supply account is limited to one percent of the total dollar value of all items within each account that are subject to a droppage allowance, or a sum of \$5000., whichever is greater. This maximum droppage allowance may be used within each yearly period. The period to be covered, whether by fiscal or calendar year, and the prorating of the authorized allowance over the period to be covered to insure equitable use, is the responsibility of the organization commander. The authorized droppage allowance will be used to cover only property actually lost, damaged, or destroyed in use and will not be used as a means of adjusting the monetary value of a supply account for any other purpose. The normal report of survey, statement of charges or collection of charges procedures will be followed for all property lost, damaged, or destroyed (exclusive of fair wear and tear) above and beyond the yearly limiting factor prescribed herein, or when the property was lost, damaged, or destroyed through fault, neglect, fraud, or misconduct.

f. Property in possession of each individual organization will be placed in one of two categories, either unit mission equipment or unit support equipment as defined in section 7, volume IV. All organizational property, whether listed on a Unit Authorization List or not, will be computed

and recorded by each unit supply officer as follows:

(1) All items of exempted property set forth in paragraph 9c will be excluded.

(2) Using the current item balances as shown on AF Form 1120, compute by commodity class the dollar value of all property in each category which is authorized for droppage. Prices will be those appearing in current official supply catalogs or the estimated cost as determined by the base supply officer. In event of a disagreement as to the price to be used, final decision will be made by the approving authority in each case. The value of each of the two categories of equipment authorized for droppage within the unit will be totaled separately and the sum of each multiplied by 0.01 to obtain the yearly droppage allowance of the two categories of property for that unit.

(3) Values of unit support equipment will be maintained separately from unit mission equipment values. A statement indicating dollar value by commodity class, grand total, and the maximum yearly droppage allowance for each of the two categories, will be prepared by each unit supply officer and forwarded to the approving authority.

(4) Each unit supply officer will maintain a record of the total droppage allowance for each of the two categories, as well as the value of property expended on each DD Form 1150. Records covering unit mission equipment will be maintained in a jacket file and accompany the unit when it is transferred to a new base or moved on extended temporary duty.

g. In the event a new organization or section within an organization authorized a separate Unit Authorization List is activated and equipped, or such an existing organization or section is deactivated, the droppage allowance involved will be computed on a monthly ratio basis.

h. The approving authority will maintain a record of the droppage allowance authorized each organization or unit, the effective dates, and the amount used by each organization or unit.

i. Credit allowances of each of the two major groupings, that is unit support equipment and unit mission equipment, are not transferable and will not be used interchangeably one with the other. When the \$5000. limiting factor is used as being greater than the usual one percent droppage allowance, the amount in excess of the one percent computation may be prorated between the two categories at the discretion of the organization commander.

j. Damage costs incurred in ground vehicle accidents, when the amount does not exceed \$25. and no indication of neglect or willful misconduct is evident, may be dropped under the provisions of this paragraph. Such allowance will be limited to \$25. for each separate accident to any one vehicle. Such losses will reduce the organization's droppage allowance when they represent property authorized to be dropped. When such losses represent a cost incident to repair of damage and not an outright loss or destruction of property they may be excluded from computation of the remaining droppage allowance at the discretion of the base commander.

k. The approving authority will be an officer

Para. 9k — Cont.

designated by the commander of an Air Force base or separate activity to administer the provisions of this paragraph. This officer will review all DD Forms 1150 submitted for approval, including those from special activities tenanted on the base unless the tenancy agreement specifies otherwise. Investigation into the circumstances of each droppage voucher is not required of the approving authority; however, the base command-

er may initiate or direct any action he considers necessary to maintain supply discipline and insure that the certificate method is not being used in cases involving fault, fraud, or negligence on the part of the individual signing the certificate. The base commander may act as approving authority should he so desire. Base supply officers will not be designated to act as approving authorities.

**SECTION 12**

**PREPARATION AND USE OF METAL EMBOSSING PLATES**

<i>Paragraph</i>	<i>Title</i>	<i>Section and page</i>
1	Purpose .....	12-1
2	General .....	12-1

**1. PURPOSE**

a. To provide for the preparation, maintenance and utilization of metal embossing plates at Air Force installations where equipment is authorized and available.

b. To furnish guide lines and recommend format of plates for applying item descriptions and other data to forms, tags, labels, listings, etc.

**2. GENERAL**

a. A suitable metal embossing plate will be prepared, at the discretion of local management, for each item of CCM stocks and as otherwise determined necessary or justified. The necessary detailed procedures for preparing, filing, and using embossing plates will be locally prescribed.

b. Item identification plates may be prepared from AF catalogs, stock lists or other authoritative documents or lists. AF Form 489, "Request for Embossing Metal Plate" is provided for convenience in compiling required data.

c. The minimum information embossed on item plates should consist of:

(1) Complete stock number (include part number when applicable).

(2) Noun or noun-phrase.

(3) Stock control data, status, and management codes, and class symbol (for AF classes).

d. Files of item plates should be maintained in the sequence prescribed for applicable stock record card files.

e. Item plates should be used to print cards, records, conditions and status tags, labels and listings when accurate, uniform, and rapid methods are desired and when such action is economically feasible.

f. Plates should be prepared and used to imprint shipping tags, labels, forms, addresses, listings, etc. as required and economically feasible.

g. Embossing and addressing equipment, as well as files of plates, may be maintained and used in either centralized or decentralized locations, in accordance with local requirements and conditions. In the interest of maximum economy, efficiency and utilization, central operation and control should be given due consideration.







Size 85 Type {

0245-199843 PUMP ASSY  
 COMPR FRONT BRG OIL SUCTION  
 U-O SUPPORT ASSY P-N, 199838

J57P1 P9

3 EA R 02-H1

FIGURE 12-1.—EXAMPLE OF METAL PLATE.

1100-851300 TRAINER  
 FLIGHT SIMULATOR INSTRUMENT AND  
 LANDING SINGLE ENGINE AIRCRAFT  
 SIMULATED FIXED 115 V AC 60 CYC S  
 PH 2.3 KVA TYPE C-8 SPEC 40921-A

HQ EA S NX 28-A

FIGURE 12-2.—EXAMPLE OF METAL PLATE.

8430-160-8334 SHOE SERVICE  
 MANS HIGH LEATHER RUSSET UPPER  
 CAPPED TOE LEATHER SOLE RUBBER  
 HEEL LACES AT INSTEP SPEC QM  
 BQD 75 TYPE I SIZE 6 D

C PR LS

FIGURE 12-3.—EXAMPLE OF METAL PLATE.

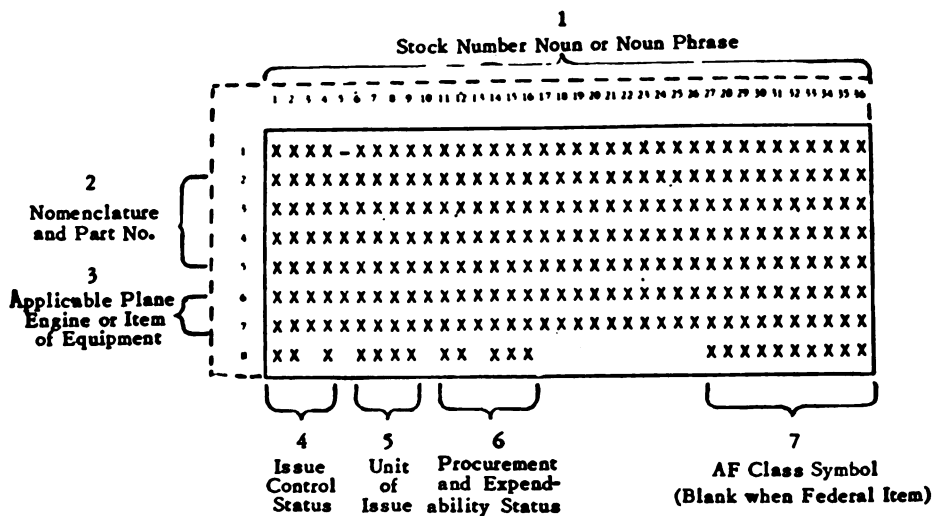


FIGURE 12-4.—EXAMPLE OF METAL PLATE LAYOUT.

## SECTION 13

CHAPEL AND CHAPLAIN'S EQUIPMENT AND SUPPLY WITHIN THE  
US AIR FORCE

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	Scope .....	13-1
2	Control .....	13-1
3	Equipment and Supplies Authorized for Use by Air Force Chaplains .....	13-1
4	Property Responsibility .....	13-1
5	Requisitioning Procedure .....	13-1
6	Base Procurement of Supplies and Services (AFR 67-3) .....	13-2
7	Disposition of Local Excess Property .....	13-2
8	Depot Storage, Salvage and Processing of Repairable TOC and INC Property .....	13-2
9	Maintenance and Repair of Equipment .....	13-2

**1. SCOPE**

The procedures outlined herein are applicable to all zone of interior and oversea Air Force activities.

**2. CONTROL**

a. All FSC 9925 items and FSC 7710 electric organs are Air Force regulated.

b. Administrative control of chapel and chaplain equipment and supplies and electric organs, as defined in this section, is vested in the Chief of Air Force Chaplains, Headquarters USAF. Operational control of this property is delegated to the Staff Chaplain, Headquarters Air Materiel Command as agent for the Chief of Air Force Chaplains (see AFR 165-3 and AFR 165-6).

c. The Staff Chaplain, Headquarters AMFEA and NAMAP, will exercise operational control of all equipment, supplies and electric organs throughout the area served by their respective commands, as directed by the Staff Chaplain, Air Materiel Command (see AFR 165-3 and AFR 165-6).

d. The Staff Chaplain, Headquarters AMFEA and NAMAP, will advise the Commander, Air Materiel Command, Attn: MCH, by not later than 31 March of each calendar year, of the number of chapels, seating capacities and chaplains authorized within their supporting area.

**3. EQUIPMENT AND SUPPLIES AUTHORIZED FOR USE BY AIR FORCE CHAPLAINS**

a. Items authorized in Tables of Allowances, Tables of Organization and Equipment, and Equipment Component Lists. These are appropriated fund purchases.

b. Ecclesiastical Property.

(1) Cataloged Items (see USAF Stock List FSC 9925). These are appropriated fund purchases.

(2) Chaplains Fund Items. These are non-appropriated fund purchases (see AFR 176-16).

(3) Central welfare or other nonappropriated fund purchases for chapels or chaplain activities (see AFR 176-1 and AFR 176-2).

(4) Property donated for chapels or chaplain activities which has been picked up on the property records of nonappropriated funds.

c. Miscellaneous equipment of other Air Force property classes will be requisitioned from the appropriate supply depot cited in section 3, volume XV. (See special instructions in preface of USAF Stock List FSC 9925 and ECL 20018 for items authorized.)

**4. PROPERTY RESPONSIBILITY**

a. AFR 67-10, "Responsibility for Public Property in the Possession of the Air Force," sets forth basic Air Force policies for compliance by all Air Force personnel charged with the responsibility for public personal property assigned to them for safeguarding, custody, or use.

b. Appropriated fund property, excepting items coded "XB" and "XD" in USAF Stock Lists and Cost Category III items, will be accounted for in accordance with accounting procedures in section 7, volume IV. Expendable property will be expended when issued.

c. Nonappropriated fund property will be administered in accordance with AFR's 176-1 and 176-16.

d. Property installed and integrated in chapel facilities will be accounted for by the base installation officer in accordance with AFR 93-1, i.e., pulpits, pews, altars, lecterns, etc.

**5. REQUISITIONING PROCEDURE**

a. Cataloged Items.

(1) All requisitions for the zone of interior and oversea bases not served by Headquarters AMFEA and NAMAP, for FSC 9925 items and FSC 7710 electric organs, will conform in general to section 2, volume II, and, after coordination by the senior chaplain of the requisitioning activity, will be forwarded by the base supply officer directly to the Commander, Air Materiel Command, Wright-Patterson Air Force Base, Ohio, Attn: MCH, in accordance with section 3, volume XV.

(2) Oversea activities served by Headquarters AMFEA and NAMAP will prepare requisitions to conform in general to section 2, volume II,

**Para. 5a(2)—Cont.**

and after coordination by the senior chaplain of the requisitioning activity, will forward the requisitions direct to Headquarters AMFEA or NAMAP, Attn: Staff Chaplain, as appropriate.

(a) The Staff Chaplain, Headquarters AMFEA or NAMAP, upon receipt of the requisitions, will take necessary action to effect supply of the requisitioned items from oversea depot stocks.

(b) Oversea replenishment requisitions, for the purpose of maintaining adequate depot stock levels for activities served by Headquarters AMFEA and NAMAP, will be submitted by the appropriate designated depot after approval by the Staff Chaplain.

(c) Oversea depots for AMFEA and NAMAP will maintain a 180 day stock level, computed from basis of issue, as established by ECL 20018, "Set—Chapel, Chaplain Facility, and Religious Education Facility," in accordance with the provisions of section 8, volume III.

(3) After 1 January 1959, no action to replenish oversea depot stocks will be taken. Effective 1 October 1959, all bases will forward requisitions direct to Headquarters Air Materiel Command, Attn: MCH. Oversea bases will continue to forward requisitions to Headquarters AMFEA and NAMAP, for supply action to attrite stocks. Unfilled requisitions will be forwarded to Headquarters Air Materiel Command, Attn: MCH, by Headquarters NAMAP and AMFEA for completed supply action.

b. Requests for special issues, noncataloged items or cataloged items in excess of authorized allowances, for use in approved chapel and chapel facilities or related facilities such as chapel annexes, chapel or chaplain centers, designated for conducting religious education classes, moral, morale and welfare activities of the chaplain program, will be submitted in accordance with paragraph 11, section 5, volume II.

## **6. BASE PROCUREMENT OF SUPPLIES AND SERVICES (AFR 67-3)**

a. Base procurement is authorized for the following:

(1) Submission of purchase requests or requisitions, to obtain items coded for base procurement in USAF Stock Lists and Supply Catalogs, will be processed as prescribed in section 10, volume I.

(2) Services, rentals, repairs, etc., required to accomplish the religious program and not otherwise provided for, when approved, as prescribed by the appropriate major air command.

(3) Nonstandard items of equipment and supply used to promote the religious program, and for which the use of appropriated funds is authorized, provided that such items or suitable substitutes are not stocklisted as being available through normal Air Force supply channels.

(4) Centrally procured items may be base procured if specifically requested or concurred in by the requiring installation and approved by the Commander, Air Materiel Command, Attn: MCH.

(a) The requesting activity is responsible

for obtaining coordination from their respective procurement activities prior to requesting or authorizing base procurement of centrally procured items.

(5) Organizational and/or field level repairs to assigned equipment, when appropriated base funds are available, and maintenance services are authorized in appropriate maintenance directives as a normal means of accomplishment.

b. Computation of budget requirements is the responsibility of the base chaplain section. Quantities and items purchased locally will be limited to immediate requirements, except where an overall economy can be effected through consolidation of purchases not exceeding one year's requirements, and when such action will not result in a storage problem or require expansion of storage facilities.

c. Each Air Force installation commander is responsible for including the requirements in the installation budget estimates, for all items for which local purchase is designated as the normal source of supply.

## **7. DISPOSITION OF LOCAL EXCESS PROPERTY**

a. Items of property indicated in paragraph 3, which are not in regular or occasional use, or are in excess to the amounts authorized, or when in the possession of an inactive facility, will be processed in accordance with paragraph 27, section 11, volume II.

b. Nonappropriated fund property will be disposed of in accordance with the provisions of AFR 176-16.

## **8. DEPOT STORAGE, SALVAGE, AND PROCESSING OF REPARABLE, TOC AND INC PROPERTY**

a. FSC 9925 items and FSC 7710 electric organs will be stored at Wright-Patterson Air Force Base (AFB 2300).

b. In order to simplify shipping and maintenance, Headquarters Air Materiel Command, Attn: MCH, may designate certain oversea points as storage and repair depots for FSC 7710 electric organs.

c. Salvage of unserviceable and nonreparable property will be effected by local authority in accordance with volume XIII, after approval of the Staff Chaplain, Headquarters Air Materiel Command or the Staff Chaplain, Headquarters AMFEA or Headquarters NAMAP.

(1) The approval of the Staff Chaplains is required due to denominational requirements for the disposition, destruction and disposal of ecclesiastical property.

d. The processing of reparable, TOC and INC property will be in accordance with section 19, volume I.

## **9. MAINTENANCE AND REPAIR OF EQUIPMENT**

a. Maintenance and repair of equipment in FSC 9925 and FSC 7710 electric organs will conform to the provisions of TO-00-25-68, "Contract Maintenance of Air Force Equipment."

## Para. 9—Cont.

b. Air Force equipment in FSC 9925 will conform to the following standards:

(1) Chrome refinishing of brass items of FSC 9925 is authorized. Chrome refinishing of gold or silver items is not authorized. Reference USAF Stock List FSC 9925, after chrome refinishing, the Federal Stock Number will change for some items.

(2) Workmanship for chrome plating brass equipment will conform to Federal Specification, QQ-C-320, class 1, type I, with deposits as follows:

(a) Electrodeposit copper to a minimum thickness of 0.0003 inch.

(b) Electrodeposit thereon nickel to a minimum thickness of 0.0005 inch. The parts shall be moderately buffed after application of the nickel.

(c) Electrodeposit thereon chromium to a minimum thickness of 0.00005 inch.

(3) Brass equipment in use will not be returned to the depots for replacement in chrome without the approval of the Staff Chaplain, Headquarters Air Materiel Command or the Staff Chaplain, Headquarters AMFEA or Headquarters NAMAP, as appropriate.

c. Repair and maintenance of FSC 7710 electric organs will conform to TO-0-3-50A1-2-1, TO-50A1-3-2-12, TO-50A1-3-3-1, TO-50A1-3-3-12, and TO-50A1-3-4-501. Organs requiring major repairs or repairs exceeding \$400.00, should be reported to the Staff Chaplain, Headquarters Air Materiel Command or the Staff Chaplain, Headquarters AMFEA or Headquarters NAMAP, as appropriate, for disposition instructions.



**CHAPTER 14**  
**TRAINING, PERSONNEL TESTING, DISPLAY, OR**  
**ENGINEERING AND DEVELOPMENT MATERIAL**  
**(FSC Group 69, or "S" Coded Material)**

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
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4	Definitions .....	14-1
5	Requirements Source and Distribution of Aircraft and Missiles for FSC Group 69 or "S" Coded Use .....	14-2
6	Property Responsibility for Class FSC Group 69 or "S" Coded Items.....	14-3
7	Tagging "S" Coded Items .....	14-4
8	Technical Order Compliance, Modification and Repair of "S" Coded Property .....	14-4
9	Processing Excess and Economically Repairable FSC Group 69 or "S" Coded Material .....	14-4

**1. PURPOSE**

The purpose of this chapter is to establish supply management procedures for "S" coded items and FSC Group 69 locally fabricated trainers (formerly Class 26, 16G and 01Z material). Provisions of other parts of this manual will apply when not specifically outlined in this chapter.

**2. SCOPE**

The provisions of this chapter are applicable to all activities conducting training, testing, display, and/or engineering and development programs under Air Force contracts as well as all activities under jurisdiction of Headquarters, USAF.

**3. GENERAL**

a. Items in FSC Group 69 and "S" coded items (see paragraph 11, chapter 23) are for training, personnel testing, display, or engineering and development purposes which require procedures other than those normally applied to AF property.

b. Operational equipment will be procured from the contractor in accordance with AFR 67-8 or requisitioned from the appropriate commodity class. Provisioned equipment which will be used for ground training instructions, personnel testing, display or engineering development, whether or not in a manner other than its originally intended purpose will be recorded in its original commodity class. It will be further identified (except FSC Group 69) with the suffix "S" to the Federal stock number. Such items will be considered as being in a sub-class so long as the "S" designation applies. Normally, training items provisioned in accordance with AFR 67-8 will be limited to items required to construct trainers, initial issue bench items (see paragraph 4j), and minimum replacement spares for first year maintenance which will not be available from supply. Training Device Inoperative for Parts (TDIOP) requisitions will be submitted in accordance with section 2, volume II.

c. Locally fabricated trainers are nonstandard

training devices or training aids as defined in paragraph 4. Items required for installation as components of such trainers will be included within the definition of "S" coded items (see paragraph 4k) and will be expended to the trainer.

**4. DEFINITIONS**

a. *Cutaway ("C") Trainer.* A unit of operational equipment sectionalized to display the internal mechanism in such manner that students can visualize its operation.

b. *Exploded ("X") Trainer.* A display of component parts of a unit of operational equipment arranged in their relative order to aid students in learning the sequency of steps in the assembly and disassembly of the unit.

c. *Demonstrator, Synthetic ("DS") Trainer.* Simulated equipment (usually enlarged) or a display of equipment or combination of devices either presented semi-graphically or arranged and connected in such a manner that students can see and understand the principle or theory of the function of the device or assembly.

d. *Demonstrator, Equipment Assembly ("DA") Trainer.* A part of an aircraft, guided missile, or other unit of operational equipment in which an accessory (s) is installed and displayed exactly as it is in the basic unit, to train students in the principles of installation, removal, repair, inspection, and maintenance of such equipment.

e. *Model ("M") Trainer.* A replica or miniature of an Air Force end article (not necessarily to scale) to be used for classroom instruction and experiments to be carried out in respect to basic article in relation to terrain, bridges, buildings, aircraft, etc.

f. *Operational ("O") Trainers.* A unit of operational equipment or complete system arranged to operate in a normal manner to teach students the operational characteristics of the equipment and afford them experience in servicing, operating, and trouble-shooting such equipment.



Para. 4—Cont.

g. *Individual Project ("P") Trainer.* A display of operational equipment or combination of component parts arranged for interconnection, assembly, or adjustment by the individual student in accordance with training project outline data.

h. *Aircraft ("A") Trainer.* A missile or an aircraft obtained from FSC group 14 or 15 control point for ground training, personnel testing, demonstrator or for exhibit purposes (see paragraph 5b), will be coded as an "S" item and recorded as such on base records when centralized accountability control is dropped by Headquarters, AMC, at time of such transfers.

i. *Personnel Experimentation and Testing Device ("PET").* Locally fabricated devices and apparatus employed in the measurement of personal aptitude and proficiency in connection with the selection and classification of military personnel and the development of effective training procedures.

j. *Bench Item.* Air Force end articles used in classroom instruction for disassembly, assembly, adjustment, bench test, or as individual demonstration and instructional item.

k. *"S" Item.* Items obtained from normal supply sources, transferred by base supply officers to organizations for training, personnel testing, display and/or engineering development use.

l. *Condition 1 items.* Items procured in accordance with AFR 67-8 and MCP 71-610 Appendix IV which are meeting all operational standards for original commodity class serviceable stock.

m. *Condition 2 Items.* Items procured in accordance with AFR 67-8 and MCP 71-610 Appendix IV which are not serviceable but can be economically restored to operationally serviceable condition.

n. *Condition 3 (Factory Reject) Items.* Items which do not meet all contract specification inspection requirements for original class serviceable stock but which are suitable for ground instructional purposes. NOTE: AF Forms 50E, "Rejected or Condemned Tag," on this material will be over stamped "Condemned" as soon as delivered by the contractor. Contracts will specify that factory reject material procured for "S" use must be marked by the manufacturer to prevent its being used for its originally intended purposes. This marking will consist of affixing the words, "factory reject" in a permanent and conspicuous manner on each unit or sub-assembly. Procurement of rejected parts and prescribing required markings is the responsibility of the appropriate IM.

**5. REQUIREMENTS SOURCE AND DISTRIBUTION OF AIRCRAFT AND MISSILES FOR FSC GROUP 69 OR "S" CODED USE**

a. Requisitions for aircraft and guided missiles to be "S" coded will be forwarded through command channels to the Commander, Headquarters, Air Materiel Command, Attn: MCSDD (Aircraft Distribution Office), listing the following information for each such aircraft or missile required:

(1) Base to which aircraft is to be assigned.

(2) Use for which desired.

(3) Condition and/or completeness requirements for aircraft and guided missiles that is engines, communication equipment, landing gear assembly, systems, etc., required, indicating need for operational equipment when necessary.

b. Source of aircraft and guided missiles for "S" code use will be aircraft or missiles beyond economical repair, or determined to be numerically excess by Headquarters, Air Materiel Command. (Individual items such as wing assembly, fuselage, or engine, obtained from an aircraft undergoing reclamation will not be considered as aircraft trainers, but as individual "S" coded items.) Unless previously inspected and/or determined suitable, the appropriate IM will advise the recipient major air command of the known condition and status of aircraft or guided missiles available for "S" coded use and obtain confirmation of its suitability and justification of transportation costs prior to arranging transfer.

c. Aircraft and guided missiles determined numerically excess or determined to be beyond economical repair (see TO-1-1-638) will be transferred to the requesting Air Force activity in accordance with procedures contained in chapter 17. Aircraft authorized for flight delivery will be tagged with AF Form 50E, annotated, "For Ground Use Only," upon arrival at desired destination. Aircraft and guided missiles requiring overland shipment will be tagged with AF Form 50E annotated "For Ground Use Only," prior to shipment. After having been tagged in this manner, an aircraft or guided missile will under no circumstances be airborne under its own power without special authorization from the AMC Prime Maintenance Engineering Depot.

d. Aircraft and guided missiles desired for "S" use which have been previously authorized for reclamation and an AF Form 1005, "Aircraft and Guided Missiles Accountability Termination Document," has been submitted and will be turned in on DD Form 1150 by reclamation. Material remaining after completion of reclamation action may be designated as "S" items for known training requirements.

e. "S" coded aircraft and guided missiles may be disassembled and the component parts used as "S" coded items.

f. Redistribution and disposition of "S" coded aircraft will be in accordance with paragraph 9.

g. Component parts of aircraft trainers which are not required for the type training for which the aircraft trainer is to be used, will be removed. These latter components will be redistributed to meet authorized training or display, etc., requirements, or will be processed in accordance with paragraph 9. Parts not required will be turned in immediately, appropriately identified and tagged, to the base supply officer, processing in accordance with paragraph 9.

h. Training equipment requirements for formal training courses listed in the "USAF Training Prospectus" will be forecast and/or provisioned in accordance with USAF Materiel Program Guidance, AFRs 67-8 and 67-83.

## Para. 5—Cont.

i. Items requisitioned in the original commodity class in accordance with section 2, volume II, will be picked up and maintained on the base stock record cards in the original commodity class until they are designated with code "S." Then they will be carried in the "S" sub-class thereof. Consumption data for "S" code items will be in accordance with section 14, 15 or 16, volume II. Items withdrawn from basic FSC or USAF commodity class will indicate consumption under "S" designation only.

j. Authorization for "S" coded Items, FSC group 69 items for locally fabricated trainers will be established in accordance with AFR 67-83 and AFR 50-19.

k. Property authorized and requisitioned for training, display, etc., will be supplied from original class stock as required in accordance with current established priorities.

## 6. PROPERTY RESPONSIBILITY FOR CLASS FSC GROUP "69" OR "S" CODED ITEMS

a. Property responsibility records for all non-expendable and XD1, XD2, XB1, and XB2 property identified as locally fabricated FSC group 69 or "S" coded items will be maintained by the responsible officer or unit supply officer as applicable in accordance with volume II or IV. Turn-in procedure for locally fabricated FSC group 69 or "S" coded property will be in accordance with paragraph 9a.

b. A serial number will be assigned and affixed in a permanent manner to the following for identification purposes:

(1) FSC group 69 trainers, locally constructed. Serial number will be assigned by the base supply officer when the approval for fabrication of the trainer is granted in accordance with AFR 50-19.

(2) FSC group 69 locally fabricated aircraft trainers: Serial number will be assigned by the base supply officer of the receiving activity having the initial requirement for the aircraft trainer.

(3) All FSC group 69 locally constructed trainers on hand that are not serially numbered, will be assigned serial number by the base supply officer.

(4) Personnel experimental and testing devices. Serial number will be assigned by the base supply officer when approval for fabrication of the device is granted. Serial number will be assigned by the holding activity for those devices on hand which are not serially numbered.

c. Serial numbers will be prefixed with "AF" and will consist of the stock record account number, the current calendar year, original AF commodity class or FSC group 2 digit designator of major components (if applicable), the code for the type of trainer or device, and followed by a permanently assigned serial number in sequence (e.g., AF-B3018-53-02R-C-1 or AF-B3018-53-28-C-1). This information, together with a complete description of the trainer or device and the type of aircraft or end item (if applicable) to which the trainer pertains, will properly identify the

trainer or device on the stock record card (e.g., AF-B3018-53-02A-C-1 Trainer J-47-GE-15 Engine). The code for the type of trainer or device will be as follows (see paragraph 4) MPA Serial Numbers will be developed by the appropriate major command.

- (1) Cutaway—"C"
- (2) Exploded—"X"
- (3) Demonstrator (Synthetic)—"DS"
- (4) Demonstrator (Equipment Assembly)—"DA"
- (5) Model—"M"
- (6) Operational—"C"
- (7) Individual Project—"P"
- (8) Aircraft Trainer—"A"
- (9) Personnel Experimental and Testing Device—"PET"

d. A parts list (manually prepared) will be maintained on a current basis listing nonexpendable and XD1, XD2, XB1, and XB2 components which are installed on locally constructed FSC group 69 or "S" coded trainer or device. Stock number suffixed by "S" code, description, and unit price of these components will be shown. The original copy will be maintained by the responsible officer or unit supply officer, on copy will be attached to and/or maintained adjacent to the trainer or device. These copies of parts list will be reconciled by semi-annual inventories taken by the responsible activity, and will reflect any changes thereto. These parts lists will be maintained by listing by major assemblies, i.e., instruments, armament, communications equipment, etc., which are installed in such trainers. This listing of components eliminates the need for maintaining AF Form 197s by organizations in possession of such devices.

e. FSC group 69 trainers or devices which have been fabricated locally may be disassembled and the component parts used in the construction of other trainers or devices or used as "S" coded items which are authorized by the training or research director of the holding command. Component parts used in the construction of other trainers or devices will be expended to the applicable trainer or device. Component parts of trainers or devices which are removed through disassembly may be used as individual "S" coded items. When these items are not required they will be turned in to the base supply officer on DD Form 1150, "Request for Issue or Turn-In," reflecting appropriate class code and serial number suffixed by letter "S." When component parts of disassembled trainers or devices are not required for further use they will be processed as outlined in paragraph 9. Centrally procured FSC group 69 trainers may not be disassembled for components without receipt of prior approval of command headquarters and appropriate AMC inventory manager.

f. FSC group 69 or "S" coded items which cannot be clearly identified and accounted for by stock number or manufacturer's part number will be identified and immediate action must be taken as prescribed in chapter 8 to obtain complete catalog data.

Para. 6—Cont.

g. All FSC group 69 or "S" coded items issued by the base supply officer to authorized activities will be accounted for by the responsible officer or unit supply officer in accordance with section 7, volume IV.

## 7. TAGGING "S" CODED ITEMS

a. "S" coded property will be used for specific purposes and will be securely tagged with an AF Form 50E. The following note will be stamped or written on all AF Forms 50E when attached to "S" coded items: "For Ground Use Only." In addition, AF Form 50E will be over stamped as follows to indicate condition:

(1) "S" coded material which is considered capable of performing its normal function in the original commodity class or FSC group will have its tag over stamped "serviceable."

(2) "S" coded material which is considered economically repairable, but not capable of performing its normal function in the original commodity class or FSC group will have its tag over stamped "reparable."

(3) "S" coded material which is beyond economical repair insofar as its original use is concerned and that property which was procured as factory reject, irrespective of condition, will have its tag over stamped "condemned."

(4) When personal equipment items, i.e., parachutes, parachute components, life vests and life rafts become overage in accordance with current directives, such items will be segregated in storage and visibly identified as "S" code material. All such material may be issued for use in support of ground training and ground indoctrination course requirements. All transaction documents will be clearly identified with the following legend: "For Ground Instructional Purposes only, 'S' Code Material."

## 8. TECHNICAL ORDER COMPLIANCE, MODIFICATION AND REPAIR OF "S" CODED PROPERTY

a. Technical order changes and modifications, and repair need not be accomplished on in use "S" coded material, except for the purpose of preservation, insuring safety, imparting instructions, or when specifically directed by the maintenance IM or the major air command concerned.

b. Operational "S" coded equipment such as engines and propellers which are used in engine run-ups and power checks in test cells, will be inspected by qualified maintenance personnel and/or overhauled as prescribed in applicable technical orders to the extent necessary to insure safety of students, instructors, and all other personnel and property concerned. Records on this type of "S" coded equipment will be maintained and technical orders which pertain to preservation, safety, and or maintenance will be compiled within the same manner as original class equipment installed in flying aircraft or associated equipment.

c. "S" coded reparable items required for continued use by holding activity and falling within repair capabilities will be repaired locally as required within established local priorities and re-

turned as "S" coded item to using activity. Organizational maintenance will be accomplished by using activity. "S" coded items no longer required by using command will not be repaired at base level for return to stock as original FSC group or USAF commodity class item. "S" coded reparable items beyond local repair capabilities will be reported to applicable IM for determination of repair source or disposition instructions. "S" coded reparable items shipped to authorized repair source, will be identified and securely tagged to reflect "S" code status and marked for return to using activity as "S" coded items.

d. "S" coded aircraft engines which are beyond the repair capabilities of the holding activity, required for further utilization within the holding command in "S" code status after overhaul, will be reported through applicable major air command to the appropriate maintenance IM with request for establishment of an overhaul project. Overhaul projects will be established by the IM as considered appropriate and such engines will be shipped to the overhaul facility as "S" code item. Upon completion of overhaul these items will be returned to the requiring activity and marked for "S" use only.

e. The base supply officer is authorized to accept "S" coded items, rendered unserviceable or incomplete through fair wear and tear during authorized training use, without a DD Form 200, "Report of Survey." Such wear is considered as a normal operational loss. The following certificates will be entered on the turn-in document and will be signed by the responsible officer: "I certify that the item(s) listed above has (have) been utilized in training in accordance with authorized training requirements and objectives and that no components, assemblies, or subassemblies thereof have been retained or will be used to adjust deficits or shortages. I further certify that the items(s) above was (were) rendered unserviceable or incomplete through fair wear and tear during the conduct of training courses approved by Headquarters USAF and is considered a normal operational loss." In the event that the property inspector considers that the condition of the property indicates obvious fault or neglect by the training activity, and that the interest of the government has not been protected, the base commander will be so advised and will determine the need for initiation of a report of survey.

## 9. PROCESSING EXCESS AND ECONOMICALLY REPARABLE FSC GROUP 69 OF "S" CODED MATERIAL

a. Using activities will turn in inactive material to the base supply officer.

b. The base supply officer will determine items that are excess to base wide training, display or testing requirements. When major command directives require base excess "S" coded material locally and applicable FSC group 64 items will be reported through appropriate channels to applicable major command in the format prescribed in paragraph 9c. Separate reports will be submitted for each of the following categories:

Para. 9b—Cont.

(1) Trainers defined in paragraph 4a and 4h, regardless of condition.

(2) Serviceable and economically reparable trainers defined in paragraphs 4b through g, 4i and 4j.

(3) Serviceable and economically reparable "S" items defined in paragraph 4k.

(4) IM and USAF regulated serviceable and economically reparable items.

(5) Condition 1 and Condition 2 items defined in paragraphs 4l and m.

(6) Condition 3 (Factory Reject) items defined in paragraph 4n.

(7) Aircraft engines regardless of condition.

c. Reports of excess FSC locally fabricated group 69 or "S" coded items will contain the following information, as applicable:

(1) Bench items.

(a) Excess lists will be limited to a single original commodity class and will contain stock number, indicating "S" code status, nomenclature, quantity, condition, unit price, and application.

(2) Trainers.

(a) Applicable aircraft or guided missiles.

(b) Whether suitable for instructional or display purposes in present condition.

(c) Whether economically reparable and suitable for further instructional purposes.

(d) List of missing or damaged parts.

(e) Photographs to completely identify the

trainer unless the size of the trainer is obviously reflected, the photographs will include a scale or some other means which will indicate the size of the trainer.

(f) Whether trainer is awkwardly designed; impractical for shipment; believed that shipping costs outweigh further training value; and any other information or recommendation to aid in effecting redistribution or disposition.

(g) Unit cost (of trainer).

(3) Aircraft engines.

(a) All reports of excess FSC group 69 or "S" coded status aircraft engines will contain the following information:

1 Condition.

2 List of missing or damaged parts.

3 Recommendations of the base as to disposal.

4 Serial number and complete nomenclature.

5 Unit cost.

d. Applicable major air command will effect redistribution of locally fabricated FSC group 69 and "S" coded items determined to be excess to possessing base if desired within the command.

e. Applicable major air commands will instruct reporting activities to process command excess serviceable and economically reparable locally fabricated FSC group 69 or "S" coded items in accordance with section 11, volume II.



b. The appropriate prime depot will advise interested activities including Reserve Forces, of the availability of trainers as listed above. Requisitions for such trainers may be submitted through command channels to the appropriate prime depot if the use of such trainers will en-

hance the value of authorized programs. Such requisitions will be prepared in accordance with section 2, volume II, and the property class will be indicated as Class 26. The appropriate prime depot will assign Class 26 shipping order numbers (e.g., D2020-26-53-100). The approval and



## Para. 12—Cont.

b. The appropriate prime depot will advise interested activities including Reserve Forces, of the availability of trainers as listed above. Requisitions for such trainers may be submitted through command channels to the appropriate prime depot if the use of such trainers will enhance the value of authorized programs. Such requisitions will be prepared in accordance with section 2, volume II, and the property class will be indicated as Class 26. The appropriate prime depot will assign Class 26 shipping order numbers (e.g., D2020-26-53-100). The approval and shipment of excess Class 26 equipment by the appropriate prime depot in accordance with this paragraph constitutes authority for retention of such equipment by the receiving activity.

c. The provisions of paragraph 12b also apply to property selected from excess lists of other classifications of property for utilization in accordance with the definition of Class 26. Such property will be transferred to Class 26 upon receipt by the requesting activity.

### 13. TURN-IN AND DISPOSITION OF EXCESS AND REPARABLE CLASS 26 PROPERTY

a. All Class 26 property when not in actual use (excepting Class 26 property in storage at air materiel area control depots) and for which there are no immediate foreseen requirements, and/or Class 26 property which is beyond the repair capabilities of the holding activity (excepting aircraft engines which are to be overhauled and returned in accordance with paragraph 11d) will be reported to the appropriate responsible officer. Such property will then either be redistributed to another activity under the jurisdiction of the responsible officer or turned in to the base supply officer. In the following paragraphs 13c through 13l where reference is made to property which is excess to command Class 26 requirements, the commander of the holding command will be responsible for issuing adequate directives establishing the policy for his command concerning whether such property, will be screened for other possible Class 26 requirements within his command or considered excess to the Class 26 requirements of his command. The turn-in of reparable or excess Class 26 property will be separated as outlined in paragraph 13b through 13m.

b. Turn-in of Class 26 custody receipt property will be in accordance with the following:

(1) The base supply officer is authorized to accept items from Class 26, rendered unserviceable or incomplete through fair wear and tear during authorized training utilization, without a DD Form 200, "Report of Survey." Such wear is considered as a normal operational loss and no supporting documents are required to accompany a turn-in slip submitted by the responsible property officer, when the following certificate, signed by the training supervisor (or equivalent) is placed on such turn-in slip:

"I certify that the item(s) listed above has been utilized in training in accordance with authorized

training requirements and objectives and that no components, assemblies, or subassemblies thereof have been retained without a signed custody receipt; and in no event has been or will be used to adjust custody receipt deficits or shortages. I further certify that the item(s) above was rendered unserviceable or incomplete through fair wear and tear during the conduct of training courses approved by Headquarters, USAF, and is considered a normal operational loss."

In the event that the property classification inspector considers that the condition of the property indicates obvious fault or neglect by the training activity, and that the interest of the Government has not been protected, a report will be made to the base commander for decision regarding a report of survey. Provisions of volume VI are applicable to Class 26 property.

c. The types of Class 26 trainers listed below in serviceable or economically reparable conditions, when turned in to the base supply officer in accordance with paragraph 13a will be reported through command channels. Commanders of echelons within the major commands will redistribute such trainers to activities under their jurisdiction or report such trainers through command channels to the commander of the holding command. Commanders of major air commands will redistribute such trainers within their command or report by correspondence the types of trainers listed below to the appropriate prime depot. All such reports will contain information as outlined in paragraph 13d. Class 26 trainers listed below, and reported as excess in accordance with this paragraph, will not be shipped or otherwise disposed of prior to receipt of definite instructions.

(1) Cutaway.—(Defined in paragraph 3f(1)).

(2) Demonstrator (Synthetic).—Defined in paragraph 3f(3)).

(3) Model.—(Defined in paragraph 3f(5)). The types of Class 26 trainers listed above, which have been worn out through fair wear and tear to the extent that condition condemnation is required will be processed in accordance with paragraph 12, section 19.

d. All reports of excess Class 26 trainers submitted to the appropriate prime depot in accordance with paragraph 13c will contain the proper identification information and description as prescribed in paragraphs 9b and c and will include the following additional information as applicable:

(1) List of nonexpendable and recoverable component parts.

(2) Whether suitable for instructional or display purposes in present condition.

(3) Whether economically reparable and suitable for further instructional purposes.

(4) List of missing or damaged parts.

(5) Photographs to completely identify the trainer (two copies). Unless the size of the trainer is obviously reflected, the material photographed will include a scale or some other means which will indicate the size of the object.

(6) Whether trainer is awkwardly designed.



**Para. 13d(6)—Cont.**

impractical for shipment, believed that shipping costs outweigh further training value, and any other information or recommendations to aid in effecting redistribution or disposition.

*e.* The types of Class 26 trainers listed below, when turned in to the base supply officer and determined to be in excess to the requirements of the holding command in accordance with paragraph 13a, irrespective of condition, will be reclaimed or processed to reclamation or disposed of as administratively condemned property, unless the appropriate prime depot requests that certain trainers or certain categories of trainers be reported to the appropriate prime depot for redistribution:

- (1) Exploded.—(Defined in paragraph 3f(2)).
- (2) Demonstrator (Equipment assembly).—(Defined in paragraph 3f(4)).
- (3) Operational.—(Defined in paragraph 3f(6)).
- (4) Individual Projects.—(Defined in paragraph 3f(7)).
- (5) Aircraft Trainer.—(Defined in paragraph 3f(8)).

*f.* Regulated items (regulated in original class) and aircraft engines, irrespective of condition, which are carried in Class 26 status, when excess to the using activity will be reported through command channels for disposition instructions. Such regulated items, excepting aircraft engines, determined by the commander of the holding command to be excess to the Class 26 requirements of his command, will be reported to the original property class of the regulating activity for disposition instructions. Such aircraft engines determined by the commander of the holding command to be in excess to the Class 26 requirements of his command, will be reported to the appropriate prime depot for disposition instructions. All reports of excess regulated items and excess aircraft engines will contain a complete condition report on each item. Class 26 aircraft trainers will not be considered as regulated.

*g.* Class 26 locally constructed personnel experimental and testing devices (see paragraph 3g), when turned in to the base supply officer and determined to be excess to the requirements of the holding command in accordance with paragraph 13a, irrespective of condition, will be processed to reclamation or disposed of as administratively condemned property.

*h.* Class 26 material which was procured as factory reject material, when turned in to the base supply officer and determined excess to Class 26 requirements of the holding command, irrespective of condition, will be turned in to the disposal officer as property dangerous to public health and safety.

*i.* Class 26 items, identifiable by the original class stock number, and coded "27" in USAF supply catalogs, when turned in to the base supply officer and determined to be excess to the Class 26 requirements of the holding command, will be processed in accordance with existing Class 27 procedures.

*j.* Class 26 aircraft engines which are beyond

the repair capabilities of the using activity and are required for further utilization within the holding command in Class 26 status after overhaul, will be reported to the appropriate prime depot through command channels in accordance with paragraph 11d.

*k.* Class 26 reparable property which can be repaired by the holding activity and is required for further utilization by the holding activity, in Class 26 status after repair, will be repaired and retained in accordance with paragraph 11c.

*l.* All Class 26 material (excluding property located overseas) not covered in paragraphs 13c through *k*, in serviceable or economically reparable condition, when turned in to the base supply officer and determined to be excess to the Class 26 requirements of the holding command, in accordance with paragraph 13a will be shipped to the applicable original repair depot as listed in TO 00-25-11 or section 15, as appropriate. Such shipments will normally be in small quantities and coordination with the repair depot prior to shipment will not be necessary. Such items will be status tagged in accordance with paragraph 10a and shipped in Class 26 status. All shipping documents will bear the following note which will be complied with by the repair depot receiving the material:

"Class 26 material to be processed as original class reparable property. Extreme caution will be exercised by maintenance personnel in inspecting and repairing this property for return to original class stock. If repaired, each assembly will be disassembled and overhauled so as to meet inspection requirements for original class serviceable stock. See paragraph 13l, section 14, volume I, AFM 67-1." All Class 26 material not covered in paragraphs 13c through *k* which is worn out through fair wear and tear and reduced to such a condition that utilization as an assembly can no longer be effected will be reclaimed or processed as condition condemned property in accordance with paragraph 12, section 19.

*m.* Class 26 property located overseas in a serviceable or reparable condition, identifiable by original property class stock number, and not covered by paragraphs 13c through *l*, will be disposed of in accordance with existing disposal procedures. Class 26 property will at all times be status tagged in accordance with paragraph 10a and carried in Class 26 status until processed through a repair depot for return to original class stock. Class 26 property located overseas which is in a status requiring condition condemnation will be reclaimed or processed to the disposal activity.

#### 14. PREPARATION, IDENTIFICATION, AND SHIPMENT OF CLASS 26 PROPERTY

*a.* Care will be exercised when preparing Class 26 aircraft engines or other assemblies and components for shipment in order to prevent damage in transit. Class 26 property will be identified prior to shipment by stamping or marking on both sides of each condition tag (see paragraph 10b) and

Para. 14a—Cont.

on the outside of the shipping container the words "Class 26."

b. Class 26 property will be shipped on AF Form 104B, "USAF Requisition and Shipping Document," which will indicate property responsibility by the appropriate stock record account number to which the property is consigned. Notation will appear on each copy of the shipping document as follows: "For Class 26 ground use only."

#### 15. DEPOT STORAGE OF CLASS 26 PROPERTY

a. Depot storage of Class 26 material will be limited to Class 26 trainers (as listed in paragraph 13c) which are reported to the appropriate prime depot as excess in accordance with paragraph 13c not subject to immediate redistribution. Storage of such Class 26 trainers will be held to a minimum. Warehouse storage space will be provided at air materiel area control depots as required and designated by Commander, Air Materiel Command.

b. All shipments of Class 26 trainers to or from air materiel area control depots and all local issue and receipt of Class 26 materiel at air materiel area control depots will bear the prior approval of the appropriate prime depot. The control imposed on by this paragraph is not intended to discourage local issue of Class 26 trainers in storage, but is necessary in view of the small number of items in storage and the continuous action being taken by the appropriate prime depot to redistribute such material in accordance with paragraph 12.

c. Trainers stored in Class 26 warehouses will be status and condition tagged in accordance with paragraph 10. All Class 26 trainers, irrespective of condition, will be stored together and will be segregated from other classes of property.

d. All property received for Class 26 depot storage will be consigned to the Air Force account.

#### 16. RECLAMATION AND DISPOSITION OF CLASS 26 PROPERTY

a. The following paragraphs provide the general policies to be followed when processing Class 26 property which is turned in to base supply officers for reclamation or disposition under the pro-

visions of paragraph 13 or Class 26 property which is authorized for reclamation or disposition by the appropriate prime depot.

b. Any component parts reclaimed from Class 26 assemblies which are required for further utilization in Class 26 status by the holding major air command may be retained in, and utilized in Class 26 status.

c. When all parts of Class 26 end items, desired for further Class 26 utilization within the holding major air command, have been removed and lists of parts to be returned to stock are required, the prime end item depot will be contacted for assistance or the furnishing of "Reclamation Save Lists" as required.

d. Class 26 material reclaimed and determined to be suitable for return to stock in accordance with established reclamation procedures, and not desired for retention in Class 26 status by the holding command, will be shipped to the applicable original class repair depot in accordance with TO 00-25-11.

e. Materiel which was procured as factory reject materiel, when excess to Class 26 requirements of the holding major air command, will be processed in accordance with volume XIII as property dangerous to public health and safety, unless determined to be reportable property in accordance with volume XIII.

f. Regulated, items (regulated in original class) and aircraft engines, irrespective of condition, contained in Class 26 trainers or devices or any other regulated items which are excess to the Class 26 requirements of the holding activity, will be reported through command channels for disposition instructions in accordance with paragraph 13f. Regulated items will not be processed to reclamation or disposal without prior approval of the regulating activity.

g. Any Class 26 locally constructed trainers, as listed in paragraph 13c, in storage at an Air Force depot, or reported by a using activity, and deemed by the appropriate prime depot to be excess to the requirements of the US Air Force, including Reserve Forces and auxiliaries, may be processed to reclamation or disposed of as administratively condemned property in accordance with volume XIII.



SEC 15  
VOL I, AFM 67-1





# SECTION 15

## INITIAL INSTALLATION OF FIXED COMMUNICATIONS -- ELECTRONICS FACILITIES

Paragraph	Title	Section and Page
1	General .....	15-1
2	Proposed Revisions and Amendments .....	15-1
3	Definitions .....	15-1
4	Responsibilities .....	15-1
5	Processing and Shipment of C-E Schemes .....	15-2
6	Property Responsibility During Installation .....	15-2
7	Accounting for Installed C-E Facilities .....	15-2
8	Disposition of Excess C-E Scheme Material .....	15-2

### 1. GENERAL

a. These procedures apply to the supply of initial installation and excess reporting of all fixed communications-electronics facilities appearing in the PCSP Document and are applicable to both zone of interior and oversea activities.

b. Procedures contained herein are designed to clarify and fix responsibilities within the framework of the fixed C-E Program and in this regard only augment procedures contained in applicable sections of AFM 67-1 and TO 31-1-8. As recommendations for additions and revisions are received and approved (reference paragraph 2), the scope of this publication will be expanded accordingly.

### 2. PROPOSED REVISIONS AND AMENDMENTS

Proposed revisions and amendments to procedures contained herein will be submitted through command channels to headquarters of the major air command. The major air command will review the proposal and when publication is considered appropriate, forward through the Commander, Rome AMA, ATTN: ROS, for evaluation and subsequent submission to Headquarters, Air Materiel Command and Headquarters USAF for review and publication as an official amendment to AFM 67-1.

### 3. DEFINITIONS

a. *CESAC*. Communications-Electronics (C-E) Schemes Accounting Control.

b. *CESAC (Supply) Agency*. The designated activity within the AMC (Rome AMA) whose responsibility it is to provide material included in the published bill of materials for C-E schemes.

c. *Bill of Material*.

(1) Engineered Bill of Material. A listing of material prepared by a GEEIA Region, based on SFEL's or nomenclatured items contained in the PCSP Document, but modified to include only specific items and quantities of material required for a specific C-E Scheme. Bill of Material for Outside Plant will be based on paragraph 6-8 of T.O. 31-1-8.

(2) Approved Bill of Material. An engineered listing of material that has been reviewed and approved for technical adequacy.

(3) Published Bill of Material. A listing of material published by the CESAC (Supply) Agency. This bill is based on an approved bill of material for a particular scheme and is published after verification of the supply information.

d. *GEEIA*. Ground Electronics Engineering - Installation Agency, established under the Commander, Rome AMA.

e. *GEEIA Responsible Property Officer (RPO)*. An individual appointed by the Designated GEEIA Region Commander to receive and safeguard all C-E scheme material for the accountable officer, ROAMA-CESAC, during the installation phase.

### 4. RESPONSIBILITIES

a. The CESAC (Supply) Agency will:

(1) Publish and distribute approved bills of material within 30 days after receipt.

(2) Keep the GEEIA Regions advised of change in status of any items not anticipated to be available at destination by the material required date.

(3) Arrange and insure shipment to required end destination for all material included in the published bills of material for initial installation of C-E schemes. Furnish the GEEIA RPO with a scheme record folder which will include advance copies of shipping tickets and all pertinent shipping data.

(4) Furnish and distribute, with the GEEIA Region's copies of the published BOM, ECL's of the 100 series, or similar information in list form, for C-E sets.

(5) Furnish disposition instructions, for CESAC material reported excess to the installation, in accordance with section 2, volume XIII.

(6) Establish required reporting procedures necessary to insure effective control of material for initial installation of C-E facilities.

(7) Provide information to the GEEIA Region pertaining to unloading and forwarding of scheme material from railhead or final point of highway to the site location.

b. The Designated GEEIA Region Commander

Para. 4b — Cont.

will:

(1) Appoint a RPO for each installation of a C-E facility prior to forwarding request for shipment to the CESAC supply agency.

(2) Include in the shipping instructions to the Supply Agency, for each scheme, partial or complete, the station number of the GEEIA Region that will install the facility.

(3) Forward bills of material to Headquarters GEEIA not less than nine or more than 12 months prior to date material is required at end location.

c. The GEEIA RPO will:

(1) Receive, control, and issue all C-E supplies and equipment received at site or base for initial installation of a facility until the accountability for these materials is transferred to the operating agency.

(2) Represent the designated GEEIA Region in all supply matters pertaining to the facility.

(3) Act as an agent of the accountable officer ROAMA-CESAC, in all matters pertaining to the receipt, issue, and upon direction, disposition of scheme property.

## 5. PROCESSING AND SHIPMENT OF C-E SCHEMES

a. The CESAC (Supply) Agency will:

(1) Receive bills of material from the GEEIA Headquarters (ROAMA), not more than 12 months nor less than nine months prior to date material is required at end location.

(2) Accomplish supply edit, determine availability and obligate requirements against material on hand and/or due-in, within 30 days after receipt of the approved bill of material. In the event any major items cannot be supplied to the end location by the date material is required, the applicable GEEIA region will be advised of those items which are not anticipated to be available. Substitute item (s), if available, will be recommended for acceptance. This action will result in a published bill of material.

(3) Publish the bill of material and make distribution as follows:

(a) Four copies to the major command (six where the facility or base is not activated).

(b) Four copies to the GEEIA Region.

(c) One copy to GEEIA Headquarters.

(4) Review the asset position every 90 days against each C-E scheme. Upon completion of the review, advise the applicable GEEIA Region of any schemes which have been affected due to slippage in delivery or program changes.

(5) At the time the GEEIA Region requests shipment of a scheme, either partial or complete, prepare the necessary documentation, and effect shipment.

(6) Notify the GEEIA RPO when shipment has been made and forward Scheme Record Folder in sufficient time to allow for receipt and if necessary interim storage of material.

(7) Upon receipt of notification of any overages, shortages or damaged items of equipment from a GEEIA RPO, make necessary arrange-

ments for immediate disposition, resupply or replacement.

## 6. PROPERTY RESPONSIBILITIES DURING INSTALLATION

a. The CESAC Supply Agency will provide for assembly and shipment of equipment to the end location by the date specified by the GEEIA Region (see paragraph 5).

b. The Director of Supply and Services, ROAMA, will retain accountability under the CESAC AFB-2222 stock record account, of all materials shipped to support initial installation by a C-E facility by maintaining Station Designator accounts for each of the five GEEIA Regions. The assignment of these Station Designators account numbers is as follows:

SNY 8165	Sacramento GEEIA Region
SNY 8166	Oklahoma GEEIA Region
SNY 8167	Mobile GEEIA Region
SNY 8168	Pacific GEEIA Region
SNY 8169	European GEEIA Region

c. The GEEIA RPO will:

(1) Acknowledge receipt.

(2) Make necessary arrangements to safeguard government property in accordance with the provisions of AFR 67-10.

(3) Act as an agent of the accountable officer, ROAMA-CESAC, in the processing of documents and forms provided by the CESAC Agency.

(4) Furnish CESAC with a listing of any overages, shortages, and/or damaged equipment.

(5) Forward certificate of Installation and Inspection AFTO Form 88 with item exceptions to CESAC.

## 7. ACCOUNTING FOR INSTALLED C-E FACILITIES

a. Upon receipt of a completed Communications-Electronics Installation Inspection Certificate (AFTO Form 88) for a C-E Facility, CESAC will transfer all property accountability to the operating activity utilizing DD Forms 1149. Applicable AF Forms 1120 will be attached to the transfer document for each installation. Accountability for items expended during installation will be terminated by processing DD Forms 1149.

b. The operating activities will establish and maintain property records for communications-electronics equipment as prescribed in paragraphs 6 and 17, section 7, volume IV.

## 8. DISTRIBUTION OF EXCESS C-E MATERIAL

a. Excess supplies and equipment will be reported by the GEEIA RPO to the CESAC Supply Agency for disposition in accordance with instructions included in paragraph 20, section 2, volume XIII.

b. The CESAC Supply Agency will furnish final disposition instructions to the applicable GEEIA RPO, for excesses reported in accordance with paragraph 8a, within 45 days of the date of the report.



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AFM 67-1





**SECTION 16**

**SPECIAL LOGISTIC SUPPORT PROCEDURES**

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**1. PURPOSE**

This section provides special logistic support procedures in support of special agreements and projects, and other special requisitioning instructions. Each individual procedure will be included as a separate supplement to the section.

**2. SCOPE**

The procedures contained herein are intended to augment standard operating procedures and, unless otherwise specified, procedures contained in other sections and volumes of AFM 67-1 will be equally applicable. These procedures are applicable to all activities within limitations as prescribed in each individual supplement.



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**Para. 2b—Suppl I—Cont.**

be destroyed, lose its identity or be rendered useless by test or experimentation.

c. Property responsibility will be transferred to the stock record account of the Air Force supply officer at the NACA activity for material furnished for an Air Force approved project or for materiel to be issued to the NACA on a loan basis.

**3. REQUISITIONING**

a. The Air Force supply officer at the NACA activity will use AF Forms of the 104P series for Air Force items required for Air Force approved or other than Air Force approved projects. Requisitions will be prepared in accordance with paragraph 5, section 2, volume II.

(1) Requisitions submitted in support of Air Force approved projects, including GSSF items for such projects, will be identified by Type or Requirement and Justification Code 64 as defined in supplement II, section 2, volume II or supplement I, section 2, volume III. These requests do not require the citation of an Air Force project number. It is the responsibility of the base supply officer to determine the validity of the request. Assignment of a document number and submission of the requisition to the applicable depot constitutes approval by the BSO that the requisition is a legitimate requirement.

(2) Requisitions submitted in support of projects other than Air Force approved, including GSSF items for such projects, will be identified by Type of Requirement and Justification Code 65 as defined in supplement II, section 2, volume II or supplement I, section 2, volume III. Fund citation is not required on these requisitions, since it is reflected through the use of the TRJ code.

(3) Requisitions will cite the supply priority compatible with the due date and mission category assigned the project. The consignee will be the account number of the Air Force supply officer. All GSSF requisitions will cite Code "G" in the procurement source code field of the AF Form 104P-1. Requisitions for supplies and equipment required for Air Force approved projects, except "AF-regulated" items, will be submitted to the appropriate depot indicated in section 3, volume XV, "AF-regulated" items will be requisitioned in accordance with paragraph 7, section 2, volume II.

(4) Requisitions for supplies and equipment which may be furnished as "free issue" on other than Air Force approved projects will cite TRJ Code 65. Final determination for "free issue" will be made by the supplying depot. When material is supplied as a "free issue" citation of applicable TRJ code will provide appropriation chargeable for packing, handling and transportation charges. The consignee will be the NACA activity. Requisitions will be forwarded to the appropriate zonal depot indicated in section 3, volume XV.

(5) Requisitions for aircraft spare parts required to support aircraft permanently transferred to the NACA will be submitted to the appropriate zonal depot in accordance with section 3, volume XV. The applicable TRJ code as pre-

scribed in paragraphs 3a(1) or (2) will be inserted. The consignee will be the NACA activity.

(6) Requisitions for spare parts and supplies to maintain equipment previously obtained by NACA will be submitted to the appropriate zonal depot. Prior to submission the base supply officer will determine that spare parts and supplies required are not available from other sources. Assignment of a document number and submission of the requisition will constitute approval by the BSO that the item requested is a legitimate requirement. The applicable TRJ code will be assigned.

(7) All requisitions for equipment on Air Force approved projects (that will be required for test or experimentation when the article will be destroyed, lose its identity or be rendered useless by test or experimentation) will be accompanied by a letter of transmittal. The letter will contain a statement to the effect, "Accountability to be terminated at time of shipment in accordance with supplement I, section 16, volume I, AFM 67-1." Such requisitions will be approved by Air Force Liaison Officer at the NACA activity prior to signing of the letter of transmittal by the base supply officer.

(8) Publications and blank forms will be requisitioned and distributed in accordance with procedures outlined in AFM 5-4 and TO 00-5-2.

**4. NACA RESPONSIBILITIES**

a. The Air Force supply officer at the NACA activity will issue:

(1) Expendable property on DD Form 1150, terminating his custodial responsibility at time of issue.

(2) Nonexpendable equipment required for Air Force approved projects, on custody receipt or by an installation statement, as appropriate.

(3) Nonexpendable equipment, other than aircraft spare parts, required for other than Air Force approved projects, on custody receipt.

(4) Nonexpendable spare parts and equipment, on an exchange basis, for use on aircraft permanently transferred to the NACA, when such aircraft are being used on other than Air Force approved projects. Credit will be allowed for reparable items received in exchange; the price listed in USAF supply catalogs will be considered cost price and will be used in computing charges. Credit will be allowed on the basis of the cost of returning the reparable item to serviceable stock. This charge will be in accordance with scheduled rates to be established by the Commander, Air Materiel Command. Where such rates are not established, the exchange rate (except for aircraft engines) will be 15 percent of the actual or estimated cost of the serviceable item issued. The exchange rate for aircraft engines will be 17 percent. Exchange will be subject to the following conditions:

a. The reparable items turned in must be economically reparable.

b. The Commander, Air Materiel Command,

## SUPPLEMENT I

**MATERIAL FURNISHED TO THE NATIONAL  
ADVISORY COMMITTEE FOR AERONAUTICS (NACA)**

**1. GENERAL**

a. The procedures contained in this supplement are applicable to NACA activities and all Air Force activities furnishing logistic support to NACA.

b. Public Law 672, Eighty-first Congress, authorizes the Air Force to transfer aircraft and aircraft parts, and equipment and supplies to the National Advisory Committee for Aeronautics (NACA).

(1) Material other than General Supplies Stock Fund (GSSF) which is required for use in connection with Air Force approved projects, for the support of US Air Force aircraft and equipment on loan to the NACA, and for the administration of the Air Force stock record account, will be furnished without reimbursement. GSSF material will also be furnished, except reimbursement will be accomplished as indicated in section 27.

(2) Aircraft spare parts and components required for support of standard type aircraft permanently transferred to the NACA and being used on other than Air Force approved projects will be furnished on a reimbursable basis, unless such aircraft spare parts and components (other than GSSF items) are obsolete or excess to USAF program requirements.

(3) Aircraft spare parts and components, except GSSF, required for support of standard type aircraft permanently transferred to the NACA, but which are being used in connection with Air Force approved projects, will be furnished without reimbursement during the period the aircraft are being used for the Air Force project. GSSF will be furnished on a reimbursement basis (reference paragraph 1b(1)).

(4) Supplies and equipment, aircraft, aircraft spare parts and components, other than GSSF, which are required for use in connection with other than Air Force approved projects will be furnished without reimbursement (free issue) if the material is excess to Air Force program requirements. If not excess to Air Force program requirements and not in short supply, they may be furnished on a reimbursable basis and accountability terminated if required for test or experimentation which will destroy, change the identity, or render the item useless. If the articles are not to be used in connection with test or experimentation which will cause the article to be destroyed, lose its identity, or be rendered useless, they may be furnished on a loan basis, subject to recall at the discretion of the Air Force. Supplies and equipment will not be furnished when the stock control level is at or below the "minimum reserve" level.

(5) Spare parts and supplies including GSSF

required to maintain equipment previously obtained by NACA from the Air Force and not authorized for issue to NACA under provisions of paragraph 1b(1) through (4) will be furnished on a reimbursable basis upon receipt of a properly documented requisition, reflecting a requirement for reimbursement action.

(6) The Air Force supply officer at the NACA activity is authorized to requisition and maintain a 30 day supply of items to support standard type aircraft and common items to support research type aircraft at NACA activities. For newly assigned standard type aircraft, this supply will not exceed the quantities and range of items specified in the applicable supply table II for a 30 day period for the number of aircraft assigned.

(7) Spare parts and supplies peculiar to research type aircraft will be furnished on a free issue basis by a bulk transfer of spare parts by the Air Development Center, Research and Development Command. When additional items are required by the NACA procurement will be initiated by the Air Development Center, Research and Development Command, prior to termination of an existing contract for research aircraft. The NACA will transfer necessary funds to Headquarters, Research and Development Command before procurement of the additional items is initiated.

c. An Air Force stock record account will be maintained at each NACA activity. The account will be operated in accordance with the applicable sections of this manual, except that they will be exempt from the stock balance reporting provisions of section 12, volume II.

d. The cost of packing, handling and transportation of material furnished on a reimbursable or free issue basis, and for the return of material by NACA to the Air Force, will be borne by the NACA.

**2. PROPERTY RESPONSIBILITY**

a. Property responsibility will not be assumed by the Air Force supply officer at the NACA activity for materiel furnished in support of projects that are not Air Force approved. Shipping orders prepared by the appropriate zonal depot, authorizing free issues will contain the following notation: "Terminated in accordance with supplement I, section 16, volume I, AF Manual 67-1." Shipping documents used to furnish material to the NACA on other than Air Force approved projects will contain the statement "Terminated."

b. Property responsibility will be terminated at the time of shipment for all equipment required for test or experimentation when the article will



**Para. 2, Suppl 1—Cont.**

must not have declared the items to be in excess of Air Force requirements or have listed them in USAF supply catalogs as dead or obsolete.

c. The serviceable items issued must be interchangeable with the reparable items turned in.

**5. RETURN OF EQUIPMENT**

a. Equipment issued on custody receipt will be returned to the Air Force supply officer at the NACA activity upon completion of the project. If no immediate requirement exists, the Air Force Supply Officer at the NACA activity will ship such equipment, if serviceable, to the appropriate depot as indicated in section 3, volume XV, if reparable, in accordance with TO 00-25-11.

b. Serviceable or r e p a r a b l e nonexpendable equipment replaced by other equipment designed to serve the same purpose may be turned in by Air Force supply officer at the NACA activity to the appropriate supplying depot for credit in the same manner as prescribed in paragraph 4d except that the following conditions must exist:

(1) The item being turned in, if reparable, must be economically reparable.

(2) The item must not be excess to Air Force requirements or be listed in USAF supply catalogs as in dead or obsolete status.

(3) The item being turned in must serve the same basic purpose as the item being received in exchange such as exchange of VHF radio equipment for UHF radio equipment.

**6. REIMBURSEMENTS**

The Air Force shipping activity will be responsible for reimbursements for those reimbursable supplies and equipment, including packing, handling, and transportation charges, shipped to Air Force supply officers at NACA activities. Standard Form 1080, "Voucher for Transfers Between Appropriations and/or Funds (Disbursement)," supported by duly executed shipping documents will be forwarded for payment to the NACA activity to which the property was shipped. The Air Force supply officer will be responsible for processing the appropriate documents to obtain reimbursement from NACA for items issued from the stock obtained in accordance with paragraph 1b(6) when such items are to be utilized for other than Air Force projects. The processing of these documents will be to the base comptroller or the appropriate comptroller as prescribed in section 3, volume II. Reimbursement on GSSF items will be accomplished as indicated in section 27.



### 3. FORWARD SUPPLY SUPPORT PROCEDURE

a. MATS transport aircraft forward supply support is accomplished by means of tailored levels of forward support spares administered and controlled at enroute stations and replenished by MATS primary supply points. Selection of transport aircraft forward support spares will be the responsibility for the MATS primary supply point. APCS, ARS, and AWS forward supply support is accomplished by means of tailored levels of forward support spares positioned at MATS' primary supply points. Selection of APCS, ARS, and AWS forward support spares will be accomplished by APCS, ARS, or AWS in coordination with the applicable IM or WSM.

b. Item and quantitative designation of forward support spares will be based upon their peculiarity to the applicable end item and upon experienced and anticipated replacement requirements.

c. Requisitions initiated by MATS primary supply points will be prepared in accordance with instructions in chapter 2, volume II, or section 5, volume XX and submitted to the applicable IM or WSM prescribed in chapter 2, part two, volume I or supplement II, section 1, volume XX.

d. Logistic support for MATS primary supply points will be accomplished in accordance with procedures in chapter 2, volume III by IMs or in accordance with procedures in section 2, volume XX by WSMs.

e. MATS forward support spares will be identified by an especially designed MATS tag or sticker, which will be affixed to each forward support spare enroute. These MATS tags and stickers are designed to facilitate identification and expedite handling of forward support spares. All personnel, regardless of command, responsible for handling and processing MATS cargo must be made fully aware of the significance and purpose of these expedite tags and stickers.

### 4. SUPPORT OF OTHER THAN MATS AIRCRAFT

MATS forward supply points will issue on-hand forward support spares to aircraft owned by other commands provided the aircraft is AOCPP or will become so if the forward support spare is not furnished. If the required item is not available in MATS forward supply point stocks, the local base supply will be responsible for obtaining the item.

### 5. AOCPP TRANSPORT AIRCRAFT SUPPORT BY COMMANDS OTHER THAN MATS

a. When a MATS transport aircraft becomes AOCPP at a station where a MATS supply point is not established and the item causing AOCPP is not a common item as defined in paragraph 1b(2), the base supply officer at the enroute station will requisition on the applicable MATS primary supply point. The requisition will be transmitted by the most expeditious means available and will include stock number, quantity, requisition number, shipping address and AOCPP aircraft type, model, series and serial number.

b. To preclude MATS loss of a peculiar aircraft spare, the repairable item will be returned to the appropriate MATS primary supply point via MATS channels.

### 6. VIP AIRCRAFT SUPPORT

a. Procedures contained in this paragraph apply to aircraft assigned to the 1254th Air Transport Group (Special Mission), Washington National Airport, and to aircraft assigned to USAFE and PACAF.

b. Peculiar aircraft spares support that is not available at intransit stations world-wide will be provided by AFB 4404, Washington National Airport, D. C. The fastest communications available will be used to transmit requests for support. Requests for common spares will be included when such action will provide faster support than is possible through normal supply channels.

c. Levels of peculiar spares will be maintained at AFB 5260, Hickam AFB, T. H., AFB 5672, Evreux/Fauville Air Base, France and 1503rd ATW, H, Tachikawa Air Base, Japan, for SAM aircraft operating in and through these stations. Aircraft engines will be maintained at AFB 5260, Hickam AFB, T. H., 1503rd ATW, H, Tachikawa Air Base, Japan, and 317th ABG, Evreux/Fauville Air Base, France. Initial quantities will be provided by AFB 4404, Washington National Airport, D. C. Repairables will be shipped to AFB 4404 or to a contractor facility, or established by 1254th ATC, M(SM). Resupply will be effected from AFB4404.

d. AFB 4404 is authorized to position, at any other Air Force installation world-wide, similar support when the intransit flights of the 1254th Air Transport Group aircraft so dictate.

**ATTACHMENT B-1**  
**PRIMARY SUPPLY POINTS**

LOCATION	SUPPORT RESPONSIBILITY	
	Equipment	Area
Dover AF Base	C-124C	North and Central Atlantic routes
	C-133	North and Central Atlantic, Caribbean and South American routes
Charleston AF Base	C-121C	North and Central Atlantic, Caribbean and South American routes
	C-124C	Bermuda, Caribbean and South American routes
McGuire AF Base	C-118A	North and Central Atlantic, Caribbean and South American routes
	APCS RB-50 and RC-45; AWS WB-50	Canada east of 100 degrees west longitude, Greenland, Iceland, Europe, Asia Minor, Arabia, Africa, South America and Atlantic and Caribbean areas
Donaldson AF Base	C-124A	All EASTAF routes
McChord AF Base	C-124A	Alaskan routes
Hickam AF Base	C-124C, C-118A	Central and Western Pacific routes
	C-124A	Central Pacific routes
Tachikawa Air Base	C-124A	Western Pacific routes
McClellan AF Base	C-121G	Alaskan and Pacific routes
	APCS RB-50; AWS WB-50	Canada west of 100 degrees west longitude, Alaska, Asia except Asia Minor and Arabia, Oceania and Pacific areas
Travis AF Base	C-133	Central and Western Pacific routes
	C-124C	Alaskan routes
Washington National Airport	C-121A	Western Pacific routes



## SUPPLEMENT III

## AMC-SAC AGREEMENT ON LOGISTIC SUPPORT

## TO SAC BASES IN NORTHEAST AREA

**1. PURPOSE**

The purpose of this agreement is to establish policies and procedures governing the provision of supply support to SAC bases in the Northeast Area.

**2. SCOPE**

a. This agreement applies to all supplies and equipment (hereinafter referred to as "supplies") in the following categories:

(1) Supplies stocked and requisitioned by base supply office.

(2) Subsistence.

(3) Petroleum, oils and lubricants (POL).

b. This agreement applies to all SAC bases in Northeast Area, and to the appropriate activities of the Air Materiel Command.

**3. GENERAL**

a. The following information concerning SAC bases in the Northeast Area is set forth in order to indicate certain factors which were considered in the establishment of this agreement.

b. The water ports serving the SAC bases located in Labrador, Greenland and Northeast Territories, are open for surface shipping for only a few months every year. The water ports at SAC bases in Newfoundland are open year-around.

c. There is no supply depot in the Northeast Area, each SAC base acts as an overseas requisitioning agency, submitting requisitions directly to the appropriate agencies in the U.S.A.

d. The great distances between bases, and the limited intracommand transportation capability, make redistribution of supplies among bases impracticable or uneconomical in most instances, except to fulfill emergency requirements.

e. Off-shore commercial sources from which to make base procurement of supplies are either non-existent or very limited at the majority of Northeast bases.

f. The cost of covered and heated supply storage space is extremely high, particularly at the northern-most bases. This dictates that determination of supply requirements must be accurate and stock levels must be kept to a minimum consistent with mission requirements.

**4. POLICIES**

a. The following general policies were observed in the development of this agreement.

b. The base supply requisitioning procedures and stock control practices should be established so as to be similar to those prescribed in AFM

67-1 for bases in the CONUS with only minimum modifications as dictated by such factors as those outlined in paragraphs 3 and 8.

c. SAC bases, with limited surface shipping support, should be resupplied insofar as possible by surface means with airlift utilized consistent with USAF policy and in accordance with good resources management practices. Those bases not affected by the closed port season will requisition direct on the commodity class manager or logistic support manager, but should not consider air as a primary mode of transportation.

d. Pipeline time for replenishment of base stocks should be kept to a minimum in order to permit the minimum level of operating stocks at each base. Stock control levels at bases should be established at the minimum permitted by existing replenishment pipeline time and consistent with mission requirements.

**5. STOCK OBJECTIVES**

The stockage objectives for categories of supplies and equipment supplied by surface transportation are indicated opposite each category in paragraph 8b. The stockage objectives for all other items (airlift supply) will be in accordance with section 11, volume II.

**6. SUPPLY CHANNELS**

a. USAF Centrally Procured Supplies: Requisitions submitted by base supply officers for centrally procured USAF supplies will be forwarded direct to the appropriate AMC commodity class manager or logistic support manager, except as otherwise prescribed in this manual or other current directives.

b. USAF Base Procurement Items: Requests submitted by base supply officers for USAF base procurement type supplies will be submitted direct to the appropriate USAF procurement agency in the USA (3121st Logistic Control Group, Brooklyn Army Terminal, Brooklyn, New York).

c. Army Supplies: Requisitions for Army technical service supplies, including subsistence, will be submitted to the Overseas Supply Agency of the Army, Brooklyn, New York, in accordance with current procedures.

d. Petroleum, Oils and Lubricants (POL): Requirements for slated POL will be submitted through existing channels in accordance with current directives.

e. Procedures for USAF and Army Supplies:

(1) Requisitions for all USAF centrally procured supplies will be submitted by base supply officers in accordance with section 2, volume II, as supplemented by SAC directives.

## Para. 6c, Suppl III—Cont.

(2) Requisitions for Army technical service supplies will normally be submitted by base supply officers, via airmail, on DD Form 1149 (Pad Form) in accordance with procedures contained in section 22, volume II.

(3) Requests for base procurement type supplies will be submitted by base supply officers to the appropriate USAF procurement agency in the CONUS.

(4) Project SUNEK (Code Y31) requisitions and shipments will be in accordance with supplement VI, section 16.

f. Thule (AFB 4683), Goose (AFB 4684) and Sondrestrom (AFB 4682) Air Bases:

(1) Base supply officers at these activities will submit annual requisitions and base procurement requests for resupply of the categories of USAF and Army supplies as contained in paragraph 8 for annual surface shipment during the open water shipping season. These annual requests will be submitted, processed and monitored as prescribed in this manual, as supplemented by SAC directives.

(2) Base supply officers at these activities will submit requests (all supply priorities) on a year-around requisitioning schedule for the categories of USAF and Army supplies as contained in paragraph 8c to be resupplied by airlift.

g. Ernest Harmon Air Force Base (AFB 4685):

(1) The base supply officer will submit requests on an established year-around requisitioning schedule to resupply all classes of USAF and Army supplies. Normal resupply will be by surface means. Airlift will be limited to the following categories which warrant airlift as a normal method:

- (a) Aircraft engines.
- (b) Hi-Valu items.
- (c) Volume XVI (STAR).
- (d) All AOCB, ANFE, and emergency requirements (supply priorities 1 through 5).
- (e) Supplies falling within priorities 6 through 10 when the "Need" date requires high speed transportation. The above to be supplemented by "Cargo Sequencing Chart" contained in supplement XII, section 4.

## 7. TRANSPORTATION POLICIES AND PROCEDURES

a. Policies. The following policies will govern the determination of the methods of transportation used for shipment of supplies from the USAF to Northeast area bases:

(1) Airlift will be the normal means of transportation for categories of material specified in sub-paragraphs 6g and 8c.

(2) Surface transportation will be the normal method of transportation used for resupply of supplies to Ernest Harmon AFB and will be utilized on an annual resupply basis to bases having closed port seasons.

(3) Tonnage requirements for air and surface resupply of Northeast bases will be deter-

mined and obtained in accordance with current directives.

(4) Airlift space assignments obtained will be made known to the designated transportation control agency in the zone of interior.

b. Procedures. The following procedures will govern the method of transportation used for shipment of supplies from the CONUS to Northeast bases.

(1) Air Transportation Priorities. Supplies shipped by airlift will be shipped from the aerial port of embarkation in the CONUS utilizing transportation priorities which are commensurate with supply priorities and/or specified deadline dates on requisitions and purchase requests.

(2) Air Movement Designators. The following procedures will govern the issuance of Air Movement Designators for air shipment of supplies to Northeast bases via MATS aircraft:

(a) AMC and Army depots will request AMDs from the USAF ATCO Unit located at Dover Air Force Base.

(b) The USAF ATCO will assign appropriate AMD priorities as specified in paragraph 7b(1).

(3) Surface Transportation: Current policies and directives will govern the surface shipment of supplies to SAC installations in the Northeast area.

## 8. MODE OF TRANSPORTATION BY ITEM CATEGORY

a. The following applies to Goose Air Base, Labrador, Thule and Sondrestrom Air Bases, Greenland, and prescribes the USAF and Army supplies (CP and BP) to be resupplied to the above Northeast installations by air and surface transportation.

b. The following categories of supplies and equipment will normally be resupplied annually via surface transportation. These categories will be requisitioned annually in accordance with the provisions of supplement VI, section 16, and any supplementing instructions issued by SAC.

- (1) POL—stockage as directed.
- (2) Vehicles, electric power generators and earth moving equipment—no stock level.
- (3) Construction materials, including lumber—365 day stock level.
- (4) Light bulbs, mops, brooms, sweeping compound, toilet tissue and paper towels—365 day stock level.
- (5) Furniture and furnishings for large one-time projects, such as new barracks, new housing, etc.—no stock level authorized.
- (6) Anti-freeze, deicing and anti-icing fluids and chemicals—365 day stock level.

c. The following listed categories will be normally resupplied by airlift and stocked on the same basis as CONUS air bases. The policy in section 11, volume II will govern the establishment of stock levels for these categories.

- (1) Aircraft engines, assemblies and spares.
- (2) Vehicle engines, assemblies and spares.

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**Para. 8c, Suppl III—Cont.**

- (3) All Hi-Valu property that is air transportable.
- (4) Flying clothing and equipment.
- (5) Janitorial supplies, except mops, brooms, sweeping compound, toilet tissue and paper towels.
- (6) Office supplies.
- (7) Non-ferrous metal products, copper, brass, etc.

- (8) Ferrous metal products, nipples, valves, elbows.
  - (9) Packaging materials, except lumber.
  - (10) Office machines and equipment.
  - (11) Electrical supplies, except light globes.
  - (12) Furniture, except for major projects.
- See paragraph 8b (5).
- (13) Volume XVI, STAR requirements.
  - (14) Any item air transportable when the annual requirement is less than one M/T.



A	B	C	D	E	F	G
BASE	Cost Cat I (M1-Valu)	Cost Category II	Cost Category III	Subsistence	Petroleum	Ammo
Thule AB, Sondrestromfjord AB and Goose AB in Labrador; and Frobisher RCAF Station in Northwest Territories. (These activities all have a limited shipping season)	<u>45 days</u>	<u>45 Days</u> (for items resupplied by airlift) <u>30 Days</u> (for aircraft engines) <u>365 Days</u> (for items resupplied by annual surface shipment)	<u>105 Days</u> (for items resupplied by airlift) <u>365 Days</u> (for items resupplied by annual surface shipment)	<u>7 Days</u> (for highly perishable items, which are resupplied by air) <u>150 Days</u> (for hardy perishables) <u>390 Days</u> (for non-perishables and frozen which are resupplied by annual surface shipment)	<u>365 Days</u>	<u>365 Days</u> (for training and operational ammo) (Stockage objectives for combat ammo w/b as prescribed in current directives)
Ernest Harmon AFB (This base has open water ports all year)	<u>45 Days</u>	<u>45 Days</u> (for items resupplied by airlift and surface shipment) <u>30 Days</u> (for aircraft engines)	<u>105 Days</u> (for both airlifted and surface shipped supplies)	<u>10 Days</u> (for highly perishable items) <u>90 Days</u> (for other items)	<u>90 Days</u>	<u>90 Days</u> (for training and operational ammo) (Stockage objectives for combat ammo w/b as prescribed in current directives)
			<u>365 Days</u> (for specific items requiring annual computation of requirements and annual resupply such as lumber, etc. Items will be designated by SAC directives)			

FIGURE 16-2.—“Authorized Stock Objectives for Northeast Bases.”





## SECTION D

## AMC-SAC AGREEMENT ON LOGISTIC SUPPORT TO RAMEY AFB

**1. PURPOSE**

The purpose of this agreement is to establish policies and procedures governing the provision of supply support to Ramey AFB.

**2. SCOPE**

*a.* This agreement applies to all supplies and equipment (hereinafter referred to as "supplies") in the following categories:

- (1) Supplies stocked and requisitioned by base supply officers.
- (2) Subsistence.
- (3) Petroleum, oils, and lubricants (POL).

**3. GENERAL**

*a.* Ramey AFB, Puerto Rico, is not serviced by an oversea AMC depot and is supported direct by zone of interior AMC depots. The geographical location of Ramey AFB to that of the zone of interior makes it desirable for this base activity to operate as near as possible under the concepts, objectives, and procedures prescribed for all zone of interior base activities.

*b.* The excellent communications available to Ramey AFB with zone of interior activities makes it desirable for this base activity to accomplish its own local purchase from zone of interior sources. MOAMA will furnish assistance to the Ramey AFB representative in the packing, consolidation, and outshipment of local purchase items procured by Ramey AFB.

*c.* Department of Army material is furnished to Ramey AFB by the Department of Army depot (Fort Buchanan) located near San Juan, Puerto Rico.

*d.* Pipeline time for replenishment of base stocks should be kept to a minimum in order to permit the minimum level of operating stocks at Ramey AFB. Stock control levels should be established at the minimum permitted by existing replenishment pipeline times and consistent with mission requirements.

**4. STOCK OBJECTIVES**

The authorized stock objectives will be as prescribed in section 11, volume II.

**5. SUPPLY CHANNELS**

*a.* USAF centrally procured supplies. Requisitions for centrally procured USAF supplies will be forwarded directly to the appropriate AMC inventory manager, except as otherwise prescribed in this manual or other current directives.

*b.* USAF base procurement supplies. Ramey AFB is authorized to accomplish base procurement from zone of interior commercial sources.

MOAMA will continue to provide assistance to the Ramey AFB representative with consolidation, packing, and outshipment of base procurement items. Orders for base procurement items obtained from GSA depot stocks will be prepared and forwarded to GSA in accordance with procedures contained in paragraph 30, section 2, volume II.

*c.* Army supplies. Requisitions for Army Technical Service supplies, including subsistence, will continue to be submitted to Fort Buchanan General Depot, San Juan, Puerto Rico, in accordance with current procedures.

*d.* Petroleum, oils, and lubricants (POL). Requirements for slated POL will continue to be submitted through existing channels in accordance with current directives.

*e.* Procedures for USAF and Army supplies.

(1) Requisitions for all USAF centrally procured supplies will be prepared and submitted in accordance with section 2, volume II, as supplemented by SAC directives.

(2) Requisitions for Army Technical Service supplies will normally be submitted on DD Form 1149 (Pad Form), in accordance with procedures contained in section 22, volume II.

**6. TRANSPORTATION POLICIES AND PROCEDURES**

*a.* Policies. The following policies will govern the determination of the methods of transportation used for shipment of supplies from the USA to Ramey AFB.

(1) The criteria of the Cargo Sequencing Chart as contained in attachment X, chapter 4, and supplemented by the provisions of paragraph 7, will be followed in determining that cargo which should move to Ramey AFB via airlift.

(2) Surface transportation will be the normal method of transportation used for resupply of supplies outlined in paragraph 7.

(3) Tonnage requirements for air and surface resupply of Ramey AFB will be determined and obtained in accordance with current directives.

(4) Airlift allocations obtained will be made known to the USAF ATCO, Charleston AFB.

*b.* Procedures. The following procedures will govern the method of transportation used for shipment of supplies from the USA to Ramey AFB.

(1) Air transportation priorities: Supplies shipped by airlift will be shipped from the Charleston aerial port of embarkation utilizing transportation priorities which are commensurate with supply priorities and/or specified deadline dates on requisitions and purchase requests.

(2) Air movement designators: The following procedures will govern the issuance of air movement designators for air shipment of supplies to Ramey AFB via MATS aircraft:

**Para. 6b(2)—Cont.**

(a) AMC depots will request AMDs from the USAF ATCO, Charleston AFB.

(3) Surface transportation: Current policies and directives will govern the surface shipment of supplies to Ramey AFB.

**7. MODE OF TRANSPORTATION BY ITEM CATEGORY**

**a. Surface transportation.**

(1) The following items will be resupplied normally by surface transportation.

(a) Petroleum, oils, and lubricants.

(b) All equipment, including vehicles, electrical power generators, etc.

(c) Construction materials.

(d) Lumber.

(e) Packaging materials.

(f) Prefabricated buildings.

(g) Metals and composition materials.

(h) Office supplies.

(i) Janitorial supplies.

(j) Paper supplies (napkins, paper towels, toilet tissue, paper cups, etc.).

(k) Heavy electrical cable, spooled.

(l) Light bulbs.

(m) Furniture and furnishings.

(n) Anti-freeze, de-icing and anti-icing fluids, and chemicals.

(o) Helium and other compressed gases, and gas cylinders.

(p) Automotive engines and differential assemblies.

(q) Vehicles, general and special purpose.

(r) Cost category III items.

(s) Ammunition.

(t) All other items not specifically scheduled for airlift.

**b. Airlift.**

(1) The following items will be resupplied by airlift as the normal means of transportation yeararound:

(a) Hi-Valu items.

(b) A/C engines.

(c) Atomic special weapons equipment.

(d) Volume XVI support (Project Star).

(e) All AOCF ANFE, and emergency requirements (supply priorities 1 through 5).

(f) Supplies falling within priorities 6 through 10, when the need date requires high speed transportation.

(g) Air Force technical type items required in direct support of weapons authorized supply support under the support manager concept, (volume XX).

## SUPPLEMENT V

## EQUIPPING OF AIR DEPOT AND TACTICAL DEPOT SQUADRONS FOR OVERSEAS MOVEMENT

**1. GENERAL**

The support concept in this supplement contains the procedures to be followed in equipping for overseas movement, Air Depot and Tactical Depot Squadrons assigned to the Air Training Command. Procedures contained herein supplement the normal POM procedures as contained in volume VIII, and AFM 75-37.

**2. HEADQUARTERS, AIR MATERIEL COMMAND**

a. Headquarters, Air Materiel Command upon receipt of Warning Order from Headquarters USAF, will designate the geographical AMA the responsibility for overall monitoring and equipping of deploying units. All major commands and zone of interior depots concerned will be included as information addressees on these instructions.

b. Continue to forward RCS AFD-7 reports to Headquarters USAF upon receipt of this information from the responsible air materiel area.

**3. RECIPIENT MAJOR AIR COMMAND**

a. The recipient major air command with the assistance of Air Training command, will develop the UAL for the deploying organizations.

b. Upon receipt of Warning Order, will furnish to the responsible monitoring depot, as designated by Headquarters Air Materiel Command, a current copy of the unclassified portion of the UAL, together with a deck of applicable PCAM cards. In addition, a copy of the complete UAL will be forwarded to the unit commander of the deploying organization.

c. Instructions will be provided the responsible monitoring depot regarding pre-assembly of individual kits and set normally listed on UAL's as a one line item entry. MEE items will be designated by use of an asterisk or other appropriate coding and forwarded to the unit commander for requisitioning action. The classified portion of the UAL, if any, and applicable PCAM cards will be forwarded to the nuclear ordnance commodity manager (NOCM) SAAMA for necessary pre-assembly action. The support actions will be governed by NOCM procedures contained in volume VII.

**4. RESPONSIBLE MONITORING DEPOT**

a. In addition to the responsibilities assigned in sections 2, 3, and 4, volume VIII will:

(1) Assume overall monitorship of the POM movement taking necessary action to distribute the PCAM cards to the appropriate supply depots. Continue follow-up action to insure that all non-MEE items on the UAL are obtained and for-

warded to the appropriate POE/PAE upon receipt of port call.

(2) Be responsible for support of all base procurement and stock fund actions on all non-MEE items required by deploying organization.

(3) Distribute copies of initial RCS AF-D7 reports as follows:

(a) Forward one copy to the major air command and one to the unit commander.

(b) Furnish to Headquarters, Air Materiel Command, Attn: MCSDD, the 130-105 and 50 day equipment status reports (RCS AF-D7) as outlined in volume VIII.

(4) Furnish the oversea major air command concerned on the 100th day prior to readiness date a listing of the outstanding shortages. (Refer to paragraph 5c, section 3, volume VIII). Upon receipt of reply from oversea major air command, in accordance with paragraph 8, section 3, volume VIII, adjust requirements as necessary.

(5) Supply action will be continued until all items are received and shipped or for a period not to exceed 90 days after the deployment of the unit. Except as otherwise agreed between the responsible depot and the unit concerned, all outstanding items will be cancelled 90 days subsequent to the deployment. The organization will requisition shortages through normal channels if still required. The responsible depot will advise the applicable Air Force depots and effective cancellation date of any outstanding shortages.

**5. AIR FORCE DEPOTS**

a. Air Force depots upon receipt of PCAM cards from the responsible monitoring depot will:

(1) Initiate AFSD action for pre-assembly of material. Included in such action should be a 45 day level of any spare component parts required for the major item of equipment.

(2) Initiate purchase action on CP items as necessary. Supply action will be continued until all items are received and shipped, or for a period not to exceed 90 days after deployment of the unit. Except as otherwise agreed between the responsible depot and the unit concerned, all outstanding items will be cancelled 90 days subsequent to the deployment. The organization will requisition shortages through normal channels, if still required. Notification of cancellation action will be received from the responsible depot.

(3) Accomplish oversea packing of supplies and equipment in accordance with volume VIII except as otherwise advised.

(4) Make arrangements with the Depot Transportation Officer for shipment to the port. Equipment received after the readiness date will

**Para. 5a(4)—Cont.**

be shipped directly to the oversea station.

(5) Prepare an initial "POM Equipping Status Report" (RCS AF-D7), as follows:

(a) Prepare an PCAM listing of all items assigned for pre-stockage, indicating status of each item.

(b) List the total number of items (units) assigned for pre-stockage, the total number of items on hand (units), and a percentage of items on hand versus authorization by Air Force and technical service property classification.

(c) Forward six copies of the above reports to the monitoring depot within ten days from date of receipt of information that the organization has been placed in deployment status.

(6) Subsequent to the initial AF-D7 as outlined in volume VIII, will:

(a) Prepare a weekly adjustment report indicating those items received, and an adjusted percentage by Air Force and technical service

property classification of items on hand since the previous report. One copy will be forwarded to the monitoring depot and one copy will be forwarded to the unit commander of the deploying unit.

**6. UNIT SUPPLY OFFICERS**

a. Will assume responsibility for obtaining all MEE material. Items required to complete authorized levels will be requisitioned through the local base supply officer in accordance with paragraphs 2 and 3, section 2, volume VIII.

b. Will submit POM equipping status reports and weekly adjustments thereto on MEE items in accordance with paragraph 2d(4), section 2, volume VIII.

c. Accomplish all other responsibilities assigned in sections 2, 3 and 4 of volume VIII.

## SECTION F

LOGISTIC SUPPORT THROUGH ANNUAL SUPPLY  
OF MATERIAL TO NORTHEAST AREA**1. PURPOSE**

The purpose of this section is to augment the provisions of Air Force Regulation 400-16, "Annual Supply and Transportation to Arctic Areas." It establishes detailed procedures to be followed by supply personnel concerned with annual supply of Northeast Area through frozen water ports.

**2. SCOPE**

This procedure is applicable to all Air Force activities, construction agencies, and/or contracting agencies (note exception) in the Northeast Area submitting requisitions for items of annual supply and to all Air Force activities furnishing logistic support to the annual supply (Northeast Area) Gap-Pine and SUNEK programs. This procedure does not apply to the land base segment of the DEWLine program supported through account AFH 2524. It is applicable, however, to BMEWS Greenland sites and DEWLine Eastern Extension sites.

**3. GENERAL**

a. The name "Gap-Pine" Project Code Y30 has been assigned to identify annual requisitions or base procurement type requests for material to be transported by Canadian Carrier ocean shipping to Northeast Area frozen water ports during the open shipping season. Gap-Pine cargo includes all cargo generated as a result of submission of annual requisitions and other cargo generated which will be transported by Canadian Carrier annual sealift.

b. The name "SUNEK" Project Code Y31 has been assigned to identify annual requisitions and base procurement type requests for material to be transported by Military Sea Transport Services ocean shipping to Northeast Area frozen water ports during the open shipping season. SUNEK cargo includes all cargo generated as a result of submission of annual requisitions and any other cargo generated which will be transported to Northeast Area frozen water ports by MSTs annual sealift.

c. Gap-Pine/SUNEK requisitions will be prepared and submitted by Air Force activities designated by the Second and Eighth Air Forces (SAC), and the 64th Air Division (ADC). Requirements for sites such as Gap Filler and Pine Tree will be included in the base requirements by the applicable support base. Through use of a station number, shipment will be made direct to the concerned site.

d. The 3121st USAF Logistic Control Group is assigned the responsibility for overall monitorship

of the Gap-Pine and SUNEK programs. Each AMC supplying depot will appoint a project monitor for these programs. The name, telephone number, and office symbol of the depot monitor will be forwarded to the project monitor at the LCG and the Supply Division, Headquarters, Second Air Force, Eighth Air Force, and 64th Air Division.

**4. PREPARATION OF REQUISITIONS**

a. Requests for technical service type items (except subsistence) will be prepared using DD Form 1149 (pad form) in accordance with procedures contained in chapter 22, volume II. Particular emphasis will be placed on appropriately marking the "Ship To-Mark For" block. The "Ship To" portion of the block will reflect the appropriate port or staging area address through which shipment will be made. The "Mark For" portion of the block will reflect the in the clear address of the consignee and the project name Gap-Pine or SUNEK. Requisitions for items which will be shipped by MSTs will also reflect the coded shipping designator of the ultimate consignee in the "Mark For" portion of the block. The "Date Material Required" block will reflect the approximate date the port or staging area will accept Gap-Pine or SUNEK cargo for shipment. All requests will indicate an estimated weight and cube of items requisitioned.

b. Requests for subsistence items will be prepared using AF Form 1103 in accordance with procedures contained in AFR 67-69 and AFM 145-1. The same general information pertaining to "Ship To-Mark For," "Date Material Required," and "Weight and Cube" essential for technical service requisitions is applicable for these requests.

c. Requests for General Services Administration (GSA) and Air Force base procurement items will be prepared using DD Form 1155 and AF Form 9, respectively in accordance with the provisions of chapter 2, volume II. The same general information pertaining to "Ship To-Mark For," "Date Material Required," and "Weight and Cube" essential for technical service requisitions is applicable for these requests. When applicable blocks are not provided, the information will be placed in the body of the request.

d. Requisitions for Air Force centrally procured items will be prepared using AF Forms of the 104P series in accordance with provisions of chapter 2, volume II. A supply priority (11-15) commensurate with the mission category and a due date approximating the date the port or staging area will accept cargo for shipment will be used. The "Mark For or Major Assembly" field will when appropriate, reflect the site station number listed in chapter 2, part two, volume II, prefixed by OY in columns 37-42 and a "Z" signal in column 50

Para. 4d—Cont.

to indicate the ultimate consignee is other than the support base activity reflected in the document number of the request and to indicate material is to be shipped in accordance with instructions issued annually by the Gap-Pine of SUNEK LCG monitor. An example of a station number is shown in attachment 4, chapter 2, volume II. Care will be exercised to insure that the applicable project code Y30 or Y31 is reflected in the "Project Code" field (columns 73-75) of the form. The estimated "Weight and Cube" will be shown in the appropriate block or "Remark" portion of the form.

e. Annual requirements for vehicles will be prepared in accordance with the provisions of chapter 23. General information pertaining to "Ship To-Mark For," "Date Material Required," and "Weight and Cube" essential for technical service requisitions is applicable for vehicle requests and will be reflected in the "Remarks" portion of the AF Form 434.

### 5. RESPONSIBILITY

a. Second Air Force, Eighth Air Force (SAC) and 64th Air Division (ADC) will:

(1) Monitor the preparation and submission of annual requisitions.

(2) Establish procedures to insure that annual requisitions for controlled items are submitted through the appropriate major command approving agency.

(3) Coordinate with the area petroleum officer to insure that all packaged POL requirements are forwarded to control point by 1 December. Coordination should include instructions to indicate the number of packages and M/Ts (measurement ton) to be shipped.

(4) Annual Gap-Pine and SUNEK requisitions for Air Force items will be separated into packages each relating to one commodity or commodity class and supply point. Annual requisitions for Army items will be placed into one package, regardless of commodity or supply point. Requests for long lead time items will be forwarded to the 3121st USAFLCG at the earliest date possible prior to 1 February. Packages containing the balance of all other requests will normally be hand carried, to the 3121st USAFLCG to arrive not later than 1 February.

(5) Changes to annual requisitions, including new requisitions which inadvertently missed the 1 February deadline date will follow the same channels as the original requisitions, however, these requests must be held to a minimum.

(6) Submission of cargo tonnage requirements and forecasts will be as prescribed in AFR 400-16.

b. Construction agencies will:

(1) Construction agencies will submit annual requisitions or requests for material to be moved during the open shipping season through construction agency channels.

(2) AMC or other Air Force agencies which administer construction contracts will insure that all requests are submitted to the supplying agency

at the earliest date possible. A dead line date of 1 February should be established for the submission of all requests for cargo to be delivered during current season. Copies of all requests annotated with weight and cube of the items involved should be forwarded to the 3121st USAFLCG.

(3) Submission of cargo tonnage requirements and transportation functions will be as prescribed in AFR 400-16.

c. 3121st USAF Logistic Control Group will:

(1) As control agency of all Air Force requirements and monitoring agency of the entire SUNEK programs, establish non-mechanized procedures necessary to accurately reflect SUNEK cargo being generated and available for shipment from each shipping depot or agency and from base procurement. This includes control by line item on Air Force requisitions and monitorship by coordination with other agencies in obtaining tonnage data, percentage of completion reports, etc., on all other types of requests. Tonnage data on cargo generated will be reported to the appropriate LCG Arctic Project Transportation Officer at such time and in such a manner as he may prescribe.

(2) Receive problems and queries from participating activities pertaining to the Gap-Pine and SUNEK programs. Such problems will be referred to the LCG, Attn: Project Gap-Pine or SUNEK Monitor, as applicable. Problems beyond the scope of the LCG will be referred to Headquarters, Air Materiel Command, Attn: MCSD.

(3) Receive annual requisitions through channels prescribed by Second Air Force, Eighth Air Force (SAC), and 64th Air Division (ADC). Requests for long lead time items will be received at the earliest date possible prior to 1 February. The balance of requests will be received as a package (reference paragraph 5a(4)) not later than 1 February.

(4) Forward annual requisitions for Air Force centrally procured items to the appropriate zone of interior depot prescribed in chapter 2, part two, volume I. Forward Army stock fund annual requisitions, funded DD Forms 1149 and subsistence requisitions AF Forms 1103, to Overseas Supply Agency, Brooklyn Army Terminal. Requisitions for Army type items coded PD in the applicable USAF Stock List are to be submitted to the appropriate AMC IM for action. Forward requisitions for GSA items to the appropriate store prescribed in section 5, Armed Service Procurement Regulation. Requests on long lead time items will be forwarded at the earliest date possible, however, all requests will be forwarded to arrive at destination not later than 5 February each year.

(5) Initiate procurement action on Air Force base procurement type items. Contracts for purchase of these items will specify a delivery date to correspond with the shipping schedule.

(6) Accomplish the submission of cargo tonnage requirements and transportation functions as prescribed in AFR 400-16.

d. AMC supply depots will:

(1) Receive annual requisitions from 3121st

## Para. 5d(1)—Cont.

USAF Logistic Control Group on or before 15 February preceding the shipping season. One copy or a reproduction of the requisition will be placed in the Gap-Pine and SUNEK project monitors suspense file.

(2) Immediately process annual requisitions upon receipt. Requisitions for Army type items coded "PD" in USAF stock lists will be expeditiously processed and forwarded to Army supply points for action.

(3) When necessary to meet port closing dates, issues will be made within depot safety levels as authorized in chapter 8, volume III.

(4) Determine the availability by telephone or teletype prior to issuance of shipping orders to other supplying activities. Shipping orders will be issued in sufficient time to meet project shipping schedules and will contain any necessary special shipping and marking instructions to meet the requirements of the project.

(5) Furnish supply status information on Y30 and Y31 requisitions to the consignee and the 3121st USAF LCG in accordance with the provisions of chapter 2, volume III.

(6) Since due dates reflected in requisitions are automatically adjusted by electronic data computers utilized in depot distribution processes, the due date reflected in AF Form 104P-3-7 shipping documents may not relate to the date for delivery to staging areas. Accordingly this date will not be used for shipment purposes. Material will be prepared (packaged, marked, and packed in unit loads) for shipment in accordance with chapter 4,

and AFR 71-12. Shipments will be held and segregated by consignee and released for shipment in accordance with instructions and dates issued by the 312st USAF LCG.

(7) Shipping activities will furnish:

(a) One copy of each AF Form 104P-3-7 shipping document to the depot project monitor for clearance of project suspense files.

(b) Two copies of each AF Form 104P-3-7 shipping document, annotated with weight and cube, with copies of the bill of lading to the 3121st USAF LCG, Attn: MATWS. These copies will be furnished promptly and by means that will insure delivery to the LCG at or prior to the time of receipt of shipment. In event an AF Form 104P-3-7 cover document is used, each cover document will be supported by individual copies of the AF Form 104P-3-7.

e. Headquarters, Air Materiel Command will:

(1) Assist and give guidance to all supply activities and to all concerned transportation activities by promptly transmitting necessary information.

(2) Receive, compile and disseminate cargo tonnage requirement data in accordance with outline in AFR 400-16.

(3) Transportation functions will be accomplished in accordance with the provisions of AFR 400-16 and other applicable transportation regulations and manuals.

f. Headquarters USAF will:

(1) Accomplish responsibilities as outlined in AFR 400-16.





## SECTION G

## SUPPLY SUPPORT FOR PROJECT DEWLINE SITES

## (LAND BASED SEGMENT)

## 1. PURPOSE AND SCOPE

a. This section sets forth the principles employed to provide supply support, except that furnished through annual resupply, to the land based segment DEW Line main sites. Procedures for supply support obtained through annual resupply are contained in Supplement—. (To be published at a later date).

b. This procedure is applicable to the Central Control Point (CCP) operated by the Federal Electric Corporation and to AF activities furnishing logistic support.

## 2. GENERAL

The Federal Electric Corporation will establish a central control point at Paramus, New Jersey. The function of the CCP is to obtain supply support for DEW Line main sites and maintain applicable accounting records. For all practical purposes, the CCP will perform similar to an Air Force Base insofar as regards submission of requirements to Air Force and Department of the Army depots and the preparation and submission of reports. Likewise, Air Force depots will disseminate information and data to the CCP as disseminated to Air Force bases.

## 3. APPLICATION OF AFM 67-1

a. The central control point will be established so as to provide the data required by the DOD logistic system in the formats as prescribed in the following volumes of this manual:

(1) Volume I, Part one—Basic AF Supply Procedures.

(2) Volume II—Base Procedures.

(3) Volume XII—Aircraft Petroleum, Oil and Lubricants Procedures.

(4) Volume I, Part two—Stock Record Accounts, Assignment of Property by Class in Depots and Army Stored and Issued Regulated Item Lists.

(5) Volume XVIII—Base Supply Mechanization Procedures.

b. Application of supply procedures and reports, which may be contained in the above referenced volumes, are expanded and/or further explanation furnished in the sections that follow. In addition, specific references to procedures contained in this manual and other regulations are cited for assurance of application.

(1) Repairable items. Items which are not to be repaired by the contractor will be processed as prescribed in paragraph 2, section 19.

(2) Reporting and disposition of excess assets will be in accordance with AFR 88-7.

(3) Hi-Valu intransit controls will be established and required reports accomplished as prescribed in section 16, volume II.

(4) Stock balance and consumption reporting. The provisions of section 12, volume II, are applicable except when replaced or supplemented by procedures contained in section 12, volume XVIII.

(5) Stockage objectives of sites.

(a) Stock control levels are presently established at main sites as follows:

1 Cost category I (Hi-Valu) items—45 days.

2 Cost category II items—45 days.

3 Cost category III items—105 days.

(b) Stock control levels at auxiliary and intermediate sites will be in accordance with storage capabilities. Levels at main sites may be adjusted as required, within storage capabilities, to insure uninterrupted operations. Consideration will be given to the volume of assets received for storage under annual resupply procedures.

(6) Back order review. The provisions of section 6, volume II, are applicable except when replaced or supplemented by procedures contained in section 5, volume XVIII.

(7) Inventory accounting (monetary). The provisions of section 8, volume II, and section 8, volume XVIII, are not applicable. IAM reporting will not be a responsibility of the contractor.

## 4. REQUISITIONING BY THE CENTRAL CONTROL POINT

a. Requests will be received by the Central Control Point from DEW Line stations for support of the sites. These requests will either be filled from stocks available at the stations or requisitioned on the appropriate CONUS depot for direct shipment to the requesting station.

b. Requests for Air Force stored and issued items. Requisitions placed on CONUS depots will be prepared as prescribed in section 2, volume II. Special instructions or clarification of entries into several fields on Air Force Forms of the 104P series are as follows:

(1) "Ownership, Obligation or Weapon System Designator Code" field. This field will contain the ownership account code "D" in column 36 of the field, prefixed with a numeric zero in Column 35, i.e., "OD."

(2) "Mark For or Major Assembly" field. Enter the station number of the 9000 series for the station designated to receive the materiel, e.g., "OY9788" in columns 37 through 42 and Code "Z"

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in column 50. Station numbers are listed in attachments VIII and IX, chapter 1, part two, volume I. These station numbers permit shipment of material from CONUS depots to the designated site through the appropriate transshipment point.

(3) "Document Number" field. The industrial property account number will be entered in the "Ship To-From" portion of this field. The industrial property account number AFH2524 will be entered as "OH2524."

(4) "Project Code" field. Project code "035" will be entered to identify Project DEW Line requisitions.

(5) "Systems Code" field. Requisitions for DEW Line sites will be assigned systems code "1." Systems code "8" will be assigned requisitions for support of the DEW Line training center.

c. Requests for Air Force stock fund items. Procurement source code "G," which denotes certification of funds reservations, will be entered in column 20 of AF Forms of the 104P series when requisitioning stock fund items. These requisitions will be prepared and transmitted to the appropriate CONUS depot in the same manner as are requests for Air Force stored and issued items.

d. Requests for base procurement and non-stock listed items will be forwarded to Rome AF depot, Attn: MRS-DEW, for procurement action and shipment to the requiring site (see paragraph 6).

e. Requisitions for Department of the Army stored and issued items will be prepared in accordance with section 22, volume II. These requests will be assigned a requisition number and forwarded to the appropriate Department of the Army depot in the manner prescribed for activities within the CONUS. Exceptions thereto, and supplemental instructions are as follows:

(1) The following information will be entered in the appropriate blocks of DD Form 1149.

(a) Block 3, "Ship To-Mark For."

1 The address of the zone of interior trans-shipment point will be inserted as the "Ship To" address since shipments are to be airlifted from these bases to the appropriate DEW Line site.

2 Enter the station address, together with other station request references, in the "Mark For" portion of the address. This will facilitate delivery to the appropriate site and provide identification of the shipment.

(b) Block 4, "Accounting and Funding Data." Information in this block will include not only the fund reservation certification in the amount to cover the cost of items requisitioned (plus ten percent), but also the funds reservation certification to cover the cost of transportation.

(c) Block 6, "Requisition Number." The requisition number prescribed for zone of interior activities will be assigned. The state and station number to be entered is "28-613."

(d) Block 9, "Authority or Purpose." En-

ter "Project DEW LINE" in bold letters to identify the requirement at the processing activity.

(2) Submission of requisitions. Requisitions will be submitted to Department of the Army depots as follows:

ORDNANCE

SHIPPED THROUGH	SUBMIT TO
Griffiss AF Base	Commander Letterkeny Ordnance Depot Chambersburg, Pennsylvania
Hill AF Base	Commanding Officer Pueblo Ordnance Depot Pueblo, Colorado
McChord AF Base	Commanding Officer Mt. Ranier Ordnance Depot Tacoma, Washington

SIGNAL CORPS

SHIPPED THROUGH	SUBMIT TO
Griffiss AF Base	Commanding Officer Tobyhanna Signal Depot Tobyhanna, Pennsyl- vania
Hill and McChord AF Bases	Commanding Officer Sacramento Signal Depot Sacramento, California

CORPS OF ENGINEERS

SHIPPED THROUGH	SUBMIT TO
(General Supply Items)	
Griffiss, Hill, and McChord AF Bases	Engineer Supply Control Office P. O. Drawer 58 St. Louis 3, Missouri
(Spare Parts)	
Griffiss, Hill, and McChord AF Bases	Engineer Maintenance Center Corps of Engineers, US Army Attn: ENCDY 52 Starling St. P. O. Box 119 Columbus 16, Ohio

TRANSPORTATION CORPS

SHIPPED THROUGH	SUBMIT TO
Griffiss, Hill, and McChord AF Bases	Transportation Supply and Maintenance Com- mand P. O. Box 209 Main Office St. Louis 3, Missouri

Para. 4a(2)—Cont.

**CHEMICAL CORPS**

**SHIPPED THROUGH**

**SUBMIT TO**

Griffiss, Hill, and  
McChord AF Bases

Chief, Chemical Parts  
Center  
Memphis General Depot,  
US Army  
Memphis 15, Tennessee

**5. PROCESSING REQUISITIONS BY DEPOTS**

a. Requisitions will be received from the central control point in format of an AF Form 104P-1. Requests received will be processed as prescribed in section 2, volume III.

(1) Supply will be effected from account "D" assets if available, otherwise from account "1" assets.

(2) Supply status information will be furnished the Federal Electric Corporation (AFH-2524) reflected in the document number.

b. Shipment from supplying depots to consolidation point for DEW Line sites.

(1) Shipment will be through the appropriate trans-shipment point as indicated by the station number contained in the "Mark For or Major Assembly" field.

(2) Transportation will be by method commensurate with the priority of the request, utilizing LOG-AIR whenever feasible.

c. Procurement of BP type items and NSL items will be accomplished by Rome AF Depot (see paragraph 6).

d. Shipments from Hill or Griffiss AF Bases. Hill and Griffiss AF Bases will consolidate shipments for each applicable main site and effect to DEW Line sites airlift utilizing services of Federal Electric Company's contract air carrier whenever feasible. Shipments not warranting use of this service may be forwarded via commercial methods to a consolidation point designated by the contractor.

**6. BASE PROCUREMENT**

a. The central control point will furnish the procuring activity the requirement and detailed description of the item(s). Subject description must be sufficient to enable the procuring activity to expeditiously identify and complete the purchase.

(1) Requests that lack necessary descriptive information, and cannot be identified by the procuring activity, will be returned immediately for compliance. The items or services will be described as prescribed in paragraph 7d(12), chapter 10, part one.

(2) In those instances of ROCP or RNFP, justification will be furnished as prescribed in paragraph 7d(12)(d), chapter 10, part one, to substantiate emergency procurement.

b. The procuring activity will further process the request as follows:

(1) The zone of interior procuring activity to support DEW Line sites for base procurement

requirements will be Rome Air Force Depot.

(2) Receipt and processing of base procurement requests or requisitions to support DEW Line base procurement requirements will be accomplished as prescribed in chapter 10, part one.

(3) When ROCP or RNFP requisitions are received from the central control point, reference paragraph 6a(2), procedures prescribed by AFR 67-3 will be utilized to effect procurement.

**7. PIPELINE TIME INFORMATION FEEDER REPORT, RCS: 1-AMC-S80**

a. Purpose of this report is to furnish feeder information, in accordance with AFR 67-14, to Middletown Air Materiel Area for use in preparing the Oversea Z/I Requisitioning Pipeline Time Report, RCS: 3-AMC-S80.

b. Reporting periods. The report will cover the quarterly periods: January through March, April through June, July through September, and October through December.

c. Definitions.

(1) Air shipment intransit time is the number of calendar days between:

(a) The date airlifted material is shipped from the zone of interior supplying depot and,

(b) The actual date of receipt at the requesting main DEW Line site.

(2) Surface shipment intransit time is the number of calendar days between:

(a) The date that water or surface transported material is shipped from the zone of interior depot and,

(b) The actual date of receipt at the requesting main DEW Line site.

d. The report will be prepared as of the last day of each quarterly report period, January through March, April through June, July through September, and October through December. One copy will be forwarded to arrive by the 10th day of April, July, October, and January at each of the following:

(1) Directorate of Supply and Services, Middletown Air Materiel Area.

(2) Directorate of Supply, Headquarters, Air Materiel Command, ATTN: MCSH, Wright-Patterson Air Force Base, Ohio.

e. This report will contain separate statements covering the average air shipment intransit time and the average surface shipment intransit time from supplying depots to main DEW Line sites. The simplicity of these entries requires no format and none is prescribed.

f. The report is prepared as follows:

(1) Air shipment intransit time.

(a) Source: Data will be obtained from consignee copies of shipping documents, shipment status cards, or other shipment notifications containing date material was shipped by the depot. A random sampling of intransit time to each main DEW Line site should be obtained. These figures should then be averaged together to obtain the

Para. 7f(1)(a)—Cont.

average intransit time to be reported for the DEW Line.

(b) Beginning and ending dates.

1 The beginning date is the date air-lifted material is shipped from the zone of interior supplying depot or weapon system storage site.

2 The ending date is the date airlifted material is received at the requesting main DEW Line site.

(c) How to compile the report.

1 The average number of calendar days between beginning and ending dates, defined in paragraph 7f(1)(b), will be compiled and reported for:

a Immediate requisitions, priorities 1 through 5, shipped by air, and:

b Intermediate requisitions, priorities 6 through 10, shipped by air.

(2) Surface shipment intransit time.

(a) Source: Same as for air shipment intransit time.

(b) Beginning and ending dates: Same as for air shipment intransit time.

(c) How to compile the report.

1 The average number of calendar days between beginning and ending dates, defined in paragraph 7f(1)(b), will be compiled and reported for:

a Routine requisitions, priorities 11 through 15, shipped by surface means, and:

b Routine requisitions, priority 16, shipped by surface means.

**8. RESPONSIBILITIES OF THE AIR FORCE LIAISON STAFF (ROME AFD)**

a. Rome Air Force depot will:

(1) Provide technical assistance to the administrative contract officer in administering the contractor's responsibilities.

(2) Act as the Air Materiel Command focal point for Air Defense Command and as the Air Materiel Command world-wide agency which will assist in all logistic matters, as requested, for support of the DEW Line when the operating commands do not receive satisfactory logistic support through the normal method of operation.

**SUPPLEMENT VIII****IDENTIFICATION OF SUPPLIES FURNISHED FOR FOREIGN  
DISASTER RELIEF**

1. Shipments by an Air Force base or depot of supplies and equipment for relief in foreign disaster areas will be identified in accordance with paragraph 5s, section 4. DD Form 1149 or AF Form 104P-3 will be used as the shipping document, and the clause "Foreign Disaster Relief" will be conspicuously stamped or marked on all copies.

2. Foreign disaster relief as used here is the issue of medical, food and other supplies and equipment to foreign countries for humanitarian purposes as directed by higher authority. This type of disaster relief is exclusive of the disaster relief prescribed in paragraph 30, section 4, volume II.

3. Overseas activities will obtain a supply of AF Form 957 through normal supply channels and have them on hand for the above purpose.



## SUPPLEMENT IX

# SUPPLY SUPPORT PROCEDURES FOR DEW LINE REARWARD COMMUNICATIONS RELAY STATIONS STATIONS -- WAT-X AND BIR-X

### 1. PURPOSE

The purpose of this supplement is to establish policies and procedures for supply support of DEW Line rearward communications relay stations WAT-X and BIR-X.

### 2. GENERAL

*a.* Rearward communications stations WAT-X and BIR-X are operated and maintained by the contractor under jurisdiction of the Royal Canadian Air Force (RCAF).

*b.* Accountability for material supplied these stations in support of USAF furnished equipment will be assumed by Federal Electric Corporation, Detachment 2, Headquarters ADC, Paramus, New Jersey, AFH 2524. Property responsibility will be assumed by the rearward communications stations management contractor.

*c.* ROAMA will monitor supply action on all material requisitioned to support the operation and maintenance of the USAF equipment at these stations.

### 3. REQUISITIONING BY COMMUNICATIONS RELAY STATIONS

*a.* Requisitions will be transmitted by administrative message or telephone to ROAMA, Attn: MRSWD. The management contractor will furnish the following information in each message:

(1) Stock number. The USAF stock number will be shown. When a USAF stock number has not been assigned, the manufacturer's part number and identity will be furnished.

(2) Quantity required.

(3) Date required at the relay station.

(4) Purpose of requirement, i.e., stock replenishment or type of emergency requirement.

(5) Relay station to which shipment is to be made--WAT-X or BIR-X.

*b.* Inquiries as to supply action taken on requirements will be directed to ROAMA. Each inquiry will reference the original communication on which the requirement was submitted.

### 4. PROCESSING COMMUNICATIONS RELAY STATION REQUIREMENTS BY ROME AIR MATERIEL AREA

*a.* Upon receipt of a requirement from the management contractor, a requisition will be prepared.

(1) The document number will indicate that

accountability is to be transferred to the Federal Electric Corporation (AFH 2524) and a serial number of the 9000 series will be assigned, e.g., OH-252491989001.

(2) The "Mark For and Major Assembly" field will have entered in columns 37 through 42 the applicable station number code as contained in supplements VIII and IX, section 2, volume XV for DEW line Stations WAT-X and BIR-X and code "Z" in column 50 to direct shipment to the applicable relay station.

(3) The alphabetic monitor code for ROAMA will be entered in the first position of the "Project Code" field.

(4) Requisitions will be prepared for non stock listed or non standard stock items as prescribed in paragraph 6*i*, section 2, volume II.

*b.* Requisitions for items which ROAMA does not have supply responsibility will be transmitted by transceiver to the applicable commodity class manager. Requisitions for NSL items will be forwarded by mail. When the priority of a NSL requirement warrants, the requisition will be forwarded by administrative teletype in the manner prescribed in paragraph 8*a*(2) (b), section 2, volume II.

### 5. BASE PROCURED ITEMS

*a.* Base procured type items required for support of USAF furnished equipment will be procured in accordance with section 10.

*b.* Procurement of items will be funded by ROAMA.

### 6. PROCESSING REQUISITIONS BY AIR FORCE SUPPLY DEPOTS

*a.* Requisitions will be received from ROAMA in format of an AF Form 1-4P-1. Requests will be processed as prescribed in section 2, volume III. Centrally procured items will be furnished from existing stock or procured by commodity class managers with appropriate replenishment funds. Non stock listed (NSL) items will be procured by appropriate inventory managers using replenishment spare funds.

*b.* Supply status information will be furnished the Federal Electric Corporation (AFH 2524) and Rome Air Materiel Area.

*c.* Shipment by supplying depots will be through the customs clearance office to the communications relay station as designated in supplements VIII and IX, section 2, volume XV, for the station



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number shown in the "Mark For or Major Assembly" field of the AF Form of the 104P series.

**7. NOTIFICATION OF RECEIPT**

*a.* A copy of each shipping document will be annotated by the RCAF management contractor at

the relay station to reflect receipt of material. The receipted copies of the shipping documents will be forwarded to Federal Electric Corporation, Detachment 2, Paramus, New Jersey.

*b.* The Federal Electric Corporation will maintain records of the material received by the RCAF management contractor.

**SUPPLEMENT X**

**AMC-ADC AGREEMENT ON LOGISTIC SUPPORT TO PEPPERRELL AIR FORCE  
BASE AND AC&W ACTIVITIES IN THE NORTHEAST AREA**

**1. PURPOSE**

The purpose of this agreement is to establish policies and procedures governing the logistic support of Pepperrell AFB located in Newfoundland, and Aircraft Control and Warning (AC&W) squadrons and detachments located in Greenland, Northwest Territories, Labrador and Newfoundland. Previous agreements concerning the logistic support of Pepperrell AFB and AC&W squadrons and detachments in the Northeast Area are abrogated by this agreement.

**2. SCOPE**

a. All AC&W facilities formerly under the command jurisdiction of the Northeast Air Command are now operated by the Air Defense Command in the Northeast Area. These facilities include Group I sites composing the Pine Tree system (except 226 ACWRON at Gander), the satellites operating in the Gap Filler chain, and the site composing a section of the Thule complex. This agreement does not apply to DEW stations located in the eastern sector of the Distant Early Warning (DEW) Line.

b. Supplies and Equipment covered by this agreement are:

(1) Supplies requisitioned and stocked by the base supply account at Pepperrell Air Force Base.

(2) Subsistence requirements for Pepperrell AFB, AC&W squadrons and detachments.

(3) Clothing sales store items stocked and requisitioned by Pepperrell AFB for support of both Air Force and Department of the Army personnel.

(4) Petroleum, oil and lubricant (POL) requirements for Pepperrell AFB, AC&W squadrons and detachments.

(5) Supplies requisitioned and stocked by Canadian Marconi Contractual Maintenance Depot located at Pepperrell AFB.

(6) Air Defense Command will provide electronic spares peculiar to AN/CPS-6B(C) prime radars used by AC&W squadrons in the Northeast Area. The appropriate ADC support base is responsible for logistic support of the following AC&W squadrons and detachments in the Northeast Area:

UNIT	LOCATION	SUPPLY RESPONSIBILITIES
642 ACWRON	Red Cliff	All Items
Det #1, 642 ACWRON	Elliston Ridge	All Items
640 ACWRON	Stephenville AS	All Electronic Items
921 ACWRON	St. Anthony AS	All Items except spares peculiar to AN/FPS-3 (C) prime radar
Det #2, 921 ACWRON	La Scie	All Items
641 ACWRON	Melville AS	Electronic spares peculiar to AN/CPS-6B (C) prime radar only

(7) Strategic Air Command will provide electronic spares peculiar to AN/FPS-3(C) prime radars used by AC&W squadrons in the North-

east Area. The appropriate SAC support bases are responsible for the logistic support of the following AC&W squadrons and detachments in the Northeast Area.

UNIT	LOCATION	SUPPLY RESPONSIBILITIES
640 ACWRON	Stephenville AS	All items except electronic spares and components
921 ACWRON	St. Anthony AS	Spares peculiar to AN/FPS-3 (C) prime radar only
641 ACWRON	Melville AS	All items except spares peculiar to AN/CPS-6B (C) prime radar
Det #3, 922 ACWRON	Fox Harbor	All items
922 ACWRON	Cartwright AS	All items
Det #1, 922 ACWRON	Cut Throat Island	All items
Det #2, 922 ACWRON	Spotted Island	All items
923 ACWRON	Hopedale AS	All items
Det #1, 923 ACWRON	Cape Makkovik	All items
924 ACWRON	Saglek AS	All items
Det #1, 924 ACWRON	Saglek AS	All items
920 ACWRON	Resolution Is, AS	All items
926 ACWRON	Baffin Is, AS	All items
931 ACWRON	Pingarssuit AS	All items

**3. GENERAL**

a. Information concerning the Northeast Area is set forth herein to indicate factors which were considered in establishing this agreement.

(1) The water port serving Pepperrell AFB is normally open on a year round basis.

(2) Water ports serving AC&W squadrons and detachments located in Labrador, Northwest Territories and Greenland are open only a few months of each year for surface shipping (see figure 16-3).

(3) Relatively short open surface shipping season exists for AC&W squadrons and detachments located on Northeast coast of Newfoundland. AC&W squadrons and detachments located on the west and east coasts of Newfoundland are accessible normally on a year-round basis.

(4) Majority of AC&W squadrons and detachments are isolated. Long distances exist between squadrons, detachments and/or support bases.

(5) Limited intra-area transportation capability makes redistribution of supplies between squadrons and/or detachments impractical, except in emergency situations. This limited transportation also results in delays involving intransit handling of supplies from supply sources to squadrons or detachments concerned.

(6) Adverse weather conditions exist at the majority of AC&W squadrons and detachments. In winter, temperatures drop to 30° fahrenheit below zero. Winds of 60 to 90 miles per hour are not uncommon. In addition, AC&W squadrons and detachments located in the Northwest Territories and Greenland are confronted with periods of complete darkness three months out of each year.

(7) Air Force depot facilities are non-existent in the Northeast Area; consequently, Pepperrell AFB and other SAC air bases in the area must submit requisitions for supplies direct to the appropriate agencies within the Zone of Interior. Similarly, the majority of AC&W squadrons and detachments are dependent upon direct shipment of supplies from zone of interior sources.

(8) Off-shore procurement sources are available for Pepperrell AFB. Off-shore procurement sources are either very limited or non-existent at the Strategic Air Command bases in the area to which many AC&W squadrons and detachments are satellited.

**4. POLICIES**

a. Requisitioning and stock control procedures for Pepperrell AFB should be similar to those in effect at Air Defense Command bases in the zone of interior, with minimum deviations necessary through factors outlined above. Procedures for use at AC&W squadrons and detachments should be in accordance with Air Defense Command and Strategic Air Command directives.

b. Pepperrell AFB, AC&W squadrons and detachments should be resupplied by surface transportation to the fullest extent possible. Airlift

should be reserved for selected commodities outlined in paragraphs 7 and 8 of this agreement.

c. Pipeline times for replenishment of stocks at Pepperrell AFB should be kept to a minimum in order to permit establishment of minimum operating stock levels consistent with mission requirements. This is equally true for AC&W squadron and detachment stocks.

**5. STOCK OBJECTIVES**

a. Stock objectives authorized for Pepperrell AFB are prescribed in Figure 16-4 to this agreement.

b. Stock objectives authorized for AC&W squadrons and detachments within the Northeast Area are prescribed in figure 16-5 to this agreement.

c. Stock objectives used by Canadian Marconi Contractual Maintenance Depot are prescribed in current USAF contracts.

**6. SUPPLY CHANNELS**

a. Requisitions and purchase requests prepared by Pepperrell AFB will be submitted as follows:

(1) Requisitions for USAF centrally procured and/or stock fund supplies, except items supplied through Project SUNEK, will be forwarded direct to the appropriate AMC commodity class manager in the zone of interior.

(2) Purchase requests for USAF base procured (formerly local purchase) supplies, except items supplied through Project SUNEK, will be forwarded direct to the 3121st Logistic Control Group, Brooklyn Army Terminal, Brooklyn, N. Y. Off-shore procurement will be initiated in accordance with Armed Forces Procurement Instructions supplemented by ADC procurement policies.

(3) Requisitions for Department of Army Technical Services supplies except items supplied through Project SUNEK will be submitted in accordance with procedures prescribed in section 22, volume II, supplemented by ADC policies.

(4) Bulk and packaged slated POL requirements will be submitted in accordance with instructions published and/or disseminated by the AF Field and Sub-Area Petroleum Office, Pepperrell AFB. Supply of bulk petroleum will be contingent upon tankage available at base and/or site.

(5) Ammunition requirements will be submitted through command channels in accordance with prescribed ADC procedures.

(6) Annual requirements (Project SUNEK) will be processed in accordance with procedures prescribed in AFR 400-16, supplement VI, section 16, and as supplemented by ADC policies.

b. Requests prepared by AC&W squadrons and detachments will be submitted as follows:

(1) Requests for all categories of supplies, except major components of Pinetree equipment

**Para. 6b(1)—Cont.**

(AF Class 16-PT), will be forwarded direct to the appropriate support base designated in ADC directives.

(2) All requests for major components of Pinetree equipment, regardless of supply priority involved, will be forwarded to Headquarters, 64th Air Division (D), with information copy to the Canadian Marconi Contractual Maintenance Depot. Headquarters, 64th Air Division (Defense) will verify the supply requirements prior to shipment of a component by the depot. CMC is the sole source for components to support Pinetree equipment in the Northeast Area.

(3) Requests for AC&W detachments will be forwarded to the parent AC&W squadron for subsequent transmittal to the appropriate support base concerned.

c. Requisitions initiated by the Canadian Marconi Contractual Maintenance Depot will be processed as follows:

(1) Requisitions for USAF supplied materiel will be prepared and submitted direct to the appropriate commodity class manager in accordance with instructions contained in current USAF contracts.

(2) Requisitions for Corps of Engineer and/or Signal Corps items will be prepared and submitted to Rome AFD for editing and funding actions and subsequent transmittal to Technical Services sources for supply action. Such requisitions will be prepared in accordance with prescribed AMC and ADC directives.

## 7. SPECIAL PROCEDURES FOR PEPPERELL AFB

a. Requisitions and purchase requests will be submitted to supply agencies in the zone of interior on an established requisitioning schedule, for all classes of USAF and D/A materiel, regardless of transportation to be employed for shipment.

b. The categories of supplies outlined in the cargo sequencing chart, supplement XII, section 4, will determine the items for which airlift will be the normal means of resupply. Supply priority 15 with appropriate due dates will be applied to all requisitions for items in categories prescribed in referenced chart together with all other communications and electronics spares required and not covered in property classes 16A thru K when these requirements do not qualify for higher supply priority.

c. All other items will be shipped by surface transportation.

d. Requisitions for USAF centrally procured and stock fund supplies will be submitted on AF Form 104-P series forms in accordance with procedures prescribed in section 2, volume II.

e. Purchase requests for USAF, base procurement type items (formerly local purchase) will be submitted on AF Form 9 or by electrical (teletype) transmissions in accordance with procedures prescribed in section 2, volume II and as supplemented by ADC directives.

f. Requisitions for General Service Administration (GSA) type supplies will be submitted on DD Form 1155 or AF Form 9, or by electrical (teletype) transmission in accordance with procedures prescribed by section 2, volume II and as supplemented by ADC directives.

g. Requisitions for Technical Service supplies will be submitted on DD Form 1149-1, with DD Form 1149 cover sheet as prescribed in section 22, volume II supplemented by ADC directives. Emergency, urgent and special requisitions will be submitted normally by electrical transmission.

h. DA Form 12 will be submitted direct to the Adjutant General's Office (TAGO) in accordance with AR 310-1 in order to receive automatic distribution of D/A peculiar formula-type publications required to support D/A units located at Pepperrell AFB and dependent sites. Requisitions for D/A peculiar publications which fall into either of the following categories will be submitted direct to Overseas Supply Agency, Army Base, Brooklyn, N. Y., in accordance with AR 725-50, supplemented by ADC directives:

(1) D/A Supply Manuals, Technical Manuals, SNL's, Organizational and Field Maintenance Allowances of the 7 and 8 series, not listed in Air Force indexes, or listed but out-dated by more current editions obtainable in D/A indexes.

(2) D/A Pamphlets, Army Regulations, Special Regulations, Supply Bulletins and D/A Forms not available through Air Force channels.

## 8. SPECIAL PROCEDURES FOR AC&W SQUADRONS

a. Requests for supplies will be submitted to the appropriate support base in accordance with section 4, volume IV.

b. AC&W squadrons with a stockage objective of 365 days will submit annual requests for resupply during open water season. Requests of this nature will be processed in manner outlined in AFR 400-16, supplement VI, section 16, and supplemented by instructions issued by ADC and/or SAC.

c. Requests for the following categories of supplies (see figure 16-5 for authorized stockage objectives) will contain a request for airlift to destination:

(1) Hi-Valu items,\* regardless of supply priority.

(2) Communications and electronic items, regardless of supply priorities.

(3) All USAF immediate and intermediate requirements, supply priorities 1 through 10.

(4) All Technical Service emergency and urgent requirements.

d. Requests will be submitted to the appropriate support base on DD Form 1150, or by electrical transmission in accordance with procedures outlined in section 4, volume IV, supplemented by ADC directives. Requests submitted to Pepperrell AFB will be on mechanized forms prescribed by ADC directives.

## 9. SPECIAL PROCEDURES FOR CANADIAN MARCONI CONTRACTUAL MAINTENANCE DEPOT

a. Requisitions for Corps of Engineer supplies will be submitted on DA Form 445 in accordance with AMC and ADC procedures.

b. Requisitions for USAF supplied items will be submitted on Air Force forms prescribed by USAF contracts.

c. All requests for major components of Pine Tree equipment received from USAF installations in the Northeast Area will be acted upon promptly. Resupply will be through repair and return of unserviceable component; provide like serviceable component for inoperative item; or requisition new component from Rome AFD for installation concerned. Immediate and/or emergency requisitions for spares and units to support Pine Tree equipment will be honored also when approved by ADC (Hq. 64th AD (D)). Required items will be supplied to USAF activities located in Newfoundland, Labrador and Northwest Territories only, if available from depot stocks.

## 10. FUNDING REQUIREMENTS

a. Pepperrell AFB will budget and fund for the following categories of materiel required to support all activities and AC&W squadrons and detachments under the jurisdiction of that installation:

(1) USAF supplies for both Air Force and Department of Army Unit usage when coded "C", "L", "P", "LP", "G", and "GSA" in Air Force supply catalogs.

(2) Technical Service supplies for both Air Force and Department of Army Unit usage, except those Air Force regulated D/A items listed in section 4, volume XV. Items coded "F" in the various S-00 series indexes with effective installation level funding during a fiscal year will be the budget responsibility of Pepperrell AFB. All items unlisted, uncoded or coded with a fiscal year designation subsequent to the current fiscal year in the S-00 series, will be the budget responsibility of Headquarters AMC.

b. The Commanding Officer, Transportation Terminal Command (7278) will budget and fund all D/A peculiar requirements for support of D/A units operating within the Northeast Area. Requisitions prepared and submitted by Pepperrell AFB for D/A peculiar items will contain a D/A fund citation obtained from the Fiscal Officer, TTC (7278). A fund citation will be required for all Technical Service stock fund items enumerated in AR 735-series publications and so coded in the various Technical Service pricing guides. All non-stock fund items will be requisitioned by Pepperrell AFB for support of D/A units as "100 percent D/A requirements — Ship from D/A assets." A D/A fund citation will not be required on requisitions for non-stock fund items.

c. Strategic Air Command support bases in the Northeast Area having logistic support responsibilities for AC&W squadrons and detachments,

will budget and fund requirements to support such activities. ADC will reimburse SAC support bases in accordance with instructions contained in Headquarters USAF letter dated 10 February 1956, subject: "Budgeting and Funding for Sepical Activities" and in consonance with provisions of Joint Tenancy Agreements between ADC and SAC.

d. Rome AFD will budget and fund all Corps of Engineer and/or Signal Corps supplies required by the Canadian Marconi Contractual Maintenance Depot in support of CMC contractual maintenance program in the Northeast Area.

## 11. TRANSPORTATION POLICIES AND PROCEDURES

a. The following policies will govern the methods of transportation used for shipments of supplies from the zone of interior to Pepperrell AFB and/or AC&W squadrons and detachments.

(1) Airlift will be the normal means of transportation for supply of those categories of items enumerated in paragraphs 7b and 8c of this agreement. These items will be resupplied by airlift on a year-round basis even though water ports serving the areas involved may be open year-round or for limited periods. Upon receipt, material for AC&W squadrons and detachments will be transhipped expeditiously by support base concerned.

(2) Surface transportation will be the normal means of transportation used for resupply of all items and categories of materiel other than those referred to in paragraph 11a(1) above.

(3) Tonnage requirements for air and surface resupply of Pepperrell AFB and AC&W squadrons and detachments located in Newfoundland will be determined by ADC (Headquarters, 64th AD (D)), and included in the forecast of requirements developed and submitted in accordance with AFR 75-93.

(4) Tonnage requirements for air and surface resupply of AC&W squadrons and detachments located in Labrador, Northwest Territories and/or Greenland, will be determined by the SAC support base concerned and included in the forecast of airlift and/or surface requirements developed and submitted by SAC (Headquarters 8th Air Force).

(5) Air and surface transportation allocations for Pepperrell AFB and SAC support bases in the Northeast Area will be provided by Headquarters USAF and administered and controlled by the designated control agency in the zone of interior (LCG or OSA, as applicable).

b. The following procedures will govern the method of transportation used for shipment of supplies from the zone of interior to ADC activities in the Northeast Area:

(1) Supplies shipped by airlift will be shipped from the aerial port of embarkation in the zone of interior utilizing transportation priorities commensurate with supply priorities and/or as-

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**Para. 11b(1)—Cont.**

signed deadline dates for requisitions and purchase requests.

(2) Air Materiel Command depots will request the air movement designators (AMD's) from the applicable USAF ATCO Dover AFB or

McGuire AFB. Army depots will request AMD's from the Overseas Supply Agency.

(3) Supplies moved by surface shipment will be in accordance with current policies and directives issued by USAF and Department of Army.





# SHIPPING SEASON - N.E. AREA

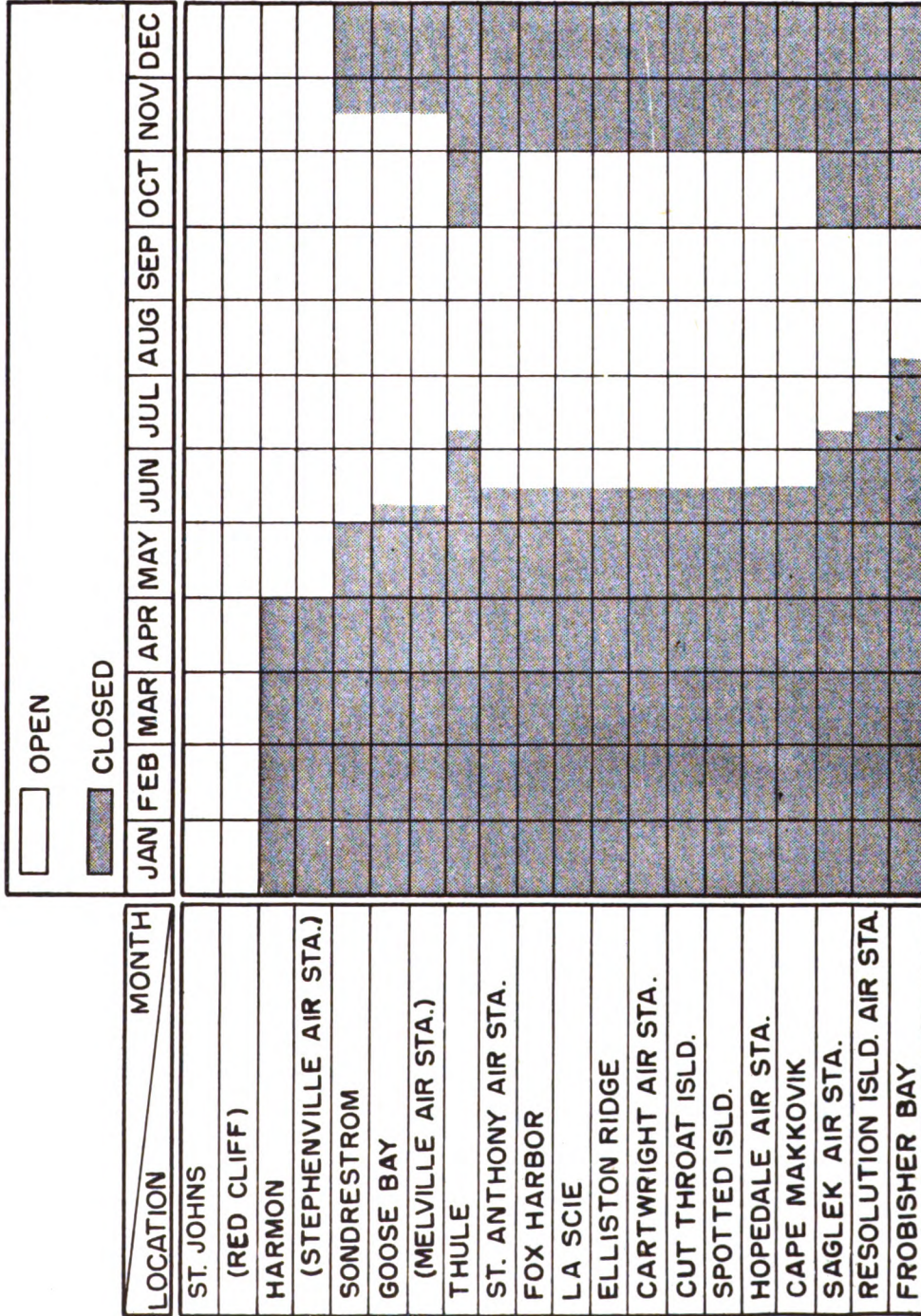


FIGURE 16-3 — SHIPPING SEASON — N.E. AREA



**AUTHORIZED STOCKAGE OBJECTIVES  
FOR  
PEPPERRELL AIR FORCE BASE**

Cost Cat I	Cost Cat II	Cost Cat III	Subsistence	POL	Ammunition	Clothing Sales
45 days for all items except air-craft spares and components	30 days for aircraft engines	90 days for airlift and surface transportation items	10 days for highly perishable items	180 days plus 30 day reserve for all packaged POL	90 days training and operational ammo	90 days for all items
90 days for all aircraft spares and components	90 days for airlift and surface transportation items	365 days for specific items which require annual computation of requirements. Items will be designated by Hq ADC directives	60 days Plus 80 day reserve for all other items	Full tanks for bulk POL	Objectives for combat ammo will be prescribed in ADC directives	

**FIGURE 16-4 — AUTHORIZED STOCKAGE OBJECTIVES FOR PEPPERRELL AIR FORCE BASE**

**AUTHORIZED STOCKAGE OBJECTIVES  
FOR  
AC&W SQUADRONS AND DETACHMENTS IN THE NORTHEAST AREA**

UNIT	COST CAT I	COST CAT II	COST CAT III	SUBSISTENCE	POL	AMMUNITION
642 ACWRON Hq 64th AD(D)	80 days all items	80 days all items	80 days all items	10 days for highly perishable items 30 days for all other items	80 days packaged POL (except diesel) None-packaged diesel Full tanks for bulk POL	30 days all items
640 ACWRON 641 ACWRON	80 days all items	45 days all items	105 days all items	10 days for highly perishable items 90 days for all other items	180 days packaged POL (except diesel) Non-packaged diesel Full tanks for bulk POL	120 days for training and operational ammo. Combat ammo will be as prescribed in ADC directives
Det #1, 922 ACWRON Det #2, 922 ACWRON Det #3, 922 ACWRON 922 ACWRON Det #1, 923 ACWRON 923 ACWRON 924 ACWRON Det #1, 924 ACWRON Det #2, 921 ACWRON 321 ACWRON Det #1, 642 ACWRON 931 ACWRON 920 ACWRON 926 ACWRON	80 days all items	105 days for C&E items re-supplied by airlift	240 days for items with yearly issues between \$25-\$100. 105 days for items with yearly issues over \$100 and all C&E items re-supplied by A/L	10 days for highly perishable items. 150 days for hardy vegetables. 365 days PLUS 30 day reserve for all other items	365 days plus 180-day reserve for packaged POL (except diesel) 30 days for packaged diesel Full tanks for bulk POL	365 days for training and operational ammo. Combat ammo will be as prescribed in ADC directives
Pepperrell AFB: 226 ACWRON	365 days for all other items which require annual computation of requirements.					
		Emergency requirements for ROCP/RNFP situations only		10 days for perishables 30 days all other items		

FIGURE 16-5  
AUTHORZIED STOCKAGE OBJECTIVES FOR AC&W  
SQUADRONS AND DETACHMENTS IN THE NORTHEAST AREA



## SUPPLEMENT XI

## USAF LOGISTIC SUPPORT TO THE U. S. COAST GUARD

**1. PURPOSE**

The purpose of this supplement is to prescribe procedures under which USAF activities will furnish logistic support to US Coast Guard activities in accordance with the authority contained in AFR 65-13.

**2. SCOPE**

The procedures outlined herein apply as applicable to USAF activities rendering the support and US Coast Guard units who receive support under terms of AFR 65-13. The US Coast Guard will publish extracts from this supplement in US Coast Guard directives to the extent deemed necessary.

**3. GENERAL**

a. AFR 65-13 provides a policy whereby Air Force activities will provide maximum support to units of the Coast Guard, for non-programmed requirements, to the extent that Air Force activities will not jeopardize their mission to render this support. Support will be confined to existing capabilities and available resources. This includes placing items on back order when material is not immediately available for issue and due-in-assets warrant such action or when existing contracts may be amended to include Coast Guard requirements.

b. The Coast Guard may contact the applicable commodity class manager or logistic support manager in regard to submission of predetermined requirements on a specific aircraft. Requests submitted by the Coast Guard in accordance with commitments made, will be supported in their entirety.

c. The Coast Guard will reimburse the Air Force for support rendered including expenses incidental to packing, handling and transportation (reference paragraph 6).

**4. PREPARATION AND SUBMISSION OF REQUISITIONS**

a. Initiation of US Coast Guard requisitions upon Air Force activities will be restricted to Aircraft Repair and Supply Base, Elizabeth City, North Carolina, whose stock record account number is 650430.

b. Requisitions will be prepared and submitted on "ditto master" versions of DD Form 1149, "Requisition and Invoice/Shipping Document." A separate requisition will be submitted for each line item requested.

c. Preparation. The following information will be entered in the appropriate blocks and columns of DD Form 1149:

(1) Block 1, "From". Enter 650430 Aircraft

Repair and Supply Base, Elizabeth City, N. C.

(2) Block 2, "To". Enter the account number and address of the applicable Air Force depot, i.e., AFD2000, Olmsted AF Base, Middletown, Pa.

(3) Block 3, "Ship To—Mark For".

(a) "Ship To". Enter the complete shipping address of the Coast Guard unit to which the item will be shipped, if different from the address reflected in block number 1.

(b) "Mark For". Enter supplemental information which will assist in delivery of materiel upon receipt, such as type, model, series and serial number of aircraft, etc.

(4) Block 4, "Accounting and Funding Data." Accounting and Funding data will be entered by the Coast Guard and certified with signature of the accounting officer. Information in this block will include fund certification reservations, the complete allotment number under which the item is chargeable and the accounting station number of the installation which accepts responsibility for payment of the charges reflected on Standard Form 1080.

(5) Block 5, "Requisition Date". Enter date requisition is forwarded to the Air Force depot for supply action.

(6) Block 6, "Requisition Number". Enter 14 digit document number. Document numbers will consist of account number (650430) of the Aircraft Repair and Supply Base, Elizabeth City, N. C., followed by the last digit of the calendar year, a three digit numeric day of the year and a serial number beginning with 0001 each day. For example, document number 65043081890001 would be first document (requisition) number assigned on 8 July 1958.

(7) Block 7, "Date Materiel Required". Enter the date on which the receipt of item is required. In determining realistic deadline dates consideration will be given to editing time required by the depot and normal time required for processing requisitions and effecting supply actions. "Date Materiel Required" will not be assigned stock replenishment requisitions since in most instances a firm date cannot be established.

(8) Block 8, "Priority". Enter appropriate supply priority as determined by procedures outlined in supplement V, section 2, volume II. Supply priority is based on the mission category of requisitioning activity in relation to date material is required.

(9) Block 9, "Authority or Purpose". This block will be used for justification as required. This includes such information as AOC, etc.

(10) Block 10, "Signature". This signature element is not required on requisitions submitted to the Air Force. Assignment of document numbers and submission of requisitions constitutes approval of requirements by base supply officers. Elimination of this signature element does not ob-

**Para. 4c(10)—Cont.**

viate the requirement for signature of accounting officers in block 4.

(11) "Item Number." Enter the item number in this block. Since all requisitions will be single line item requests, this number will always be "1".

(12) "Stock Number and Description of Materiel and/or Services". Enter the correct stock number and complete description of the item required. The description should include nomenclature and any additional information, such as part number, type, model, series and serial number of aircraft, etc., which will assist depot in identifying the item. When an economically reparable item is available for exchange a statement will be added, near the bottom of the block, as follows: "Economically reparable exchange item(s) available. Items will be shipped to repair depot upon receipt of supply status information indicating availability of requested material."

(13) "Unit of Issue." Enter unit of issue, such as each, feet, dozen, etc.

(14) "Quantity Requested." Enter quantity of item required.

(15) "Supply Action." This column will be used by the supplying depot for indicating type of supply action being taken. Action codes are reflected in part I, supplement IV, section 2, volume III.

(16) "Type of Container and Container Numbers." These columns are not applicable to the requisitioning activity.

(17) "Unit Price and Total Cost." The unit cost as reflected in the supply catalog will be reflected in the unit price column. The total cost will be an extension of the unit price, except when reparable exchange items are involved. When this situation exists, total costs will reflect extended exchange costs. These prices are subject to change by the supplying depot in the event changes have been made in unit prices or if reparable exchanges are disapproved.

(18) Blocks 11 through 19 are not applicable to preparation of requisitions.

d. Submission. Normally requisitions will be submitted to appropriate commodity class managers in accordance with instruction contained in section 3, volume XV. Some aircraft are supported by logistic support managers and as such requisitions are submitted to those points, however, unless specific instructions are received to the contrary, requisitions will be submitted to commodity class managers. Requisitions will be forwarded in a manner (telephone, teletype, mail, etc.,) commensurate with the priority of each request. When telephone or teletype is utilized, information will be submitted in the format outlined in the preceding paragraph. Telephone or teletype requests will not be confirmed by mailing copies of requisitions.

## 5. RESPONSIBILITIES OF AMC DEPOTS

a. Requisitions received from the Coast Guard will be single line item requests prepared and sub-

mitted in accordance with Air Force procedures pertaining to requisitioning by Technical Services. Since requisitions will be submitted on DD Forms of the 1149 series (ditto master) shipment will be accomplished on the same forms.

b. Standard depot operating procedures for processing requisitions for reimbursable type transactions will be utilized with the following exceptions:

(1) Supply status information will be returned to Coast Guard using DD Forms 1149, or if by telephone or teletype, in DD Form 1149 format. This is essential since the Coast Guard is not familiar with interpretation and processing of transactions in AF Forms 104P-1 format. Methods of transmission for return of supply status information will be commensurate with priorities of requests.

(2) Normally only six action codes will be used for processing Coast Guard requisitions. These are as follows:

(a) B—Back-order. This code may be used by supplying depots when material is not immediately available for shipment. When this code is used, due-in assets should reflect that sufficient quantities of the item requested will be available for shipment at a later date. An approximate delivery date suffix will be reflected in the back-order code.

(b) C—Cancellation. The use of this code is restricted to those requests submitted on a "fill or kill" basis wherein it is stated that requests for items that are not immediately available for shipment will not be placed on back-order. The code will also apply when instructions are received from the Coast Guard requesting cancellation of specific items on requisition or back-order.

(c) I—Indorsement (followed by appropriate reason code). When requested material cannot be identified or supplied for various reasons the DD Form 1149 will be annotated with the appropriate explanatory suffix code as explained in paragraph 1b, supplement IV, section 2, volume III.

(d) O—Shipping Order. The use of this code will indicate that a shipping order has been issued on another activity, directing shipment of material to the Coast Guard. The commodity class manager or logistics support manager retains responsibility for effecting reimbursement for material supplied in this manner.

(e) V—Shipment or Issue. The use of this code will indicate availability and physical movement of material.

(f) P—Extraction. This code will be used to indicate extraction of erroneously received requisitions to appropriate supply sources. Coast Guard requisitions will be normally submitted to appropriate commodity class managers; however, some specific types of aircraft are supported by logistic support managers. In some instances items which should have been requisitioned from logistic support managers may be inadvertently requisitioned from commodity class managers. When these conditions exist requisi-

Para. 5b(2)(f) — Cont.

tions will be extracted to appropriate supply sources and the Coast Guard advised accordingly.

(3) Distribution of shipping documents prescribed in section 4, applicable to the Air Force Form 104P-3-7, will be equally applicable to reimbursable shipments made to the Coast Guard on DD Form 1149.

## **6. REIMBURSEMENT**

a. The Coast Guard will reimburse the Air Force for support rendered including reimbursement for items as well as packing, handling and shipping charges. Billing of the Coast Guard for logistic support rendered will be made by the AMC activity at local level. Such billing will be in accordance with standard procedures as augmented by instruction contained herein and instructions from Headquarters AMC.

b. During peacetime the Coast Guard operates as a service of the Treasury Department. All support rendered will be on a reimbursable basis, pursuant to section 601 of the Economy Act of 1932 (31USC686) and directives and regulations pertaining thereto.

c. During hostilities the Coast Guard operates as a service of the Navy. The provisions of AFR 172-5 and other existing directives, pertaining to support of the Navy will apply.

d. The following guidance is furnished for determining reimbursement action:

(1) Stock catalog prices will be used as reimbursement basis for serviceable items.

(2) Forty percent of stock catalog prices, except for Category I (Hi-Valu) items for which a separate price has been negotiated, will be used as reimbursement basis when reparable items are exchanged for serviceable items provided that:

(a) Returned items have been determined to be economically reparable.

(b) Items have not been declared excess to Air Force requirements by appropriate commodity class managers nor have they been listed in USAF Supply Catalogs as DSP.

(c) Returned items are identical to, or listed in USAF Supply Catalogs as interchangeable or authorized substitutes for items requested.

(3) The Coast Guard may negotiate directly with the applicable Inventory Manager to establish a predetermined or estimated price for Category I (Hi-Valu) reparable prior to executing an exchange for serviceables.

(4) Disposition instructions for items not economically reparable and/or not authorized for exchange will be requested from the Coast Guard.

(5) Centrally procured items determined to be USAF excess, still in active stock, (excluding Air Force stock fund items which require reimbursement) may be furnished the Coast Guard without cost except for packing, handling and transportation charges.

(a) When the Coast Guard operates as a service of the Treasury Department and items required have been recently turned in to the redistribution and marketing activity for processing in accordance with volume XIII, the Coast Guard will be so advised. This advice will indicate that

supply action is governed by the General Services Administration (GSA) for property physically located within the continental limits of the United States, Alaska, Hawaii, Puerto Rico and the Virgin Islands, and by Armed Forces Supply Support Center (AFSSC) for property physically located in oversea areas. Supply action of property physically located in oversea areas reportable to AFSSC and not yet reported or nonreportable to AFSSC is governed by the appropriate oversea area screening agency.

(b) When the Coast Guard operates as a service of the Navy and conditions exist as prescribed in the preceding subparagraph, the Coast Guard should be advised that supply action for reported property is governed by the Armed Forces Supply Support Center (AFSSC). Supply action of property physically located in the oversea areas reportable to AFSSC and not yet reported or nonreportable to AFSSC is governed by the appropriate oversea area screening agency. This property when physically located within the continental limits of the United States, Alaska, Hawaii, Puerto Rico and the Virgin Islands is governed by the commander of the activity holding the property.

(6) The Coast Guard will assume all expenses incidental to packing, handling and transportation.

e. In order that supplying depots may bill the Coast Guard for support rendered, it is necessary that the Coast Guard furnish the supplying depot a copy of the DD Form 1149 Receiving Document (shipping document) indicating evidence of receipt. Also, when a reparable exchange item is involved a copy of the DD Form 1149 Shipping Document, reflecting shipment of the reparable item, to the repair depot, must be attached to the receipted receiving document. The following procedure is suggested for obtaining this information:

(1) On requisitions wherein a reparable exchange item is involved, the Aircraft Repair and Supply Base will, upon receipt of the coded copy of DD Form 1149 from the AMC depot, indicating availability of material, immediately forward the same information to the Coast Guard unit destined to receive the shipment. Instructions should also be issued for shipment of reparable item, to the applicable repair depot specified in USAF Technical Order 00-25-11.

(2) The Coast Guard unit should establish in document number sequence, a suspense file of such documents received from the Aircraft Repair and Supply Base. A copy of each DD Form 1149 Shipping Document, reflecting all shipping information, should be attached to the applicable document in this suspense file. Upon receipt of material and after completion of the receiving operation the suspense copy, bearing the same document number, should be removed from the file. The attached copy of the shipping document for the reparable exchange item will be removed from the suspense document and the suspense document destroyed. The copy of the shipping document will be attached to a copy of the appropriate DD Form 1149 Receiving document. The copy of the DD Form 1149 Receiving Document together with the at-

Para. 6e(2) — Cont.

tached copy of DD Form 1149 Shipping Document for the reparable exchange item will be forwarded through the Aircraft Repair and Supply Base to the supplying depot, marked for attention of the Accounting and Finance Officer.

(3) When a reparable exchange item is not involved, only that part of the above procedure pertaining to forwarding a copy of the DD Form 1149 Receiving Document, through channels, to the supplying depot, marked attention of the Accounting and Finance Officer, will apply.

## **7. LOCAL AGREEMENTS**

*a.* Repair and Return. When a requisition is submitted to a supplying depot on a reparable exchange basis and the depot is unable to supply the item required, the Coast Guard may request repair in accordance with TO 00-25-107 or TO 00-25-11. Such

action will be accomplished in accordance with agreements made between the Coast Guard and the AMA and/or depot concerned (reference AMCM 66-2). For major modification, IRAN or overhaul of aircraft and engines, the CCM (TO 00-25-115) will be the Coast Guard's point of contact.

*b.* Base Support. In some instances Coast Guard units may be located in geographical areas where in a base support type operation could best be obtained through an Air Force base. These may be units assigned as "tenant" organizations when located in proximity to the base. In accordance with AFR 65-13 Air Force commanders are authorized and encouraged to make local agreements to provide supply and/or services to units of the Coast Guard. Copies of such agreements will be forwarded to Headquarters USAF in accordance with provisions of AFR 65-13.

## SUPPLEMENT XII

# LOGISTIC SUPPORT THROUGH ANNUAL SUPPLY OF MATERIEL TO DEW LINE SITES (LAND BASED SEGMENT)

### 1. PURPOSE AND SCOPE

a. The purpose of this procedure is to augment the provisions of Air Force Regulation 400-16, "Annual Supply and Transportation to Arctic Areas." It provides detailed procedures to be followed by supply personnel concerned with annual supply of DEW Line Sites (land based segment).

b. This procedure is applicable to all Air Force activities or contractor activities who use or have responsibilities for furnishing annual supply support to the DEW Line program (land based segment). Land based segment is interpreted to include all sites supported through Account AFH 2524.

### 2. GENERAL

a. All requests for materiel for the annual supply DEW Line program will be prepared by the Central Control Point, (CCP) AF 4601st Support Group, (DEW) Paramus, N. J., through contractual arrangement with the Federal Electric Corporation, Paramus, N. J., (AFH 2524). In order to identify annual supply requests and to differentiate in the routing of shipments, by surface means, the DEW Line program has been assigned four separate project names. These project names are assigned in relation to geographical locations of sites.

(1) Project DEW Baffin, Code 283 identifies requests applicable to Eastern DEW Line Sites. This includes those sites located in the Baffin Island Area, where shipments of material (except bulk POL) will be made through Montreal, Quebec, Canada. Bulk POL shipments will normally be made through Halifax, N. S.

(2) Project Foxe Basin, Code 284 identifies requests applicable to sites located in the Foxe Basin area. This includes those sites where shipment of material (except bulk POL) will be made through Montreal, Quebec, Canada. Bulk POL shipments will normally be made through Halifax, N. S.

(3) Project Mack River, Code 285 identifies requests applicable to sites supported via Mackenzie River. This includes those sites where shipment of material (except bulk POL) will be made through Waterways, Canada.

(4) Project DEW Alaska, Code 286 identifies requests applicable to Western DEW Line Sites. This includes those sites where shipment of material will be made through West Coast ports.

b. The CCP has the responsibility for monitoring of the annual supply DEW Line program. The Atlantic and Pacific Logistic Control Groups have the responsibility for issuance of shipping instructions and establishment of staging areas

within their respective theater. Each activity including AMC supplying depots will appoint an annual supply DEW Line monitor for the purpose of monitoring annual requisitions.

c. Rome Air Materiel Area has the responsibility for providing technical assistance to the CCP in administering the contractor's responsibilities. ROAMA will further act as the Air Materiel Command focal point for Air Defense Command and as the Air Materiel Command world-wide agency which will assist in all logistic matters, as requested, for support of the DEW Line.

### 3. PREPARATION OF REQUISITIONS

a. Requests for Technical Service Type Items (except subsistence). Requisitions for these items will be prepared utilizing DD Form 1149 (Pad Form) in accordance with procedures (other than exceptions outlined herein) contained in section 22, volume II. Particular emphasis will be placed on appropriately marking the "Ship To" "Mark For" block. The "Ship To" block will reflect the appropriate port or staging area address through which the shipment will be made. The "Mark For" block will reflect the appropriate Station number as reflected in section 2, volume XV, together with the site name and the appropriate project name. The "Date Material Required" block will reflect an approximate date to correspond with the opening date the port or staging area will accept cargo for shipment. The monitor's file copy of the requisition will be annotated with the estimated weight and cube of the item(s).

b. Requests for Subsistence Type Items. Requisitions for these items will be prepared utilizing AF Form 1103 in accordance with procedures contained in AFR 67-69 and AFM 145-1. The same general information pertaining to "Ship To," "Mark For," "Date Material Required" and "Weight and Cube" described in the preceding sub-paragraph is applicable to these requests.

c. Requests for GSA Items. Requests for GSA type items will be prepared utilizing DD Form 1155. Procedures contained in paragraph 30, section 2, volume II are applicable. The same general information pertaining to "Ship To," "Mark For," "Date Material Required," and "Weight and Cube" essential on Technical Service type requisitions is also necessary for processing these type requests. When applicable "blocks" are not available the information will be placed in the body of the request.

d. Requests for Air Force Centrally Procured Items. Requisitions for Air Force centrally procured items will be prepared utilizing AF Form



## Para. 3d — Cont.

104P-1 in accordance with procedures contained in section 2, volume II. A supply priority (11-15) commensurate with the mission category and a due date to correspond with the opening date the port or staging area will accept cargo for shipment, will be used. Care will be exercised to insure that the applicable project code is reflected in card columns 73 through 75. The "Mark For" or "Major Assembly" field, card columns 37 through 42, will reflect the station number, prefixed by "OY," of the site to which the material is being shipped. A "Z" will be reflected in card column 50 to indicate that shipment of the item is being made to an activity other than the activity reflected in the "Ship To" portion of the document number field. An example for the use of a station number and a "Z" code is contained in Line 12, supplement IV, section 2, volume II. The monitor's file copy of the AF Form 104P-1 will be manually annotated to reflect the estimated weight and cube of each item.

e. Requests for Air Force Base Procurement Items. Requests for base procurement type items will be prepared utilizing DD Form 1149 (Reproducible Master). Basically the same procedures applicable to preparation of technical service type requests are equally applicable to preparation of base procurement type requests, except each request will be limited to a single line item, and the standard Air Force document number and priority numbering system will be used (reference section 2, volume II).

#### 4. RESPONSIBILITIES

##### a. Central Control Point will:

(1) As monitor of the DEW Line program, establish procedures necessary to accurately reflect DEW Line cargo being generated and available for shipment from each shipping depot or agency. Monitorship is interpreted to include the preparation, submission and follow-up on requisitions until such time as information is received from the supplying depot that material has been shipped or is being held for shipping instruction, and this information has been forwarded to the applicable Logistic Control Group.

(2) Receive problems and queries from participating activities pertaining to the program. Problems beyond the scope of the CCP will be referred to ROAMA, ATTN: RONLD.

(3) Issue necessary instruction to DEW Line Sites to insure that annual requirements are received in sufficient time to meet the requisition schedule.

(4) Prepare annual requests utilizing the applicable form prescribed in paragraph 3.

(5) Forward requests for Air Force centrally procured items to the applicable inventory manager prescribed in section 3, volume XV. Forward requests for stock fund Army type items to the appropriate Department of Army depot prescribed in supplement I, section 22, volume II. Requisitions for Army type items coded "PD" in the applicable USAF Stock List are to be submitted to the appropriate AMC IM for action. Forward requests for GSA items to the appropriate store as prescribed in Section 5, Armed Services Pro-

curement Regulation. Forward requests for subsistence type items to the applicable Oversea Supply Agency (OSA). Requisitions for long lead time items should be forwarded at the earliest date possible, however, all requests will be forwarded to arrive at destination not later than 5 February each year.

(6) Submission of cargo tonnage requirements will be accomplished in accordance with the procedures contained in AFR 400-16.

(7) A (two part) PCAM listing containing data assembled from copies of shipping documents received from supplying activities will be forwarded to the appropriate Logistic Control Group, (Arctic Project Transportation Officer) beginning 1 April with additions each week thereafter. The data will be segregated by cargo shipped versus cargo being held for port call, point of origin, destination, type of cargo (Reference AFR 400-16), and weight and cube.

(8) Coordinate with the applicable Logistic Control Group (Atlantic or Pacific) and assist wherever possible in all matters pertaining to the shipment of property.

##### b. Supplying depots will:

(1) Receive requisitions from Central Control Point not later than 5 February of each year. Upon receipt of the requisition (except base procurement) one copy of the request or a reproduced copy of the AF Form 104P-1 will be placed in the applicable DEW Line project file and the original placed in normal depot processing channels. The following additional instruction will apply:

(a) Items will be selected for shipment and packed in unit loads in accordance with AFR 71-12. This will be accomplished insofar as the commodity permits. In no instances will consolidation be made unless the items are for the same destination (site). When pallets are utilized for consolidation of project "Mack River" Code 285 cargo shipments 40"x48", four way entry, wing type, MIL-P-3938 type pallets will be used. This will facilitate both fork lift and sling type on-loading and off-loading operations. Two way standard pallets will be used for other projects.

(b) When necessary to meet port closing dates, depots will issue material from within the authorized depot support quantity as authorized in accordance with section 8, volume III.

(c) Cargo will be prepared for shipment including preparation of the shipping document. The document will reflect the address of the site as reflected in the "Ship To" "Mark For" block of the requisition.

(d) When the above functions have been completed, the material, if shipping instructions have not been received, will be moved to a holding area pending receipt of shipping instruction from the applicable Logistic Control Group (Atlantic or Pacific).

(e) The AF Form 104P-1 with the exception of the "Cover Document" will be forwarded to the document unit for file. One copy of the AF Form 104P-3-7 prepared from the AF Form 104P-1 cover document will be forwarded to the document unit for maintaining suspense, pending shipment of material and receipt of the valid document.

(f) The cover document, AF Form 104P-1,

Para. 4b(1)(f) — Cont.

together with copies of the AF Form 104P-3-7 will be forwarded to the depot DEW Line project monitor for use in maintaining suspense files. Each AF Form 104P-3-7 will indicate a package number as prescribed in section 4.

(g) One copy of each of the AF Forms 104P-3-7, shipping documents, will be forwarded to the CCP, marked Attention: DEW Line Annual Supply Project Officer. These copies will each contain a package number as referenced in the preceding paragraph. Key documents must contain weight and cube information as prescribed in paragraph 5c, section 4. During the initial processing of DEW Line annual supply requisitions single copies should be grouped with the "Cover Document" of the AF Form 104P-3-7, segregated into applicable projects, and all copies forwarded as a package to the CCP to arrive by 25 March. A cover letter will accompany the shipping documents. This letter will indicate by project, destination, type of cargo and the number of containers, by weight and cube, of the cargo being held for shipment. When applicable, the following additional information pertaining to projects, destination, type of cargo, and the number of containers by weight and cube, will be included in the cover letter.

1 Items, other than annual supply, scheduled for surface shipment during the open shipping season.

2 Items scheduled for shipment that did not meet the previous years shipping schedule.

3 Packaged POL which will be included in its entirety by slate number, as indicated in the area petroleum packaged shipping request.

(h) In the event shipping instructions are received prior to processing of the requisition, the same general reporting procedures as specified in the preceding (g) will apply. The cover letter will state that the material has been shipped.

(i) Cargo generated after the initial report (25 March) will be reported periodically, as generated.

(j) Shipping instructions and documentation requirements for Canadian customs clearance will be furnished by the appropriate LCG in accordance with AFR 400-16.

(k) When it is necessary to divert material on contracts or purchase orders specifying destination acceptance, such material will be diverted to the zone of interior point designated for inspection and/or acceptance and reshipment to the using activity (see paragraph 9b, section 4). In no case will "destination acceptance" type materials be reshipped until material is accepted for the government and necessary copies of paying documents have been accomplished and distributed in accordance with section 2. The applicable shipping instructions and documents will be conspicuously marked to insure inspection and/or acceptance,

distribution of accounting and finance documents and reshipment to the appropriate site by the designated depot or activity in accordance with paragraph 9b, section 4.

(2) (ROAMA) Receive all Air Force base procurement type requisitions (DD Form 1149) from the CCP. Such requests will be forwarded to arrive at ROAMA not later than 5 February.

(a) Consolidated Purchase Requests. AF Form 9 will be prepared by ROAMA for each major category of equipment. These Purchase Requests will be supported by individual copies of the DD Form 1149 and will reflect a delivery date sufficiently in advance of the actual shipping date to permit necessary aggregation, documentation and preparation of material for shipment.

(b) A coded copy of the consolidated AF Form 9, supported by individual copies of the DD Form 1149, reflecting action taken by the supplying agency, will be furnished the CCP not later than 25 March. In addition, the copies of the DD Form 1149 will reflect the estimated weight and cube of the items on order.

(c) Cargo generated prior to the opening date of the staging area will be prepared for shipment and placed in a holding area pending the opening date. In the event the staging area is already open to receive shipments the cargo may be shipped, as generated.

(d) Basically the same procedures applicable for reporting centrally procured generated cargo to the CCP are equally applicable for reporting base procurement type items. The supplying agency will assure that data on cargo shipped direct from the contractor is included in the report forwarded to the CCP.

(e) Inspection acceptance and distribution of documents will be in accordance with the preceding paragraph 4b(1) (k).

(3) Upon receipt of shipping instruction from the Logistic Control Group, remove the cover document from the DEW Line Project Monitor's suspense file. Additional copies of the shipping document will be prepared, if necessary. Normal depot operation will be continued and shipment made to the applicable port in accordance with shipping procedures contained in section 4.

c. Logistic Control Groups (Atlantic and Pacific) will assume transportation movement control responsibilities as outlined in AFR 400-16.

d. Headquarters, Air Materiel Command will:

(1) Receive, compile and disseminate cargo tonnage requirements data in accordance with procedures outlined in AFR 400-16.

(2) Continuously review the entire DEW Line program to insure an efficient operation. Render assistance as required.

e. Headquarters USAF will fulfill responsibilities as outlined in AFR 400-16.



## SUPPLEMENT XIII

# REDISTRIBUTION OF GROUND SUPPORT EQUIPMENT

### 1. GENERAL

The primary responsibility of the Air Materiel Command is to provide logistic support to the combat commands in order to maintain them in a constantly combat ready condition. Due to emergency program changes, fund shortages, production failures, maldistribution, etc., it is necessary at times for Air Materiel Command to effect reallocation and redistribution of in-service ground support equipment in order to maintain maximum USAF combat capability.

### 2. PURPOSE AND SCOPE

The purpose of this supplement is to establish a system for the reallocation and redistribution of in-service ground support equipment to maintain maximum USAF combat capability. The provisions of this supplement are applicable to all major air commands.

### 3. POLICY

The Air Materiel Command, in coordination with the affected major air command(s), will request reallocation inventories and redistribution of in-service ground support equipment. This action will be taken only when the Air Materiel Command determines that reallocation and subsequent redistribution based on equitable proration of in-service assets is the only possible method of satisfying the requirements necessary to maintain maximum USAF combat capability.

### 4. DEFINITIONS

*a. Critical Item of Essential Ground Support Equipment.* A deficient item that must be available for the weapon or support system to perform its primary mission, as determined by the LSM.

*b. Reallocation Inventory (RI).* Listing of the quantity authorized, on hand balance, and the condition (serviceable or reparable) for a specific critical item of essential ground support equipment.

### 5. RESPONSIBILITIES AND PROCEDURES

*a.* When an LSM determines that an item has become a critical item of essential ground support equipment, the IM will be immediately notified. The quantity deficient and the location (s) of the deficiencies will be indicated.

*b.* The IM, upon determination that the only possible method of satisfying the requirements is by reallocation and redistribution action, will request authority from Headquarters, Air Materiel Command, Attn: MCSDP, to take action in accordance with the provisions contained in this supplement. It is mandatory that all requests to Headquarters, Air Materiel Command indicate the quantity deficient, location(s) of deficiencies and the procurement and delivery status of the item.

*c.* Prior to granting this authority, Headquarters, Air Materiel Command (MCSDP) will contact and obtain the concurrence of the affected major air command headquarters.

*d.* Upon receipt of authority from Headquarters, Air Materiel Command, the IM will request appropriate USAF activities to prepare and submit RIs. Each request will explain why the RI is necessary and will be routed through the affected major command headquarters.

*e.* USAF activities will prepare and forward RIs to the IM within ten days after receipt of their request. Information copies of the RIs will be forwarded to the affected major air command headquarters by the preparing activities.

*f.* Upon receipt of the RIs, the IM, in coordination with the LSM and the affected major air commands, will accomplish equitable proration of these assets and request reallocation and redistribution necessary to assure maximum combat capability.

### 6. COMMUNICATIONS AND TRANSPORTATION

Inventory managers, logistic support managers and affected commands are authorized priority use of the most rapid USAF COMNET available for shipping information. Premium transportation will be made available for shipments requested by the IMs. If transportation funds are required, they will be furnished by the IM requesting the shipment in accordance with section 2, volume III.



**SECTION M****SUPPLY SUPPORT FOR PROJECTS "LOE" AND "FIREE"****1. PURPOSE**

This section prescribes procedures for requisitioning and depot processing of requests for liquid oxygen generator and charging plant equipment (types A-1, A-1A, A-1D, A-1E, MA-2, and MB-1) identified by nickname project "LOE Support" (Identification Code BD) and for crash fire truck equipment (types R-2, 0-6, 0-10, 0-11A, and 0-11B) identified by nickname project "Firee Support" (Identification Code BC).

**2. GENERAL**

This support system has been developed in order to centralize control and supply support of the end items within these categories. The procedure provides that Memphis AF Depot (AFD 2210) will aggregate material at a storage site, i.e., MOAMA; receive requisitions directly from using activities for all components applicable to these projects, regardless of inventory manager responsibilities; exclusive of Department of Army supported items and base procurement items; effect shipment from aggregated stock storage site or direct shipment from other sources; and replenish stock by requisitioning from appropriate inventory managers.

**3. SCOPE**

These procedures are applicable to: Memphis AF Depot (AFD 2210) as the single distribution control point agency designated to receive requisitions; to Air Force activities submitting requisitions for items within these two categories and to other Air Force activities processing requisitions or shipping orders from AFD 2210.

**4. RESPONSIBILITIES AND FUNCTIONS OF MEMPHIS AF DEPOT**

a. Insure adherence to and implementation of guidance and programming data relating to these two projects, including dissemination of information to inventory managers at other depots for items not managed by Memphis.

b. Prepare and disseminate tailored stock lists for each project. Stock lists will contain the range of items controlled by and requisitioned from Memphis AF Depot under each project. Format of stock lists will be in accordance with Section 11, USAF S-1 Supply Catalog and Stock List Publications System.

c. Establish local management and operating directives and procedures to provide effective control of items, documents, records, etc., that apply to transactions pertaining to AFD 2210 under these projects.

d. Receive and process all requisitions for sup-

port of liquid oxygen generators and charging plant equipment and crash fire truck equipment as indicated above, with the exception of base procurement and Department of Army supported items.

e. Requisition non-prime items as necessary in order that a level of support spares may be aggregated at the storage site and controlled by Memphis AF Depot.

**5. PREPARATION AND SUBMISSION OF REQUISITIONS**

a. Requisitions for items applicable to the respective projects will be prepared by using activities in accordance with procedures contained in section 2, volume II. Care will be exercised to insure that appropriate project nicknames or identification code letters (BC—FIREE support or BD—LOE support) are entered on requisitions in card columns 68 and 69 or annotated on purchase requests. Base procurement items and Department of Army supported items applicable to these support systems will be procured or obtained by Memphis AF Depot upon request. Appropriate funds citation must be submitted with each of these requests.

b. Requests will be forwarded direct to Memphis AF Depot regardless of commodity class involved. This includes by-passing oversea USAF Distribution Depots and USAF Logistic Control Groups by oversea activities.

c. Follow-up on requisitions, purchase requests, and shipping orders will be forwarded direct to Memphis AF Depot.

**6. PROCESSING OF REQUISITIONS AND SHIPPING ORDERS**

a. Requisitions received by Memphis AF Depot will be processed in accordance with procedures contained in section 2, volume III.

b. Shipping orders may be issued by Memphis AF Depot on appropriate inventory managers for direct shipment of items to requesting activities when "non-prime" item requests are received in the "immediate" or "intermediate" priority categories and items requested are not available. Shipping orders will be prepared in accordance with procedures contained in section 2, volume III. A shipping order suspense file will be maintained by Memphis AF Depot to insure that appropriate supply action is taken on shipping orders issued.

c. Shipping orders issued on IMs by Memphis AFD will contain code B in column 73 of AF Form 104P-1.

d. Shipping orders issued by IMs at Memphis AFD will contain code B in column 77 of AF Form 104P-1.

**7. RESPONSIBILITIES AND FUNCTIONS OF MOBILE  
AIR MATERIEL AREA**

MOAMA will provide segregated space for storage and function as the storage site for projects FIREE and LOE equipment and support spares

controlled by Memphis AF Depot. The storage site will maintain records of transactions and furnish Memphis AF Depot the data necessary to maintain accountability for FIREE and LOE support stocks located at the storage site.

## SECTION O

## LOGISTIC SUPPORT OF U-3 AIRCRAFT

**1. PURPOSE**

The purpose of this section is to specify procedures for supply support for the U-3 aircraft.

**2. SCOPE**

The provisions of this section are applicable to all commands and their subordinate activities to which the U-3 aircraft are assigned.

**3. POLICY**

a. The U-3 is an FAA certified commercial configuration airplane. The equipment is contractor furnished and was selected for use by the Air Force. This aircraft is approved for cross country flight under night and/or instrument weather conditions. The aircraft is not designed or equipped for "all weather" flying. An "all weather" capability is not a mission requirement of this aircraft. The policy established is to provide an economical, light, twin engine range, administrative and miscellaneous light support missions with annual proficiency flying as a by-product.

b. Low cost arrangements have been made for the logistical support of this aircraft. These arrangements are similar to the support of the commercial configuration of the U-3 (Cessna Model 310), e.g., Cessna Aircraft Company and its authorized established parts suppliers (attachment 3) will be used for support of the aircraft.

c. Consistent with these low cost arrangements, it is intended that paper work be minimized and maximum simplicity be employed in providing and obtaining supply support for these aircraft.

**4. RESPONSIBILITIES**

a. Air Materiel Command. AMC responsibilities are as defined in this section.

b. Operating commands. The commander of each U-3 using command or his authorized representative will determine the responsibilities within his command, consistent with the provisions of this section. Recommendations for revising this section will be made to Headquarters MAAMA, Olmstead AFB, Pennsylvania, Attn: MANACC-4.

c. Logistic support manager. MAAMA is the logistic support manager for the U-3 aircraft, and as such, is responsible for the review and submission of recommended changes to Headquarters AMC for approval and publication.

d. Inspector General, AMC. In accordance with the provisions of AFR 123-1, the Inspection System, the Inspector General will evaluate and report to the Commander, AMC upon the effectiveness of this program.

e. Bases assigned U-3 aircraft. In order to maintain close coordination between using bases, the AFOIC at Cessna Aircraft Company, Wichita,

Kansas and Headquarters MAAMA, base commanders will appoint a U-3 aircraft support monitor to be contacted for all information concerning logistical support of U-3 aircraft assigned the base, including tenant organizations. The name of the monitor, mailing symbol and telephone extension will be furnished to the AFOIC at Cessna Aircraft Company, Wichita, Kansas and Headquarters MAAMA, Attn: MANACC-4. This information will be kept current by making necessary revisions as changes occur.

**5. SPARES ACQUISITION**

a. A call contract has been negotiated with Cessna Aircraft Company. Automatic distribution of the contract will be made by MAAMA to the Headquarters of each command for distribution to subordinate activities using U-3 aircraft. The contract contains: (1) A list of items that may be procured; (2) Prices of these items; and (3) A list of authorized Cessna parts suppliers who may accept "Calls" for items listed in Appendix A of the spares support contract.

b. U-3 activities assigned U-3 aircraft will acquire, from the call contract, only the items which are listed on the contract. If required items are not listed, the organization requiring the item(s) may initiate base procurement action using their local O&M Funds. Should usage experience or special circumstances indicate a future requirement trend for items not listed on the spares support contract, such items will be brought to the attention of MAAMA, the LSM, Attn: MANACC-4. MAAMA will analyze the requirement and if deemed advisable, will take action to add such item(s) to the spares support contract.

c. The price list attached to the contract indicates the prices to be paid for such items within the time limits and in the manner which is specified in the spare support contract.

d. All "Calls" issued against the contract may be executed by any authorized contracting officer, not necessarily the contracting officer of the base to which the U-3 aircraft is assigned. Calls do not require the approval of the logistic support manager but must conform to the terms of the call contract, otherwise the contractor may properly reject the call.

e. Services will not be procured against the "Call" contract.

f. In the event emergency parts or services are required at a non-Air Force installation, such items or services should be obtained by using AF Form 15. This form will be utilized in the same manner as under similar circumstances for any other aircraft.

g. The "Call" contract also contains a list of items selected on the basis of their reparable value (see attachment 2 hereto).



## 6. SUPPLY

### a. General

(1) The LSM will, by fulfilling the requirements of AMCR 400-1, furnish assistance to the U-3 using organizations.

(2) Supply support is not available through the normal Air Force supply system. Supply support for these aircraft will be obtained in accordance with the procedures outlined herein.

(3) There is no automatic back order procedure for the U-3 support system.

(4) The support procedures outlined herein will not be used to circumvent the allowable base level inventory of spares. Spares furnished and obtained through these procedures are generally low cost items and may be considered expendable. There is nothing, however, to prevent obtaining high cost items through this method but in the interest of economy, base level inventory should be kept to the minimum.

(5) Before procurement action is initiated for high cost items, the base/unit maintenance officer should determine that such items are not economically repairable. Every effort should be made to repair the items to FAA standards and re-install in the aircraft or turn in to base or unit supply stock. If the estimated cost of repair, including transportation to repair activity, parts, labor to perform repair, exceeds 65 percent of a new item, the repairable item may be conditionally condemned and disposed of locally. Purchase prices of new items are contained in Appendices "A" and "B" of spares support contract. Repairs made to any items acquired through these procedures, including funding and payment for repair, are the responsibility of using commands.

### b. Procedures for obtaining spares.

The U-3 using activities or base supply officer, as directed by the base commander, will:

(1) Maintain a base stock level of spares, consistent with the parts listed in attachment 5, "Spares Parts Pack." This base stock level of spares will be replenished on a stock turn over basis from authorized Cessna parts suppliers, listed in attachment 3.

(2) Initiate a "Purchase Request," AF Form 9, as prescribed in chapter 10, for spares other than those listed in attachment 2, and forward to the base procurement officer for issuance of a "Call" against the basic contract. All items authorized for acquisition in this manner are listed in Appendix A to the call contract. These items are also identified by a single asterisk in the numerical index, TO 1U-3A-4, "Illustrated Parts Catalog."

(3) Requisition spares listed in attachment 2, directly from AFH-1567, Cessna Aircraft Company, Wichita, Kansas. These items are maintained in an Air Force bonded warehouse and will be requisitioned on DD Form 1149. Requisitions may be mailed, hand carried and/or in case of AOCF or other emergencies, telephoned to AFOIC, Cessna, Wichita. The serial number of the aircraft and complete shipping information including the building number and responsible individual to

which the items are to be delivered will be cited on the form.

(4) Upon receipt of spares from Cessna parts suppliers, prepare and distribute receiving documents (copies of DD Form 1155 or DD Form 250) in accordance with chapter 2 of this volume and AFR 70-14 as appropriate.

## 7. PROCESSING REPARABLE ITEMS

a. Repairable items will not be returned to any AMC depots.

b. Attachment 2 components, requiring depot overhaul, will be shipped complete on Government Bill of Lading by means of DD Form 1149 to AFH 1567 for overhaul, except U-3 engines and propellers. Repairable U-3 engines and propellers, generated at using organizations, will be reported to Cessna Aircraft Company, AFH 1567, Pawnee Plant, Wichita, Kansas for shipping instructions. This request for shipping instructions should contain part number nomenclature, engine or propeller serial number (as applicable) and aircraft serial number.

c. Repairable items should be processed for return shipment to Cessna Aircraft Company as soon as possible but in no instance, without the approval of the LSM, be allowed to remain at the generating installation longer than 30 days from the date of generation.

d. A completed AF Form 50 (reference chapter 18) and all applicable historical records will accompany each U-3 item returned for repair.

e. All items determined at using activity or base level to be uneconomically repairable will be disposed of locally. Cessna distributors or dealers may be contacted, if necessary, to assist in determining if attachment 2 items are in repairable status.

f. When the attachment 2 items are determined to be uneconomically repairable, a copy of DD Form 1150 containing the pertinent information or teletype notification will be forwarded to the AFOIC, Cessna Aircraft Company, Wichita, Kansas.

## 8. PROPERTY ACCOUNTABILITY

Spare parts will not be recorded on AF accountable records except at AFH 1567. However, at the discretion of the local commander, the organization maintaining the aircraft may keep a minimum of informal records, required for proper management of spare parts under his custody. This account will be exempt from the stock balance and consumption reporting procedures of chapter 12, volume II.

## 9. AIRCRAFT TRANSFERS

Activities assigned U-3 aircraft will insure that all pertinent spare parts, sets of commercial handbooks, special tool packs, commercial drawings, etc., are transferred with the aircraft to the new consignee in the event U-3 aircraft are transferred to another organization.

**10. TRANSPORTATION**

U-3 support monitors will ascertain that the fastest and most suitable transportation is used for the movement of supply support items to and from the using organization, consistent with required delivery dates. Transportation will be effected in accordance with applicable contracts. Repairable attachment 2 items will be returned to AFH 1567 or other designated overhaul sites by means of second destination transportation.

**11. COMPTROLLER**

a. The following procedures are prescribed for

use by the logistic support manager accounting and finance personnel in recording and disbursing of funds involved on call contract with the Cessna Aircraft Company.

(1) Accounting and finance. Based upon purchase request and administrative commitment documents (ACDs), the initiation and commitment transactions will be recorded into the appropriate accounting system to cover the anticipated purchase, by AF bases, of supplies from authorized Cessna parts suppliers. A planning figure to be used by the Cessna Aircraft Company will be cited in the contract to establish monetary limits of the contract authority.



## SECTION P

## AMC-SAC AGREEMENT ON LOGISTIC SUPPORT TO SAC UNITS IN CANADA

## 1. PURPOSE

The purpose of this agreement is to establish policies and procedures governing supply support to SAC units in Canada (Namao, Churchill, Cold Lake and Frobisher AB).

## 2. SCOPE

a. This agreement applies to all supplies and equipment (hereinafter referred to as supplies) in the following categories:

(1) Supplies stock and requisitioned by base supply officer of the parent base.

(2) Fuels, oils, and lubricants.

(3) Supplies stocked and procured through local Canadian sources by unit supply and Seaweed accounts of the sub-base unit.

b. This agreement applies to all SAC air base squadrons in Canada, designated bases in ConUS, and the appropriate activities of AMC.

## 3. GENERAL

a. The following information concerning SAC units in Canada is set forth in order to indicate certain factors which were considered in the establishment of this agreement.

b. The water port serving Frobisher AF is open only a few months of each year for surface shipping (see figure 16-3). Other SAC units are not subject to water port limitations.

c. Air Force depot facilities are non-existent in Canada; consequently, each SAC unit will be dependent upon direct shipment of supplies from ConUS sources except for those supplies procured locally from Canadian sources.

d. Base procurement sources are available to SAC units through the authorized Canadian procurement agency on each base.

e. The great distance between bases and the limited intra-area transportation capability makes redistribution of supplies between SAC units impractical in most instances except as determined by SAC or the major sub-command headquarters.

## 4. POLICIES

The following general policies were observed in the development of this agreement:

a. Due to the limited manning and mission authorized for SAC units in Canada, numbered USAF supply accounts will not be established. SAC air base squadrons will be assigned to a parent base in the ConUS as designated by SAC for supply support except for those supplies procured from local sources.

b. In accordance with Joint USAF/Canadian working agreements, supply support that can be obtained from local Canadian sources will be furnished US AF units either in kind or by contract negotiated by the appropriate Canadian agency at

each base with reimbursement in accordance with the Joint USAF/Canadian working agreements and any supplementing instructions issued by SAC.

c. SAC air base squadrons will maintain only unit and Seaweed accounts on AF Form 1120 in accordance with applicable directives. Equipment spares and expendable operating supplies will be maintained on AF Form 8A-B or comparable record as determined by SAC.

d. All aircraft spares support will be provided by deploying flyaway kits spares, pre-issue and bench stocks, from ConUS as specified by SAC.

e. Clothing sales store items will be obtained from the clothing sales store at the parent base in accordance with chapter 5, volume X. Organizational clothing items will be obtained from the parent base in accordance with normal procedures as provided herein.

f. Redistribution and marketing actions will be in accordance with Joint USAF/Canadian working agreements and volume VI, as supplemented by SAC.

## 5. STOCK OBJECTIVES

a. For sub-base units:

(1) Stockage objectives for equipment spares and other operating supplies obtained from the ConUS parent base will be sufficient to support equipment and items and other operational requirements for a period of 60 days. Seaweed consolidated materiel distribution objectives will be used as a guide where applicable.

(2) Stockage objectives for equipment spares and other operating supplies obtained through local Canadian procurement source will be 30 days plus replenishment pipeline time as jointly determined with local Canadian procurement agency.

(3) Aviation and ground fuel oils and lubricants stockage objectives will be in accordance with detailed directives as established by Headquarters MAAMA and Headquarters SAC in coordination with appropriate Canadian government representatives and central coordinating staff (Ottawa).

b. For parent bases:

(1) Stockage objectives for parent bases for all supplies and equipment required to support sub-base units will be in accordance with Chapter 11, volume II.

## 6. SUPPLY CHANNELS

a. All items of supply, except those included in paragraph 6d, e, and g, will be requisitioned by the base supply officer of the parent base in accordance with procedures in volume XX and volume II, as applicable, and any supplementing instructions issued by SAC.

b. Submission of request for supplies between sub-bases and ConUS bases will utilize the com-

Para. 6b—Cont.

communication facilities and other means of contact and control established for the support and operation of the SAC units.

c. Internal processing procedures, forms, etc., utilized between sub-base and ConUS base will be as mutually agreed to between the individual base supply officer, FAK officer, and unit supply officer within the preview of authorized supply procedures.

d. Aviation and ground fuel, oils, and lubricant requirements will be submitted in accordance with normal procedures as supplemented by SAC.

e. Equipment spares and operating supplies authorized and available for base procurement from Canadian sources will be requisitioned from the appropriate purchasing agent (RCAF, CA (R) or DOT) on either USAF or Canadian forms. Payments will be in accordance with details of financial arrangements, Joint USAF/Canadian working agreements.

f. Items of supply requisitioned by the parent base that will require surface transportation to Frobisher AB will be processed in accordance with GAP-Pine procedures as outlined in section F.

g. Resupply of aircraft spares for flyaway kits will be obtained from the home base of the reflex unit. Aircraft spares required by the home base to maintain flyaway kits will be requisitioned in accordance with volume II and volume XX, as applicable, and any supplemental instructions issued by SAC.

h. Replacement of Canadian design vehicles will be obtained from special contracts in accordance with AMC-SAC directives or special instructions.

## 7. TRANSPORTATION

a. The following policies will govern the methods of transportation used for the shipment of supplies from the ConUS to SAC air base units in Canada:

(1) Airlift by SAC reflex aircraft will be the normal means of transportation for those supplies enumerated in paragraph 2a(1). These items of supply will be resupplied by military airlift on a year-round basis even though water ports or land transportation could be utilized at least for limited periods.

(2) Airlift will be provided by SAC reflex aircraft as prescribed in supplemental SAC directives.

(3) Surface transportation may be utilized for resupply of those items where size and weight is impractical for airlift.

(4) Tonnage requirements for air and surface transportation will be determined by the SAC parent base concerned and processed in accordance with supplemental SAC directives or, if applicable, section D, chapter 16, part one, volume I, AFM 67-1 and AFR 400-16.

b. The following procedures will govern the method of transportation used for shipment of supplies from ConUS parent bases to SAC air base units in Canada:

(1) Airlift priorities, schedules, and other procedures to effect air delivery of supplies to sub-base units will be as determined by the SAC major subordinate command concerned.

(2) Surface transportation and any special airlift requirements will be in accordance with policies and directives issued by USAF and Department of Army governing shipment of supplies to the Canadian area.

**ATTACHMENT 1**

For a listing of parts authorized for purchase under the terms of the current call contract, refer to Appendix "A" of the contract or to the single asterisked items in the numerical parts list in TO 1U-3A-4.

**ATTACHMENT 2**  
**U-3A SPARE PARTS LIST — STOCKAGE**  
**AFH 1567, WICHITA**

PART NO.	NOMENCLATURE	PART NO.	NOMENCLATURE
O-470-M Spec 12 (The following accessories are included in the O-470-M engine)	Engine—Continental	0812465-264	Indicator—ARC IN-10 (16706)
PSD-5C	Carburetor	0812465-298	Amplifier (Replaces 0812465-292)
RG 15980	Fuel Pump	0812540-1	Receiver—Wilcox 700B (97239)
10-79020-5	Magneto	0812580-2	Indicator—ARC IN-12 (17990)
0850430-1	Cap Assembly—Oil Filter	0812580-3	Control Unit—ARC C-59A (20500) (28V)
0850461	Starter	0812580-4	Loop—ARC L-11 (18000)
0850490-1	Dipstick—Oil	0812580-6	Receiver—ARC R30A (20480) (28V)
0851730-11	Bracket—Generator	0812580-8	Power Unit—ARC P14A (20490) (28V)
0851730-12	Bracket	0812600-3	Transceiver—Narco (AF 57-5846 - 5925) (less shock mount) VSC-1M
0851730-13	Arm	0812600-67	Transceiver—Narco (AF 58-2107 - 2186) (less shock mount) VSC-2M
0851730-14	Washer	0813650-8	Beacon, Rotating
0851730-15	Spacer	0813650-9	Beacon Rotating
0851730-4	Sheave—Crankshaft	0813900-24	Heater Assy—Cabin (940-B24)
1452-070	Nut—Barrel	0843300-11	Motor Landing Gear
4101G6-200	Titan Pump H-15 % (Alternate)	0850325-50	Propeller—Hartzell
537084	Oil Cooler	0850350-1	Tachometer Generator
625452	Adapter—Starter	0850401-2	Pump—Pesco Auxiliary
PSD-5C	Carburetor—Bendix	0850461-1	Starter—Delco Remy
RG15980	Pump Fuel (Engine Driven)	0851729-1	Generator—50 Amp
0311056-2	Gyro—Directional	0861505-5	Motor Flap Drive
0311056-5	Gyro—Directional	0891106-1	Control Panel (Series 57-5846 - 5925)
0311058-3	Gyro—Horizon	0891106-3	Control Panel (Series 58-2107 - 2186)
0311058-4	Gyro—Horizon (Alternate)	0894000-2	Reduction Unit (Landing Gear)
0750101-5	Governor—Prop Control	0894000-4	Actuator Assy (Landing Gear)
0750104-2	Vacuum Pump	10-79020-5	Magneto
0750104-3	Vacuum Pump (Alternate)	535134	Pump Fuel (Engine Driven)
0812363-1	Oxygen Regulator	625452	Starter Adapter
0812465-247	Receiver—ARC R13B (1 5 1) (28V)	625859-A1	Cylinder Assy
0812465-249	Converter—ARC B13A (16830) (28V)		
0812465-251	Dynamotor—ARC D10-A (14402) (28V)		
0812465-258	ARC T-11B Transmitter (AF 58-2107-2186)		
0812465-260	Receiver—ARC R20A (159050) (28V)		

ATTACHMENT 3

AUTHORIZED CESSNA PARTS SUPPLIERS

Aircraft Distributing Company  
c/o Lane Aviation Corporation  
Port Columbus  
Columbus 9, Ohio

The Air-Oasis Company  
3353 Lakewood Boulevard  
Long Beach 8, California

Business Aircraft Distributors  
Oakland International Airport  
P.O. Box 2395  
Oakland, California

Business Wings, Incorporated  
c/o Aircraft Sales Company  
Meacham Field  
Fort Worth, Texas

Clinton Aviation Company  
Stapleton Airfield  
Denver 7, Colorado

DeKalb Aviation Corporation  
P.O. Box 9865  
Peach Tree-DeKalb Airport  
Atlanta, Georgia

J. D. Hair, Distributor  
c/o Hair Flying Service  
P.O. Box 827  
Ryan Airport  
Baton Rouge, Louisiana

Hackett-Aire Distributors Inc.  
701 Perimeter Road  
Municipal Airport  
Kansas City 16, Missouri

Hinson Aviation Company  
Habor Field  
Hangar #5  
Baltimore, Maryland

International Aviation Industries, Inc.  
Westchester County Airport  
White Plains, New York

Lynch Flying Service, Inc.  
Municipal Airport  
Billings, Montana

Sky Harbor Air Service  
Municipal Airport  
P.O. Box 6  
Omaha, Nebraska

Skyways, Inc.  
Portland-Troutdale Airport  
Troutdale, Oregon

L. B. Smith Aircraft Corp of Penna  
Harrisburg State Airport  
P.O. Box 264  
New Cumberland, Pennsylvania

Southwestern Skyways, Inc.  
P.O. Box 4368  
Santa Fe, New Mexico

Walston Aviation Sales, Inc.  
Civic Memorial Airport  
P.O. Box 271  
East Alton, Illinois

Champs Aviation, Inc. of El Paso  
International Airport  
El Paso, Texas

Florida Aircraft Distributors, Inc.  
300 SW. 41st Street  
Broward County  
International Airport  
Ft. Lauderdale, Florida

Capitol Aviation, Inc.  
1801 E. 51st  
Austin, Texas

NOTE: Additional facilities may be added through contractual action and will be added hereto by appropriate amendment.



**ATTACHMENT 4**  
**U-3A PURCHASED TOOLS**

PART NO.	QTY.	NOMENCLATURE
10004-94	1 ea.	Wrench, magneto
10310-003-1	1 ea.	Wrench, vernatherm
10310-004-1	1 ea.	Punch, drift (steel)
10310-005-1	1 ea.	Bar, tow
10310-006-2	1 ea.	Roll, Tool
10310-006-3	1 ea.	Wrench 5/8" allen
10310-006-4	1 ea.	Wrench 5/8" tubing
10310-006-6	1 ea.	Wrench, Cylinder base nut
10310-006-8	1 ea.	Pliers

**ATTACHMENT 5**

**U-3A SPARE PARTS PACK — (INITIAL LAY-IN)**

<b>ENGINE</b>		
PART NO.	QTY.	NOMENCLATURE
AN6230-B6	2 ea.	Seal, Prop Attach
AN6270-2-21-1/2	1 ea.	Hose Assy Fuel Pressure, left
AN6270-2-23-3/4	1 ea.	Hose Assy Manif Pressure, right
AN6270-2-24-0	1 ea.	Hose Assy Manif Pressure, left
AN6270-2-26-3/4	1 ea.	Hose Assy Fuel Pressure, right
AN6270-2-30-0	1 ea.	Hose Assy Primer Line, left
AN6270-2-36-1/2	1 ea.	Hose Assy Primer Line, right
AN900-10	12 ea.	Washer, Oil Drain Plug
AN900-28	12 ea.	Washer, Oil Screen Cap
HSR-86	2 ea.	Spark Plugs
Q9S471-66	16 ea.	Gasket, element
Q9T116-07	4 ea.	Filter element
S1027-4-0174	1 ea.	Hose Assy Vapor return, right
S1027-4-0282	1 ea.	Hose Assy Vapor return, left
S1027-4-0480	2 ea.	Hose Assy Oil Pressure
S1027-6-0200	1 ea.	Hose Assy Pump to Carburetor
S1027-6-0240	1 ea.	Hose Assy (Fuel Strainer to Pump)
WE565	24 ea.	Grommet, Spark Plug Terminal
0450277-1	2 ea.	Fastener, rear baffle to cylinder
0450277-2	2 ea.	Fastener, rear baffle to cylinder
00813601-3	1 ea.	Temperature Bulb—Oil
0813601-4	1 ea.	Bulb, Cyl Head Temp
0850550-2	2 ea.	Filter, Carb Air
0851730-5	2 ea.	Generator Belt
10-51676	2 ea.	Condenser, Mag
10-52953W	2 ea.	Breaker Assy, Mag
1109069	4 ea.	Brush, Generator, Bendix—50 amp
209217	2 ea.	Prop Governor Gasket
29536	2 ea.	Element—Vac Filter
35985	2 ea.	Basket, Carb to Bracket
532200	4 ea.	Packing, cylinder to crankcase
534316	2 ea.	Gasket, starter
534445	1 ea.	Vernatherm Valve
534610	24 ea.	Packing, Push rod
534750	2 ea.	Gasket, Magneto
534857	6 ea.	Gasket, Valve rocker cover
535832	4 ea.	Hose, Intake Manifold
536413	12 ea.	Gasket, Intake Manifold
536570	1 ea.	Seal Assy Crankshaft Oil
537282	1 ea.	Gasket, oil cooler to oil cooler plate
537379	12 ea.	Gasket, Exhaust Stack
537745	2 ea.	Gasket, starter adapter to crankcase
539571	16 ea.	Hose, Intake Manifold
828448	8 ea.	Brush, starter
<b>ELECTRICAL SYSTEM</b>		
A-5299-24	2 ea.	Grimes light, instrument
A-8970-1-327	2 ea.	Grimes light, instrument
B-6641-2	1 ea.	Grimes light, direct gyro
B-6642-3	1 ea.	Grimes light, Art horizon
GE-305R	2 ea.	Bulb, red flood
GE334	15 ea.	Bulb, Grimes Instr light
IVA20	1 ea.	Switch, L.G. safety
0311033-1	3 ea.	Battery—Dry

Attachment 5—Cont.

**ELECTRICAL SYSTEM—Continued**

PART NO.	QTY.	NOMENCLATURE
0822006-9	4 ea.	Bulb, landing light
0411021-3	1 ea.	Relay, L.G.
0483006-5	2 ea.	Bulb, dome and tail light
0812353-2	4 ea.	Cartridge, flasher Nav light
0812481-1	1 ea.	Regulator, Volt, 50 amp
0812484-1	1 ea.	Paralleling resistor
0812483-2	1 ea.	Reverse current cut-out
0842215-9	2 ea.	Bulb, taxi light
0850469-1	1 ea.	Solenoid, battery
1385	1 ea.	Bulb, de-ice light

**LANDING GEAR**

AN6227-B26	3 ea.	O-ring
AN6227-B32	3 ea.	O-ring
AN6227-B5	3 ea.	O-ring
AN6230-B3	3 ea.	O-ring
AN6230-B6	3 ea.	O-ring
0341013	20 ea.	Clip, brake
0341006-12	2 ea.	Tube, 6:50 x 10
0441016-13	1 ea.	Tube, Nose 6:00 x 6
0441016-24	1 ea.	Tire, Nose 6:00 x 6
0841010-2	2 ea.	Tire, 6:50 x 10—6 ply
0841015-19	4 ea.	Lining, brake
0841015-20	4 ea.	Lining, brake
0841015-7	1 ea.	Disc, brake
0842400-1	1 ea.	Dampener, shimmy
0861710-1	2 ea.	Master Cylinder

**FUEL SYSTEM**

0322541	2 ea.	Gasket, Fuel Gauge Attach
0511199-20	2 ea.	Valve, Fuel Drain
0511199-5	1 ea.	Glass Bowl, Fuel Strainer
0511199-6	2 ea.	Gasket, Fuel Strainer
0823100-3	2 ea.	Gasket, Fuel Pump Attach
0823100-4	2 ea.	Gasket, Tank Flange
800-001-1/4	25 ea.	Lock-O-Seal Pump Attach
800-001-10-0S	10 ea.	Lock-O-Seal, Fuel Gauge Attach

**MISCELLANEOUS**

S384-1	5 ea.	Knob Switch
0800110-1	50 ea.	Container, Air Sickness and Relief
0812369-1	12 ea.	Mask, Oxygen
0841009-2	6 ea.	Cable Assy, static ground
0841009-3	6 ea.	Bracket Assy, static ground
0850489-1	48 ea.	Spring
0898001-1	64 ea.	Fastener Replacement Kit—Cowl Door
0898001-2	8 ea.	Fastener Replacement Kit—Cowl
0898001-3	15 ea.	Fastener Replacement Kit—Cowl
0898001-4	4 ea.	Fastener Replacement Kit—Cowl Door
0898002-1	15 ea.	Fastener Replacement Kit—Oil Filler Door
0898002-2	10 ea.	Fastener Replacement Kit—Battery Box Cover
0898002-3	4 ea.	Fastener Replacement Kit—Cover Fuel Cap
0898002-4	2 ea.	Fastener Replacement Kit—Oxygen Door

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## SECTION 17

### ASSIGNMENT, DISTRIBUTION, AND ACCOUNTING PROCEDURES FOR USAF AIRCRAFT, MISSILES, AND TARGET DRONES

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	Scope .....	17-1
2	General .....	17-1
3	Aircraft Assignment and Distribution To and Between Air Force Commands .....	17-1
4	Aircraft and Missile Assignment and Distribution Involving Non-Air Force Activities, and for Ground Training, Display, and Engineering and Development Programs .....	17-2
5	Commercial Sale of Aircraft .....	17-2
6	Disposition of Excess and Abandoned Aircraft .....	17-3
7	Responsibilities of Base Aircraft Distribution Officer .....	17-3
8	Responsibilities of Air Materiel Command, Air Materiel Area Aircraft Distribution Officer .....	17-3
9	Aircraft Damaged or Delayed Enroute During Reassignment Transfers .....	17-3
10	Aircraft Missile and Target Drone Property Accountability .....	17-3
11	Final Termination of Property Accountability .....	17-4
12	Aircraft Inventory Procedure .....	17-5
13	Audit .....	17-6
14	Aircraft Delivery Receipt .....	17-6
15	Property Installed in Aircraft .....	17-7
16	Support of Structural Damaged High Performance Aircraft .....	17-7

#### 1. SCOPE

The provisions of this section apply to all organizations of the USAF and Air Force Division of the National Guard Bureau that have assigned to them or that possess any aircraft, missiles, or target drones. The term aircraft as used hereinafter will be interpreted to include aircraft assigned to FSC 1510, 1520, missiles, except guided aircraft rockets assigned to FSC 1410, target drones assigned to FSC 1550 distributed and accounted for by the Aircraft and Missile Branch, Mission Support Division, Headquarters, Air Materiel Command.

#### 2. GENERAL

a. AFR 65-10 establishes intra-command aircraft distribution and assignment control at USAF major air command level. Inter-command aircraft distribution, accountable records, inventory control and assignment control for all USAF aircraft is managed by Headquarters, Air Materiel Command. This section prescribes procedures governing the assignment and distribution of aircraft between USAF major air commands, to non-Air Force activities, and the maintenance of accountable records for USAF aircraft.

b. The Headquarters, Air Materiel Command, Mission Support Division, Aircraft and Missile Branch is responsible for the assignment and distribution of USAF aircraft allocated to all legal recipients. Assignments and reassignments of aircraft between major air commands and to non-Air Force activities will be made only upon receipt of instructions from the Commander, Air Materiel Command. Assignment and reassignment of aircraft will be based on allocations initiated by the Directorate of Operations, Headquarters USAF, normally through the media of aircraft allocation projects.

c. The Headquarters, Air Materiel Command, Mission Support Division, Aircraft and Missile Branch will maintain stock record account AFA 2303 for aircraft, guided missiles, and target drones procured by or assigned to Air Force organizations.

#### 3. AIRCRAFT ASSIGNMENT AND DISTRIBUTION TO AND BETWEEN AIR FORCE COMMANDS

a. Transfer of assignment for complete aircraft to, from, or between major air commands will be effective when the aircraft distribution officer of the releasing command receives an aircraft assignment directive issued by Headquarters, Air Materiel Command, Mission Support Division, Aircraft and Missile Branch. The aircraft assignment directive will be in the form of a teletype (or telephone, when necessary, which will be confirmed by a teletype) incorporating the following information:

- (1) Aircraft assignment directive number.
- (2) Aircraft type, model, series and serial number.
- (3) Project number.
- (4) Releasing command.
- (5) Recipient command.
- (6) Aircraft assignment code.

b. Aircraft assignment directives will cover one or a multiple number of aircraft. Upon receipt, the aircraft distribution officer of the releasing command will forward, by teletype the information contained in the aircraft assignment directive, direct to the releasing activity.

c. The aircraft distribution officer at the releasing activity will be responsible for assuring that a copy of the aircraft assignment directive is placed with the aircraft papers of each affected aircraft prior to release.

d. Aircraft assignment directives will be forwarded by the Headquarters, Air Materiel Com-

**Para. 3—Cont.**

mand, Mission Support Division, Aircraft and Missile Branch direct to the releasing base by teletype, with copy to the releasing major air command aircraft distribution officer, if such action is authorized in advance by the major air command aircraft distribution officer.

e. The aircraft assignment directive will constitute authority for the preparation of bills-of-lading or manifests when delivery by means other than flight has been properly justified and approved.

**4. AIRCRAFT AND MISSILE ASSIGNMENT AND DISTRIBUTION INVOLVING NON-AIR FORCE ACTIVITIES, AND FOR GROUND TRAINING DISPLAY, AND ENGINEERING AND DEVELOPMENT PROGRAMS ("S" Coded, See Section 14, Volume I)**

a. Aircraft and missile assignments to non-Air Force recipients and reclassification to "S" coded will be initiated by means of aircraft assignment directives as prescribed in paragraph 3, except that the aircraft and missile assignment directives will indicate a requirement for preparation of DD Form 1149, "Requisition and Invoice/Shipping Document." Upon receipt of assignment directive, the releasing base aircraft distribution officer will take necessary action to prepare DD Form 1149, as follows:

- (1) The aircraft assignment directive number will be entered in the "Requisition Number" space.
- (2) The project number will be entered in the "Authority or Purpose" space.
- (3) The name of the major air command and base having possession of the aircraft will be entered in the "From" space.
- (4) The name of the recipient as indicated on the assignment directive will be entered in the "Ship To" space.
- (5) The applicable statement regarding reimbursement as indicated on the assignment directive will be entered in the body of the document.
- (6) When delivery is to be accomplished by surface means, initial bill-of-lading or manifest number, and date of shipment will be indicated on the shipping document.

b. DD Forms 1149 will be prepared in the number of copies and distributed in accordance with the following chart:

b. DD Forms 1149 will be prepared in the number of copies and distributed in accordance with the following chart:

	Original signed or completed copies to Hq AMC, Wright-Patterson Air Force Base, Ohio Attn: (MCSD/D/A)	Copies with aircraft papers	Copies to recipient	Total number of copies
(a) Military assistance Program recipients.....	1	4	—	5
(b) Sale of Aircraft to Foreign Countries.....	4	4	—	8
(c) To or from ANG, other non-USAF activities, and "S" coded.....	1	1	2	4
(d) Commercial sale of aircraft .....	1	1	2	4
(e) Tested to Destruction (See paragraph 11i)....	1	1	2	4

c. DD Forms 1149 will be processed as follows:  
 (1) When flight delivery is being accomplished, DD Form 1149 will be signed by the ferry pilot as follows:

**ACCEPTED FOR DELIVERY**

(S).....  
 (Pilot's Name) (Pilot's Serial Number)  
 .....  
 (Nationality) (Home Base) (Date)

When signed, copies will be distributed without delay in accordance with the chart.

(2) When delivery is to be accomplished by airlift or surface transportation, the bill-of-lading number or manifest number, method and date of shipment will be indicated on all copies of DD Form 1149, after which distribution will be accomplished in accordance with the chart.

(3) When reclassifications are made to "S" coded copies of DD Form 1149 will be signed by the base supply officer designated in the aircraft assignment directive, after which distribution will be made in accordance with the chart.

(4) Transfers within the Air National Guard. Shipments between Air National Guard bases will be effected as prescribed in paragraph 9, section 7, volume IV. DD Form 1149 will be prepared in eight copies and distributed as follows:

- (a) One copy—to organization as a valid credit.
- (b) Two copies—Base Supply for document suspense and document file.
- (c) One copy—with aircraft papers.
- (d) One copy—mailed to recipient base account in advance of transfer where practicable.
- (e) Three copies—to the consignee forwarded with the ferry pilot to be turned over to the recipient organization as a debit document.

d. Appropriate report of loss RCS: 2-AF-A1 should be submitted concurrently with DD Form 1149 in accordance with AFR 65-110.

**5. COMMERCIAL SALE OF AIRCRAFT**

a. Accountability will be maintained by AFA 2303 until disposal of whole aircraft through public sale has been completed, title of aircraft has been transferred and DD Form 1149 has been received. Aircraft assignment directives will not be issued by the Aircraft and Missile Branch, Mission Support Division, Headquarters, AMC, for aircraft sold through public sale. In lieu thereof the authority from Headquarters, AMC authorizing the sale will be indicated.

b. DD Form 1149 will be prepared by the base possessing the aircraft as follows:

- (1) The Air Force Sales Contract Number will be entered in the "Requisition Number" space.
- (2) Name of the Air Force Base having possession of the aircraft will be entered in the "From" space.
- (3) The name and address of the purchaser to which the aircraft was sold will be entered in the "Ship To" space.
- (4) Unit sale price will be entered in the "Unit Price" space.

## Para. 5b(2)—Cont.

(5) DD Forms 1149 will be prepared in the number of copies and distributed in accordance with the chart included in paragraph 4.

(6) Appropriate Report of Loss RCS: 2-AF-A1 in accordance with AFR 65-110 should be submitted concurrently with DD Form 1149.

## 6. DISPOSITION OF EXCESS AND ABANDONED AIRCRAFT

a. Major air commands will report to the Commander, Air Materiel Command, Attention: Aircraft and Missile Branch (MCSDD), all aircraft numerically excess to command requirements. Reports of excess aircraft will include the following information:

(1) Type, model, series, serial number and location.

(2) Brief description of general over-all condition.

(3) Special modifications incorporated and special non-standard equipment installed.

b. The Headquarters, Air Materiel Command, Aircraft and Missile Branch (MCSDD), will apply aircraft reported numerically excess to command requirements to Air Force requirements as follows:

(1) Existing operational or storage requirements.

(2) Non Operational Requirements:

(a) Air Force Museum (Aircraft with significant historical or display value).

(b) Ground instructional, experimental and ballistics test requirements.

(c) Miscellaneous exhibit and display purposes.

c. If no requirement exists, after screening requirements listed in paragraph 6b, aircraft will be considered excess to United States Air Force requirements, and will be processed in accordance with volume XIII.

d. Aircraft damaged to extent manhours in excess of specified maximum allowable repair allowances are required for repair will be screened with known requirements listed in paragraph 6b(2). If no requirements exist, they will be considered excess to United States Air Force requirements and will be processed in accordance with volume XIII and TO 1-1-638.

e. The Air Materiel Command, Aircraft and Missile Branch (MCSDD), will be responsible for issuing instructions for the movement of excess aircraft and/or the initiation of disposition instructions.

f. Concurrently with submission of AF Form 1005, aircraft wreckage which has been abandoned, will be reported to the appropriate base disposal officer for sale or formal abandonment in accordance with volume XIII.

## 7. RESPONSIBILITIES OF BASE AIRCRAFT DISTRIBUTION OFFICER

a. A Base aircraft distribution officer will be appointed at each Air Force base possessing aircraft who will be responsible for:

(1) Insuring that coordination is effected with the person responsible for preparation of reports as required by AFR 65-110 on all transfers of aircraft authorized by aircraft assignment directives.

(2) Preparation and distribution of DD Forms 1149 as required by paragraph 4.

(3) Obtaining the signature of the ferry pilot on the copies of DD Forms 1149 and accomplishing distribution as required by paragraph 4.

(4) Insuring that each aircraft transferred from or to the activity is properly certified by the maintenance officer for condition, completeness of equipment, serviceability, and that DD Form 780 is current, as prescribed in TO 00-35D-780.

(5) Insuring that copy of aircraft assignment directive or DD Form 1149, as applicable, is placed in each affected aircraft on assignment transfer.

(6) Insuring that AF Form 510 is prepared and processed in accordance with paragraph 14.

## 8. RESPONSIBILITIES OF AIR MATERIEL COMMAND AIR MATERIEL AREA AIRCRAFT DISTRIBUTION OFFICER

a. An air materiel area aircraft distribution officer will be appointed at each Air Materiel Command Air Materiel Area Headquarters who will be responsible for:

(1) Duties of base aircraft distribution officer listed in paragraph 7 of this section for all aircraft transferred to and from the local depot facilities.

(2) Compliance with procedures set forth in AFR 65-112 applicable to Air Materiel Command including ferry crew follow-up.

## 9. AIRCRAFT DAMAGED OR DELAYED EN ROUTE DURING REASSIGNMENT TRANSFERS

When the damaged aircraft has been repaired and is determined to be in a flyable status, the repairing activity will request the Aircraft and Missile Branch (MCSDD), Air Materiel Command to furnish instructions relative to continuance of flight unless the ferry crews remain with the aircraft.

## 10. AIRCRAFT MISSILE AND TARGET DRONE PROPERTY ACCOUNTABILITY

a. Headquarters, Air Materiel Command, will maintain property accountability on AF Forms 105F-2, "Stock Record," as prescribed in section 4, volume II. The AF Forms 105F-2 will be filed in sequence by aircraft type and model.

b. Voucher numbers will be assigned to accountable documents and entered on AF Form 36, "Voucher Register Account," in accordance with provisions of section 3, volume II.

c. Property accountability will be assumed upon receipt of DD Form 250, "Materiel Inspection and Receiving Report (Domestic)," prepared at time



## Para. 10c—Cont.

of acceptance of new production aircraft; or upon receipt of a properly executed shipping document transferring the aircraft from a non-Air Force activity to the Air Force.

d. Aircraft will be accounted for by Headquarters, Air Materiel Command, as long as they remain assigned to an Air Force activity and until a properly executed document is received for transfer or termination of property accountability.

## 11. FINAL TERMINATION OF PROPERTY ACCOUNTABILITY

a. In all instances of disposition or loss of aircraft through any means other than transfer, donation, or commercial sale, property accountability will be terminated by AF Form 1005.

### b. Procedures.

(1) The commander of the Air Force base having jurisdiction and/or responsibility for investigation of aircraft sustaining loss or damage to determine if fault, neglect, or pecuniary responsibility is involved will also be responsible for preparation of AF Form 1005 upon official decision for locally authorized automatic reclamation and salvage in accordance with TO 1-1-638 or upon receipt of disposition authority from the AMC Maintenance Engineering Depot. Air Force Form 1005 will not be initiated and accountability will be maintained by AFA 2303 until complete reclamation has been specifically authorized and physically started.

(2) In the event sufficient evidence is not available on which to determine the authorization for or circumstances surrounding the flight, necessary coordination will be accomplished with the previous home base of the aircraft. If fault, negligence, or pecuniary responsibility is evident (see paragraph 11g), a DD Form 200, "Report of Survey," will also be initiated.

(3) If the activity which investigated the accident does not effect disposition of the aircraft, the AF Form 1005 will be forwarded to the activity which effects disposition for accomplishment of appropriate items of the form. In these instances the AF Form 1005 will be signed by the activity that investigated the accident. The AF Form 1005 will then be forwarded to the reclaiming activity for annotation of item 7 and signature of maintenance officer under remarks.

(4) Appropriate Report of Loss RCS: 2-AF-A1 in accordance with AFR 65-110 should be submitted concurrently with AF Forms 1005.

c. AF Form 1005 will be accomplished as follows:

(1) "To" Space. For all USAF aircraft, address to the Commander, Air Materiel Command, ATTN: Aircraft and Missile Branch, MCSDD/A, Wright-Patterson Air Force Base, Ohio. For Air National Guard aircraft, address to the Air National Guard organization to which the aircraft is assigned.

(2) Items 1 through 5 and Items 7 and 8 are self-explanatory as listed on the form.

(3) Item 6. This item will be completed when aircraft or guided missiles are authorized to be expended or destroyed in conjunction with authorized test or experimental projects. The authority for disposition of aircraft not excess to Air Force operational requirements by this means must originate from Hq USAF.

(4) Item 9. In all instances where AF Form 1005 is signed by a delegate of the Base Commander, Air National Guard organization commander, or ARDC Center commander, he must be specifically authorized to sign AF Form 1005 by special order. Special order number and date will be entered in space provided, when applicable.

(5) Item 10. AF Forms 1005 prepared by activities not having a designated base commander will be signed by the Air Force Officer in command, indicating organization and title. AF Forms 1005 prepared by ARDC activities for aircraft destroyed in authorized tests, may be signed by the ARDC Center Commander. AF Forms 1005 prepared by activities for aircraft destroyed in authorized tests under the terms of an Air Force contract will be signed by the Air Force Officer in charge of the Air Force office designated to administer the contract or portion of the contract, under which the loss occurred. AF Forms 1005 prepared by Air National Guard activities will be signed by the Air National Guard organization commander.

d. AF Forms 1005 for Air Force aircraft will be prepared in original and three copies and distributed as follows:

(1) Original copy direct to Headquarters, Air Materiel Command, ATTN: Aircraft and Missile Branch (MCSDD/A), immediately after the required signature is affixed. (For National Guard Aircraft, see (e) below).

(2) One copy to the aircraft distribution officer of the major air command to which the aircraft is assigned.

(3) One copy to be retained for file by the preparing activity.

e. AF Forms 1005 prepared for Air National Guard aircraft will be assigned a control number. The form will be prepared in original and four copies and distributed as follows:

(1) Copy 1 to unit for file as a valid credit (copy 5 may be destroyed).

(2) Copy 2 to the Chief, National Guard Bureau, Attn: AFMM.

(3) Copy 3 to the activity which will effect disposal.

(4) Copy 4 to the State Adjutant General through State channels prescribed by the Adjutant General.

(5) Copy 5 will be filed in unit supply suspense file until original signed copy is returned.

f. When an aircraft has been authorized for reclamation and property accountability terminated by means of AF Forms 1005, and it is subsequently decided to return the aircraft to service, property accountability will be re-established by DD Form 1150. The original copy of DD Form

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Para. 11f — Cont.

1150 containing the signature of the base commander, or his delegate by special orders, on the face of the document will be forwarded to Headquarters, Air Materiel Command, Attn: Aircraft and Missile Branch (MCSDD/A). All copies will show Headquarters, Air Materiel Command authority for re-establishing property accountability.

g. DD Form 200, "Report of Survey" for aircraft.

(1) DD Form 200 will be required, in addition to AF Form 1005, when aircraft (as a result of unauthorized action or negligence) are damaged to extent manhours in excess of specified maximum allowable repair allowances are required for repair, or when they are lost or destroyed.

(2) DD Form 200 for Air Force aircraft will be prepared in the original and five copies and distributed as follows:

(a) One suspense copy will be retained by the initiating activity pending receipt of copy indicating action taken by the base commander.

(b) The original and four copies will be referred to the base commander for action required by the appointing authority. Upon completion of action by the base commander, one copy will be returned to the initiating activity and one copy will be retained by the base commander. The original and two copies will be forwarded to Headquarters, Air Materiel Command, Attn: Aircraft and Missile Branch (MCSDD/A), Headquarters, Air Materiel Command, Aircraft and Missile Branch will review for completeness and forward the original and two copies of the DD Form 200 to the Finance Division, Headquarters, Air Materiel Command. When the final required action has been completed, the original copy will be retained by the approving authority. One copy will be forwarded to the Aircraft and Missile Branch (MCSDD/A) Headquarters, Air Materiel Command and one copy will be returned to the base which initiated the report of survey.

(3) DD Form 200 for Air National Guard aircraft will be prepared in quadruplicate. A unit control number will be assigned and copy four filed in the unit suspense file. Copies one through three will be routed as follows:

(a) Copies 1, 2 and 3 to the Adjutant General through State channels established by the Adjutant General.

(b) The Adjutant General will forward copies 1, 2 and 3 to the appointing authority.

(c) The appointing authority will:

1 When final action is authorized:

a Forward copy 2 to the Adjutant General.

b File copy 1.

c Destroy copy 3.

2 When final action not authorized:

a Forward copy 2 to the Adjutant General.

b Forward original and triplicate to the reviewing authority.

c Receive the triplicate from the reviewing authority, annotate in the survey register and forward triplicate to the Adjutant General.

(d) The reviewing authority will:

1 Take final action.

2 File original.

3 Forward triplicate to appointing authority, or, if pecuniary liability is established, forward triplicate to the National Guard Bureau for the preparation of a letter of collection.

(e) The Adjutant General will:

1 Forward copy 2 to the organization for file as a valid credit document.

2 Notify the responsible person of final action upon receipt of the triplicate copy in those instances where final action is taken by reviewing authority.

h. Property accountability for aircraft which are damaged to extent manhours in excess of specified maximum allowable repair allowances are required for repair while leased to a civilian agency may be terminated upon receipt of the contracting officer's written advice of his findings provided such advice is supported by a DD Form 1131, "Cash Collection Voucher," from Accounting Division, Headquarters, Air Materiel Command or other appropriate information.

i. Property accountability for aircraft assigned for destruction by authorized tests or experiments may be terminated by preparation of DD Form 1149 in lieu of AF Forms 1005 at the time of delivery. In these instances aircraft assignment directives will be issued prescribing preparation of DD Form 1149 by the shipping or releasing activity. Upon arrival of aircraft at test site, report of loss RCS: 2-AF-A1 under cause of loss Code "D" should be submitted.

j. Termination of property accountability may be accomplished on the basis of reports submitted in accordance with AFR 65-110 when so authorized by Headquarters USAF. In the event of an emergency, Headquarters USAF will prescribe the effective date and geographical area for which property accountability for aircraft losses may be terminated in this manner. When this procedure is authorized, termination of property accountability for such aircraft will be effected by means of an AF Form 1005 prepared by the AF Aircraft Accountable Officer, Hq, AMC., listing the affected aircraft and date of report RCS: 2-AF-A1 reflecting the loss. DD Form 200 may be processed by the command or activity having jurisdiction over the aircraft when deemed necessary and appropriate under this emergency procedure.

## 12. AIRCRAFT INVENTORY PROCEDURE

The constant and rapid movement of aircraft, and their world-wide distribution, makes periodic physical inventories impracticable. Inventory control of aircraft is accomplished through checking all RCS 2-AF-A1 Reports of loss. All transactions involving aircraft leaving the Air Force inventory are investigated, posted and held in suspense until proper documents are received for termination of property accountability. Inventory control of aircraft entering the inventory from new production is accomplished by posting acceptances and placing them in suspense pending receipt of proper documents.

## 13. AUDIT

All records, reports and inventories maintained

Para. 13 — Cont.

in compliance with this section will be subject to examination by auditors and air inspectors.

#### 14. AIRCRAFT DELIVERY RECEIPT

a. AF Form 510, "Aircraft Delivery Receipt", will be used to facilitate delivery of aircraft and to furnish a record of selected equipment which will be transferred with the aircraft.

(1) The form is not required when aircraft are moved by the air lift or surface transportation.

(2) The form does not eliminate the necessity for preparation and use of DD Form 1149, but will be used in addition on flight transfers where use of DD Form 1149 is directed by Headquarters, Air Materiel Command.

(3) Proper accomplishment of the form does not require the ferry pilot or the recipient organizations to make a physical check of items other than those listed on the form.

b. AF Form 510 serves two purposes:

(1) It serves as an aircraft delivery receipt for ferry pilots.

(2) It serves as a receipt for aircraft selected equipment and paperwork check list.

c. Preparation.

(1) AF Form 510 will be prepared by the releasing organization such as Air Force local aircraft distribution officers at factories, depots, modification centers, bases, etc., or by the ferry control officer at the base where the flight originated. The releasing organization will fill in the heading of the form completely, including the aircraft model, serial number, account or contract number, project and/or priority, flight order number (when known), receiving organization (not the ferrying organization but the designated organization to which the aircraft will be delivered), the point to which the aircraft is to be delivered, the releasing organization, the point and date of release, and will indicate in column B of check list the number of listed items placed on each aircraft. "Confidential" or "Secret" equipment installed on the aircraft will be listed in space provided and AF Form 510 classified according to classification of the information listed. The word "none" will be entered in the "Classified Materiel Installed on Aircraft" block of AF Form 510 in the event no classified materiel is installed on the aircraft.

(2) The authorized representative of the ferrying organization will, upon accepting the aircraft for delivery and the responsibility for paperwork and equipment enumerated in column B of the check list, sign the delivery receipt in the space provided, and indicate that he has checked each item by placing a checkmark in column C of the check list and his initials at the bottom of the column. Aircraft will not be accepted by ferrying organization until such time as the items specified in column B agree with the quantity in the aircraft. In many cases, the authorized representative of the ferrying organization will be the pilot ferrying the aircraft, in which case the execution of AF Form 510 will occur just prior to actual

departure of the aircraft. At factories or modification centers where the ferry control officer receives aircraft released to him and is responsible for surveillance, relieving the local aircraft distribution office of this function, the ferry control officer will check the items enumerated and sign receipt on AF Form 510. At factories or modification centers where the ferry control officer does not have guards to maintain surveillance over aircraft received by him and must rely upon the local aircraft distribution officer, a contractor or other agency for such services, the ferry control officer will not be required to assume responsibility for items listed on AF Form 510. In such cases, the ferry pilot or the ferry control officer will personally check all items and sign a receipt for them on AF Form 510 immediately prior to departure of the aircraft.

(3) Space for three intermediate stops where pilot will not remain in the aircraft, and therefore may desire to be relieved of the responsibility for the items on the check list, have been provided on AF Form 510. If more than three intermediate stops are made, an additional set of forms will be used and attached to original form. At such intermediate activities, the commander or his authorized representative will assume responsibility for the items after a check-in has been accomplished. Immediately upon arrival of aircraft at such activity, the authorized activity representative and the pilot will check the items. The activity representative will place a check-mark in the first open intermediate activity check-in column and will place his initials at the bottom of the column when all items as indicated in column B or subsequently noted, are present. If an item is missing, the representative will enter the correct figure in the check-in column, and the pilot will initial the corrected figure and will make proper explanation in remarks section of the form. After all items are checked, it is the responsibility of the activity commander to take necessary steps to guard against loss of such equipment or papers.

(4) When the aircraft is ready to leave, the items contained in check lists will be checked out by the pilot who will place a check-mark in the appropriate intermediate activity check-out column and place his initials at the bottom of the check-out column when the quantity of items are the same as those checked in upon arrival. Any difference in items checked in and out at an activity will be indicated by placing the corrected figure in the check-out column and will be initialed by the activity representative. This difference will be explained by the activity representative in writing in the remarks section of the form, together with his signature, rank, and activity.

(5) When the aircraft arrives at its destination, the authorized representative of the recipient organization will place a check-mark in column J and will place his initials at the bottom of the column when all items as indicated in column B, or subsequently noted, are present. If an item is missing, the representative will enter the

**Para. 14c(5)—Cont.**

corrected figure in column J and the pilot will initial the corrected figure and will make proper explanation in remarks section of the form. The authorized representative of the recipient organization will then sign the receipt in the space provided on the form.

d. Copies will be prepared by the releasing organization and distributed as follows:

- (1) Copy 1—Home station of pilot.
- (2) Copy 2—Pilot.
- (3) Copy 3—Aircraft recipient.
- (4) Copy 4—Releasing organization.
- (5) Copy 5—AF Plant Representative or

Chief of the Air Procurement District in which contractor facility is located as appropriate, marked for Property Administrator. This copy is required when aircraft are delivered to contractor facility. Reduction in the number of copies is permissible in accordance with requirements of the individual command, or by mutual agreement between commands concerned.

**15. PROPERTY INSTALLED IN AIRCRAFT**

a. Property installed in aircraft subject to inventory and audit will be accounted for in accordance with procedures outlined in TO 00-35D-780.

b. Installed property temporarily removed from aircraft in accordance with the procedures prescribed in TO 00-35D-780 for the purpose of preservation (e.g., aircraft in storage or undergoing repairs) need not be turned in to the base supply officer providing:

(1) Property is not deleted from the DD Form 780.

(2) A notation of the storage location of the property is entered on DD Form 780.

(3) A record of such property is maintained on AF Form 84B, "Service Stock Balance Record", at place of storage.

c. Base supply officers will be relieved in the following manner from accounting for property installed in aircraft.

(1) Relief from property accountability for government furnished property, including Air Force and Army purchased property installed in aircraft at a contractor's plant, or in any other case where the provisions of AFPI, Appendix "B" dated 2 January 1956 are applicable, will be obtained in accordance with the provisions of those directives. All items of government furnished equipment will be considered Class "C" property as described by the provisions of cited directives.

(2) Relief from property accountability for expendable recoverable and nonexpendable property will be obtained in accordance with section 5, volume II.

(3) Property accountability for expendable property will be terminated at time of issue.

d. Items Lost or Abandoned in Flight. Property accountability for items lost or abandoned in flight may be terminated by the preparation and submission of a DD Form 1150 to the base supply officer, indicating as an "Issue Document" (if replacement items are required.) Items involved will

be listed on the DD Form 1150, including a statement therein covering complete details, including serial number of aircraft, date and time of loss, type of mission performed, weather conditions, and any other extenuating conditions, or a copy of the order for abandonment, if available. If replacement items are not required, custodian of the property will prepare and submit a DD Form 1150 (see section 14, volume XIII) to the base or detachment commander as appropriate for approval. In the event the written finding was not made or the commander declines to approve the use of the finding as a property voucher, a DD Form 200 will be prepared.

**16. SUPPORT OF STRUCTURAL DAMAGED HIGH PERFORMANCE AIRCRAFT**

a. Purpose. This paragraph provides a standard procedure to insure an expeditious and economical means of returning to service, structurally damaged high performance aircraft and is applicable to all activities utilizing or supporting high performance aircraft.

b. Definitions.

(1) The term *High Performance Aircraft* as used herein is applicable to aircraft having special extrusions, stringers, formers, tapered skin and other complex structures, and which have performance near or above sonic speeds. (See TO 00-25-180, "Structural Repair of High Performance Aircraft.")

(2) The term *Structural Repair Illustration Document* as used herein is a document developed by the LSM through coordination with the prime design aircraft manufacturer. This document consists of an illustrated drawing of all components of the aircraft structure and will be used to identify items of a structural nature when the aircraft has been structurally damaged. Copies of the document will be obtained from the LSM. The "Structural Repair Illustration Document" will be identified by an aircraft manufacturer document number and referenced in the -3 handbook.

(3) The term *Structural Repair Engineer Team* as used herein denotes a team consisting of a structural engineer and a representative from supply. Insofar as possible these teams will be located at each numbered Air Force of the using major air command and/or theater command where aircraft are rotated. In addition, highly specialized teams are available at the geographic aircraft depot, and will be dispatched to the location of a structurally damaged aircraft upon request.

(4) The term *Structural Repair Requisition* as used herein is the term used for identification of requisitions for returning to service structurally damaged high performance aircraft. Such requisitions will be prepared in accordance with procedures contained in section 2, volume II, or section 5, volume XX. The requisition will be identified by the applicable project code and "Marked For" the specific aircraft (type, model, series and serial number).

(5) The term *applicable Project Code* as

## Para. 16b(5)—Cont.

used herein is a project code assigned to identify structural repair requisitions prepared in mechanized format. The code consists of a single digit alphabetic depot code assigned in accordance with procedures contained in paragraph 3, supplement VI, section 2, volume II followed by a two digit numerical code 78. For example project code H78 reflected in the project field of the AF Form 104P-1 (columns 73-75) would indicate a structural repair requisition for which OCAMA is the LSM.

c. Return of Structural Damaged High Performance Aircraft to Flyable Status:

(1) A structural repair engineer team will be dispatched to the location of a structurally damaged high performance aircraft upon receipt of a request and a Preliminary Aircraft Accident Report or other notification which indicates that structural repair will be required to return the aircraft to a flyable status.

(2) Structural Repair Engineer Team will:

(a) Review the damaged aircraft and recommend one of the following to the geographical air materiel area aircraft disposition officer:

1 That due to the extent of the damage, the aircraft will not be repaired.

2 That the aircraft be repaired for a one-time flight to a major repair depot.

3 That complete repair action be accomplished at the site.

(b) If repair is recommended, all unidentifiable parts will be outlined in color (red) indicating the damage, on the "Structural Repair Illustration Document."

(c) In conjunction with the local base supply officer, prepare requisitions for all centrally procured stock listed items required to make the recommended repair. Insure that requisitions reflect the applicable project code and "Marked For" the specific damaged aircraft (type, model, series, and serial number).

(d) Render assistance as required to the local base supply officer in preparation of AF Form 9, "Purchase Request" to insure procurement action is initiated on base procurement type items.

(e) Indicate on the Structural Repair Illustration Document or attach a supplemental list of those items for which base procurement action was not initiated and for which requisitions were not submitted. A block of document numbers, obtained from the local base supply officer, will be included for use by the LSM in preparation of necessary requisitions or purchase requests.

(f) Forward the Structural Repair Illustration Document together with all original requisitions to the structural repair aircraft monitor of the LSM as applicable, by the most expeditious means available. Oversea activities will also include the AF Form 9 for those items that cannot be locally procured in the theater.

(3) The LSM will:

(a) Establish a "Jacket File" on the damaged aircraft. Information copies of all supply action will be maintained in this file. When the

block of document numbers received from the requisitioning activity is not sufficient to cover all items requisitioned by the LSM document numbers in the 9900 through 9999 series may be used.

(b) Review the Structural Repair Illustration Document to determine if supply action can be taken on any item indicated as not on requisition, or for which base procurement action has not been accomplished.

(c) Review all original requisitions for proper identification, application to higher or lower assemblies, proper marking, shipping instructions, etc.

(d) Forward requisitions for out-of-class stock listed items to applicable CCMs; initiate supply action on requisitions for stock listed items applicable to the local LSM or CCMs, and initiate base procurement actions on oversea base procurement type requests.

(e) In coordination with the aircraft manufacturer, forward the "Structural Repair Illustration Document" to the aircraft manufacturer for entry of the manufacturer's part number identification, estimated cost quote, and subsequent return to the LSM.

(f) Upon receipt of identification and cost quotes from the contractor, initiate requisitions, amended shipping instructions (ASI), or purchase requests (PR), as applicable, for all items required to repair the structurally damaged aircraft that were not previously requisitioned.

(g) Insure that all documents are stamped "Structural Repair" and "Marked For" the specific damaged aircraft (type, model, series and serial number).

(h) Place an information copy of all actions taken in a "Jacket File" and forward an information copy to the activity having repair responsibility of the aircraft.

(i) Maintain follow-up action to assure delivery of all items.

(j) Not initiate cataloging action on the noncataloged "special items" obtained from the manufacturer, except when consumption data indicates a requirement for such action.

(4) Commodity class managers will:

(a) Forward a coded copy of all supply action to the activity having responsibility for repair of the aircraft.

(b) Ship all property to the activity having responsibility for repair of the aircraft.

(c) Forward an information coded copy of all supply action to the structural repair aircraft monitor of the LSM.

(5) When a Structural Repair Team is not required, the requesting activity will:

(a) In conjunction with the local base supply officer, prepare requisitions for all central procured stocklisted items required to make the recommended repair. Insure that the requisitions reflect the numerical project code designator (\*78) and are "Marked For" the specific damaged aircraft (type, model, series and serial number).

(b) In conjunction with the local base sup-

**Para. 16c(5)(b)—Cont.**

ply officer, initiate procurement action on base procurement type items.

(c) Prepare a listing of all identifiable non-stocklisted items by part number, noun, and quantity required. The listing must be plainly marked "Structural Repair" and include aircraft (type, model, series, and serial number).

(d) Nonstocklisted items which are not identifiable by part number will be submitted on a listing as prescribed in preceding paragraph (excluding part number) and in addition will have attached descriptive data such as drawings showing water lines, buttock lines, station numbers, photographs, etc., from which to make correct item identification.

(e) Forward the listings as prescribed in preceding paragraphs (c) and (d) together with all original requisitions to the structural repair aircraft monitor at the LSM by the most expeditious means available. Oversea activities will also include requests for base procurement type

items that cannot be base procured in the theater. A block of document numbers will be included for use by the LSM in preparing necessary requisitions or purchase requests.

d. Use of Air Force Supply Directives (ASFSDs).

(1) When the services of a Structural Repair Engineer Team are requested the supporting depot may initiate an Air Force Supply Directive (AFSD) for items needed to repair the aircraft in lieu of assisting the support base in preparation of requisitions. Procedures contained in section 3, volume III are applicable to AFSD actions.

(2) AFSD procedures may also be used for obtaining supply support for crash damaged aircraft defined in Technical Order 1-1-638 that are not specifically covered under high performance aircraft program defined in Technical Order 00-25-180.



CHAPTER 18

IDENTIFYING, CONDITION AND STATUS MARKING, TAGGING AND LABELING  
OF PROPERTY AT US AIR FORCE ACTIVITIES

<i>Paragraph</i>	<i>Title</i>	<i>Chapter and Page</i>
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2	Relation to Previous Directives .....	18-1
3	Responsibility .....	18-1
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**1. GENERAL**

This chapter prescribes and authorizes the use of certain identification, condition and status markings, tags and labels on property stored, manufactured, repaired, procured, and accounted for by the US Air Force. The markings, tags and labels prescribed herein and the procedures established for their use will serve to indicate identity, condition, and status of property in the US Air Force.

**2. RELATION TO PREVIOUS DIRECTIVES**

a. Property received and stored prior to the effective date of this chapter and presently identified by means of previously authorized tags, labels, or markings will be exempt from the provisions of this chapter until such time as it is repacked, its condition or status is changed, or its identification is changed or obliterated.

b. This chapter in no way affects current directives relative to the markings, labeling, or stenciling of shipping containers at the time of shipment. The application of shipment markings, stencils, or labels will, however, be accomplished in such a manner that information relative to the contents is not defaced.

**3. RESPONSIBILITY**

It will be the responsibility of the Commander of each Air Force activity to insure that qualified personnel are assigned as required, to effect maximum surveillance through a minimum expenditure of effort in applying adequate identification, condition and status markings to items received, stored, issued, and shipped.

**4. DEFINITIONS**

a. For the purpose of this chapter, the following general terms will be used as defined:

(1) *Identification.* That means by which, with the use of USAF, technical service or Fed-

eral supply catalogs, AN, JAN, AF or manufacturer's drawings, AN, JAN, AF, or Department of Army specifications, or other applicable drawings, specifications, or parts catalogs, an item may be recognized and associated with its next major assembly and the USAF technical service or Federal supply classification of property in which it is procured, stored, issued and shipped by the USAF.

(2) *Condition.* That state of physical being which determines the suitability of an article to adequately carry out the purpose for which it was designed and authorized.

(3) *Status.* That state in which an article is held for further determination of condition or other specific action.

b. Conditions referred to in this chapter and other chapters within this manual are as follows:

(1) *Serviceable Condition.* (AF Form 50B or C) That condition of an article in which all specifications of manufacturer or repair have been complied with, and in which the article is considered suitable to the satisfaction of the authorized inspector for carrying out the purpose for which it was designed or authorized. The fact that an article shows signs of previous usage does not necessarily mean that the article is unserviceable. When an article meets safety and performance requirements, such property will be processed as serviceable. Items which are removed from service but still appear to be serviceable though a reasonable doubt of serviceability exists will be tagged with AF Form 50D, "Reparable Tag" in accordance with TO 00-20A-1 and routed through field maintenance shops for functional tests and inspection. If found to be serviceable, the article will be returned to use or to local serviceable supply stocks. (Reparables will be processed in accordance with chapter 19.)

(2) *Reparable Conditions.* (AF Form 50D) That condition of an article which renders it unsuitable for use but in which the article can be economically restored to a serviceable condition, or that condition which requires further processing of an article to make it serviceable.



Para. 4b—Cont.

(3) *Condemned or Rejected Condition.* (AF Form 50E) That condition of an article which makes it unsuitable for restoration to a serviceable condition or of further value to the Air Force in the function for which it was manufactured or authorized. The article may be placed in such condition by not meeting specifications, damage, or by direction of higher authority. Condemned condition is further classified as condition condemned and administratively condemned.

(a) Condition condemned is that state in which an article either cannot be repaired, or the estimated cost of repair, including material and labor exceeds the maximum repair allowance established for the affected article. The maximum repair allowance for AF property is established at 65 percent of the serviceable supply catalog price unless specified otherwise in technical orders or other published directives issued by the Commander, Air Materiel Command, or higher authority. (Note: When serviceable prices are not available in supply catalogs, the cost indicated on property records will be used.) These limitations will not apply to items in critical short supply.

(b) Administratively condemned is that state in which a technical order or other published directive issued by the Commander, Air Materiel Command, through authority vested in the IM, or higher authority, directs condemnation without regard to personal judgment of the inspector, condition, (serviceable or repairable) or status of the affected item.

c. Specific types of status referred to in this chapter and other chapters within this manual are as follows:

(1) *Technical order compliance status (TOC)* (AF Form 50G). That state in which, in accordance with USAF technical orders or other military department modification orders, an otherwise serviceable article must be processed by a maintenance activity for the performance of periodic inspection, calibration, test, modification, change, or alteration prior to issue or shipment.

(2) *Incomplete Status (INC)*. (AF Form 50B or C.) That state in which an article, after acceptance as a serviceable item, is determined to be incomplete as an assembly by reason of the subsequent removal therefrom of a part or parts which are required by the applicable drawings or parts list or in which parts are discovered to be missing from an otherwise serviceable assembly, but which may be reinstalled or replaced without repair shop action.

(3) *Hold Status*. (AF Form 50B or C.) That state in which an article is withheld from acceptance pending further determination of condition.

(4) *Special Status*. (AF Form 50B or C.) That state in which the identity, condition, or disposition of an article cannot be determined or is questioned and the article is to be held for disposition or determination of identity or condition, by a higher echelon of inspection, or in which an article or group of articles is impounded or retained for issue on or return to a specific assembly, project, or work order.

(5) *UR Status*. (AFTO Form 114.) That

state in which an article is to be submitted as an exhibit to or is held pending action on AFTO Form 29, "Unsatisfactory Report." See TO 00-35D-54.

d. *Original container*. An unopened unit, intermediate, or shipping container of identical items which bears evidence of having been closed or sealed after inspection and identification by an AF depot inspector, AF quality control representative, or authorized inspectors of other governmental agencies.

## 5. GENERAL REQUIREMENTS FOR MARKING, TAGGING, AND LABELING

a. The inspection mission of the Air Force does not provide for needless reinspection and multiple tagging of property. Rather, if the property has been accepted by an authorized inspector and adequately identified as to condition, class, stock number, etc., that fact should preclude the need for reinspection and/or tagging except when the property is subject to specific actions described in subsequent paragraphs.

b. Military Standard 129, "Marking for Shipment and Storage" and Military Standard 130, "Identification Marking of US Military Property," prescribe marking requirements to be followed by contractors furnishing property to the Air Force. When the requirements of these standards are adequately applied by vendors and contractors to serviceable items, thereby providing proper identification and condition upon receipt and while in storage, the items need not be further tagged.

(1) When contractor's forms or markings are in accordance with MIL-STD-129, Air Force forms or markings will not be necessary unless otherwise required by applicable specifications. Contractors forms which indicate serviceable condition will not be red or green.

c. Serviceable property, the condition of which is obvious, and not otherwise marked may be received, stored, issued, or shipped without AF Forms 50B or 50C, under the following condition.

(1) Items obtained for local use from shelf stocks of local vendors by means of base procurement (AFR 67-3) when the identity is adequately indicated with commercial tags, labels, or markings.

(2) Small quantities of identical items placed in cushion bags, cloth bags, small chipboard boxes, etc., to facilitate issue or shipment when there is no requirement to indicate reinspection dates, manufacture dates, date of pack, etc. In such instances identification and quantity of the contents will be legibly marked on the container.

d. Property in original containers, as defined in paragraph 4d, will require no subsequent inspection or tagging as to condition or identification except when subjected to one or more of the actions listed below:

(1) The property has been used, has been rendered incomplete, has suffered obvious or suspected damage, deterioration, corrosion, or has had latent defects disclosed.

(2) Condition or status of the property has

**Para. 5d(2)—Cont.**

been changed by direction of higher authority.

(3) Identification of the property has been lost, defaced, or obliterated.

(4) The property is an assembly containing movable parts, concealed or otherwise, which had been issued for use but has been returned unused to the supply activity.

(5) When the maximum operating time of the item is limited and partial service life has been accrued but the item is returned to serviceable stock after minor repair under the provisions of TO 00-20A-1.

(6) When sound management principles indicate the use of a tag or label on the items is in the best interest of the Air Force.

e. Under the circumstances described in paragraphs 5d(1) through (6), authorized inspectors will inspect and insure correct tagging of property prior to further storage, shipment, issue, or installation. All tags and labels attached to the property or container will be complete in detail as required, and either signed or stamped by the inspector authorized to accomplish the inspection, and to establish the date of such inspection or reinspection as may be required to insure compliance with applicable technical orders and directives affecting any specific item.

f. Original containers, as defined in paragraph 4d, affected by conversion to Federal stock numbers or superseded by new codes or stock numbers, will not be opened solely for application of new numbers to the contents. However, exterior original containers will be identified with the proper stock number at all times, except in those instances when it is not economically feasible to reidentify each container in storage due to a large quantity of containers involved. In such instances sufficient identification will be provided as required to facilitate issue and inventory. When original exterior containers are issued or shipped and the contents have not been remarked, a legend essentially as follows will be placed on the container: "REMARKING NOT ACCOMPLISHED ON CONTENTS HEREIN; ANY NECESSARY CHANGES WILL BE MADE WHEN OPENED." The proper stock number will be marked on the unit pack or item, as required, when the container is opened for the purpose of issuing a portion of the contents.

g. All authorized tags and labels will be prepared by imprinting or by mechanical equipment if the equipment is available and its installation is authorized. When small quantities are involved or mechanical equipment is not available, tags and labels may be prepared manually by the use of lead pencil or rubber stamp. In all instances the item name and necessary descriptive adjectives will be entered on condition tags or labels and on status tags or labels when the identity is not otherwise indicated.

h. Metal tags, specification MIL - P - 4745 (USAF) may be used to identify the contents of containers having only one line item which are in outside storage or are being shipped overseas.

i. Hi-Valu items will be conspicuously identified

by application of the appropriate Hi-Valu insignia to each exterior container or unpackaged item, except as provided in paragraph 12a, chapter 6. The Hi-Valu insignia will remain on the item or container until the item is placed in service or deleted from the Hi-Valu program, at which time the insignia will be removed or obliterated unless the container is reused for Hi-Valu items. Identification of Hi-Valu items will be accomplished by application of the following tags or labels, as appropriate:

8135-559-3227 Plastic Tag, 3½ inches x 1½ inches  
8135-559-3228 Plastic Tag, 3 inches x 5 inches  
8135-550-2368 Metal Tag, 3½ inches x 1½ inches  
8135-543-7916 Metal Tag, 3 inches x 5 inches  
8135-526-1870 Plastic Tape, 1½ inches wide  
8135-526-1515 Plastic Tape, 3 inches wide

j. The chief inspector of the activity concerned will insure that all materials received, stored, issued, or shipped are properly identified, and the legibility and permanence of information contained on tags, labels, and other markings are maintained.

## 6. AUTHORIZATION, USE, AND INFORMATION TO BE INCLUDED ON AF FORM 50 SERIES

a. The following forms are authorized for use in indicating the condition and identification of the individual article or the contents of the package or container of any type to which they are securely attached.

(1) AF Form 50B, "Serviceable, Incomplete, Status and Hold Tag" and AF Form 50C, "Serviceable, Incomplete, Status and Hold Label" (Yellow).

(2) AF Form 50D, "Reparable Tag" (Green).

(3) AF Form 50E, "Rejected or Condemned Tag" (Red).

(4) AF Form 50G, "Technical Order Compliance Tag" (Green and Yellow).

b. The AF Form 50B or 50C will be used to indicate the identity and serviceable condition of AF property when other authorized markings are not used. The AF Form 50B or 50C will also be used to indicate incomplete status, hold status, or special status.

(1) When more than one modification technical order has been accomplished on an article, compliance with all such technical orders may be indicated by a statement to that effect on the AF Form 50B or 50C, signed or stamped by an authorized inspector.

(2) When the AF Form 50B or 50C is used to indicate status, the form may be over stamped, using opened face letters, to indicate the specific status.

(3) When the AF Form 50B is required by applicable technical orders or directives to remain with the item while in service (e.g., life rafts), the reverse side of the form may be used to record required inspections.

c. The AF Form 50D will be used to tag any part, subassembly, assembly, unit, group, set, system, and/or accessory that is reparable or re-

Para. 6c—Cont.

quires rework. A complete listing showing stock number, quantity, and description of items short, will be entered on the reverse side of the tag or on a separate list securely attached thereto. This listing will be clearly identified as items "short" on the identified article. The AF Form 50D will be used as prescribed by TO 00-20A-1, "Aircraft, GAR, GAM, and Drone Inspection and Maintenance System and Records Administration."

d. The AF Form 50E will be used to indicate conditions as outlined in paragraphs 4b (3) (a) and (b). Remarks will be entered on the tag as required.

e. The AF Form 50G will be used when USAF technical orders or other military department modification orders require that an otherwise serviceable item be processed by a maintenance activity for the performance of periodic inspection, calibration, test, modification, change, or alteration prior to issue or shipment. When an AF Form 50G is to be attached to an item which is properly identified with an AF Form 50B or 50C, or in accordance with MIL-STD-129, only the applicable technical order number and date, and inspectors stamp or signature and date is required to be entered on the AF Form 50G.

## 7. REPORTING DISCREPANCIES

Discrepancies in application of this chapter will be brought to the attention of the offending activity through the medium of AF Form 672, "Report of Discrepancy," prepared and processed in accordance with paragraph 11, chapter 2. The determination of how and when corrective action should be taken, depends entirely on the source and nature of any discrepancy which would involve proper identification and condition of materials. Any subsequent action to be taken should be determined only by qualified and authorized inspectors.

## 8. REMOVAL AND DISPOSITION OF TAGS AND LABELS

a. The chief inspector of the activity concerned is responsible for the removal, replacement, and necessary destruction or obliteration of authorized tags and labels. When serviceable Air Force property is placed in use or service, the AF Form 50B or other serviceable parts tag (when attached to the item) will be removed and destroyed, unless the tag is required by applicable technical orders or directives (e.g., life rafts) to remain with the item or otherwise be retained. Labels or other identification markings on containers will be obliterated unless required by directive to be retained, e.g., aircraft engine containers.

b. In the event it is necessary to maintain item identity on "in-use" organizational property, the identification marking used will be the most economical and practical as determined locally. However, this identification marking will not be used to indicate the condition of such property.

## 9. AUTHORIZED INSPECTORS AND THEIR GENERAL RESPONSIBILITIES

a. Air Force quality control representative

(AFQCR). The quality control inspector who is directly responsible for the government quality control functions at a particular facility or group of facilities, and who is authorized to inspect and accept supplies and services for the government.

b. "Maintenance inspector." A person authorized by the maintenance officer of an Air Force organization or activity to perform the following inspection functions:

(1) Insure quality of production with respect to repair, overhaul, modification, local manufacture, or restoration to a serviceable condition of all materials and equipment at USAF activities in accordance with standards prescribed by higher authority.

(2) Determine the final condition of property required, reclaimed, or manufactured by a maintenance activity, or removed from service, administratively condemn property when directed by higher authority, and, when requested, determine the final condition of property received or stored by a supply activity.

(3) Insure that reinspection dates prescribed by technical orders are properly computed and entered on applicable tags or labels, or are included on the markings used in lieu of such tags and labels in connection with all property processed by the maintenance activity.

(4) Maintain or re-establish the identification of materials restored to a serviceable condition, and establish the identification of articles locally manufactured, as well as those reclaimed or removed from major assemblies or complete units by a maintenance activity.

c. "Supply Inspector." A person authorized to perform the following inspection functions:

(1) Establish and maintain the final identification and classification of all property received, stored, issued, or shipped.

(2) Determine the condition or status of property known or suspected to have been damaged or to have deteriorated or corroded during use, storage, or shipment.

(3) Insure that reinspection dates prescribed by technical orders are properly computed and entered on the applicable tags or labels or are included on the markings used in lieu of such tags and labels to identify property received, stored, issued, and/or shipped by a supply activity.

(4) Accept or reject property received on base procurement orders or contracts requiring inspection and/or acceptance at destination.

(5) Determine status of property received, stored, issued, and shipped by a supply activity, and administratively condemn property when such action is prescribed by directives of higher authority.

(6) Establish and maintain inspection controls on materials within the technical order compliance category to insure that inspection dates will permit the availability of serviceable stock.

## 10. TAGGING OF EXCESS PROPERTY

Excess property authorized for transfer to the redistribution and marketing activity will not be retagged with AF Form 50E unless the property

**Para. 10—Cont.**

has in fact been properly condemned under conditions outlined in paragraphs 4b(3) (a) or (b). The AF Form 50B, 50C, or 50D, when required, will remain affixed to serviceable or reparable property, as applicable, and will be conspicuously stamped or marked as excess, unless the property is physically transferred to the redistribution and marketing activity.

**11. IDENTIFICATION OF MULTIPLE PACKAGED ITEMS**

Each package or unpackaged component part which is physically unattached to an assembly, group, kit, or set, collectively identified and listed as a single item of supply will be appropriately condition tagged or labeled. Entries on each condition tag or label will be made in accordance with the appropriate block. The "Assembly Box" entry space on the AF Form 50 series will be used to account for each packaged or unpackaged component part of the assembly, group, kit, or set. Such entries will follow the "Fractional" system of marking, i.e., "1/4," "2/4," "3/4," etc. Local serial numbers for reference purposes will be established and used in the absence of previously assigned serial numbers. Provisions of this paragraph are not retroactive provided the affected items have been adequately tagged, labeled, or marked in accordance with locally approved procedures.

**12. AUTHORIZATION AND USE OF SUPPLY INSPECTOR'S STAMPS**

a. Authorized Air Force supply inspectors may use the standard serially numbered rubber stamp

(FSC 7520-664-5907) in lieu of written signatures. Such stamp may be used by supply inspectors to authenticate AF Form 50 series or the identification markings on containers. The stamp may also be used on receiving and shipping documents, as required, to indicate that the property represented thereon has been inspected. However, supply inspector's stamp will not be used to indicate acceptance of property received from contractors.

b. The responsibility of the respective Air Force installation requiring the services of supply inspectors will be as follows:

(1) Insure base procurement of standard rubber stamps as actually required.

(2) Insure maintenance of a current roster of personnel authorized (in writing) to use such stamps. This roster will show the name of the individual, serial number issued, the date of issue, and date of return. Serial numbers assigned will begin with number one and proceed in numerical sequence.

(3) Insure replacement or cancellation of stamps lost, misappropriated, or worn out.

(4) Take disciplinary action, if deemed necessary, in cases of misuse, misappropriation, or unwarranted loss of such stamps.

c. The individuals to whom supply inspection stamps are issued will be responsible for the proper use and safekeeping of the stamps while in their custody. Loss or misappropriation of such stamps will be immediately (within 24 hours) reported to the chief of the inspection activity, who will take action, as required, to recover the stamps or make them invalid.



## Para. 10g—Cont.

or that an article is to be held for further action by higher authority. When AF Form 50J is used for preliminary inspection purposes, the words "Special Status" will be deleted, and when used for special status purposes the words "Preliminary Inspection" will be deleted.

h. AF Form 50K, "UR Identification Tag." This form will be used for identifying parts or materials on which AF Form 29 has been accomplished or submitted in accordance with TO 00-35D-54. All parts that are submitted as exhibits to or that are held pending action on DD Form 535 will be identified with this tag. All the information required on the face of the AF Form 50K will be entered.

#### 11. USE OF AIR FORCE TAGS AND LABELS BY US AIR FORCE MAINTENANCE INSPECTORS AND OTHER MAINTENANCE PERSONNEL

a. AF Form 50B, "Accepted or Serviceable Tag," and AF Form 50C, "Accepted or Serviceable Label." Maintenance inspectors will insure the proper preparation and attachment of these forms to serviceable parts or assemblies or to the outside of unit packages or containers which contain unserviceable identical items, when such articles, unit packages, or containers are to be returned to a supply activity.

b. AF Form 50D, "Reparable or Rework Tag":

(1) This form will be used to tag all assemblies that are reparable or require rework. (Air Materiel Command depot maintenance facilities will use AF Form 345, "Parts Routing Tag.") Component parts of such assemblies will be tagged with this form when they are removed from the assembly and routed to another maintenance facility for repair, return, and reinstallation on the assembly from which they were removed or on a like assembly. Groups of identical component parts may be identified by one AF Form 50D, provided that they are handled in one shop container and that the AF Form 50D shows the quantity of the article in that container. These tags will be attached to and removed from parts, assemblies, or shop containers by persons authorized to do so by the maintenance officer or chief inspector.

(2) When reparable engines are removed from aircraft for shipment to a repair activity for overhaul, AF Form 50D will be attached. This tag will remain on the engine until start of the overhaul operation, at which time it will be placed with the engine records until overhaul has been completed and the flying time has been stamped on the crankcase as required by TO 02-1-13. At this time the tag will be removed, destroyed or filed, as required.

(3) On the reverse side of the AF Form 50D are spaces for indicating the routing of reparable or rework parts between maintenance shops. This routing will be indicated by the use of symbols, letters, or numbers assigned by the maintenance officer. When repair operations have been completed by a particular department, the inspector will date and sign or initial the tag in the spaces provided beside the department symbol, prior to

the forwarding of the part to the next department. When the routing indicates that the part or assembly is to be delivered to a specific department for installation on the aircraft, engine, or assembly from which it was removed, AF Form 50B, "Accepted or Serviceable Tag," need not be used, provided that the appropriate inspector's signature or initials are shown. The workman engaged in assembling the aircraft, engine or assembly will then remove and dispose of the tags, unless it is desired to retain them as historical records, in which case the tags will be retained in accordance with instructions issued by the maintenance officer or chief inspector.

(4) When the routing indicates that a part or assembly is to be delivered to a stockroom after restoration to a serviceable condition, the inspector having responsibility for final condition determination will remove the AF Form 50D and insure the attachment of AF Form 50B or 50C, as appropriate.

(5) When noninterchangeable reparable parts or assemblies have been removed from equipment for repair, they will be tagged with AF Form 50D plainly marked with the word "Non-interchangeable" and routed to indicate the final return of the parts or assemblies to the department in which they are to be used.

c. AF Form 50E, "Rejected or Condemned Tag":

(1) This form will be used, except as noted below, to tag all parts or assemblies which have been condemned by higher authority or which are not suitable for restoration to a serviceable or accepted condition. Parts damaged to the extent that they are obviously beyond repair need not be tagged. However, parts that require the use of instruments or extremely close inspection to detect flaws or defects will always be tagged with these forms upon which is stated the cause of rejection, and any crack or flaw in the part condemned will be plainly marked with chalk or paint. Containers used for condemned parts or assemblies that are not usually handled in containers will be tagged separately, except where the cause for rejection is so obvious that there is no possibility that the part can ever be mistaken for a serviceable or reparable item.

(2) When AF Form 50E is used for rejection purposes, the word "Condemned" will be deleted; if used for condemnation purposes, the word "Rejected" will be deleted.

d. AF Form 50G, "Technical Order Compliance Tag," and AF Form 50H, "Technical Order Compliance Label." These forms may be used by maintenance inspectors in specific instances where the echelon of the maintenance activity removing serviceable assemblies, parts, or equipment is not authorized to perform or is not capable of performing the required TO compliance.

e. AF Form 50I, "Incomplete Parts Tag." This form will be accomplished and attached by maintenance inspectors when a component part has been removed from a serviceable assembly or kit within the maintenance activity or when it is dis-

## Para. 11e—Cont.

covered that a component part is missing from an assembly or kit received from stock and repair-shop action is not required for completion.

f. AF Form 50J, "Preliminary Inspection or Special Status Tag." This form will be attached by personnel of a maintenance activity under the following circumstances:

(1) To indicate that the part or assembly is to be held for further action by a higher echelon of maintenance inspection.

(2) To indicate that an article is for a specific work order, project, or installation on a particular part or assembly. NOTE.—When AF Form 50J is used for preliminary inspection purposes, the words, "Special Status" will be deleted; if used for special status purposes the words, "Preliminary Inspection" will be deleted.

g. AF Form 50K, "UR Identification Tag." This form will be used only for identifying parts or materials on which AFTO Form 29 are submitted in accordance with TO 00-35D-54. All parts that are submitted as exhibits to or that are held pending action on unsatisfactory reports will be identified with this tag. All the information required on the face of the UR tag will be entered.

## 12. USE OF AIR FORCE OR CONTRACTOR'S TAGS AND LABELS BY AF QUALITY CONTROL REPRESENTATIVE (AF PROCUREMENT INSPECTOR)

a. AF Form 50B, "Accepted or Serviceable Tag," and AF Form 50C, "Accepted or Serviceable Label."

(1) These forms or approved contractor's forms or markings will be used to indicate the identification and serviceable condition of materials procured or repaired under Government contracts or purchase orders and surplus or termination inventory material shipped from a contractor's plant to a commercial or Government warehouse. (Not applicable to fuel, lubricants and breathing oxygen.)

(2) When serviceable Government furnished property is returned from a contractor's plant to an Air Materiel Command activity these forms will be used.

b. AF Form 50D, "Reparable or Rework Tag." This form will be used to indicate that a part or assembly is reparable or capable of being reworked and to indicate that Government furnished property is reparable or incomplete to the extent that repair-shop action is required to effect restoration to serviceable condition.

c. AF Form 50E, "Rejected or Condemned Tag." This form will be used to indicate final and definite rejection by the Air Force and to indicate that Government furnished property is considered unsuitable for restoration to a serviceable condition.

d. AF Form 50F, "Hold Tag."

(1) This form consists of two parts; namely, the "Hold Tag," which is attached to the article withheld from production and the "Follow-up Copy," which is filed in the US Air Force office for follow-up purposes. These tags are serially

numbered to insure follow-up action on parts to which they are attached.

(2) This form will be used when the AF inspector "holds" an article which varies from the requirements of an applicable drawing or specification. The purpose is to prevent its use in production until further investigation is made and a definite decision given as to whether the article will be accepted, rejected, or submitted for rework. The front of both the "Hold Tag" and the "Follow-up Copy" will be accomplished in full by the inspector withholding the article from production. The "Hold Tag" will be attached to the article and the "Follow-up Copy" will be placed in the AF office files. When the decision as to disposition of the material has been made, the "Hold Tag" will be removed from the article and matched with the "Follow-up Copy" in the AF office file.

(3) Contractors may use a tag of their own design comparable with AF Form 50F, provided that its use accomplishes the same general purpose. Whichever tag is so used, its follow-up portion will be filed in the contractor's inspection office.

e. AF Forms 50G, "Technical Order Compliance Tag," and AF Form 50H, "Technical Order Compliance Label." These forms will be used to identify Government property being processed as TOC within contractor's plants or being transferred to Air Materiel Command activities for periodic inspection, calibration, test, modification, change or alteration prior to issue or shipment as required by AF technical orders or other Military Department modification orders.

f. AF Form 50J, "Preliminary Inspection or Special Status Tag."

(1) This form will be used when an article is to be submitted as an exhibit to or is held pending action on a defective material report.

(2) This form will be used when an article has been subjected to a preliminary inspection for quality only at a manufacturer's plant.

(3) When AF Form 50J is used to denote preliminary inspection the words "Special Status" will be deleted, and when used to denote special status the words "Preliminary Inspection" will be deleted.

g. AF Form 50K, "UR Identification Tag." This form will be used only for identifying parts or materials on which AFTO Form 29, "Unsatisfactory Report," are submitted in accordance with TO 00-35D-54. All parts that are submitted as exhibits or that are held pending action on unsatisfactory reports will be identified with this tag. All the information required on the face of the UR tag will be entered.

h. Use of Tags or Labels at Contractor's Facilities.

(1) Contractor's "serviceable" tags, labels or marking may be used in lieu of AF forms when they have been approved by the AF procurement representative and carry the required information. Contractor's "serviceable" tags or labels will not be red or green. Contractor's tags and labels will not be used to identify Air Force



## Para. 12h(1)—Cont.

property as reparable, condemned or rejected, requiring technical order compliance, or as a UR exhibit.

(2) Extreme care will be exercised by Air Force inspectors to insure the use of correct stock number (part number) and nomenclature on tags and labels. Only one stock number will be permitted on any one tag or label. If a group of identical articles is shipped in the same container, one identification tag, label or marking on the shipping container will be sufficient, unless otherwise required by applicable specifications.

(3) Care will be taken by AF quality control representatives to insure that all property delivered to the AF is properly tagged or marked to facilitate correct and expedient handling upon receipt at destination.

### 13. USE OF TAGS AND LABELS BY SUPPLY INSPECTORS AND OTHER SUPPLY PERSONNEL

a. AF Form 50B, "Accepted or Serviceable Tag," and AF Form 50C, "Accepted or Serviceable Label." Supply inspectors will insure accomplishment and attachments of these forms under the following circumstances only:

(1) When property is removed from original containers for unit or intermediate packaging to facilitate issue storage or inventory, supply inspectors will, if no damage, deterioration, corrosion, or evidence of incompleteness is apparent, insure the accomplishment and attachment of AF Form 50B or 50C, as applicable, on each new package or container or insure the application of appropriate stencils or markings bearing the same data. When stencils or markings are utilized in lieu of tags or labels, the supply inspector's stamp will be imprinted adjacent thereto.

(2) When property is received on a local purchase order, on a contract which requires inspection and acceptance for the USAF at destination, or from Department of the Army or Department of the Navy sources, supply inspectors, as specifically authorized by the chief of the supply activity involved, will inspect the materials for compliance with the contract or purchase order specifications. If the property is acceptable, supply inspectors will indicate acceptance for the USAF by accomplishing and attaching AF Form 50B or 50C, as applicable. Materials requiring functional test or physical analysis normally will be forwarded to the local maintenance activity for proper test and appropriate tagging prior to acceptance by the supply inspector.

(3) When the identification of property is lost or obliterated during storage or shipment, supply inspectors will re-establish the identity and classification of the material and insure the accomplishment and attachment of either AF Form 50B or AF Form 50C, provided that no damage, deterioration, corrosion, or evidence of incompleteness is apparent and that the article requires no mechanical test to determine its serviceability. When the exact condition of the article cannot be determined, the applicable status form will be accomplished and

attached to show the need for further action by a higher echelon of inspection.

b. AF Form 50D, "Reparable or Rework Tag." This form will be accomplished and attached under the direction of supply inspectors under the following circumstances only:

(1) When the condition of an article is directed by higher authority to be changed from "serviceable" to "reparable."

(2) When an article received, stored, or used by the supply activity is determined to be worn, deteriorated or otherwise damaged to the extent of becoming unserviceable, but remains suitable for restoration to serviceable condition.

(3) When an article has been rendered incomplete to an extent where repair shop action is necessary to return the article to serviceable condition.

c. AF Form 50E, "Rejected or Condemned Tag." This form will be accomplished and attached under the direction of supply inspectors only when the following circumstances exist:

(1) When the property has been determined as unsuited for the purpose intended and unsuitable for overhaul, rework or modification and its administrative condemnation is specifically directed by technical order or other directives issued by the Commander, Air Materiel Command, through authority vested in the prime depot, or by higher authority.

(2) When the property obviously is worn, damaged or deteriorated beyond the extent of economical restoration to a serviceable usable condition.

d. AF Form 50G, "Technical Order Compliance Tag," and AF Form 50H, "Technical Order Compliance Label." These forms will be accomplished and attached under the direction of supply inspectors when AF technical orders or other Military Department modification orders direct the inspection, calibration, test, modification, change, or alteration of property prior to issue, shipment or storage. The appropriate "TOC" form will be attached to each article or each unit container.

e. AF Form 50I, "Incomplete Parts Tag." This form will be accomplished and attached by supply inspectors when a component part has been removed from a serviceable assembly or kit within the supply activity, when it is discovered that a component part is missing from an assembly or kit stored at that activity, or when a component part is missing from a kit or assembly received from another supply activity (see section 19) and restoration to issuable status can be accomplished without repair shop action.

f. AF Form 50F, "Hold Tag."

(1) This form consists of two parts, namely, the "Hold Tag," which is attached to the property being held, and the "Follow-Up Copy," which is filed for follow-up purposes. These tags are serially numbered to insure follow-up action on property to which they are attached.

(2) This form will be used when a supply inspector "holds" property received from contractors which varies from the requirements of



**Para. 13f(2)—Cont.**

the applicable receiving report. The purpose is to identify the property as such, pending receipt of disposition instructions. The front of both the "Hold Tag" and the "Follow-Up Copy" will be accomplished by the inspector withholding the property. The "Hold Tag" will be attached to the property and the "Follow-Up Copy" will be placed in file. When disposition instructions have been received, the "Hold Tag" will be removed and the property processed as directed. The "Follow-Up Copy" will then be destroyed.

*g.* AF Form 50J, "Preliminary Inspection or Special Status Tag." This form will be prepared and attached by supply personnel under the following circumstances:

(1) When the identity or classification of an article cannot be determined or is questioned and the article is to be held for further action by a higher echelon of supply inspection.

(2) When an article or a group of like articles is impounded or retained for issue on a specific project or work order, or for other indicated special action. NOTE: When AF Form 50J is used to denote preliminary inspection, the words "Special Status" will be deleted; if used to denote special status purposes, the words "Preliminary Inspection" will be deleted.

*h.* AF Form 50K, "UR Identification Tag." This form will be accomplished and attached by supply inspectors to all articles (and to their containers) which are submitted by supply activities as exhibits to, or which are held pending action on AF Form 29, "Unsatisfactory Report," submitted in accordance with TO 00-35D-54.

*i.* AF Form 50L, "Selected for Shipment Tag." This form will be accomplished and attached by supply warehouse personnel as follows: One AF Form 50L will be accomplished for each line item of a shipping document. The tag will be attached to an article representative of that line item to denote the quantity and identification, as well as the item number and the number of the appropriate shipping document. If circumstances so warrant, appropriate portions of this tag may be prepared by mechanical equipment. At activities where mechanized property accounting procedures are authorized, a copy of the shipping document may be used in lieu of the AF Form 50L. In either instance, identification and condition must be indicated as outlined in paragraph 4.

**14. TAGGING OF EXCESS PROPERTY**

Property authorized excess for transfer to disposal officers will not be retagged with AF Form 50E unless the property has in fact been properly condemned as outlined under paragraphs 13c(1) and (2). AF Form 50B and AF Form 50D, as outlined under paragraphs 13a and b, will remain affixed to excess serviceable and reparable property, as applicable, and will be conspicuously stamped or marked "Excess."

**15. TAGGING OR LABELING MULTIPLE PACKAGED ITEMS**

Each packaged or unpackaged component part which is physically unattached to an assembly,

group, kit, or set, collectively identified and listed as a single item of supply, will be appropriately condition tagged or labeled. Entries on each condition tag or label will be made in accordance with figure 18-1, using the stock number of the complete item. The "Assembly Box" entry space on AF Forms 50B or 50C and the "Order or Contract No." entry space on AF Forms 50D or AF Forms 50E will be used to account for each packaged or unpackaged component part of the assembly, group, kit or set. Such entries will follow the "fractional" system of marking as outlined in paragraph 9, section 4. Serial numbers will be entered in the designated portion of the tag or label. Local serial numbers will be established and used in the absence of previously assigned serial numbers. Provisions of this paragraph are not retroactive provided that the affected items have been adequately tagged or labeled in accordance with locally approved procedures.

**16. AUTHORIZATION AND USE OF SUPPLY INSPECTOR'S STAMPS**

*a.* All qualified Air Force supply inspectors are authorized use of standard serial-numbered rubber stamps for use in lieu of written signatures when properly appointed in writing by either the Director of Supply and Services, or Base Supply Officer, as applicable. These stamps will be used to the greatest extent possible, in lieu of signatures in authenticating inspection tags, labels, cards, markings, stencils, etc., on material or on material containers, and to indicate inspection of material listed on various documents.

*b.* The responsibility of the respective Air Force installation requiring the services of supply inspectors will be as follows:

(1) Insure local procurement of standard rubber stamps as actually required.

(2) Insure maintenance of a current roster of personnel authorized (in writing) to use such stamps. This roster will show the name of the individual, serial number issued, the date of issue, and date of return. Serial numbers assigned will begin with number one and proceed in numerical sequence.

(3) Insure replacement or cancellation of stamps lost, misappropriated or worn out.

(4) Take disciplinary action, if deemed necessary, in cases of misuse, misappropriation, or unwarranted loss of such stamps.

*c.* The individuals (inspectors) to whom supply inspection stamps are issued will be responsible for the proper use of the stamps in his possession, and will insure safe keeping of such stamps to prevent their use by unauthorized persons. Loss or misappropriation of such stamps will be reported to the Director of Supply and Services or Base Supply Officer through the Chief, Supply Inspection Branch, within 24 hours from the time such loss or misappropriation is noted.

*d.* Supply inspection stamps (FSC 7520-664-5907) will print the designated numerals and/or letter of the Air Force air materiel area, depot or base, the word "Supply," the serial number of the stamp and the current date (day, month and year).

<b>ACTIVITY SYMBOLS</b>			
<b>E - ENGINEERING INSPECTION</b>			<b>P - PROCUREMENT INSPECTION</b>
<b>M - MAINTENANCE INSPECTION</b>			<b>S - SUPPLY INSPECTION</b>
<b>INSTRUCTIONS - RESPONSIBLE ACTIVITIES WILL ASSURE THAT INFORMATION REQUIRED HEREIN IS INCLUDED ON CONDITION FORMS.</b>			
ENTRIES MADE BY INSPECTOR	"ACCEPTED OR SERVICEABLE TAG & LABEL," AF FORMS 50B AND 50C	"REJECTED OR CONDEMNED TAG," AF FORM 50E	"REPARABLE OR REWORK TAG," AF FORM 50D
STOCK NO.	E M P S	E M P S	E M <sup>1</sup> P S
PART NO.	E M P S	E M P S	E M <sup>1</sup> P S
CLASS	E M P S	E M P S	E M <sup>1</sup> P S
DESCRIPTION	E M P S	E M P S	E M P S
SERIAL NO. <sup>2</sup>	E M P S	E M P S	E M P S
MANUFACTURER'S NAME OR ACTIVITY	E M P S	E M P S	E M <sup>1</sup> P S
REINSPECTION PRIOR TO ISSUE AFTER (DATE.) <sup>4</sup>	E M P S		
QUANTITY	E M P S	E M P S	E M P S
UNIT OF ISSUE	E M P S	E M P S	E M P S
ASSY BOX NO. <sup>8</sup>	E M P S	E M P S	E M P S
ITEM NO. <sup>3</sup>	E M P S	E M P S	E M P S
ORDER OR CONTRACT NO. <sup>9</sup>	E M P S	E M P S	E M P S
DATE OF INSPECTION	E M P S	E M P S	E M P S
AUTHORIZED SIGNATURE OR STAMP	E M P S	E M P S	E M P S
HOURS SINCE OVERHAUL <sup>5</sup>			E M
DIRECTION FOR REPAIR OR REASON FOR CONDEMNATION		E M P S	E M P S
TECHNICAL ORDER COMPLIANCE RECORD <sup>6</sup>	E M P S		
EXPIRATION OR MFD. DATE <sup>7</sup>	E M P S		
<p>1 - NOT REQUIRED WHEN ITEM IS REMOVED FOR REPAIR AND IMMEDIATE REINSTALLATION IN MAINTENANCE SHOPS.</p> <p>2 - APPLICABLE TO GOVERNMENT AND CONTRACTOR'S ASSIGNED SERIAL NUMBERS.</p> <p>3 - TO BE ENTERED ONLY AS APPLICABLE.</p> <p>4 - APPLIES ONLY TO ARTICLES REQUIRING PERIOD INSPECTION OR TEST IN ACCORDANCE WITH TECHNICAL ORDERS OR APPLICABLE SPECIFICATIONS.</p> <p>5 - SEE PARAGRAPHS 10, AND 11, SECTION 10.</p> <p>6 - ON ALL ITEMS EXCEPT AIRCRAFT AND AIRCRAFT ENGINES, AS REQUIRED.</p> <p>7 - AS APPLICABLE</p> <p>8 - REFER PARAGRAPH 15, SECTION 10.</p> <p>NOTE: WHERE MORE THAN ONE MODIFICATION TECHNICAL ORDER IS APPLICABLE ON A GIVEN ITEM: COMPLIANCE WITH ALL SUCH TECHNICAL ORDERS MAY BE RECORDED ON THE TAGS OR LABELS BY MEANS OF THE FOLLOWING CERTIFICATE WORDS OR STAMPED BY A MAINTENANCE, PROCUREMENT OR ENGINEERING INSPECTOR: "ALL MODIFICATION TECHNICAL ORDERS DATED PRIOR TO (ENTER DATE) HAVE BEEN COMPLIED WITH." THE DATE OF THE LATEST KNOWN MODIFICATION TECHNICAL ORDER WILL BE USED WITH ABOVE CERTIFICATE.</p>			

FIGURE 18-1. ENTRIES REQUIRED ON CONDITION FORMS.



CHAPTER 19

PROCESSING OF REPARABLE, TOC, AND INC PROPERTY

(For Which a Local Requirement Exists for a Like Serviceable Item)

Paragraph	Title	Chapter and page
1	Responsibility .....	19-1
2	Processing Reparable or TOC Items Coded XB or NB in USAF Stock Lists .....	19-2
3	Receiving .....	19-2
4	Storage and Handling .....	19-2
5	Accounting and Inventory .....	19-3
6	Unused .....	19-3
7	Issue of Reparable and TOC Property for Maintenance Action .....	19-3
8	Return of Property After Maintenance Action .....	19-3
9	Requirements for Proper Identification .....	19-3
10	"Awaiting Parts" (AWP) Procedure .....	19-4
11	Return to Stock of Recovered Components .....	19-4
12	Processing Condemned Items .....	19-4
13	Processing Property for Cannibalization, Disassembly, or Modification .....	19-4
14	Unsatisfactory Report (UR) Exhibits .....	19-4
15	Processing Items of Clothing and Equipment for Repair and Return to User .....	19-5
16	Processing of Serviceable Clothing from Storage to Base Laundries .....	19-5
17	Processing Property on a "Repair and Return" Basis .....	19-5
18	Processing Reparable TOC Items Coded XD or ND in USAF Stock Lists....	19-5
19	Shipping Reparable or TOC Property .....	19-6
20	Unused .....	19-6
21	Processing Reparable USAF Vehicles .....	19-6
22	Processing Hi-Valu Items for Repair .....	19-7

1. RESPONSIBILITY

a. Reparable and TOC property are definite assets of the government and will be treated as such. It is the responsibility of all personnel, handling or storing reparable and TOC property, to do so in such a manner as to prevent further damage or cost to the government. Adequate packing and crating will be accomplished as prescribed by appropriate technical orders and other packing directives.

b. The processing and administration of reparable and TOC property at all Air Force activities is a joint responsibility of supply and maintenance activities.

(1) Base activities will accomplish all organizational and field level maintenance (including bench check) in accordance with Technical Orders 00-20A-1, 00-25-140 or the applicable -18 series technical orders to the fullest extent possible, utilizing authorized equipment and materials, and contract resources, as authorized.

(2) Depot activities will accomplish organizational and field level maintenance in accordance with paragraph 1b(1) and depot level maintenance as directed by the Commander, Air Materiel Command.

(3) All levels of repair for items coded "base procurement" in USAF stock lists are the responsibility of the using command. Such items will not be forwarded to a depot for repair unless specifically requested by the depot. Base procurement items will be repaired by local maintenance shops or commercial repair facilities in accordance with AFR 67-3, as determined by the maintenance officer.

c. Supply will:

(1) Receive, store, inventory, and issue or ship for maintenance action, reparable and TOC property.

(2) Maintain necessary property accounting and related records.

(3) Insure that all property received is correctly identified and properly tagged as to identification, condition, and status prior to storage.

(4) Screen each item of property received against existing disposition instructions and make appropriate disposition in accordance therewith.

(5) Provide maintenance with information regarding receipt or presence of all reparable and TOC items for which an authorized requirement exists.

(6) Process and administer INC property.

d. Maintenance will:

(1) Authorize, direct and control the issue of reparable and TOC property to maintenance shops or commercial repair facilities, as appropriate.

(2) Accomplish necessary maintenance action, within the capability of authorized personnel and facilities, to return to serviceable condition all property as required.

(3) Return to supply all property issued for repair-shop action or, in lieu thereof, provide supply with a valid credit document, listing all such property retained for immediate use by line maintenance, maintenance shops, or being turned in to reclamation or disposal.

(4) Prepare all forms required to effect transfer of property between maintenance and supply facilities.

(5) Inform supply, by proper notation on return documents, when changes have been made

Para. 1d(5)—Cont.

in the identification of property processed in the maintenance shops, in order that appropriate action may be taken to correct property records.

(6) Advise supply as necessary and requested, regarding items requiring transfer or shipment for maintenance action.

(7) Determine the condition and maintain or re-establish the identification of all property received for repair-shop action in accordance with existing directives.

**2. PROCESSING REPARABLE OR TOC ITEMS  
CODED XB OR NB IN USAF STOCK LISTS**

a. The "B" repair code is assigned to property which has been predetermined by the applicable inventory manager as uneconomical to repair if required repairs exceed the scope of field level maintenance. However, base or depot activities will not arbitrarily condemn such property when unserviceable, solely because of the repair code assigned. Such items will be condemned only when they meet the criteria established in paragraph 4, chapter 18, or exceed the scope of field level maintenance as provided in paragraph 2d.

b. Reparable or TOC items coded XB or NB will be restored to a serviceable usable condition by the possessing base or depot (either within the CONUS or overseas) when such action is feasible and economical and can be accomplished within the scope of field level maintenance.

c. Reparable or TOC items coded XB or NB which can be repaired within the scope of field level maintenance, but due to unusual circumstances are beyond the repair capability of the possessing base will be processed as follows:

(1) Hi-Valu items generated within CONUS or overseas will be automatically shipped to the repair depot specified in the 00-35F-1 series TOs unless directed otherwise by the applicable inventory manager or the 00-35F1 series TOs.

(2) Cost category II centrally procured items with a unit cost of more than \$100 which are generated in CONUS and which are not listed in parts A or B of Catalog Excess Change Notices will be automatically returned to the specialized repair activity specified in TO 00-25-11. Such items with a unit cost of \$100 or less will be processed as local excess in accordance with chapter 2, volume VI, unless directed otherwise in part E of Excess Change Notices or by the inventory manager.

(3) Cost category II centrally procured items generated overseas which are not specifically authorized for shipment to the specialized repair activity will be processed as local excess in accordance with chapter 2, volume VI.

(4) Cost category III items generated within CONUS or overseas which are not specifically authorized for shipment to the specialized repair activity will be processed as local excess in accordance with chapter 2, volume VI.

d. Unserviceable or TOC items coded XB or NB which require repair beyond the scope of field level maintenance will, unless directed otherwise in part E of Catalog Excess Change Notices or by the IM,

be considered as condition condemned and processed accordingly.

**3. RECEIVING**

a. All reparable and TOC supplies will be screened for the purpose of establishing or verifying identity, quantity, status, and condition, and determining by coordination with local maintenance activities if repair or TOC can be performed with local facilities prior to forwarding to storage points or posting of related documents to the stock record account.

b. Items in serviceable stock, determined to be reparable, TOC, or condemned, need not be forwarded through the central receiving and classification unit. The same procedure will apply when serviceable items are discovered in reparable stocks.

c. Component parts shortages listed in accordance with paragraph 18 and paragraph 6, chapter 18 will be shown on all pertinent receiving documents, including locally prepared turn-in documents and extract documents originating in the receiving and classification unit.

**4. STORAGE AND HANDLING**

a. Each AF supply activity will designate appropriate areas for the storage of reparable property.

b. Except as otherwise authorized herein, stored property, which is accounted for on the reparable property records of the activity, will be retained in a separate warehouse or outside location apart from the storage of serviceable supplies.

c. When it is impracticable to store reparable property as indicated in paragraph 4b, a designated area of the serviceable storage warehouse, separate and apart from the serviceable storage area, may be utilized.

d. When it is impracticable to store reparable property by the preferred or alternate method as indicated in paragraphs 4b and c, such supplies may be stored in proximity with serviceable items provided physical separation is maintained.

e. In all instances of reparable property storage, adequate tagging, labeling, or markings will be employed to indicate the correct condition, status and identity of property involved.

f. Reparable and TOC items will be stored as outlined in chapter 6. TOC items normally will be stored in the serviceable warehouse. Grouping of reparable and TOC items by maintenance shop categories may, however, be accomplished if local conditions so warrant and such action will facilitate handling.

g. Incomplete items (INC), as defined in chapter 18 will not be stored in the reparable warehouse but will be appropriately tagged and held in serviceable storage pending return to issuable status by the replacement of the missing parts.

(1) Upon determination that an otherwise usable item is incomplete but may be completed

**Para. 4g(1)—Cont.**

without repair-shop action, issue documents will be prepared to withdraw the required parts from stock and upon receipt of the parts the item will be made complete. The issue documents will bear a note substantially as follows: "The above material is required to complete (quantity) of (stock number) in stock." Follow-up will be maintained to insure the prompt return of INC items to issuable status. When required parts are not available in local supply stocks, requisitions will be submitted in the normal matter to the appropriate supply source. Every feasible action will be taken by the processing activity to return all incomplete items to issuable status even though such items are in excess of local authorized levels. (USAF excesses excepted.)

(2) When final supply action indicates that components required to complete INC items are not available in Air Force stock, and are not to be procured, the IM will be requested to furnish immediate disposition instructions. The IM will direct either:

(a) Disassembly of the item and reclamation of component assemblies or parts, if required. Each such assembly or part will be processed in accordance with its individual status or condition. If reclamation is not feasible at the possessing activity due to lack of facilities, or other reasons, instructions will be issued by the IM to ship such items to reparable stocks at the applicable repair depot specified in TO 00-25-11. The specific authority for shipment and the action to be taken by the consignee will be shown on the shipping document.

(b) Processing the item as administratively condemned property in accordance with existing procedures.

(c) If reclamation is desired, but is not feasible at the possessing activity due to lack of facilities, or other reasons, instructions will be issued to transfer such items to reparable stocks at the appropriate air materiel area in accordance with TO 00-25-11. The specific authority for shipment and the action to be taken by the consignee will be shown on the shipping document.

(3) INC property will not, in any case, be shipped unless specifically authorized by the appropriate IM or the activity to which property is being transferred for use as the result of submitted requisitions or shipping orders.

(4) In the event shipment of INC property requisitioned for use by a using activity is authorized, the shipping activity will process all necessary requisitions for components short, to the designated supply source for direct shipment to the consignee. If the components short are already on requisition, the supply point will be instructed to divert shipment to the consignee activity, if feasible. When diversion is not considered practicable or if shipment has already been dispatched, the shipment will be directed to the new consignee upon receipt by the original requisitioning activity.

**5. ACCOUNTING AND INVENTORY**

All reparable, TOC, and INC property will be accounted for and inventoried in accordance with the

appropriate property accounting and inventory chapters of this manual. AF Form 85 "Inventory Adjustment Voucher" will be used to adjust property records when serviceable property in storage is found to be reparable or TOC. The AF Form 85 will also be used to adjust property records when reparable or TOC property in storage is found to be serviceable.

**6. UNUSED****7. ISSUE OF REPARABLE AND TOC PROPERTY FOR MAINTENANCE ACTION**

Reparable and TOC property will be processed to maintenance in quantities and by locally established priorities as necessary to support established stock levels and issue demands. Normally, TOC items will be processed prior to like items requiring repair or overhaul. Maintenance will, to the extent of their authorized capabilities, accomplish required TOC on reparable and repair on TOC items to insure that items returned to supply are suitable for issue.

**8. RETURN OF PROPERTY AFTER MAINTENANCE ACTION**

a. All property being returned to a supply activity will be appropriately tagged or labeled, under the supervision of authorized maintenance inspectors, in accordance with chapter 18. Returned property will be listed on turn-in documents prepared in accordance with the applicable turn-in procedures of this manual.

b. Normally property returned from maintenance shops will be forwarded to receiving and classification for distribution to the appropriate warehouse. Upon receipt of the property by supply an acknowledgement of receipt as to quantities received will be immediately given to the maintenance activity. This receipt will not be withheld pending supply processing.

c. Items being processed by the maintenance activity, on repair or overhaul work order, determined as condition condemned will be appropriately tagged, listed on an issue document and forwarded to reclamation or disposal activity, as appropriate. The issue documents will be prepared in accordance with pertinent turn-in and issue manual.

d. When an item repaired in the maintenance shop is diverted for immediate consumption necessary turn-in and issue documents will be prepared in accordance with pertinent turn-in and issue procedures prescribed in this manual.

**9. REQUIREMENTS FOR PROPER IDENTIFICATION**

Great care will be exercised by maintenance to insure that the items returned to serviceable stock are properly identified and complete, as required for issue. It will also be determined whether or not the identity of any item is different from that received for repair. In case of different identity, appropriate notations will be made on all

Para. 9—Cont.

copies of the turn-in document, so that action may be taken to reduce the quantity due on work order on the appropriate stock record card. This notation will read substantially as follows: "Received as \_\_\_\_\_" (Give stock number and item description). This will apply to any correction as change in original identity because of modification or other action.

### 10. "AWAITING PARTS" (AWP) PROCEDURE

Procedures for processing AWP items by base activities are prescribed in AFM 66-1. Depot activities desiring to establish an AWP storage will develop and implement local procedures, as required.

### 11. RETURN TO STOCK OF RECOVERED COMPONENTS

Serviceable and reparable items, recovered or generated as a result of reclamation or repair-shop action, which are required for local stock or further distribution will be listed on turn-in documents, inspected and tagged as prescribed by chapter 18 and forwarded to central receiving and classification. Such documents will be appropriately marked to indicate condition or status and processed accordingly. Whenever immediate use of such items is required by the reclaiming activity, consumption data will be obtained by processing turn-in and issue documents as prescribed in paragraph 8d.

### 12. PROCESSING CONDEMNED ITEMS

Condemned items will be listed on AF Form 695-7 and processed in accordance with Volume VI.

### 13. PROCESSING PROPERTY FOR CANNIBALIZATION, DISASSEMBLY, OR MODIFICATION

The issue and turn-in of property requiring cannibalization, disassembly, or modification will be processed in accordance with chapters 5, and 7, volume II, respectively, or the corresponding procedure for mechanized accounting.

### 14. UNSATISFACTORY REPORT (UR) EXHIBITS

a. Policies and procedures governing the initiation and processing of AFTO Form 29, "Unsatisfactory Report," and pertinent exhibits thereto are set forth in TO 00-35D-54. The provisions of this paragraph are limited to accounting for UR exhibits and processing through the supply activity.

b. Property accounting for UR exhibits will be in accordance with applicable property accounting procedures. UR exhibits on which property accounting is required will be listed on turn-in documents which will be forwarded to the local supply activity (paper work only). UR exhibits released to contractor representatives on an exchange basis (on the spot) and shipment of government property is not involved, will not be processed through supply channels.

c. Items which are designated as UR exhibits and are maintained on such property records as AF Form 1120-1, "Unit Property Record," DD Form 780, "Aircraft Inventory Record," etc., will be listed on the appropriate turn-in documents and the balance on the appropriate property records will be decreased accordingly. The turn-in documents will bear the notation "UR Exhibit"; will be received for by the project improvement control office (PICO) and will be forwarded to base supply for property accounting purposes.

d. Replacements for UR exhibits may be secured by the preparation and processing of issue documents as prescribed by the applicable chapters and volumes of this manual. Such documents will bear a notation substantially as follows: "To replace exhibit, UR No. \_\_\_\_\_" (insert serial number of applicable UR assigned by local clearing agency).

e. Exhibits will be held by the initiating base or wing for a period not to exceed 90 calendar days (except Hi-Valu items or those listed in part "E" of catalog excess change notices) pending receipt of disposition instructions from the initial action agency. Hi-Valu items or those listed in part E of catalog excess change notices will be held no longer than 60 days. If disposition instructions are not received within the prescribed time limits, the exhibits will be appropriately processed in accordance with their condition.

f. The control office will forward UR exhibits to the base supply officer for packing and shipment. The priority and destination of the shipment will be furnished the base supply officer by the control office. Shipping documents will be prepared by supply as prescribed for retrograde property in chapter 4, and will bear a notation identifying the organization, the UR serial number, and date of the UR. When shipment of a Hi-Valu exhibit is made to an activity other than the IM, such as a contractor, Air Research and Development Command facility, etc., a copy of the shipping document will be mailed to the Hi-Valu control officer at the IM of the component or assembly affected.

g. Upon receipt of a UR exhibit for analysis, the depot receiving activity will immediately notify the central control agency. A representative of the central control agency will acknowledge receipt of each UR exhibit on the receiver's document copy of the shipping document. The receiver's document copy will then be processed in the normal manner. Upon completion of the analysis the exhibit will be processed in accordance with its condition, i.e., serviceable, reparable, or condemned.

h. When UR exhibits are authorized to be released to a contractor for evaluation and study without benefit of contractual coverage, formal property accountability will be established and maintained by the contractor, under surveillance of an industrial property administrator. UR exhibits will not be released or shipped to contractors prior to establishment of a Material Improvement Project (MIP) and assignment of an Air Materiel Command MIP number. Shipping documents for UR exhibits to be shipped to a contractor will be prepared as prescribed for retrograde property in

**Para. 14h—Cont.**

chapter 4. In addition the following information will be entered in the "Remarks" block of the AF Form 104P-3-7:

(1) The statement "UR exhibit. For evaluation and study at no cost to the Government, without contractual coverage. Authority: (Insert Air Materiel Command MIP number as furnished by the control office)."

(2) Appropriate industrial property account and control (AFH) number as furnished by the control office.

**15. PROCESSING ITEMS OF CLOTHING AND EQUIPMENT FOR REPAIR AND RETURN TO USER**

At the discretion of the base commander, procedures may be established to effect locally the repair and return of clothing and equipment items to using individuals or organizations without the use of normal supply channels. However, items determined to be in a condemned condition at time of repair-shop action or requiring work beyond local repair facilities, will be tagged and marked accordingly and returned to the using individual or organization for subsequent processing through normal supply channels.

**16. PROCESSING SERVICEABLE CLOTHING FROM STORAGE TO BASE LAUNDRIES**

AF Form 1455, "Laundry List (Organizational and Individual)," will be used to process serviceable clothing requiring cleaning, to and from base laundries. The form will be assigned a debit or credit document number, as appropriate, and will be posted in the work order column as prescribed in chapter 14 or chapter 15, volume II.

**17. PROCESSING PROPERTY ON A "REPAIR AND RETURN" BASIS**

a. Occasionally it may be necessary to obtain maintenance assistance, including calibration, from a geographic AMA on a "repair and return" basis. However, such action will not be used as a substitute for the normal procedures prescribed in paragraph 18. When "repair and return" is authorized, it is essential that the transaction be completely coordinated with all affected base and depot personnel prior to shipment of the property. Transactions of this nature will be limited to those items requiring maintenance action which can be performed by the depot from which assistance is requested.

b. Items shipped off base will be processed thru base supply for accounting, documentation, and packing. Property accounting will be accomplished in the manner prescribed in paragraph 19a, chapter 4, volume II. Detached organizations will utilize applicable procedures prescribed in chapter 9, volume IV. Shipping documents and containers will be plainly marked to the attention of the applicable maintenance component at the depot for "Calibration/Repair and Return To: (enter stock record account number of the base or SNY number of the detached organization from which the item was shipped)."

c. Upon receipt of the item at the depot, it will be promptly turned over to the designated maintenance component for accomplishment of the required work. The item will not be picked up on property accounting records at the depot. When the maintenance work has been completed, the item will be shipped to the activity from which received. Items which are beyond the depot's maintenance capability will be returned to the activity from which the item was received, for subsequent processing in accordance with paragraph 18. Items condemned by the depot will be processed in accordance with volume VI and the shipping activity notified accordingly.

d. Items which are delivered to and returned from the depot by courier need not be processed through base supply.

**18. PROCESSING REPARABLE OR TOC ITEMS CODED XD OR ND IN USAF STOCK LISTS**

a. The provisions of this paragraph are applicable to reparable or TOC property coded XD or ND in USAF stock lists which is beyond the authorized repair capability of the AF activity generating or possessing the affected property. Such items, when listed in AF supply catalog "Excess Change Notices," will be processed as prescribed therein by base activities, and in accordance with paragraph 10, chapter 8, volume III by the base support activity at AMC depots.

b. Organizations possessing property as indicated in paragraph 18a will insure that all actions outlined below have been accomplished prior to turn-in to base supply:

(1) Thorough inspection to determine necessity for repair by a higher echelon, proper identification, condition, status and appropriate tagging as prescribed by chapter 18.

(2) Insure historical forms or other data are attached to the item when required by applicable technical orders.

(3) Each item returned for repair shop processing will be complete with all component parts required by the applicable parts catalog, drawing or description, except as authorized below.

(a) Specific instructions by the Commander, Air Materiel Command.

(b) Component parts of an assembly having a 100 percent replacement factor during overhaul will not be considered as shortages.

(c) Shortages which are listed on the turn-in document and certified that "responsibility is being determined in accordance with chapter 11, part one, volume I, AFM 67-1."

(4) "Return not repaired" documents for property previously issued to maintenance activities for repair will contain appropriate statements or certifications for component shortages, e.g., received for repair incomplete (list quantity and stock number of items short), condemned while on work order, or the certification prescribed in paragraph 18b(3)(c).

c. Base or depot supply activities processing property as indicated in paragraph 18a will, with the assistance of maintenance inspectors as required:



Para. 18c—Cont.

(1) Verify the identification, condition, status, necessary for repair shop action, and appropriate tagging. (Supply inspectors will not duplicate detailed inspection already performed by maintenance inspectors unless obvious or suspected change of identity, condition or status has occurred.)

(2) Insure that all reparable or TOC items, for which a requirement exists for a like serviceable item, are screened by appropriate maintenance activities to determine the ability of the base to repair (excess items are processed in accordance with chapter 2, volume VI).

(a) Centrally procured cost category II items beyond the base's repair capability (both CONUS and overseas) and not authorized contract maintenance in accordance with TO 00-25-68 will be promptly shipped to the specialized repair activity specified in TO 00-25-11, unless directed otherwise by the IM. Items designed in TO 00-25-11 for contract repair will be reported to the inventory manager for disposition instructions unless directed otherwise by the IM.

(b) Hi-Valu items will be processed in accordance with paragraph 22.

(c) All AF activities will accomplish repair of items authorized contract maintenance at base level in accordance with TO 00-25-68. Items not authorized contract repair at base level (both CONUS and overseas) will be reported to the inventory manager for disposition instructions, unless directed otherwise by the IM.

(3) Insure that items being shipped and determined short component parts are accorded all possible research for the purpose of recovery and inclusion of the shortages with the affected items. When it is impractical to recover component shortages, the shipping document, listing the shortages, will be certified as prescribed in AFM 177-111. Shortages will also be listed in accordance with paragraph 6, chapter 18.

(4) Insure historical forms or other data are forwarded with the item being shipped when required by applicable technical orders.

d. Arbitrary maintenance backlog limitations will not be established as a basis for automatic return of reparables to repair depots (see AFR 66-27).

e. Reparable property for which special contract repair procedures have been established will be processed as prescribed in chapter 29, or as otherwise specified by Headquarters, Air Materiel Command or responsible inventory manager.

f. Property received in error, which requires reshipment to the applicable repair depot, need not be reinspected (unless there is obvious or suspected evidence that condition or identity is incorrect), but may be immediately processed as prescribed by the applicable paragraphs of chapters 2 and 4.

g. Replacements for reparable items shipped for repair will be requisitioned from the appropriate supply depot except when USAF directives, or the Commander, Air Materiel Command, specifically authorizes otherwise.

h. Discrepancies in application of paragraphs 18c or 19 will be reported on AF Form 672, pre-

pared and processed in accordance with chapter 2, or DD Form 6 prepared in accordance with AFR 71-4, as appropriate.

## 19. SHIPPING REPARABLE OR TOC PROPERTY

a. Reparable or TOC items authorized for shipment to a specialized repair activity or contractor facility will be assigned supply priority, except as provided below:

(1) Items listed in part E of catalog excess change notices will be assigned supply priority 5.

(2) Hi-Valu items will be processed in accordance with paragraph 22.

(3) When special shipping instructions, issued by the inventory manager, authorize a different priority. In such instances the IM will cite the priority justified, if different than priority 11. However, supply priority 1 will not be used.

b. The supply priority assigned in accordance with paragraph 19a will not be upgraded.

c. Items shipped to the applicable specialized repair activity designated in TO 00-25-11 will be consigned to the base (AFB) account of the depot unless the depot is also the IM (See chapters 1 and 2, part two). When shipments are made to contractors which have been assigned station (SNY) numbers it is mandatory that consignment be made to the address of the SNY number in lieu of the identification and control (AFH) number assigned the property administrator.

d. Items will be packed in accordance with pertinent procedures and documents as prescribed for retrograde shipments in chapter 4. Reparable property will not be intermingled in packaging or shipping documents with serviceable or TOC items.

e. Under no circumstances, except in the event of specific authority from the appropriate IM, will reparable or TOC items in the following condition or categories be shipped to a specialized repair activity or contractor facility:

(1) Damaged or worn beyond economical repair.

(2) Administratively condemned.

(3) Non-listed in USAF stock lists.

(4) Coded "DSP" in USAF stock lists.

(5) Authorized for processing as USAF excess in catalog excess change notices.

(6) Items coded base procurement, field manufacture, or depot manufacture as the normal source of supply.

## 20. UNUSED (See Paragraph 13, Section 22, Volume II)

## 21. PROCESSING REPARABLE USAF VEHICLES

a. The maximum costs which may be economically expended for the repair of USAF vehicles are set forth in TO 36A-1-70. USAF vehicles will be inspected by Air Force inspectors, as required, and an AFTO Form 50, "Vehicle Inspection Check List" prepared in accordance with TO 00-20B-5. Reparable Engineer type vehicles requiring depot level maintenance will be processed in accordance with paragraph 13, chapter 22, volume II.

**Para. 21—Cont.**

b. A vehicle, except those in critical short supply, will be processed as USAF excess when the estimated cost of repairs exceeds the limitations established to TO 36A-1-70 when a replacement is required and available. In event a replacement is required but not available, the unserviceable vehicle will be retained in use pending availability of the required replacement. In such instances the amount of repairs expended will be commensurate with the length of time the vehicle is expected to remain in service. Upon receipt of the replacement, the repaired vehicle retained in service will be processed as USAF excess.

c. Uneconomically repairable vehicles in critical short supply will be reported through command channels to the IM for disposition instructions.

**22. PROCESSING HI-VALU ITEMS FOR REPAIR**

Items designated as Hi-Valu will, if beyond the base's repair or TOC capability, be promptly shipped to the appropriate repair point specified in the 00-35F1 series Technical Orders (items authorized as USAF excess excepted). Such shipments will be assigned supply priority 5.









**SECTION 20**

**LUMBER AND LUMBER PRODUCTS**

<i>Paragraph</i>	<i>Title</i>	<i>Section and page</i>
1	General .....	20-1
2	Scope .....	20-1
3	Limitations .....	20-1
4	Preparation and Submission of Requisitions .....	20-2
5	Inspection .....	20-4
6	Storage .....	20-5
7	Contract Administration .....	20-5
8	Distribution of Documents .....	20-5
9	Disposition of Excess .....	20-6
10	Reclamation .....	20-6
11	Oversea Procedures .....	20-6

**1. GENERAL**

a. These procedures authorize Air Force activities to obtain lumber, plywood and allied product requirements through base procurement to the extent defined in paragraph 3.

b. The office of the Chief of Engineers has single service purchase assignment to procure all lumber and allied products for the Department of Defense. Lumber requirements in excess of the limitation prescribed by paragraph 3 will be forwarded to the Engineer Lumber Control Office, U. S. Army Engineer District, St. Louis, 420 Locust Street, St. Louis 2, Missouri.

b. The provisions of this section are applicable to overseas activities in the extent prescribed by paragraph 9.

**2. SCOPE**

a. The provisions of this section are applicable to all activities under the jurisdiction of Headquarters USAF, and apply to all items in USAF Stock List SL 5500 (consisting of FSC classes 5510, 5520, and 5530).

**3. LIMITATIONS**

a. Air Force base procurement of lumber will be limited to less than carload lots of related items. Less than carload requirements may be submitted for Corps of Engineers procurement if desired by the requisitioning installation. Requirements will not be divided to evade this limitation. The amounts of lumber and lumber products which are considered as a carload under commercial standards vary and various units of measure are involved. The following tables will be used as a guide to determine quantities that constitute a carload. Total requirements of comparable species in different sub-groups will be considered in determining quantities that constitute a carload.

**TABLE OF SUB-GROUPS AND CARLOAD QUANTITIES**

Sub-group 1	Hardwood, selected grades, all species .....	13,000 BFT
Sub-group 2	Hardwood, common grades, all species .....	18,000 BFT
Sub-group 3	Softwood, Western Species, select grades .....	25,000 BFT
Sub-group 3a	Softwood, Southern Species, select grades .....	16,000 BFT
Sub-group 4	Softwood, Western Species, common grades .....	25,000 BFT
	NOTE: When requisitioning only timbers of Western species 17,000 BFT constitutes a carload.	
Sub-group 4a	Softwood, Southern Species, common grades .....	16,000 BFT
	NOTE: When requisitioning only timbers of Southern species 10,000 BFT constitutes a carload.	
Sub-group 5	Railroad Cross and Switch ties .....	300 each
Sub-group 6	Poles, American Association Standard class and species treated and untreated .....	Local Determination
Sub-group 7	Plywood, Hardwood, all species & grades .....	*See Chart Below
Sub-group 8	Plywood, Softwood, all species & grades .....	*See Chart Below

**TABLE OF CARLOAD QUANTITIES FOR VARIOUS THICKNESS OF PLYWOOD**

Thickness .....	1/8"	3/8	1/4	5/8	3/8	1/2	5/8	3/4
Quantity in Square Feet....	80,000	60,000	48,000	40,000	35,000	27,000	22,000	19,000

## Para. 3—Cont.

## b. Example I.

If during the requirements computation it is determined that the following quantities are required:

Sub-group 4 30,000 ft Softwood, Western Species, common  
 Sub-group 1 5,000 ft Hardwood, select grades, all species  
 Sub-group 8 20,000 ft Plywood, softwood, all species & grades 1/2"

Sub-group 4 constitutes a carload and sub-groups 1 and 8 do not constitute carloads. In such case, sub-group 4 would be requisitioned from the Engineer Lumber Control Office and sub-groups 1 and 8 are authorized for purchase by the base activity.

## c. Example II.

If during the requirements computation it is determined that the following quantities are required:

Sub-group 4a 15,000 ft Softwood, Southern Species, common  
 Sub-group 3a 10,000 ft Softwood, Southern Species, select  
 Sub-group 2 8,000 ft Hardwood, common  
 Sub-group 8 20,000 ft Plywood, Softwood, 1/2"  
 Sub-group 7 20,000 ft Plywood, Hardwood, 1/2"

No single sub-group constitutes a carload. The total requirement is authorized for purchase by the base activity.

## d. Example III.

If during the requirements computation it is determined that the following quantities are required:

Sub-group 4 30,000 ft Softwood, Western Species, common  
 Sub-group 2 20,000 ft Hardwood, common  
 Sub-group 8 80,000 ft Softwood, plywood, 1/2"

The entire quantity will be requisitioned from the Engineer Lumber Control Office.

#### 4. PREPARATION AND SUBMISSION OF REQUISITIONS

a. DD Form 1149, "Requisition and Invoice/Shipping Document," and DD Form 1149-1 (Continuation Sheet) are the prescribed forms for requisitioning FSC group 55 items from the Engineering Lumber Control Office. DD Form 1149 is to be forwarded in six copies, as far in advance of starting delivery date as possible. Combination of items on a single requisition utilizing continuation sheet of the DD Form 1149 (if necessary) is encouraged. There is no restriction as to the number of items in each sub-group which may be placed on a requisition provided they are similar groups. Every effort will be made to consolidate requirements for quarterly submission to the Engineer Lumber Control Office, however requisitions may be submitted as requirements are generated. The ELCO will notify applicable requisitioning installations as far in advance as possible of scheduled lumber "Auctions" by the "Lumber Newsletter" or other media AF Form 104 (six copies) will be used until such time as DD Form 1149 are available. DD Form 1149 will be prepared in accordance with the following instructions:

(1) "FROM" block. The name and location of the Requisitioning Activity will be shown in this block.

(2) "TO" block. Enter the following address:

Engineer Lumber Control Office  
 District Engineer  
 U. S. Army Engineer District, St. Louis  
 420 Locust Street  
 St. Louis 2, Missouri

(3) "SHIP TO—MARK FOR" block. For domestic shipments the Air Force Stock Record account number, name and location of consignee designated to receive material. When overseas shipments are to be made the appropriate port through which the shipment will move will be entered. On domestic requisitions when supplemental information will expedite delivery a "MARK FOR" may be indicated. When the shipment is destined for overseas the "MARK FOR" will contain the consignee's coded overseas address for water shipment.

(4) "ACCOUNTING AND FUNDING DATA" block. The appropriation accounting component will place the fund citation and certification as to availability of funds in this block. Certification, i.e., "I certify that funds cited hereon have been reserved in the amount indicated—signed by Accounting Officer" will appear. Signature of the Accounting Officer need appear on the original copy only. The fund citation will include funds for the total of the material requisitioned plus three percent deviations. The appropriation accounting component will also indicate in this block the Finance Office serving the requisitioning activity that will make disbursement of Air Force funds.

(5) "REQUISITION NUMBER" block. Requisition number will consist of the stock record number and the last digit of the calendar year followed by three digit day-of-the-year code.

(6) "DATE MATERIAL REQUIRED" block. Delivery dates will be consistent with the lead time established for the three categories of requisitions as outlined in the following (Priority) paragraph below. Indicate date of delivery, and rate of delivery if phase shipments are desired.

## Para. 4a—Cont.

(7) "PRIORITY" block. Dependent upon the requirement, requisitions will be classified as follows:

(a) Routine. Lumber—90 days  
Plywood—120 days

(b) Urgent. The above lead times can be reduced by 30 days for urgent requirements.

(c) Emergency.

1 The lead times in paragraph 4a(7) (a) can be reduced by 65 days for emergency requirements.

2 Emergency requisitions submitted to the Engineer Lumber Control Office will contain a certificate that an emergency exists within the terms of Armed Services Procurement Regulations.

3 Under emergency conditions Air Force activities may purchase without regard to the quantitative limitation imposed by these regulations. Confirmation copies of such emergency purchases will be forwarded within 10 days to the ECLC.

(d) Urgent or emergency requirements may be submitted to Engineer Lumber Control Office by a teletype or telephone (MAIN 1-8100, Sta 386, 339) confirmed by a requisition.

(8) "AUTHORITY OR PURPOSE" Block. NOT APPLICABLE.

(9) "MODE OF SHIPMENT" block. Enter type and method of loading desired in accordance with Military Specification MIL-U-14362 unless exception is justified by requisitioning installation. Overseas packaging of plywood shall be in accordance with the joint Air Force-Corps of Engineers test specification of 16 Nov 56 pending publication as a Military specification. Packaging of domestic plywood shall be in accordance with American Association of Railroad requirements. Unless instructions are cited to the contrary, on the applicable requisition, the Corps of Engineers will normally ship common items of softwood, timbers, poles, piling, treated products, etc., in open car or truck for mechanical unloading. High grade items such as pattern stock, plywood, etc., will normally be shipped in box cars or protected trucks.

(10) "ITEM NUMBER" column. A four digit serial number will be assigned to each item requested.

(11) "STOCK NUMBER AND DESCRIPTION OF MATERIAL" column. Federal stock numbers and item identifications from USAF Stock List 5500 will be entered in this column. If not listed, description will be consistent with AF TO 42L1-1.

(12) "UNIT OF ISSUE" and "QUANTITY REQUESTED" columns are self explanatory.

(13) "UNIT PRICE" column. Enter the unit cost of the item as shown in USAF Stock List, or unit cost that procurement experience indicates.

(14) "TOTAL COST" column. Compute price extension and indicate line item totals.

(15) Following the last item on the requisition and immediately below the extension total, the following certification will be shown: "En-

gineer Lumber Control Office is authorized to deviate by three percent of the amount stated for total cost of material." The accounting component will commit funds to provide for this deviation.

NOTE: Army contracts for lumber products are issued permitting a ten percent variation in quantity. Specify end-use if readily available. (Reference page 109, section 9 of Defense Supply Handbook DSMA-H-7 Lumber and Allied Products (AF TO 42L1-1). Any matters relating to specifications, including recommendations as to alternate specifications, will be handled direct with the requisitioning installation or Logistics Control Group by the Engineer Lumber Control Office. Catalogue item description prevails unless justification is submitted on the requisition for a deviation. Drawings will accompany requisitions if necessary.

(16) To effect payment of transportation charges incurred in delivery at government expense the DD Form 1149 will contain the appropriation or fund and accounting classification chargeable for transportation costs.

b. Engineer Lumber Control Office will acknowledge receipt of the requisition by furnishing the requisitioning activity with a copy of LMVL Form No. 610, "Assignment Letter." This form has been assigned for procurement action.

Mailing addresses of the Engineer Purchasing Offices are listed below:

District Engineer  
U. S. Army Engineer District, Portland  
628 Pittock Block  
Portland 5, Oregon  
ATTN: NPRSL

Division Engineer  
U. S. Army Engineer Division, South Atlantic  
P. O. Box 1889  
Atlanta 1, Georgia  
ATTN: SADVS

District Engineer  
U. S. Army Engineer District, St. Louis  
420 Locust Street  
St. Louis 2, Missouri.  
ATTN: LMLVF

c. The Engineer Purchasing Office will acknowledge receipt of the requisition to the accounting component whose funds are shown on the requisition by furnishing a copy of LMVL Form No. 608, "Acknowledgment Card."

d. Follow-up and procurement status information will be obtained by the requisitioning activity by direct communication to the appropriate Purchasing Office after assignment has been made, with information copy to the ELCO.

e. Requests for cancellation and/or diversions will be routed through the Engineer Lumber Control Office.



**5. INSPECTION**

a. Purchase contracts issued by the Corps of Engineers will specify whether inspection and acceptance is at origin or at destination. If at origin, it will be performed by Corps of Engineer personnel.

b. Destination inspection and acceptance is the responsibility of the Air Force recipient installation or of Corps of Engineers personnel as agreed by the Corps of Engineers and each installation Commander.

c. The Corps of Engineers Lumber Purchasing Office will contact each Air Force installation with regard to reaching agreements for destination inspection. These agreements are to be local determinations after consideration of the inspection problems involved and the benefits which will accrue the Air Force regardless of which service assumes responsibility for destination inspection. Inspection services of the Corps of Engineers are offered at no charge to the Air Force.

d. Receiving inspection procedures prior to unloading.

(1) Study contract requirements.

(2) Compare seal numbers on box car with numbers of Bill of Lading.

(3) Identify shipment with contract.

(4) Identify shipment with the shipper's invoice for the following: contract number, contractor's name, car initial and number, grade and manufacture, moisture and species.

(5) Inspect the shipment for deficient packaging and strapping. If there is evidence of improper or deficient loading, determination should be made whether the fault lies with the carrier or shipper. If the carrier is at fault the local carrier's agent should be requested to inspect the shipment and furnish a bad order report. This report will be used for recourse for damaged material and additional costs incurred in unloading, or re-packaging. If the shipper is at fault the carrier's agent should be requested to furnish a bad order report. The installation will obtain photographs to illustrate the loading deficiencies with the car name and number in the photographs. A report will be rendered by phone. The extent of the deficiency will be furnished. The contracting officer will contact the supplier by phone and notify the receiving activity by phone if the supplier will bear the additional costs incurred by the receiving installation. If the supplier agrees to bear the additional costs of unloading and correction of deficient loading, the receiving activity should proceed with the unloading.

(6) A list of the additional expenses of unloading, handling and re-packaging should be maintained and all substantiating evidence forwarded to the contracting officer.

(7) In case the supplier does not agree to bear cost of correcting the deficiency, the shipment should be returned to the carrier rejected and the contracting officer administrating the contract notified of the action taken within 36 hours.

(8) On occasion shipments may arrive without identifying documents. The first action necessary is to determine if the shipment belongs to the installation. This information can be obtained from the carrier's agent. The delivering carrier's agent will be asked to furnish the name of the shipper, the place shipped from and the date shipped. Ordinarily this information can be obtained from the Way Bill submitted to the consignee at time of delivery. This information, with description of type, size and workings of lumber should be submitted to the Contracting Office administrating the contract, as soon as possible. If the shipment is without identifying documents, the entire shipment (after unloading) will be held segregated and intact and properly protected until contractual documents are received.

e. Receiving inspection procedures after unloading.

(1) Inspect for grade and association grade mark, size, manufacture (thickness, width, length and surfacing), moisture content, species, tally, average length and/or width, and other contract requirements.

(2) Inspection of at least 15 percent of the shipment or item of a shipment should be made to ascertain if material conforms with contract requirements. On the basis of a representative inspection the shipment or item of the shipment should be accepted or rejected.

(3) Rejected shipments or items of shipments should be placed in segregated storage, held intact and the Contracting Officer administrating the contract notified within prescribed time limits.

f. Notification of rejected lumber for reasons other than moisture content will be made to the Contracting Officer administrating the contract within seven days after receipt of shipment. The Contracting Officer will be requested to expedite an official inspection or removal by the shipper. NOTE: Notification of rejection for grade or manufacture must be in time that the shipper received notification within 10 days after receipt of lumber in order to comply with Association Rules and Contract provisions. For this reason the Contracting Officer administrating the contract should be notified within seven days.

g. Notification of rejected lumber for excess moisture content must be made to the Contracting Officer administrating the contract immediately after the lumber is unloaded. This is necessary as the Contracting Officer must advise the shipper within 24 hours after the lumber is unloaded, in order to comply with the applicable Association Rules and the Contract. The lumber after unloading **MUST BE FULLY PROTECTED FROM CONDITIONS THAT WOULD TEND TO INCREASE THE MOISTURE CONTENT.**

h. If the complaint involves tally only (quantity) the entire shipment or item of shipment must be held intact for re-check.

i. Use by the Consignee of the accepted portion of the shipment shall not be construed as acceptance of the entire shipment. Acceptance of a part of a shipment does not prejudice claim on

**Para. 5i—Cont.**

any lumber that is considered to be below grade or not of size ordered.

*j.* Each shipment or item of the shipment shall be considered as of grade invoiced if upon official re-inspection 95 percent thereof or more is found to be of said grade or better. De-grades in excess of five percent, or when they are more than one grade lower than the grade invoiced shall be the property of the shipper.

*k.* All contract violations shall be handled according to Contract Specifications and Trade Association grading and Inspection Rules that govern the species involved.

*l.* Receiving reports on Engineer contracts are to be submitted to the Contracting (Buying) Office for reconciliation prior to forwarding to the designated Air Force Finance Office to support payment.

**6. STORAGE**

*a.* Lumber and lumber products will be stored in accordance with section I, chapter 5, AFM 67-3.

*b.* Rotation procedures will be utilized to assure issue and use of oldest stock first.

*c.* Local shops and box factories and any other using agencies at Air Force activities are not authorized to stock or store lumber and allied products in excess of a 15 working day level and/or enough for work orders and special projects approved for immediate consumption. All lumber and allied products in excess of authorized levels will be returned to the base supply officer and posted to the stock record cards.

**7. CONTRACT ADMINISTRATION**

*a.* The Engineer Lumber Purchasing Offices are responsible for administration of contracts.

*b.* The Engineer Lumber Control Office will process any changes requested by the requisitioning agency such as cancellation, increases, decreases, changes in specifications, and related matters. No contract changes or deviation from the specification or provisions cited in the requisition will be made by the ELCO without the official authorization of the requiring activity.

*c.* Direct contact of technical personnel of the requiring departments with contractors is authorized for the purpose of arriving at technical or engineering decisions. Prior coordination with the procuring department will be arranged to insure that the interests of the affected services are protected. Commitments to contractors to effect engineering changes involving authorization to perform work, to incur additional expense, to deviate from specifications or to deviate from any provision of the contract must be made by the Contracting Officer or his authorized representative.

*d.* Contract terminations will be conducted in accordance with section VIII of ASPR. In cases involving termination for convenience of the government, the requiring department shall submit a complete statement of facts regarding the need

for termination, and state if termination is desired only at no cost to the government, or if costs may be incurred within a specified limitation. The requisitioning installation shall furnish instructions for disposition of articles or materials acquired as a result of a contract termination with cost to the government. Terminations for default are the responsibility of the procuring department.

**8. DISTRIBUTION OF DOCUMENTS**

*a.* Purchase instruments (includes contracts, shipping orders, and delivery orders). The office consummating the purchase or issuing delivery order or shipping order will distribute these documents as follows:

(1) The three signed copies and the one authenticated copy of numbered contracts will be distributed as prescribed in current Department of Army Regulations and Procedures.

(2) In addition to the above, action and information copies will be distributed as follows:

(a) A signed copy of the document which obligates the Air Force or a certified true, photographed, verifaxed or similar reproduced copy thereof will be furnished the accounting component certifying funds on the DD 1149.

(b) Domestic Shipments—Three copies to the consignee. (If the purchase instrument calls for delivery to more than one consignee, then three copies will be sent to each consignee.) The transmittal letter to the consignee, together with the purchase instrument, will contain complete instructions relative to inspection and tallying of material at destination and requesting that the receiving and inspection report(s) be forwarded to the office consummating the purchase.

(c) Overseas Shipments—Three copies to the ultimate overseas consignee and two copies to the applicable U. S. Air Force Logistics Control Group.

*b.* Distribution of contract changes will be made in the same manner as prescribed for purchase instruments.

*c.* Military Inspection Receiving Reports:

(1) Distribution of receiving documents by the procuring activity which requires action by the receiving installation.

(a) Whenever government inspection is performed at contractor's facilities on domestic shipments, MIPRs are forwarded to consignee for execution and forwarding of copies to the office consummating the purchase.

(b) Whenever MIPRs are not prepared at origin, consignee will prepare the prescribed number of receiving reports and forward them to the office consummating the purchase plus local distribution.

(c) Whenever inspection is performed at destination by the procuring department, MIPRs will be executed by the inspector and personnel of the receiving activity. Action copies will be forwarded immediately to the office consummating the purchase.

**Para. 8c—Cont.**

(2) Distribution of receiving documents by the procuring activity which do not require action by the receiving activity. Whenever final inspection and acceptance are performed at origin on overseas shipments, two copies will be forwarded by the procuring activity to the ultimate overseas consignee and two copies to the applicable U. S. Air Force Logistic Control Group.

**9. DISPOSITION OF EXCESS**

Excess items in SL 5500 consisting of FSC 5510, 5520 and 5530 will be processed in accordance with base procurement excess procedures outlined in section 11, volume II and volume XIII.

**10. RECLAMATION**

*a.* Reclamation of lumber and lumber products is an important means of effecting economics in the supply operation. The cost of labor and overhead for this reclamation will not exceed the savings represented in the reclaimed materials. The following principles will apply:

(1) Lumber materials and products obtained through reclamation will be accounted for by the base supply officer through "Wash" postings to the stock record cards, with direct issues being made to local using activities. Referenced postings may be accomplished on a periodic basis with data being compiled from recap sheets. Transaction documents should reflect valid AF stock numbers whenever possible. NL numbers should be

assigned only when required as prescribed in paragraph 4, section 8.

(2) Complete disassembly of containers will normally be avoided and repairs will be confined to replacement of the top or where necessary a board in top, bottom or sides. Repairs to ends, involving removal and replacement of cleats is uneconomical.

(3) All boxes or crates beyond economical repair, or so constructed as to preclude easy partial disassembly will be turned in to the base disposal officer in an assembled state.

(4) Cleated plywood panels will have cleats removed by sawing. The labor involved in removing clinched nails and sawing the ends of panels weakened by previous nailings, will not yield sufficient material for profitable reuse.

(5) Boxes and pieces of lumber determined nonreclaimable by the reclamation activity will be sent directly to the base disposal officer for disposition, as prescribed in volume XIII.

**11. OVERSEAS PROCEDURES**

The limitations prescribed by paragraph 3 of this section are not applicable to overseas activities. Overseas activities unable to purchase their lumber requirements within the overseas area will submit requisitions through the appropriate Logistic Control Group or Monitoring AMA to the Engineer Lumber Control Office for procurement from CONUS sources. Logistic Control Group and Monitoring AMAs will purchase quantities authorized for base procurement.







CHAPTER 21

QUARTZ CRYSTAL UNITS (FSC 5955)

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**1. GENERAL**

The provisions of this chapter pertain to quartz crystal units, FSC 5955, formerly Class 16F, used with radio communications, navigation and radar equipment both airborne and ground, including test, intermediate frequency, calibrating and reference crystals, as well as frequency control types. This chapter does not pertain to rectifying crystals.

**2. SCOPE**

The supply of quartz crystal units is limited to the USAF, other military services and government agencies, as directed by Headquarters USAF.

**3. DEFINITIONS**

a. For the purpose of this chapter, quartz crystals are divided into two categories. The category of a crystal unit is determined solely by its application and is not indicated by the type of stock number assigned. The two categories are as follows:

(1) Category "A." Includes crystals used as the standard complement of electronic equipment for purposes other than frequency control of communications transmission and reception, i.e., crystals used with radar equipment and calibrating of "reference" crystals.

(2) Category "B." Includes crystals used with radio equipment for the frequency control of transmission or reception of radio waves air-to-air, air-to-ground, ground-to-air, and ground station point-to-point.

**4. RESPONSIBILITIES**

a. Dayton Air Force depot, designated in chapter two, part two, volume I, as the Air Force inventory manager for FSC 5955 material, will maintain and operate facilities adequate for the fabrication and test of piezoelectric quartz crystals as directed by Headquarters, Air Materiel Command.

b. Air materiel areas are responsible for the storage and issue of category "A" crystals in accordance with normal supply procedures and existing regulations to the extent required for the modification and maintenance of electronic equipment.

c. Air Force activities, other than the maintenance IM, will not fabricate, repair, clean, reactivate or perform experimentation with quartz crystals.

**5. STOCK CONTROL**

a. The base stock objectives for category "A" crystals will be established as prescribed in chapter 11, volume II.

(1) Such crystals are considered component parts of the electronic equipment in which they are installed.

(2) Only bases having maintenance facilities for the repair and overhaul of equipment requiring quartz crystals are authorized to maintain bench stock levels of crystal units.

b. The base supply officer will maintain in base stock sufficient quantities of category "B" crystal units to permit operations on each assigned frequency of equipments assigned to the base which is allocated for re-enforcing, supporting, covering, or combined operations. Base support spares are authorized in the following maximum quantities:

Installed Crystal Units of One Frequency	Support Spares of Same Frequency
1 through 25.....	4
26 through 100.....	8
100 and up .....	15

c. Category "B" crystals installed as components of a complete frequency circuit in a transmitting and/or receiving unit will not be accounted for separately and will not be removed when the equipment is subject to redistribution from one Air Force organization to another.

(1) Crystal units that are determined to be components of complete frequency circuit of GCA equipment will not be accounted for separately or removed prior to transfer of such equipment for operation from one command to another.

(2) All crystal units required for operation on assigned command frequencies will be removed when necessary. Crystal units that are removed from the equipment due to frequency changes will be turned into the base supply officer.

d. Stock balance and consumption reports as prescribed in chapter 12, volume II are not required for reporting of quartz crystals.

## 6. REPORTING OF REQUIREMENTS

a. Major air commands and AMC bases will compute and forward to Dayton Air Force depot all new frequency change requirements resulting from program changes and contemplated projects, 75 days prior to requisitioning to provide necessary procurement leadtime.

(1) The format to be used for submission of new requirements is as follows:

- (a) Federal stock number with fundamental frequency appended.
- (b) Type of equipment.
- (c) Receiver or transmitter.
- (d) Operating frequency.
- (e) Net quantity.
- (f) Date of frequency implementation.

b. Submission of requirement information in paragraph 6a is exempt from reports control symbol assignment per authority of paragraphs 7c (3), AFR 174-1.

## 7. REQUISITIONING

a. Requisitions for base support quartz crystal unit requirement will be processed as prescribed in chapter 2, volume II, and/or the preface to Federal Stock List 5955.

b. Airways and Air Communications Service (AACS) requirements and replacements thereto will be coordinated with the applicable host base supply officer.

c. Each AACS activity will determine quantitative requirements for new crystals and insure that such requirements are screened against the host base's assets. Those requirements that cannot be satisfied from host base will be submitted by electrical communication directly to Headquarters AMC in accordance with procedures as outlined in paragraph 13, chapter 4, volume IV.

d. Headquarters AMC, MCLACS, under AFN 4417 will maintain records necessary for conformance with chapter 1, part two.

(1) MCLACS, upon receipt of AACS activity initiated requests for frequency change or replacement requisitions thereto for category "B" quartz crystal, will initiate and submit an AF Form 104P series format requisitions on the FSC 5955 IM, Dayton AF Depot.

(2) Dayton AF depot will forward to Headquarters AMC, MCLACS, completed AF Form 104P series shipping document for information and necessary action.

e. Parent bases, upon receipt of FSC 5955 requisitions from tenant Army Field Forces units, will supply those crystals to the extent of available base assets. Unfilled requirements will then be requisitioned from the FSC 5955 IM, Dayton AF depot for direct shipment to the applicable Army Field Forces unit.

f. Research, development, and test program requirements for nonstock listed crystals will be

submitted by the parent base in the format of a manually prepared AF Form 104P-3-3 "Requisition and Shipping Document." Requisitions and all follow-up actions will be submitted direct to Dayton AF depot (FSC 5955). Requirements that cannot be supplied by due date of research, development, or test activity will be afforded procurement actions as outlined in paragraph 8.

(1) The following data will be included in manually prepared requisition for nonstock listed crystals required for research, development, or test program:

- (a) Fundamental and operating frequencies.
- (b) Equipment on which the crystals are to be used.
- (c) Tolerance (plus and minus).
- (d) Type of holder required.
- (e) All other technical information which would aid the fabricator in determining requirements.
- (f) A note as follows: "Request the above crystal be fabricated for use on Research and Development Project No. ----. The crystals will be required not later than ----."
- (g) The precedence rating of the project.
- (h) Source.

(2) Request for crystals for which a correlation standard is not included in TO 12-1-20 will reflect that data which is included in applicable standard and is available to the requisitioning activity.

## 8. PROCUREMENT

a. All procurement of quartz crystal units will be initiated or authorized by the inventory manager. No base procurement of quartz crystal units will be effected without specific authorization from the inventory manager.

b. When delivery to the requesting activity cannot be effected on or before the date required, the inventory manager will recommend source for base procurement and funds will be cited in accordance with AFR 67-3. Prior determination must be made, however, to insure that vendors have the capability of producing crystals that meet performance test required by the standards included in TO 12-1-20. Dayton Air Force depot will retain authority to permit BP on an individual case basis except under conditions stated in AFR 67-3.

## 9. PROCESSING OBSOLETE AND BASE EXCESS QUARTZ CRYSTAL

a. All obsolete and those quartz crystals determined excess to base requirements will be processed as provided in chapter 11, volume II.

b. Demilitarization of excess quartz crystals is no longer required except as provided in attachment 2, chapter 10, volume VI.

## CHAPTER 22

### AF COAL PROGRAM

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#### 1. PURPOSE

This section prescribes the procedure for the preparation and processing of DD Form 416, "Requisition for Coal, Coke or Briquettes for Fiscal Year," and DD Form 875, "Monthly Coal Report" (RCS-AMC-S155) (see chapter 5, volume II for issue procedure).

#### 2. SCOPE

The provisions of this regulation are applicable to all zone of interior and Alaskan Air Command activities.

#### 3. CHANNELS FOR SUBMISSION OF PROPOSED REVISIONS AND AMENDMENTS

Proposed amendments or revisions will be submitted through command channels to the Headquarters of the major air command. The major air command will review the proposed revision or amendment and when publication is considered appropriate, the proposed revision or amendment will be forwarded through the Commander, Middletown Air Materiel Area, ATTN: Directorate of Air Force Petroleum and Chemicals, Olmsted Air Force Base, Pennsylvania, to the Commander, Air Materiel Command, ATTN: MCSH, for review and subsequent submission to the Chief of Staff, United States Air Force.

#### 4. RESPONSIBILITIES

The base supply officer is responsible for the preparation and processing of DD Form 416 and DD Form 875 (RCS-AMC-S155). His responsibility will include those activities under other Air Force Command jurisdictions for which the civil engineer has been charged with the coal handling responsibilities in accordance with any inter-command agreements which may be consummated under paragraph 6c(1), AFR 85-5.

#### 5. CENTRAL PROCUREMENT

a. A DD Form 416 will be prepared for central procurement of coal through the Department of

the Navy, by each Air Force activity which annually requisition more than 70 tons of anthracite, bituminous or sub-bituminous coal, 20 tons of blacksmith coal or 30 tons of coke.

b. The base civil engineer will furnish the base supply officer with requirements, delivery schedules and specifications in accordance with AFR 91-7.

c. Fiscal Year central procurement requirements for solid fuels will be submitted on DD Form 416 through supply channels in sufficient time to reach Commander, Middletown Air Materiel Area, Directorate of AF Petroleum and Chemicals, ATTN: MAORP, Olmsted Air Force Base, Pa., not later than 1 August of the calendar year which precedes the fiscal year for which the requisition is submitted.

d. DD Form 416 will be completed and processed by the base supply officer in accordance with the following general instructions:

(1) The requisition will designate the proper kind, size, grade and number of tons to be purchased. It is important that sufficient fuel of each type be initially requisitioned in order to avoid costly and time consuming supplemental purchases. The General Provisions for Coal Contracts will contain an option which will permit the contracting officer to increase the tonnage on contracts in the amount of 10 percent or decrease the tonnage on contract in the amount of 20 percent, prior to final delivery of any item on the contract. A request to exercise this option may be made to the Navy Department through channels in order to replenish stocks as rapidly as possible. Requests for requirements in excess of ten percent of any item on the requisition will require a supplemental requisition, new bids, and advertising with consequent loss of time in making deliveries. Supplemental requisitions received by Middletown Air Materiel Area (MAAMA) after 1 May, which do not certify that the coal is required as a result of a public exigency, will be returned to the installation as there will be insufficient time remaining in the current Fiscal Year to comply with Federal Procurement Regulations.

(2) It is essential that the civil engineer or other qualified personnel in the civil engineering office in the headquarters of the major commands and representative of the Directorate of Civil Engi-



Para. 5d(2)—Cont.

neering, DCS/O, Headquarters USAF review all requisitions for technical provisions.

(3) Requisitions must be properly certified for availability of funds before approval and forwarding to the Department of the Navy for procurement action.

(a) The amount certified should be sufficient to purchase the total tonnage requisitioned; in those installations where coal is received f.o.b. Destination—freight charges will be included.

(b) Careful consideration will be given to funds certified on requisition. Use current Fiscal Year contract prices as modified plus any other known factors that will increase the cost of coal. (Middletown Air Materiel Area will issue supplemental information as to the cost of coal, if available, as far in advance of requisition dates as possible.) Funds may be adjusted after the Department of the Navy has obtained firm contracts.

(4) At no time will there be less than a 30 day supply of coal on hand during the period of maximum consumption, or twenty percent of the annual requirement. Any plans for alterations, re-surfacing, or enlarging coal storage areas, which would stop or interfere with the delivery of coal will be taken into account in preparing the shipping schedule. If deliveries are suspended during repair periods, supplier cannot be held responsible for delayed deliveries occasioned by voluntary acts of the government and the suppliers cannot be forced to make up delayed deliveries at a later date but may make up deliveries at their own discretion in accordance with contract provisions.

(5) Where stoker limitations and operating conditions require a slack coal with certain size grades, a percentage size may be stipulated on the requisition. The screen sizes shown in section 2 of General Provisions for coal contracts should be used.

(6) "Fiscal Year Requirements" are the estimated tons of solid fuels which will be consumed during a Fiscal Year, as estimated by the civil engineer and should not be confused with tons to be purchased. The number of tons to be purchased will be determined as follows:

(a) ADD: Fiscal Year requirements to the estimated consumption as determined by the civil engineer for the balance of current Fiscal Year plus a protective reserve stock equal to the requirement for 30 days during the period of maximum consumption, or 20 percent of annual requirement.

(b) DEDUCT from the above total: the number of tons in storage and the number of tons due on all approved coal requisitions. In computing coal due on requisitions, all cancellations, diversions, transfers between bases, extensions and modifications will be carefully considered.

(7) Oil treated coal will be restricted to fuel used in family quarters and public buildings to allay dust. Under unusual circumstances or justifiable conditions, a waiver of this restriction may be requested from Headquarters USAF. Attention: Director of Civil Engineering. The price of

treated coal is approximately 20 cents per ton more than untreated coal.

(8) Provision will be made by the major air command to supply reactivated bases with coal and coal handling equipment in sufficient time to meet coal delivery schedules in order to avoid additional delivery costs.

(9) Contract distribution for coal contracts will be the standard distribution unless specified on requisition.

(10) The DD Form 416 will be prepared in an original and eight copies.

(11) Preparation and completion of spaces on DD Form 416 will be as follows:

(a) "For Fiscal Year"—Enter the fiscal year to which the requisition will apply.

(b) "Annual" — "Supplemental" — Enter an "X" in the annual block for the original requisition. For subsequent requisitions enter an "X" in the supplemental block.

(c) "To" — Commander, Middletown Air Materiel Area, ATTN: MAORP, Olmsted Air Force Base, Pa.

(d) "Thru"—Enter the major air command to which the requisitioning activity is assigned.

(e) "For" — Enter the words "Base Supply Officer" and/or any other supplemental information deemed necessary to expedite delivery to the ultimate destination.

(f) "Name and Location of Installation" — Enter the complete name and location of installation or other activity to which coal will be shipped.

(g) "Subpost Of"—Enter the name of the major base or activity if the activity to which coal is to be shipped is serviced by another base or activity.

(h) "Requisition Number" — Enter the requisition number obtained from a numerical listing of requisition numbers issued.

(i) "Date" — Enter the date the requisition number is issued.

(j) "Kind"—Enter the kind for each item requisitioned (e.g., Anthracite, Bituminous, etc.).

(k) "Size" — Size ranges between maximum and minimum top and maximum and minimum bottom sizes for all grades of coal will not be more restrictive than necessary consistent with efficient and economical operation. Restrictive size specifications limit the number of bids and sources of supply which results in generally higher bid prices. Enter the following as applicable.

1 For double screened coal Bituminous, Sub-Bituminous and Lignite, enter the maximum and minimum top and bottom sizes (e.g., 7" — 5" x 3" — 1" requires a top screen with sizes in the ranges of not more than 7" or less than 5", and a bottom screen with sizes in the ranges of not more than 3" or less than 1").

2 For screening (single screened coal), Bituminous, maximum and minimum top sizes only, will be shown for screening, (e.g., 2½-1½"

## Para. 5d(11)(k)2—Cont.

x 0" -0" requires coal to pass through any screens which have size ranges of 2½" to 1½").

3 For Anthracite enter the standard size specifications (e.g., Egg, Stove, Nut, Pea, etc.).

(1) "Analytical Specifications Required" — Enter each minimum and maximum quality required, such as moisture, ash, BTU, etc. Qualities which are not required should be omitted by placing a dash (—) opposite the quality, (e.g., the sulphur content or grindability of coal which is hand-fired into stoves for space heating).

NOTE: The qualities requested in preparing specifications on coal will be minimum qualities and will be based on efficient and economical operation of equipment.

1 The quality requirements for As Received (AR) BTU (Min) will be omitted.

2 List under "Remarks" on reverse of form, on a separate sheet, the various types of fuel burning equipment involved for all stoker and all slack coals, or for hand-fired sizes which require specific qualities or preparation.

3 All tonnage requirements, size and analytical specifications will be critically screened and approved in the civil engineering office prior to approval by the Commanding Officer. The civil engineer will be prepared to defend them as economical and beneficial to the government in the event of challenge.

(m) "Request Purchase Of"—Enter tonnage to be purchased.

(n) "Approved Tonnage" — No entry required. This column is reserved for use by the major air command.

(o) "Approved Analytical Specifications" — No entry required. This column is reserved for use by the major air command.

(p) "Tons in Storage"—Enter the number of tons on hand at the time requisition is prepared.

(q) "Tons Due on Requisition" — Enter the total tonnage undelivered on approved requisition for each item at the time the requisition is prepared.

(r) "Capacity of Storage Yard" — Enter the storage yard capacity in tons.

(s) "Maximum Number of Cars Can Unload Daily" — Enter the unloading capacity of the coal handling facilities at the installation in terms of cars per day. This figure should be reconciled with the shipping schedule on the reverse side of the requisition.

(t) "Type Railroad Cars Required" — Enter first and second preference for each item requisitioned. The supplier should be given a wide selection of delivery equipment. This is imperative in view of the general coal car shortage, and if monthly shipping schedules are to be met. The installation should be equipped with coal unloading facilities which can be used with the various types of coal cars furnished by the railroads. (Not applicable when delivery is made by truck.)

(u) "Method of Delivery" — Enter the types of delivery which can be accepted at installation. In many instances it may be economical to have coal delivered by motor transport. To deter-

mine the most economical method of procurement, the following information will be shown under "Remarks."

1 Estimate cost per ton of unloading from railroad cars and placing in stockpile.

2 Estimate cost per ton of placing truck delivered coal in stockpile.

3 Paragraphs 5d(11)(u) 1 and 2 will be computed only when both rail and truck delivery can be accepted at the installation.

4 Approximate number of tons of truck delivered coal that could be delivered and unloaded by the vendor directly to point of consumption without stockpiling.

5 Give kind and size of coal if any tonnage is shown under paragraph 5d(11)(u) 4.

6 In those instances where coal is delivered to a railroad and contract is negotiated by the installation with a local dealer to unload and haul it to the installation, it is requested that cost per ton for this service be included under "Remarks" on the requisition.

7 When truck delivered coal is requested, list under "Remarks" a minimum of at least three suppliers near the installation that can bid on truck delivered coal.

(v) "Railhead for Coal Shipments" — Indicate if there is a railhead available for coal shipments.

(w) "Delivering Railroad(s)" — Indicate the available servicing railroads.

(x) "Is there a Spur Track to this Installation" — Enter an "X" as applicable.

(y) "Coal Received Previous Fiscal Year Was" — Enter an "X" in applicable block indicating satisfactory or unsatisfactory. If unsatisfactory, explain under remarks.

(z) "Consumption — Hand-fired — Stoker-fired —"

1 "Actual consumption last 12 months" — Enter the actual consumption for both hand-fired and stoker-fired for each size and grade of coal. Use the "remarks" column on the reverse of requisition if additional space is required.

2 "Estimated Consumption for Balance Current Fiscal Year" — Enter the estimated consumption for the balance of the current fiscal year for both hand-fired and stoker-fired for each size and grade of coal. Use the "Remarks" column on the reverse of requisition if additional space is required.

(aa) "Payments Will be Made By" — Enter "The Accounting and Finance Officer, Olmsted Air Force Base, Pa.", for all coal contracts except the Alaskan Air Command. Payment for bases under the Alaskan Air Command will be made by the Accounting and Finance Officer of the applicable base.

(ab) "Forward Invoices To"—Enter "The Accounting and Finance Officer, Olmsted Air Force Base, Pa.", except for the Alaskan Air Command, which will be forwarded to the Accounting and Finance Officer of the applicable base submitting the requisition.

(ac) "Number Required" — Enter three copies.

Para. 5d(11)—Cont.

(ad) "Approved By (Major Commander)"—This space reserved for approval by Major Commander or his authorized representative.

(ae) "Funds"—The certification pertaining to funds in the lower left hand corner of the requisition will be executed by the Accounting and Finance Officer responsible for the allotment cited.

(af) "Approved By (Commanding Officer)"—Signature of the responsible Commanding Officer of the base, installation or activity.

(ag) "Monthly Shipping Schedule" for rail shipments will be established for each size and grade requisitioned. The schedule should be calculated on a daily carload basis (using 50 tons as an average carload) and indicated as tons per month. This part of the requisition should be reconciled with "Maximum number of cars can unload daily." In addition, consideration will be given to the following: Storage space allotted to each item, rate of stockpile depletion, spontaneous combustion factors, increased activity, anticipated work stoppages in the coal mining industry, and monthly availability of railroad coal cars. When truck shipments are required on an as-ordered basis, the base supply officer will order on the basis of schedules submitted by the civil engineer.

(ah) "Prepared by"—Enter the name and office telephone and extension, if applicable, of individual preparing requisition.

(ai) "Technically Reviewed By"—

1 "Installation"—Enter the name of installation at which the requisition was prepared.

2 "Major Command"—Enter the major command to which the installation is assigned.

3 "Initials of P.E. or A.I.O."—The initials of the civil engineering Office personnel who prepared the requirements, specifications and schedules and the civil engineer, will be obtained.

4 "Initials of Fuel Service Engineer or Technical Service Representative"—The initials of the Command Fuel Engineer who reviews the requisition and the Chief of the Command civil engineering office will be obtained.

(12) DD Form 416 will be routed and processed as follows:

(a) The base supply officer will:

1 Retain one copy for file.

2 Forward one copy to the civil engineer for file.

3 Forward the original and six copies through channels to the major air command for review and approval.

4 Prepare and furnish two additional copies to the major air command of any Air Force activity for which the civil engineer has assumed coal handling responsibilities in accordance with paragraph 3.

(b) The major air command will:

1 Retain one copy for file by the supply officer.

2 Retain one copy for file by the Command Fuel Engineer.

3 Forward the original and four copies to the Commander, Middletown Air Materiel Area, Directorate of AF Petroleum and Chem-

icals, ATTN: MAORP, Olmstead Air Force Base, Pennsylvania.

(c) Hq MAAMA will:

1 Present the original and four copies to the representative of the Directorate Civil Engineering, DCS/O, Hq USAF, for review of requisitions for technical provisions.

2 After approval forward the original and one copy to the Navy Fuel Supply Office for procurement action.

3 Forward one approved copy to the ordering activity concerned.

4 Forward one copy to the Directorate of Civil Engineering, DCS/O, Hq USAF, for file.

5 Retain one copy for Hq MAAMA file.

## 6. BASE PROCUREMENT

a. Subsequent to procurement, DD Form 416 will be processed and forwarded through supply channels in the same manner as set forth in paragraph 4a for those Air Force activities which:

(1) Annual requisition tonnages equal to, or less than, those shown in paragraph 5d.

(2) Procure coal locally during an emergency. Requirements procured under these conditions will be kept to a minimum pending resupply through normal supply channels. This type of procurement will not be made until after the Commander, Middletown Air Materiel Area, Directorate of AF Petroleum and Chemicals (MAORP), Olmsted Air Force Base, Pennsylvania, has been notified of the prevailing conditions and has granted permission for base procurement. Certifications of the existence of an emergency will be made in the original and all copies of DD Form 416 by the responsible officer.

b. All DD Forms 416 submitted to higher headquarters after procurement has been made under the provisions of this paragraph will be marked "Do Not Procure" across the face of the original and all copies.

## 7. DD FORM 875, "MONTHLY COAL REPORT" (RCS: AMC-S155)

a. DD Form 875 will be submitted as follows:

(1) As of the end of the month for all activities which requisition tonnages in excess of those shown in paragraph 5a.

b. DD Form 875 will be prepared in accordance with the following general instructions:

(1) All quantities will be entered to the nearest short ton (2000 lbs) only; parts of tons will not be entered.

(2) Column 1, "Kind and Size."

(a) The classification of solid fuels will be as follows:

1 Anthracite: Egg, Stove, Briquettes, Nut, Pea, Buckwheat #1, Buckwheat #2, Buckwheat #3.

2 Bituminous and sub-bituminous and lignite. For double screened enter the maximum and minimum top and maximum and minimum bottom sizes. For single screened enter maximum and minimum top sizes and 0" - 0" bottom (e.g., 2½" - 1½" x 0" - 0" requires coal passing through

## Para. 7b(2)(a)2—Cont.

any screens which have size ranges of 2½" to 1½").

(3) Column 2, "On Hand Beginning of Month." Enter the base stockpile inventory on hand as of the last day of the preceding month.

(4) Column 3, "Received During Month." Enter the total receipts from all sources including coal received on Department of Navy Contracts, base procurement, by transfer and reclaimed coal. Coal which is delivered direct to the site of a base consuming activity will be included in total receipts. All receipts from sources other than Department of the Navy Contracts will be explained under "Remarks."

(5) Column 4—"Issued or Consumed During Month." Enter all issues from stockpile including sales and transfers. Coal which is delivered direct to the site of a base consuming activity will be included in total issues. Sales and transfers will be explained under "Remarks."

(6) Column 5 — "Inventory Adjustment." Entries in this column will be made to account for shortages or overages which result from taking physical stockpile inventories, losses by fire in stockpiles and the correction of previous reports. Adjustments will be marked "Plus" or "Minus" as appropriate, and explained under "Remarks."

(7) Column 6—"On Hand End of Month." Entries in this column for the June and October reports will be based on physical stockpile inventories taken on the last day of those months in accordance with Chapter 3, AFM 88-12. Entries on all other reports will be based on current stock records after all monthly receipts, issues and adjustments have been posted.

(8) Column 7—Need not be completed.

(9) Column 8—Need not be completed.

(10) Column 9—Need not be completed.

(11) Column 10—Need not be completed.

(12) Column 11—"Contract Number." Enter the contract numbers for each supplier. Where procurement has been made through other than the Department of the Navy indicate how procurement was made.

(13) Column 12 — "Total Contracted Tonnage." Enter the total tons shown on the contract as modified.

(14) Column 13 — "Tonnage Delivered During Month." Enter the total number of tons received during the month for each contract listed in Column 11.

(15) Column 14 — "Total Tonnage Due." Enter the difference between the tons listed in Column 12 and the total tons shipped from the date of the contract to the last day (inclusive) of the period for which the report is prepared.

(16) Coal on hand that can be determined excess to foreseeable requirements will be entered in the "Remarks" column indicating the quantity, kind, and size. The entry will be identified as "Excess."

c. The base supply officer will prepare an original and two copies of DD Form 875. The base supply officer will retain one copy and forward the original to Commander, Middletown Air Materiel Area, Directorate of Air Force Petroleum and Chemicals (MAORP) and one copy to the supply organization in the major air command if requested by that organization. These reports will be forwarded in sufficient time to reach the Commander, Middletown Air Materiel Area, Directorate of AF Petroleum and Chemicals (MAORP), not later than ten working days after the last day of the period for which the report is prepared.

## 8. REPORTS CONTROL SYMBOL

a. DD Form 416 is exempt from reports control symbol in accordance with paragraph 7b(1), AFR 174-1, 15 January 1954.

b. Reports control symbol RCS: AMC-S155 has been assigned to DD Form 875.

## 9. SUPPLY OF FORMS

Forms prescribed by this chapter will be requisitioned through supply channels.





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**CHAPTER 23**

**VEHICLE ALLOCATION AND DISTRIBUTION PROCEDURES**

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**1. PURPOSE**

The purpose of this chapter is to establish a uniform procedure for submitting issue requirements to the inventory manager for centrally procured vehicles contained in Federal Classes 23, 24, 3655, 38, 39, and 4120, and centrally procured attachments contained in Federal Classes 3815 and 3830 through the preparation, submission, and processing of the AF Form 434, "Vehicle Allocation and Distribution Listing," hereafter referred to as AF Form 434 or listings.

**2. GENERAL**

This procedure pertains to items requiring registration number (AFR 77-6, "Assignment of Registration Numbers to USAF Vehicles") and includes initial and replacement issue, special designated projects, Air Force supply directives, war readiness and weapon system requirements for such items. Reports Control Symbol AMC-S182 will apply to all vehicle allocation and distribution listings submitted by the major air command to the inventory manager.

**3. SCOPE**

The provisions of this chapter are applicable to all ConUS and oversea Air Force activities. For the purpose of this chapter Alaska is considered overseas.

**4. RESPONSIBILITIES**

a. The base supply officer will:

- (1) Utilize available excess assets to meet local valid authorized requirements.
- (2) Immediately notify the major air command when vehicles are issued to meet valid authorized requirements which have been previously reported as excess.
- (3) Obtain the approval of the recipient and relinquishing command prior to making issues to tenant organizations.
- (4) Submit requirements to the major air command for consolidation as requested by the major air command.
- (5) Immediately submit a cancellation notice to the major air command when a requirement previously submitted no longer exists.
- (6) When applicable, submit replacement re-

quests six months in advance to the time the replacement requirement is anticipated.

(7) When at an oversea activity located in cold areas where winterization is normally necessary, annotate each request with the degree of winterization required.

b. The major air command will:

- (1) Advise requisitioning activities relative to the submission of vehicle requirements.
  - (2) When command requirements can be determined by other means, i.e., AFR 77-1, Inventory Report and UAL change notices, the requirement for submitting individual activity listings may be waived.
  - (3) Edit vehicle requirements to insure validity.
  - (4) Redistribute excess vehicles to the fullest extent.
  - (5) Immediately advise the inventory manager when vehicles previously reported as excess are utilized.
  - (6) Submit major air command listings (AF Form 434) to the inventory manager. Requests for cranes in Federal Class 3810 and crane attachments in Federal Class 3815 will be submitted on the same listing. If no attachments are requested with the crane or conversely no crane is requested with the attachments, the stock number, make and model of the crane attachments on hand will be furnished.
  - (7) Furnish command approval of requirements which will include certification that no assets are available for redistribution.
  - (8) On receipt of listing (AF Form 434) annotated by the inventory manager, advise command requisitioning activities of the availability or anticipated delivery date vehicles will become available.
- c. The inventory manager will:
- (1) Review major air command listings (AF Form 434) for availability of requested vehicles against all sources of supply which include redistribution of command excesses, storage assets, and procurement.
  - (2) When assets are available, immediately prepare a shipping document (AF Form 104P series or DD 1149 as appropriate) to effect shipment. Furnish a copy of the shipping document to the consignee and the major air command.
  - (3) Annotate major air command listings



Para. 4c(3)—Cont.

(AF Form 434) to indicate availability or anticipated delivery date when vehicles are not available.

(4) Return one copy of the annotated listing (AF Form 434) to the major air command as soon as possible after receipt.

(5) Maintain and review major air command listings for initiation of supply action as assets become available.

d. Logistic support managers will submit weapon system requirements to the inventory manager through the recipient major air command by letter of transmittal with the requirements listed on the AF Form 434.

**5. SPECIAL INSTRUCTION FOR SPECIAL NAME PROJECT REQUIREMENTS (REFERENCE PAR 9, CHAPTER 8, VOL III, AFM 67-1)**

a. The major air command will furnish five copies of the AF Form 434 to the AMC activity project monitor.

b. The AMC monitoring activity will forward all copies to the inventory manager.

c. The inventory manager will annotate listings (AF Form 434) to indicate availability and furnish copies to the major air command, AMC monitoring activity, and Headquarters AMC, Attn: MCSD.

**6. INSTRUCTIONS TO MAJOR AIR COMMANDS FOR PREPARATION AND SUBMISSION OF AF FORM 434**

a. Block 1, "Part." Separate listings will be prepared for UAL, MRAL, and Special Name Projects. Check as appropriate Part I for UAL, Part II for MRAL, and Part III for Special Name Projects.

b. Block 2, "Stock Number." Indicate the primary stock number shown in T/A 010 or other authorization document.

c. Block 3, "Nomenclature." Indicate a brief description of the item.

d. Block 4, "Command." Indicate the major air command submitting the listing.

e. Block 5, "As of Date." Indicate as appropriate the first working day of January, April, July, October and the calendar year.

f. Column A, "Line Number." Indicate the line number of individual activity's listing to the major air command or begin with number 1 and number consecutively. Entries will be spaced sufficient-

ly to permit inventory manager and command remarks in Column "K."

g. Column B, "Base Account Number." Indicate base account number of the location of the organization.

h. Column C, "Organization." Indicate organization of activity reporting a requirement.

i. Column D, "Authorized." Indicate total quantity authorized on the UAL, MRAL, and Special Name Project as applicable to Parts I, II, and III of the listing.

j. Column E, "On Hand." Indicate total quantity on hand.

k. Column F, "Due-In." Indicate total quantity due-in from depot, inventory manager redistribution, and procurement.

l. Column G, "Initial Requirement." Indicate initial issue requirements. This will be the net shortage after applying on hand and due-ins. (Col D less Col E + Col F.)

m. Column H, "Replacement Requirement." Indicate replacement requirements. This will be the net shortage on replacement of Col E quantity after applying due-ins for replacement purposes.

n. Column I, "Precedence Rating." Indicate the organizational unit precedence rating.

o. Column J, "Total." Indicate total organizational requirements or shortages (total of Columns G and H).

p. Column K, "Remarks." Self explanatory.

q. The AF Form 434 will be prepared quarterly as of the first working day of January, April, July, and October, and will be submitted to the inventory manager within ten working days following the as of date of the listing. Subsequent listings will supersede the listing submitted for the previous quarter. The AF Form 434 will be furnished the inventory manager in triplicate except for special name projects which will be prepared and submitted as prescribed in paragraph 5.

**7. EMERGENCY REQUIREMENTS**

In case a valid emergency requirement arises between quarterly reports, the inventory manager will be immediately notified by the appropriate major air command. Such notification will be fully substantiated and contain approval of the major air command. Transmission of emergency requirements will be by teletype or letter commensurate with urgency of the requirement.

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CHAPTER 25

AF BASE PROCUREMENT SERVICE STORE

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**1. GENERAL**

a. This chapter provides a standard AF base procurement service store operating procedure. Application of the procedure outlined herein is mandatory for all USAF bases, world-wide, unless authority is obtained from Headquarters USAF for not maintaining stores at specific bases. Request for such authority will be submitted through command channels.

b. Manual procedure outlined herein may be adapted to machine processing procedures by mechanized supply activities if desired. This includes replacement of prescribed manual forms with punch card forms and/or listings.

c. Supply operations heretofore referred to as retail stores, service stores and country stores will hereafter be referred to and identified as AF base procurement service stores (BPSS).

**2. OPERATIONAL SCOPE**

a. Commercial type base procurement items, readily available from local market areas, of the following expendability status codes and cost categories will be accounted for and stocked and issued to using organizations through the supply outlet described in this section.

- (1) Cost category III expendable and non-expendable items.
- (2) Cost category II expendable items.

b. Base procurement items (specified in paragraphs 2a(1) and (2)) requiring extended procurement lead time including items obtained from General Services Administration Stores and from depots will also be accounted for and stocked and issued to using organizations through the medium of the base procurement service store. Details of this application are outlined in paragraph 6.

c. The terminology "Base Procurement" (BP), as used herein, includes items coded LP, P-FY, and L-FY in applicable stock catalogs. It must be noted, however, that such items are not authorized for base procurement until provisions of chapter 10, concerning depletion of depot excess base procurement items, have been complied with.

**3. OPERATING CONCEPT**

a. Administrative controls governing the BPSS will be established locally. These controls will be based to the extent of practicability upon the type policies and practices applied by commercial business concerns. Local officials will be responsible for familiarizing operating personnel with such techniques. For management purposes every effort will be made to restrict or minimize the number of items and in turn the dollar value of the BPSS inventory handled under this procedure. Standardization programs should be applied to attain this objective.

b. Item-wise accounting records will not be maintained on stocks acquired for distribution through BPSS. Dollar inventory accounting will be applied in accordance with AFM 177-1. Within the Air Materiel Command, AMCM 177-3P will be applied.

c. The physical location of the BPSS and/or individual departments of the BPSS is a matter for local discretion. This determination will be based primarily upon convenience to using organizations.

d. BPSS items will not be commingled with centrally procured items. Like items, e.g., BP bolts versus cost category III CP bolts may however, be handled side by side in the BPSS provided procedures outlined in chapter 14, volume II pertaining to CP items are observed.

e. For the purpose of facilitating management control, the BPSS will normally be divided into departments. The departments should be organized by commodity or homogenous grouping of items (see paragraph 4).

f. BPSS sales or issues to users will be recorded in dollar value on an BPSS sales slip. (See paragraph 10b(4).)

g. Only a minimum number of authorized shoppers or customers should be permitted access to the facilities of the BPSS. Customer entry will be a prerogative, however, of the respective major air command with management controls applied as deemed advisable.

#### 4. ORGANIZATION

a. The BPSS will be under the administration of the base supply officer. The details of management to be applied will be the prerogative of major air and/or local commanders.

b. Responsibility for supervision and management of the BPSS will be delegated to a store manager. The manager may be either civilian or military. Retail store experience is desirable but not essential.

c. In the interest of economy and practicability, it is recommended that all administrative functions incident to the BPSS be accomplished by a central organization under the direct supervision of the BPSS manager. These functions, which include requisitioning, maintenance of files and circularization and screening of excess listings, etc., can be more efficiently and satisfactorily accomplished by a centralized organization than by having administrative type personnel located in each department of the BPSS.

d. Each department of the BPSS will normally be assigned a manager; however, two or more departments may be assigned the same department manager if workload permits. Storekeepers and other personnel assigned to the BPSS by the base supply officer will operate under the supervision of the BPSS and/or department manager.

e. Departments organized within the BPSS structure will be a matter for local determination. Attempt will not be made to maintain AF wide compatibility in departments established and operated by respective base activities. The requirement for departmental standardization may, however, be prescribed by major aid commands if deemed desirable.

f. Within the BPSS departments, the BPSS and/or department manager will determine the specific items to be stocked. Like items will not normally be stocked in more than one department. If it is necessary to maintain like departments in two locations, one of the two locations will be designated the control point for stockage and reordering purposes. In all instances, the purchase of each specific item will be requested from the contracting officer from one single point. This same policy also applies to obtaining supplies from other sources, i.e., depots or General Services Administration Stores.

#### 5. ITEM CONTROL

a. The determination of items required for stock by each department will be made on the basis of anticipated requirement for the item. If continued usage is anticipated, the quantity normally ordered for stock will be maximum 30 day plus estimated procurement lead time quantity, i.e., anticipated usage equals 30 for 30 days. Estimated procurement lead time equals 15 days. Fifteen days at the usage rate of one per day equals 15. The total procurement quantity equals 45. This is defined as being a 30 day stockage objective plus procurement lead time. Adjustment of the quantity of an item to be stocked and the recording of replenishment stock will be dependent upon the actual usage (sale) of the item. The term procurement as used above is defined for

this purpose as being applicable to the source from which supplies are obtained, e.g., supplies from General Services Administration or base procurement. Requisitioning of items from depots is outlined in paragraph 10, chapter 10.

b. Formal item inventory control records for BPSS items will not be maintained. An AF Form 84B, "Service Stock Balance Record," or a similar locally developed form will be utilized in maintaining a record-reorder point system for stock replenishment of BPSS inventories. This record which may be affixed to the stock location or maintained in central location, will contain the item identity, (stock number and noun), the level, the reorder point quantity and the unit cost of the item. This record should also reflect the quantity on order, the quantity received and additionally, if desired, the quantity on hand.

#### 6. STOCK REPLENISHMENT

a. No formal procedure will be established for determining stock levels, however, a stock level and reorder point will be established for each item. These levels may be based upon consumption data reflected on the AF Form 84B or a similar form or through periodic visual inspections. Utilizing AF Form 84B or a similar form it will be possible to apply the formula that the difference between the previous quantity balance plus receipts minus the quantity on hand will equal the consumption data required for reorder purposes. The number of days required to purchase and deliver the item are also elements to be considered in determining the stock level and reorder point. Additionally, these levels may be influenced and therefore require adjustment after comparison is made of the unit cost of small purchases and the unit cost of replenishment in economical purchase quantities. Excess items and unrealistic item quantities can also be readily detected and controlled under this system. In the instance of non-availability of new items requested by using organizations, due outs may be posted to the form.

b. Requests for stock replenishment (Priority 16) will be submitted to the procurement office on a periodic basis and will allow ample time for the accomplishment of economical, planned procurement and delivery. Requirements will be forwarded in similar priority groups and will not be commingled. A schedule arranged through mutual agreement between the BPSS and the procurement office whereby certain items or commodities are purchased on specific days of each month is highly desirable. Such a system will insure that maximum administrative control is exercised. The provisions of AFPI 5-201 will be complied with to determine items to be requisitioned from GSA in accordance with paragraph 30, chapter 2, volume II.

c. The stockage objective or level for items stocked in the BPSS will normally consist of a 30 day stockage objective (usage quantity) plus procurement lead time. The term procurement lead time is defined in paragraph 5.

d. The total quantity which may be stocked in the BPSS for a given time, inclusive of the procurement lead time quantity, will not normally exceed

## Para. 6d—Cont.

a 60 day usage quantity except as prescribed in paragraph 6e and where quantities procured are influenced by unit cost differentials as outlined in paragraph 6a.

e. If the procurement leadtime for an item is in excess of 30 days, the total quantity may be placed in the BPSS. However, when the total quantity procured cannot be stored in a single location within the BPSS, it may be stored in other approved locations on the base. In the event storage cannot be confined to the BPSS, such areas of storage will be considered as in the possession of the BPSS manager and as a part of the BPSS back-up stock. These provisions are equally applicable to base procurement items obtained through AFSSC (Armed Forces Supply Support Center) excess listings and items obtained through AMA/AFD base procurement excess listings authorized in accordance with paragraph 10, chapter 10.

f. AMC depot stocks of base procurement items, and items coded LP, P-FY, or L-FY in applicable stock catalogs, including base procurement items obtained from AFSSC excess listings will be requisitioned from the appropriate depot or agency. Such items will be obtained through the base supply stock record unit or the BPSS central control organization.

g. Transfer of accountability from the base supply accounting records to the BPSS dollar inventory records will be accomplished by use of the DD Form 1150, "Request for Issue or Turn-In," processed as follows:

(1) DD Form 1150 indicating the commodity class, item identification, unit cost and quantity will be prepared. A typed or machine prepared listing of items transferred may be utilized as an attachment to the DD Form 1150 if desired.

(2) The DD Form 1150, prepared in quadruplicate, will be distributed as follows:

(a) All four copies will be forwarded to the document unit. Copy 3 will be retained in suspense pending return of copy 1.

(b) Copies 1, 2 and 4 will be forwarded to the warehouse for processing. These copies will also accompany the supplies to the BPSS department designated.

(c) Copies 1 and 2 will be signed by the BPSS department manager to indicate receipt of items involved.

(d) Copy 1 will be returned to the document unit for processing in accordance with chapter 3, volume II. Copy 3 will be removed from suspense file and destroyed.

(e) Copy 2 will be forwarded to the accounting division for adjusting the BPSS departmental dollar inventory.

(f) Copy 4 will be retained by the BPSS manager for information purpose.

h. AF Form 16, "Traveling Purchase Request," (see figure 25-1) will be used to facilitate base procurement of stock replenishment. This form is designed to travel from the requesting department to the purchasing organization for procurement action and then back to the point of origin in the requesting office. A duplicate may be prepared and retained in the store, if desired. When stocks are

again depleted to the reorder point, the same form may be re-used in the same manner. Entries on this form are self-explanatory. The form has a pocket to hold a card, tape, or plate from which a reproduced complete purchase description can be made.

(1) Use of AF Form 16 saves time and insures against errors in constant information of item identification, specification of drawing numbers, etc. A current list of vendors may be included for use by the contracting office. This will serve to expedite the recorder and delivery of material.

(2) On the variable portion of the AF Form 16 a perpetual record is maintained for stock status, purchases, due-ins, etc.

(3) The AF Form 16 is designed for use when funds have been reserved in advance in accordance with procedures referred to in Air Force Procurement Instruction 53-2302 (a). The advantage in using this procedure is that the Traveling Purchase Requests prepared by the store do not require routing through the accounting component prior to purchase action. No specific dollar limitations are imposed in connection with the use of this form.

(4) An AF Form 16 will be prepared for each item carried in stock. The form will be used as a request to effect procurement for stock replenishment. In addition to the "not later than" date, each form will indicate a supply priority number (see attachment II, chapter 10). This number will be included in the "not later than" column.

i. General Services Administration Stores items will be obtained by placing an order with the appropriate GSA facility in accordance with the procedures of paragraph 30, chapter 2, volume II.

j. All purchases of BPSS items for stock replenishment, except GSA Stores items, will be administratively controlled by the contracting officer in accordance with the Armed Services Procurement Regulation and AF Procurement Instruction.

## 7. RECEIVING

a. Receiving will be accomplished in accordance with chapter 2 and as provided herein. Receipts for BPSS items may be processed through central receiving or the responsibility may be delegated to the BPSS as provided in paragraph 1c, chapter 2. The standard unit price will be posted to the receiving document and the document will be processed at the close of each day's business to the accounting department in the same manner prescribed for sales slips in paragraph 10. Receiving documents processed in this manner do not require assignment of a document number. (See paragraph 10c.)

b. Receiving documents initiated by the store will bear the notation, "Accountability terminated. Items transferred to BPSS."

## 8. STANDARD PRICING

Standard pricing procedures for base procurement items are contained in chapter 31.



## 9. DISPLAY STORAGE

a. Material and supplies within the store should be displayed on tables, bins, racks or pallets in such a manner as to be readily available to the prospective customer. Suitable safeguards will be applied to items especially subject to pilferage.

b. AF Form 84B, or similar type of locally developed form prescribed in paragraph 5b or a locally developed bin tag, will be attached or affixed to each stock location, (table, bin, rack, etc.). The item identity (stock number and noun), the bin location, and the unit cost of the item will be indicated on the bin tag or AF Form 84B, whichever is used.

c. Stocks beyond the display capability of the BPSS may be physically stored in a separate location.

## 10. ISSUE (SALES)

a. The customer should be encouraged to serve himself where it is practical to do so. Customer assistance should be provided, however, if required.

b. Supplies obtained by the customer will be taken to the department cashier. The following information will be entered by the department cashier on a serially numbered sales slip in duplicate:

- (1) Store department and date.
- (2) Using organization and expense code.
- (3) Work order or U account number where applicable. Separate sales slips are required for each work order or U account number.
- (4) Quantity and unit cost.
- (5) Such additional data as is locally required.

c. A sales slip will be retained by the department cashier until the close of the day's business, at which time all sales slips will be totaled by store department. The first and last serially numbered sales slips used during the day will be entered, along with the total sales for the day, on an informal summary listing which will be dated and signed by the department manager. The summary and all sales slips will be forwarded promptly to the accounting department at the close of each day's business. All BPSS debit documents, i.e., turn in documents, receiving documents and issue documents involving increase to the BPSS store dollar inventory will be assigned serial numbers and will be processed in the same manner as sales slips.

d. DD Form 649, "Cash Sales Slips," or commercial type autographic sales registers may be utilized for recording BPSS sales prescribed above. A standard AF Form for use in autographic registers is not prescribed as the numerous makes and models of these registers presently in use make form standardization impractical. Base procurement of commercial type sales slips on an "as required" basis is authorized. This paragraph may be cited as authority for base procurement of these forms.

e. Additional copies of sales slips may be provided and distributed as required.

f. Repairable items which can be restored through repair to serviceable condition will be accepted in exchange for a like item at no cost to the using organization.

## 11. PHYSICAL INVENTORIES

a. All stocks will be inventoried at least once annually. More frequent inventories may be taken when directed by the base commander or base supply officer.

b. Inventories will be scheduled and taken on a departmental basis using the closed warehouse method. Inventories will be completed in sufficient time to permit processing of the AF Form 85A, "Inventory Count Card" or suitable substitute listing to the base accounting and finance officer by 30 June.

## 12. REDISTRIBUTION AND DISPOSAL OF BPSS EXCESS STOCKS

a. Redistribution and disposal of excess stocks accumulated in the base procurement service store will be made as prescribed in chapter 11, volume II, and volume VI.

b. The turn-in of stocks excess to requirements of using organizations will be encouraged. Items picked up by the BPSS will be processed by an entry on DD Form 1150. This form will be priced and processed to the accounting division in the same manner as outlined for sales slips in paragraph 10, for posting to the department dollar inventory. DD Forms 1150 processed in this manner will not be assigned a document number.

## 13. AMC DEPOT APPLICATION IN SUPPORT OF MAINTENANCE

a. Air Materiel Command depots having requirement for BPSS items in support of maintenance repair programs will process such items as follows:

(1) Base procurement items will be included in "Material Standards" and will be projected as being required.

(2) Separate "projected materiel requirements" listings of BPSS items will be prepared and forwarded to the BPSS manager.

(3) The BPSS manager will use the base procurement item list(s) for the purpose of procuring the subsequent 90 or 180 days requirement for each item listed. On hand stocks will be utilized to the maximum extent possible; however, care will be exercised to insure that supply of such items to other using organizations is not compromised.

(4) The 90 or 180 days requirement of base procurement items projected as required in support of maintenance may be either stored in the BPSS or moved to the maintenance operating stockroom.

(5) Stock may be moved from the BPSS in increments required to satisfy maintenance requirements.

(6) BPSS items will remain on the dollar inventory accounting records of the BPSS until issued to maintenance.

(7) BPSS sales slips will be processed in the normal manner for each BPSS item issued to maintenance.

(8) For the purpose of accumulating accurate

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material consumption data on the BPSS items, maintenance will present at the point and time of issue, an AMC Form 600, "Material Transaction-Requisition Card," for each projected and non-projected BPSS item.

(9) Regardless of the point of issue projected items, maintenance dispatchers will present AMC Form 600, completed by the appropriate mainten-

ance operating stockroom 026 PCAM operator, prior to issue of BPSS items. (AMC Form 600, AF Material Delivery Card, will not be required.)

(10) AMC Forms 600 will be forwarded to statistical services daily for accumulation of material consumption data required for the separate quarterly "Material Usage Analysis Report of BPSS Items."











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SECTION 26

SUPPLY SUPPORT FOR AIR FORCE WEAPON SYSTEM AND SUPPORTING SYSTEMS TEST PHASE PROGRAMS

Paragraph	Title	Section and Page
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3	Definitions .....	26- 1
4	Responsibilities .....	26- 2
5	Processing Initial Support Tables.....	26- 6
6	Property Responsibility for Zone of Interior and Oversea Tests.....	26- 7
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8	Transfer or Disposition of Test Support Table Items.....	26- 8
9	Replacement of Test Support Table Items.....	26- 8
10	Processing of Reparable Items.....	26-10
11	Consumption Reporting (AF Form 533).....	26-10

1. PURPOSE

This section establishes procedures for the supply support of Air Force weapon systems and supporting systems test phase programs and provides detailed procedures for the routing and processing of supply documents and test support tables in relation to test phase programs (See Specification MIL-S-26799, Preparation of Supply Test Support Tables).

2. SCOPE

a. This section prescribes procedures pertaining to supply support for test phase programs of Air Force accepted aircraft, guided missiles and equipment installed therein. These procedures apply to weapons systems scheduled for test (see AFR 80-14 and other directives), obtained from development and/or production contracts, which have been allocated either to test centers or to contractors for predetermined test phase programs.

b. These procedures apply to all organizations or agencies responsible for or having collateral interest in logistical support of weapons systems during scheduled test. NOTE: Test support table items and quantities for guided missiles will be established for employment and suitability testing period only.

c. The periodic due dates indicated herein for receipt and processing of test phase program and test support table documents is based on a production leadtime of 36 months from date of letter of contract to target delivery date of first test article. Should the leadtime be shortened through direction of higher authority, the WSSM, in coordination with the major air commands and contractors having collateral interest, will be responsible for realigning documentation due dates proportionately to mean dates outlined herein to assure availability of complete support concurrently or pre concurrent to receipt of the first test weapon system.

3. DEFINITIONS

a. *Lead Air Materiel Area (LAMA).* The depot having prime property class responsibility for the end article (Weapon System) under procure-

ment. The LAMA is distinguished from all other air materiel areas as being the focal point and world-wide Air Force agent having logistical support and supply management responsibility for specific weapon system. In the case of a complete aircraft, or guided missile, this will normally be the depot having prime commodity class responsibility for the applicable 01 property class, or Federal Groups 14 or 15.

b. *Prime Commodity Class Depot.* The air materiel area or Air Force depot having prime supply commodity class responsibility for materiel classified in other than end article property class. NOTE: The LAMA may have prime supply class responsibility for materiel classified in property classes other than the airframe or missile.

c. *Supporting System.* Such vehicles as cargo trainers, reconnaissance aircraft, etc., are classified as supporting system.

d. *Test Support Table.* A listing of items determined, on a coordinated basis, by the prime contractor, weapon system manager, Air Research and Development Command and Air Proving Command or testing agency and applicable prime commodity class depots, as being necessary for the support throughout an Air Force predetermined test phase program, encompassing research, development and/or employment and suitability testing period for weapons systems accepted by the Air Force. Minimum quantities not to exceed base levels as prescribed in section 2, volume II, of test support table items for test weapons system will be supplied to test sites. Balance of materiel for test phase and operations programs will be stocked at WSSS. The test support tables will be revised by the WSSM based on test support data (AF Form 533) through coordination, when required, with the respective prime commodity class depots, major air commands involved and prime contractor. NOTE: Materiel listed in Parts II and III of test support table, which is supplied in support of bailment as GFP to a contractor charged with an AF weapon system test phase program, will be processed as prescribed in current AFPI's, ASPR Appendix "B" and supply appendages to applicable contracts. The test tables shall consist of, and be listed in, four parts as follows:

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(1) Part I shall include those weapon system spares and spare parts which are furnished by the contractor, including vendor supplied items, as contractor furnished equipment (CFE) under the terms of the contract. Parts required for repair and replacement or overhaul of CFE items will be listed on test support tables and will be supplied to testing sites, when it has been determined that necessary tools, testing equipment, facilities and capabilities required for maintenance, replacement and overhaul are available at test sites.

(2) Part II shall include those items of government furnished equipment (GFP and GFAE) furnished by the Air Force to the contractor for installation as a part of the weapons system. Lists of replacement spares and spare parts thereto shall be obtained from the WSSM by the contractor to include in the test support table. Anticipated complete engine or power plant requirements will be listed in the test support table for informational purposes only. These latter requirements will be met through the preparation and submission of AF Form 713, "Aircraft Engine Projected Monthly Requirements and Allocation Report," (see paragraph 7, section 11, volume II). Parts required for major overhaul of GFP and GFAE items will be listed; however, supply of such items will be dependent upon coordinated determination by the WSSM and testing command as to availability of necessary tools, testing equipment, facilities and capabilities required for maintenance replacement and overhaul at test site. Engine spare parts for major overhaul will be furnished only to test site, WSBSA, designated by Air Research and Development Command and Air Proving Ground Command, as authorized to perform analytical engineering.

(3) Part III shall include those ground support type items such as common and standard tools, standard Air Force type test equipment, Air Force type ground handling equipment, including spare parts required in support thereto, which are normally available from Air Force inventory. Lists of spares and spare parts for such items will be obtained by the contractor from the WSSM. Special engine tools, which will of necessity include major overhaul tools and major overhaul engine parts, will be furnished only to those test sites designated by Air Research and Development Command and Air Proving Ground Command, as authorized to perform analytical engineering.

(4) Part IV shall include those items of special tools, test equipment and ground handling equipment, including spare parts required in support thereof which are furnished by the contractor under the terms of the weapons system contract.

*e. Weapon System Base Support Activity (WSBSA).* The base supply activity responsible for logistical supply support to affected organizations conducting approved phase testing of Air Force accepted Weapon Systems.

*f. Weapon System Supply Management (WSSM).* An air materiel area or Air Force depot, normally the LAMA, designated by Headquarters, Air Materiel Command to perform the weapon

system supply management function and to establish and maintain a separate weapon system stock record account for material aggregated at storage sites in support of each specific weapon system. Serial number assigned to the Air Force weapon system stock record sections are listed and defined in section 2, volume XV. The assignment of weapons system stock record accounts is the responsibility of Headquarters, Air Materiel Command.

*g. Weapons System Storage Site (WSSS).* The activity selected by the WSSM and designated by the Commander, Air Materiel Command, at which a complete range of peculiar and selected common spares will be aggregated, stored and distributed in support of complete test phase program as directed by the WSSM.

*h. Weapon System.* An instrument of combat, such as an air vehicle, i.e., aircraft, guided missile and their prototypes including installed engines or power plants and supporting systems accepted by the Air Force for testing (see AFR 80-14). Excluded from these procedures are "X" models and "Weapon System," tested by prime contractor prior to conditional or formal acceptance by the Air Force.

#### 4. RESPONSIBILITIES

*a. Air Research and Development Command and Air Proving Ground Command will:*

(1) Submit to the WSSM a coordinated initial test phase program, which has been approved by Headquarters, USAF, no later than 24 months prior to scheduled delivery of first test weapon system. This test phase program will include number of weapon systems involved, model or type and series, period of test beginning and completion dates, test sites and agencies involved and program data as to operational hours, number of launchings, landings or run in hours to be considered and number of copies of test support tables required and distribution thereof. Cold weather test data should be submitted at the earliest possible date. Target dates for initiation of any test phase program should be established on a timely basis to assure availability of test support equipment.

(2) Submit coordinated finalized test support phase program to WSSM 12 months prior to scheduled delivery of first weapon system. Subsequent changes will be submitted to WSSM as test program changes arise. Additional support equipment requirements should be submitted no later than 31 March of buying year for fiscal year program to the WSSM to assure availability of required equipment. (See AFR 67-19.)

(3) Review test sites facilities, including cold weather test sites, for determining additional supporting equipment requirements for specific weapon system test phase program for maintenance, replacement, repair and overhaul of weapons system components. Advise WSSM of findings and recommended changes to test support tables for test sites and assist affected sites in revising equipment authorization documents to assure timely receipt of required added ground support equipment.

## Para. 4c—Cont.

(4) Review recommended finalized test support table item listing within 30 days of receipt from WSSM. Advise WSSM of any recommended changes within screening period.

(5) Attend test support table selection meetings as required on date and at place established by WSSM. Items by quantity required for prepositioning at test sites or to be furnished precurrently to testing activities, i.e., contractors, etc., will be annotated in respective columns as provided by MIL-S-26799. These determinations will be made jointly by WSSM, PCD's, testing activities and commands. Minimum quantities of high usage peculiar items will be designated for shipment to test sites, balance will be stocked at WSSM.

(6) Assure maintenance of accountable records with AFW section of base stock record accounts on material received in support of test phase program at test sites under command jurisdiction.

(7) Insure that test support table items furnished directly to an AF bailment contractor conducting phase testing, as a tenant activity on the Air Force base or site, will be accounted for under industrial property accounting procedures. However, such material will be used only in support of specific weapons system test phase program. All test support table items furnished but not consumed will be returned by the contractor upon completion of specific weapons system test phase to the logistical support base supply officer or WSSM through the industrial property office having contract cognizance.

(8) Submit required backup data to be used in preparation of AF Form 533 by the logistical support base (see paragraph 11).

(9) Assure immediate redistribution processing of test support table items, as required by WSSM, upon completion of test phase program. NOTE: Processing due dates outlined in paragraphs 4a(1) and (2) are dependent upon determination of the WSSM as noted in paragraph 2c.

b. Headquarters, Air Materiel Command will:

(1) Include in each AF weapon system contract, the requirement for the contractor to compile and maintain a test support table, when the weapon system has been programmed for an AF test phase program. In support of this requirement, MIL-S-26799 specification will be referenced in or appended to the applicable military department development or production contract.

(2) Initiate necessary bailment contract documentation for insuring fulfillment of ARDC-APGC test phase program requirements by AF bailment contractors on AF accepted items. Included as appendix thereto in accordance with existing AFPI's and ASPR's will be the requirement that all Air Force material including tools, TST material, spares and supporting equipment received from the Air Materiel Command supply system in possession of the contractor, upon completion of specified test, will be returned by the contractor through appropriate industrial accounting activity to the weapon system supply manager.

(3) Insure that necessary supply appendix to service contracts for phase testing of Air Force

accepted weapon systems by AF contractors includes applicable supply procedures as outlined herein.

(4) Establish and maintain uniform weapon system consumption and usage data reporting and control procedures.

(5) Establish final resolution of any logistical problems pertaining to weapon system when required by WSSM.

(6) Establish cataloging criteria for recording and control of weapon system test support table items.

(7) Be responsible for over-all surveillance of the WSSM and prime commodity class depot activities to insure that adequate and timely support is provided for the test phase program dependent upon the timely submission of program requirements by testing commands.

c. The Prime Contractor for Specific Weapon System will:

(1) Furnish to the WSSM, as soon after letter of contract and as engineering data becomes firm, preferably no later than 24 months prior to scheduled delivery of first weapon system designated in Air Force development or production contract, one reproducible mat and ten copies of a production list prepared in accordance with MCP 71-649 and/or MCP 71-650, as applicable, of long lead time items by major component, i.e., nose assembly, head assembly, fuselage, body, stabilizer, etc. This breakdown will be coded to indicate contractor recommended test support items, operational support items, cost category I (Hi-Valu) items and insurance (low usage) items. As supporting CFE special tools, testing and GHE items are developed for specific major components, the same processing policies will apply (see MCP 71-650).

(2) Furnish to the WSSM at least ten months prior to delivery of first test weapon system one reproducible mat and ten copies listing by AERNO and/or AN type designation GF AE and GFP items used in production of weapon system in test support table format (see MIL-S-26799) and to be included in parts II and III of table.

(3) Furnish recommended finalized test support table item listing on a reproducible mat and ten copies, ten months prior to scheduled delivery date of first test weapon system, to the WSSM. The recommended test support table will be based on finalized test phase program data, completed engineering data and guides furnished by the WSSM from support data accumulated from previous programs.

(4) Establish on a coordinated basis with the WSSM, a firm test support finalization meeting date. This meeting should be held preferably no later than six to eight months prior to delivery of first test article. This meeting will be attended by representatives of Headquarters, Air Materiel Command, affected major air commands, WSSM, testing commands or agency, applicable prime class depots and contractor personnel when required. NOTE: Processing due dates outlined in paragraphs 4c(1) through (4) are dependent upon



Para. 4c(4)—Cont.

final determination of the WSSM as noted in paragraph 2c.

d. Weapon System Supply Manager (WSSM) for each Specific Weapon System will:

(1) Secure from the contractor one reproducible mat and ten copies of production lists of long lead time items (see paragraph 4c(1)) by major assemblies. These breakdowns will be reproduced by the WSSM and submitted within 15 days of receipt to respective prime commodity class depots in sufficient copies to meet review requirements. The WSSM letter of transmittal will outline required action. A review period of 30 days from date of receipt will be established by the WSSM. The WSSM will consolidate all information supplied by prime class depots. In those instances where it is indicated that long supply quantities of items listed on production lists are available in serviceable condition in Air Force inventories, the contractor will be required, when material is acceptable, to use these items in support of development or production contract in lieu of obtaining additional sources for raw material or finishing products. Items available in partial or total quantities to meet weapon system test program will be noted on work copies by prime commodity depots and will be requisitioned by WSSM, indicating desired delivery schedule. The Directorate of Procurement and Production for the prime contract will be advised of any long supply items by quantity available for support of weapon system production and will be advised of items by quantities selected by the contractor and will process contractual changes as required in support of these selections.

(2) Receive from the testing commands the initial test phase program data at least 24 months prior to scheduled release date from contractor of first test weapon system. Information contained in the initial test phase program will be reviewed by the WSSM and pertinent test phase data, such as, number of weapon system, proposed operational or flying hour and number of test sites and testing activities involved, will be furnished to applicable prime commodity depots for planning purposes. The initial proposed test phase program will be furnished to the contractor by the WSSM at least 23 months prior to scheduled delivery date of first test weapon system.

(3) Receive from testing commands and/or agencies finalized test phase program data including cold weather test data 12 months prior to scheduled delivery date of first test weapon system. Information contained in final test phase program will be submitted to appropriate prime commodity depots for programming guidance. Finalized test phase program will be forwarded no later than 11 months prior to scheduled delivery date of first test weapon system to prime contractor for guidance in preparation of recommended finalized test support table.

(4) Receive from the contractor, at least ten months prior to scheduled delivery date of first test weapon system, a reproducible mat and ten copies listing all GFAE and GFP items, by AERNO or AN designator, which are included in

the production of the weapon system. These lists will be reviewed by the WSSM and test phase program quantities of spare required of each item will be entered on lists prior to submission to applicable prime class GFAE depot, testing commands and sites. The prime depots will determine the organizational field and depot overhaul items by quantity to be entered as part II of tests support table listing as well as determine those ground support equipment type items such as common and standard tools, standard Air Force type test equipment, Air Force type ground handling equipment including spare parts required in support thereto. These latter items will be entered as part III of the test support table item listing. The WSSM letter of transmittal will prescribe required prime commodity class GFAE or GFP depot action and will establish 80-day completion date from date of receipt of listing by the prime depot. Items listed in format prescribed in specification MIL-S-26799 for parts II and III of table will be consolidated by the WSSM upon receipt from the applicable prime commodity depots, testing commands and sites and will then be forwarded to the prime contractor for inclusion in finalized Test Support Table item listings.

(5) Receive contractor recommended test support table, ten months prior to scheduled delivery date of first test weapon system. Recommend finalized test support table item list of parts I and IV will be prepared in format prescribed by MIL-S-26799 specification and will be submitted on a reproducible mat and ten copies. Sufficient copies will be reproduced and forwarded within 15 days of receipt to prime commodity class depots, testing commands, and test sites, to confirm and/or recommend final item and quantitative requirements. The WSSM letter of transmittal will establish a 30 day review and action completion date. The WSSM, upon receipt of prime commodity class depots and testing commands recommended action on finalized item and quantity recommendations, will evaluate the information and submit a consolidated test support table item list to the contractor. This consolidated list will be used by prime contractor for preparation of necessary documentation for meeting to be held at contractor's facility preferably no later than six to eight months prior to scheduled delivery of first test weapon system. This meeting will be monitored by the WSSM for establishing a complete and firm test support table item list by items and quantity. Firm shipping instructions for CFE items selected will be established by the WSSM at that time based on finalized test phase program data, that is, number of weapon systems involved, programmed test operating hours, test sites involved and required backup stocks at WSSM. If practical, the test support table finalization meeting and the spares provisioning meeting for the end article under contract will be accomplished simultaneously.

(6) The WSSM will insure that constant surveillance of CFE deliveries is maintained and that the receipts are compatible to concurrent or pre-concurrent delivery schedules to assure continuous

Para. 4d(6)—Cont.

and complete supply support of the test phase program. The policies directed in paragraphs 3f and g of AFR 80-14 as pertains to the production of articles programmed for phase test as well as the allocation and delivery of supporting spares and ground support equipment will be emphasized by the WSSM in support of the test phase programs.

(7) Implement and monitor necessary supply directives, upon completion of test support table finalization conference, to insure concurrent or preconcurent delivery to test sites and WSSS of GFAE and GFP items, spares and supporting components, as well as, CFE type items not selected at finalization meeting due to AF stock positions at that time.

(8) Maintain surveillance of cataloging action required of all CFE items selected in support of weapon system test phase program. Initiate action required to insure the establishment of complete cataloging data by affected activity or depot prior to scheduled delivery date of selected item to test sites and WSSS. When delivery schedule deadline precludes the assignment of complete supply catalog information and/or Federal stock numbers, the contractor will be required to include the following information on DD Form 250, vendor's shipping documents: Contract number, contract exhibit reference, item number on exhibit, standard commodity classification or Federal Commodity Code, manufacturer's part number and name as well as minimum description required, and will advise recipient activity to record receipts of such material as indicated on shipping document in lieu of assigning local nonlisted identification number. NOTE: Processing due dates outlined in paragraphs 4d(1) through (5) are dependent upon final determination of WSSM as noted in paragraph 2c.

(9) Assign a supply project officer on temporary duty at test sites when required by the testing activity and mutually agreed to by the WSSM and the test site base commander. The assigned project officer will assist the test site base commander in matters pertaining to supply support of the specific weapon system test program.

(10) Maintain constant and close monitorship of the test phase programs to insure that they are not delayed or jeopardized due to the lack of supply support. Promptly advise Headquarters, Air Materiel Command of any anticipated or actual supply deficiencies which are beyond the capability of the WSSM to promptly resolve.

**e. Prime Commodity Class Depots Will:**

(1) Receive production lists (see paragraph 4c(1)) as coded by prime contractor through the WSSM. Screen items and quantities on production lists as directed by the WSSM against current stock position records and current programming information. Determine current support capabilities noting quantities available and recommend tentative requirements for support of test and initial operation of weapon system. Confirm or recommend changes to contractor recommended items and quantities. Initiate listings of recommended

additional items and quantities of items to be included in support tables. When it is determined that the current Air Force inventory reflects items listed in production lists to be in long supply, notations will be made on work copies to indicate quantities available in support of weapon system contract. At the time of this screening action, consideration should be made for establishing tentative tables of equipment items required not previously listed in support of major components listed on contractors production lists. Letter of transmittal for return of work copies of contractors production lists to the WSSM should include reasons for prime commodity class depot recommended changes in quantitative requirements, that is, increases, decreases or deletions, as well as, making references to quantities of items to be determined to be available for weapon system support and quantities to be in long supply that are available for use by contractor.

(2) Receive pertinent initial test phase program information from the WSSM. This information will be used to establish prime commodity class recommended item and quantitative requirement for parts I and IV test support table items and will be used to adjust previous program data as required.

(3) Receive pertinent information of finalized test phase program, from ARDC-APGC as disseminated by WSSM. This information will be used to reaffirm or adjust respective weapon system prime commodity class depot follow-on program requirements. WSSM will be advised of any recommended changes to test support table item requirements.

(4) Receive from the WSSM who has indicated GFAE spare items and quantities support requirements for the weapon system test phase program, no later than nine months prior to the scheduled tests a reproduced copy of the prime contractor prepared listing of GFAE and GFP items included in the production of the weapon system. The prime commodity class GFAE depot will list the organizational, field and depot level spares and spare parts by quantity to be included in part II of the test support table in format prescribed in MIL-S-26799 specification. Further a listing of those ground support equipment items and spare parts required in support thereto will be prepared in format prescribed in MIL-S-26799 for inclusion in part III of test support table. These determinations will be made on a coordinated basis by the applicable prime commodity class GFAE depot and prime maintenance engineering depot. These GFAE-GFP parts II and III support table item listings will be completed and returned to the WSSM by the prime commodity class GFAE depot within the prescribed 30 day screening period.

(5) Receive from WSSM and process within 30 days of date of receipt, contractor recommended finalized test support table. When changes to test support table are recommended, the prime commodity class depot will initiate applicable AMC Forms 173 and 408 and submit to WSSM for necessary action.

Para. 4a—Cont.

(6) Attend test support table finalized conference when required at contractor's facility preferably six to eight months prior to scheduled delivery of first test weapon system.

(7) Take necessary action to insure concurrent or pre concurrent receipt of respective prime commodity class items listed on WSSM initiated AFSD's for test support table items at test sites and WSSS, in relation to scheduled delivery of test weapon system.

(8) Take necessary action to satisfy timely and completed cataloging requirements for affected prime commodity class test support table items. Advise the WSSM and supply sources of completed cataloging action in ample time to assure concurrent or pre concurrent receipt of test support table items at test sites and WSSS in relation to scheduled delivery of test weapon system. NOTE: Processing due dates for documents required above in support of test phase program are dependent upon the WSSM final determinations as noted in paragraph 2c.

f. Weapon Systems Base Support Activity will:

(1) Receive and account for, in AFW section of base stock record accounts, test support table items received in support of phase testing to be accomplished by Air Force activities under logistical support area of WSBSA.

(2) Establish and maintain necessary segregated storage as required when facilities are available for test support table items received.

(3) Maintain an AFW stock record section of base stock record account for each weapon system. All supply transactions will be reflected in AFW section in relation to test support table items processed in support of test phase program.

(4) Process reparable, TOC and base excess test support table items as prescribed by applicable directive, i.e., section 11, volume II, Technical Order, etc., or as predetermined by the WSSM.

(5) Furnish replacement support for test phase program for all activities accomplishing test as tenants to WSBSA.

(6) Maintain necessary records required and obtain backup data from testing organizations for submission of AF Form 533, "Spare Parts Consumption Data for Test and Initial Operation-New Weapon System," as prescribed in paragraph 11 on items directed by the WSSM.

(7) Effect redistribution and/or disposition in coordination with WSSM of all test support items, not consumed by testing organization including contractors, as specific test phase program is completed by testing organizations, to whom materiel was assigned. NOTE: Materiel furnished by the Air Materiel Command from AF depots production or repair sources to Air Force contractors and testing agencies, particularly all ground support equipment, will be returned to the weapon system base support activity or WSSM immediately upon completion of required test phase program by testing activities. This materiel will not be retained within the industrial property area or removed from test site or center without written approval from the WSSM.

(8) Screen test support table item listings submitted by WSSM to determine items by quantity that can be supported from current inventories on base and take actions as required by WSSM to assure prepositioning of support materiel prior to scheduled date of test phase program.

(9) Indicate ground support equipment available at test site that can be used in lieu of items listed on test support tables and initiate shortage listings of items required but not included on tables.

(10) Attend test support table item selection meetings when required by WSSM.

##### 5. PROCESSING INITIAL SUPPORT TABLES

a. The WSSM will furnish complete shipping instructions to the prime contractor for all items selected and to be supplied by the contractor as listed in parts I and IV of test support table items immediately after the finalization of test support table meeting. Complete status of delivery covered by contract shipping instructions will be furnished to the WSSM by prime contractor as provided in weapon system contract.

b. Copies of finalized test support table item lists will be furnished by the WSSM as soon as possible after finalization meeting to applicable testing commands, test sites, prime commodity depots and receiving major air command.

c. The WSSM will initiate and monitor the processing of AFSD's on those GFP-GFAE items and CFE type items not included in selection list at time of finalization meeting.

d. Stock levels for guided missiles will be only that quantity required to support the E-ST or the UE assigned to the E-ST.

e. Test support table items will be supplied to testing organizations other than those accomplishing phase testing under bailment documentation through logistical support base at test site. A copy of the finalized test support table item listing will be furnished each test site support activity indicating items by quantity selected for support of each testing activity assigned to the test site for support.

f. Materiel determined as required as backup stock to completely support the test phase program, at time of test support table finalization meeting, will be shipped to the WSSM.

g. The WSSM will take necessary action to insure that initial shipment of test support table items will be received at test site or centers concurrently or pre concurrently to scheduled delivery of first test weapon system. The precedence and supply priority assigned based on deadline date to the test phase program or project will be included in the shipping directive and used by the supply agencies.

h. When it is determined at test support table finalization meeting that certain items fall within the local purchase concept, the items will be coded accordingly. Local purchase items will not be referred to test sites by indorsement subsequent to AFSD action. LP and LM coded items may be obtained by testing activities as prescribed in paragraph 18, section 5, volume XX. NOTE: Items

Para. 54—Cont.

coded local purchase in applicable supply catalogs or determined LP by appropriate prime commodity class depot at time of finalization meeting will be obtained by using organization, as prescribed in AFR 70-16, section 10 and/or paragraph 19, section 3, volume III, as applicable.

i. When the test is performed by commercial contractor, the contracting officer will advise the contractor to contact the applicable supply manager for required LP and LM items. The supply manager will supply these items from available AMC assets.

#### 6. PROPERTY RESPONSIBILITY FOR ZONE OF INTERIOR AND OVERSEAS TESTS

a. Property accounting records for all test support table material received at a test center or site in support of Air Force activities conducting tests will be maintained in the AFW section of the base stock record accounts. Exceptions: Test support table items shipped to contractors under the provisions of bailment contract documentation. These items will be shipped to the applicable AFH account and will be recorded as prescribed in current AFPI's. Consumption reports as required by the WSSM will be processed through the WSBSA.

b. Procedures prescribed in paragraph 37, section 4, volume II may be used by the test site or center logistical support base supply officer to maintain property accounting records for test support table items furnished to organizations other than Air Force.

c. Test support table items will be supplied to the Air Force testing organizations through logistical support base at test site unless the testing organization is a contractor, in which event the test support table will be supplied directly to the contractor through the industrial property office having accountability responsibility for GFAE-GFP furnished to effected contractor.

(1) When phase testing of Air Force accepted weapon systems is to be accomplished through bailment contract action, the contracting officer in coordination with the WSPO will assure that funds have been provided within the provisions of the appropriate supply or services contract(s) for the contractor to procure test support table items which are coded "local purchase."

(2) Property responsibility for all test support table material received by a contractor will be maintained on the industrial property account for the pertinent contract. Procedures for the control of such property shall be in conformance with current ASPR's and AFPI's. NOTE: Materiel furnished contractors conducting weapon system phase test must be contractually covered as outlined in AFPI, section XIII, Part 4 or 20 or as provided by appendages to appropriate provisions in the supplies or services contract.

d. Oversea test sites CFE test support table items will normally be supplied through original shipping instructions furnished prime contractor by WSSM during test support table finalization meeting and AFSD action. GFAE and GFP items parts II and III of test support tables and CFE type items not selected due to stock position at

time of finalization meeting will be furnished through AFSD action implemented and monitored by WSSM. Accountable records for test support table items used at oversea bases will be maintained by the oversea logistical support base supply activity. Except: Cold Weather Test.

#### 7. COLD WEATHER TEST—SUPPLY SUPPORT

a. Due to the limited optimum cold weather conditions, normally extreme cold conditions only exist for periods of from 72 to 120 hours, suitable for conducting CWT on weapon systems at test site areas, timeliness of supply support is of the utmost importance. It is necessary, therefore, that the zone of interior CWT supply project monitors, assigned by the weapon system supply manager prime commodity depots and the consignor transportation offices, assure that every possible action be taken to effect meeting deadlines for receipt of requested CWT material at test site area supply support activities.

(1) The testing commands ARDC-APGC will submit CWT program requirements to the weapon system supply manager (WSSM) no later than 31 March of the buying year from which program support is to be obtained. (See AFR 80-30).

(2) The weapon system supply manager and applicable prime depots will assign a CWT project monitor and alternate. The name, symbol, and telephone number of project monitor and alternate will be submitted to Headquarters, ARDC, APGC, AAC, and Headquarters, Air Materiel Command, Attention: MCSD no later than 1 September preceding the CWT season.

(3) The oversea or designated area test site UAL's, immediately after the spring CWT conference, will be reviewed against test support tables and TTE's by the testing commands and the major air command having jurisdiction over the CWT site to determine additional common Air Force ground support equipment requirements. Additional requirements will be listed and the supporting base UAL's revised accordingly.

(a) Necessary requisitions will be initiated by the oversea base support activity to insure receipt and placement of common ground support equipment by the supporting activity prior to the scheduled CWT program.

(b) Supporting base stock levels of common spares support items will be reviewed and adjusted to insure availability of common support items during the CWT period at oversea or designated CWT site.

(4) Stock levels of test support table items, recorded in the AFW section of the AFB stock record account of testing command zone of interior weapon system base support activity, will be reviewed and adjusted immediately after the summer CWT conference and requisitions initiated to assure prepositioned of test support table material required in support of the CWT program.

(a) Requisitions will include CWT code name, precedence, and supply priority based on deadline date for receipt. Material will be shipped to the testing command's zone of interior weapons system base support activity or assembly point,



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mutually agreed to by WSSM and testing command, marked for the CWT and recorded on the AFW section of the zone of interior weapons system base support activity stock record account.

(b) Test support table material will be segregated and prepared for trans-shipment to CWT test sites at the zone of interior weapons system base support activity or assembly point, mutually agreed to by the WSSM and the testing command. Peculiar ground support equipment will be accounted for by the zone of interior weapon system base support activity or unit supply officer of testing activity while in use at the CWT site and will be returned to the zone of interior weapons system base support activity upon completion of the CWT program.

(c) The CWT selected support table material will be moved from the zone of interior to the Alaskan Air Command and/or designated CWT sites by aircraft assigned as mission support to the testing commands.

(5) Follow-on support will be obtained through submission of requisitions by priority means, i.e., teletype or telephone directly to the testing commands zone of interior weapons system base support activity (WSBSA) for those pre-listed test support table items determined to be available at the WSBSA or to the WSSM for those items not available at the WSBSA. The WSSM will process all such requests as outlined in paragraph 9. Due to consumption data requirements, material shipped direct to CWT test areas, as follow-on support, will be recorded on AFW section of the zone of interior WSBSA stock record accounts through the receipt of confirming shipping documents from the zone of interior consignor.

(6) Due to the time limitations of optimum weather conditions for conducting CWT and need for maintaining weapon systems in readiness for these conditions, it is mandatory that the most expeditious means of transportation be used for all shipments of AOCPEODP requested items. NOTE: For information and guidance purposes to the zone of interior CWT supply project officer and transportation offices, a commercial air freight forwarding service is authorized for this movement. Transportation offices should avail themselves of transportation service commensurate with the deadline date for receipt at CWT site of follow-on support items requested.

#### 8. TRANSFER OR DISPOSITION OF TEST SUPPORT TABLE ITEMS

a. When a weapon system is transferred from one activity to another, the proposed transfer of all test support table items will be fully coordinated by releasing major Air Command through the WSSM and with the receiving major air command.

b. When adequate quantities of an item or items listed on test support table are available at receiving site or prior shipping actions have been initiated to provide these items at receiving site, material available at releasing site will not be included in transfer action, but will be processed by the WSBSA as directed by WSSM.

c. When a test phase program has been completed, a listing of all residual test support table items for weapon system will be reported by the logistical supply support base, indicating quantities and condition to WSSM for processing instructions. When a weapon system is transferred to a tactical command from a testing command, coordination will be accomplished between the relinquishing major air command through WSSM and the recipient major air command to determine spares support and supporting equipment (tools, testing equipment and ground handling equipment) requirements. Consumption type items available and required by the recipient major air command may be transferred simultaneously with the weapon system; however, information copies of shipping documents will be provided the WSSM for compilation of test and initial operational consumption data reports. The WSSM will review all requests and initiate transfer actions for all replacement type items.

d. When the complete tests phase program for weapon systems are conducted and completed outside the zone of interior, test support table items will be shipped to the oversea base and will be recorded in the AFW section of the AFB accountable stock records. All residual test support table items and items peculiar to specific test will be reported to the WSSM for redistribution instructions upon completion of specific test. Weapon System test support table items in possession of the oversea test site base supply officer will not be transferred or used for other purposes without prior approval of the WSSM.

#### 9. OBTAINING ADDITIONAL OR REPLACEMENT TEST SUPPORT TABLE ITEMS

a. Requests for all items required as replacement to test support table items, or in addition to and required in support of the test phase program will be submitted by the Weapon System Base Support Activity (WSBSA to the WSSM). These requests include those initiated by tenant or attached organizations, and contractors conducting test at the test base under AF contract or agreements. All requisitions submitted in support of the test phase program will clearly indicate weapon system test program, precedence, and priority of request as prescribed in section 2 and section 4, volume II or section 26, volume III as well as indicating complete marking and shipping instructions.

b. The following action will be taken by the WSBSA in support of the test phase program priority request, i.e., AOCPEODP, etc., submitted to the WSSM. Items which are available in the Air Force system, or from contractor's or vendor's plants, will be made available for air pickup by the requesting activity within 24 hours after receipt of request. If military aircraft is not available for air pickup, shipment will be made within 24 hours, by any means commensurate with the priority of the request.

(1) Ascertain from the WSSM the project monitor's name and telephone number to whom all contacts will be made in reference to supply

## Para. 9b(1)—Cont.

matters pertaining to a specific weapon system test phase program.

(2) Contact the WSSM, supply project officer by telephone or by most expeditious means of communication to determine the status of items required on priority basis in support of test program and anticipated delivery date.

(3) Furnish all data pertinent to priority request, including requisition number, precedence, priority serial number and model or type designation of the weapon system and project code.

c. The WSSM will submit the requests to appropriate prime commodity class depots by telephone or most expeditious means of communications for immediate supply action on test support items not available in WSSS stocks and which are not available from the weapon system prime contract.

(1) The WSSM will be advised by telephone of all subsequent supply action taken and will maintain information status files of items requested from prime commodity class depots.

(2) Follow-up action on all priority requests is the responsibility of the WSSM.

d. Repeated requests for the same item not listed on test support table will be the authority for the WSSM to revise the test support table by item and quantities. Initiation of procurement action requests in support of test program requirements will be accomplished by the WSSM in coordination with the prime commodity depot, when required.

e. If the request is for material not available at the WSSS but is listed on prime contract as CFE regardless of prime class responsibility assignment, the WSSM will contact the AF Plant Representative by telephone, giving complete instructions required to afford necessary contract amendatory action to the item(s) making same available for military air pickup by the requesting activity. Subsequent submission of confirming AFPI Form 44 will be accomplished by the WSSM. Copies will be forwarded to prime control depots.

f. If the item is not available at the WSSS and prime supply responsibility is assigned to a prime commodity class depot other than the LAMA, and the item is not included on the prime contract as CFE and assets are available at the prime commodity depot, pertinent information relative to the item request will be submitted to the appropriate prime commodity class depot by the WSSM by telephone to insure immediate positive supply action. Requisitions will be submitted simultaneously by the WSSM to assure test program backup at the WSSS.

g. The appropriate prime commodity class depot will effect immediate shipment direct to test site and WSSS when material is available from Air Force stock. If the request indicates military air pickup authorization, necessary action will be taken by the prime depot and the testing command to effect military air pickup (MAPU) in accordance with AFR 75-90. In the event required items are not immediately available from AMC supply assets the WSSM will place immediate requirements on the weapon system prime contract. Con-

firmation copies of this procurement action will be furnished the prime commodity depot by the WSSM. The prime commodity depot will initiate necessary procurement action to insure that the item is placed on contract for subsequent support.

h. The procurement and production field activity will take necessary action to insure the earliest possible shipping action and advise the WSBSA and WSSM by telephone when the items or material will be available and inquire as to availability of military air pickup. If MAPU will not be available, the material will be shipped direct to test site in the most expeditious manner in accordance with current transportation directives.

i. Requests for replacement GFAE items, causing AOCB and EODP when a like reparable has been turned in to the base supply officer of the WSBSA, will be processed as follows:

(1) The WSBSA will contact the WSSM supply project officer to determine if requested item is immediately available from WSSM assets or prime GFAE commodity depot. If requested GFAE item is available immediate delivery action, MAPU or government transportation arrangements will be arranged by the WSSM project officer and WSBSA.

(2) If the GFAE item is not immediately available from the WSSM or prime GFAE commodity depot, the test site base supply officer will contact Headquarters, Air Materiel Command, Attn: MCPSE by telephone, see supplement I for point of contact according to command aeronautical reference number (AERNO) prefix, to effect immediate supply of required item from applicable GFAE source on an exchange basis. Military Air pickup is authorized and will be used at the option of effected activities. In the event exchange cannot be accomplished due to lack of available exchange item procedures outlined below will be followed.

j. Requests for complete GFAE spare(s); when the item(s) is not immediately available from the WSSM or appropriate prime commodity class GFAE depot, will be processed by the prime commodity class GFAE depot. The prime commodity class depot will request by telephone the Directorate of Procurement and Production, Headquarters, Air Materiel Command, to provide for immediate shipment of requested GFAE item(s) direct to the requesting activity. Confirmation documents as required will be forwarded by the prime GFAE commodity depot by airmail message-form to Headquarters, Air Materiel Command and to WSBSA.

k. The Directorate of Procurement and Production, Headquarters, Air Materiel Command, upon receipt of telephone request for GFAE items for test support, will contact the shipping source of the desired material by telephone, giving complete instructions required to afford expedite shipment direct to base, confirming transaction by submission of airmail message-form to the shipping source with information copies being forwarded to the WSBSA, WSSM, and appropriate prime commodity class depot.

Para. 9—Cont.

**l.** Requests for GFAE and GFP organizational or field level maintenance spare parts, required for repair of GFAE and GFP items included in weapon system and not immediately available from WSSM or appropriate prime commodity class depot, will be obtained by the prime commodity GFAE or GFP depot through:

(1) Initiation of amendatory action on current AF production GFAE or GFP item contracts to insure direct and expedite shipment from material source to WSBSA and WSSS as required.

(2) The appropriate procurement and production field activity will insure the earliest possible shipment date for items requested. Shipping information will be supplied by telephone or most expeditious means of communication to the requesting WSBSA, WSSM and prime commodity depot advising method and date of shipment. All shipments of this nature will be afforded most expeditious means dependent upon priority of request, availability of MAPU and/or current transportation regulations and directives.

**m.** Oversea test site bases other than for cold weather material tests (CWT) will acquire additional or replacement test support items as follows:

(1) From theater resources.

(2) If not available from theater sources, requests will be submitted by priority means direct to weapon system supply manager. Transportation used will be dependent upon priority of request, due date and available military air pickup as well as current transportation regulations and directives.

(3) When material is not available at WSSM, the WSSM will process all such requests as outlined in paragraph 9c through f and maintain current status files of all such actions, as well as initiate any follow-up action required.

## 10. PROCESSING OF REPARABLE ITEMS

When reparable items are generated as a result of weapon system test phase program or project, the items beyond repair capabilities of testing organization will be turned in immediately by the testing organization to the test site base supply officer. Turn-in documents will indicate complete identification of item and the weapon system type, model and series from which item was removed. The items will be processed immediately by the base supply officer as prescribed in current directives or as predetermined by the WSSM. The repair source determination of all peculiar items pertaining to a weapon system undergoing test is the responsibility of the WSSM in coordination with Major Air Command conducting the test and appropriate prime commodity depot. Items listed in TO-00-35F-1 series, TO-00-25-11 and TO-00-25-68, etc., will be processed by the test site base supply officer as prescribed in applicable technical orders or directives.

## 11. CONSUMPTION REPORTING (AF FORM 533)

**a.** AF Form 533, "Spare Parts Consumption

Data for Test and Initial Operation—New Weapon System," (see figure 26-1) will be used to report selected test support table items in cost categories I and II. Only spare parts consumed or used and the receipt of peculiar ground handling equipment required in support of authorized test programs will be listed. This report is for new production type Air Force accepted weapon systems and supporting system logistics data developed during phase test program and initial operation. In those instances where applicable and contract coverage has been negotiated, contractors will submit required data direct to the WSSM.

**b.** Consumption and usage data reporting requirements by Air Force contractors conducting phase testing of Air Force accepted weapon systems will be covered contractually in all bailment contracts initiated by Headquarters, Air Materiel Command, ARDC and/or lead AMA's and will cite BOB clearance number 21-R116 authorized for contractors use. Consumption data reported by Air Force contractors and centers will be limited to selected category I and II, spare parts consumed or used and peculiar ground handling equipment used during the research and development testing phase defined in paragraph 2a(1), AFR 80-14 and during the employment and suitability testing phase defined in paragraphs 2b(1) and (2), AFR 80-14. The information obtained from AF Form 533 will assist the weapon system supply manager and applicable prime depots in establishing firm stockage objectives, requirements objectives, placing and revising items and quantities on procurement contracts and master repair schedules as well as determining items by quantity to be included in tables of supply support. Normally, only items which were consumed, used or had a change in status during reporting period will be included on form. Items reflecting consumption experience in previous periods, however, will be included in order that attrition factors may be adjusted against total operational hour program. Receipts of part III or IV end items will be reported only upon receipt by using activity.

**c.** The term "Initial Operation" will be interpreted to mean the period during which new production weapon systems accepted by the Air Force are in the hands of testing organizations including contractors, plus the first 180 of operation in the tactical and service organizations designated. The reporting period for tactical and service organizations may be extended by the WSSM for an additional 180 days, or any part thereof, if required.

**d.** The WSSM will specifically designate the Air Force supply testing activities and contractors required to report the selected items and property classification of supplies for which the consumption data are to be reported quarterly. Notification will be given by the WSSM to reporting activities by means of directive communication ten days before the first day of the initial reporting period. The WSSM will insure that contract negotiations have been completed and applicable coverage is included in the supply appendage "B" to applicable contracts.

## Para. 11—Cont.

e. The weapon system base support activities and contractors designated will be responsible for the proper preparation of AF Form 533 in four parts and prompt submission to the WSSM on a quarterly basis.

f. The following information will be reflected in the appropriate spaces on AF Form 533 for each reporting period by property class.

## (1) General.

(a) Items 1, 2 and 3. Type, model and series or block number of aircraft or weapon system being reported. Special annotations will be included in block 3 indicating supporting installed system being tested, i.e., fire control system, photographic system, etc., when such tests are accomplished in conjunction with complete weapons system. This later reporting will be accomplished when initially agreed to by reporting activity and WSSM.

(b) Item 4. Average number of weapon system on hand during reporting period.

(c) Item 5. Location of the reporting activity (AFB 2805) (Edwards AFB, AFH 1763 Industrial Accounts for contractors at Edwards AFB).

(d) Item 6A. Total number of flying hours ready to launch or check outs by weapon system on hand during the reporting period, or operational check outs of supporting systems.

(e) Item 6B. Total number flying hours ready to launch or check outs by weapon system since assigned to the reporting activity.

(f) Item 7A. Total number of landings by this weapon system during the reporting period, or total number of launchings and diagonal or check outs to determine ready-to-launch condition of guided missiles, or operational tests of supporting systems.

(g) Item 7B. Total number of landings by this weapon system since assigned to the reporting activity or total number of launchings and diagonal or check outs to determine ready-to-launch condition of guided missiles or tests of supporting systems.

(h) Item 8. Property class or FSC group for which data is being submitted.

(i) Item 9. Period dates, i.e., 1 January 1957-31 March 1957.

(j) Item 10. Total number of days aircraft or weapon system has been assigned reporting activity.

(k) Item 11. Position title of initiator at reporting activity.

(l) Item 12. Signature of initiator of report.

## (2) For each item.

(a) Column A. Stock number, FSC serial or MFG P/N.

(b) Column B. Noun, i.e., stabilizer, register, etc.

(c) Column C. Quantity consumed in this reporting period.

(d) Column D. Quantity consumed of item since weapon system was assigned reporting activity.

(e) Column E. Quantity of due outs based on unfilled requests. This entry is limited to priority requests such as AOCF or EODP, etc., which have not been supplied by date of report.

(f) Column F through I. Stock balance. Current balances of stock serviceable, reparable, TOC and on work order. Contractors required to report will include all available stock balance information. This may be limited to serviceable quantities (Column f), that is, in the event contractor's records do not reflect reparable data and responsibility for repair is not assigned the contractor's conducting test.

(g) Column J. Remarks (reason for replacement of part, such as normal attrition, accidental breakage, etc.).

(h) Column K. Unsatisfactory report numbers where applicable.

## (3) Information.

(a) The back of AF Form 533 will be used to:

1 Explain excessive replacement factors caused by abnormal operating conditions, such as high replacement of brakes due to conducting of takeoff and landing test, high replacement due to extreme temperature differentiations during operation, engineering deficiencies, malfunction, or breakage through improper handling.

2 Comment as to adequacy of quantities of items being supplied on supply tables; recommendations for removal or addition of items.

(4) In the event the number of items to be reported for a particular property class requires more than one AF Form 533, the information required in paragraph 11f(1) need not be furnished on other than the first AF Form 533. The forms will be stapled together and the right top margin of each AF Form will indicate the page number and number of pages, i.e., page 1 of 3, page 2 of 3, page 3 of 3. Each property class or FSC group will be reported on separate AF Forms 533. The first AF Form 533 for each property class or FSC group will contain complete information as required in paragraph 11f(1).

g. The information entered under the provisions of paragraph 11f(1) will be developed from records maintained in accordance with AFR 65-110, i.e., AF Form 110A and DD Form 781-1 or other applicable operations forms available to and furnished to the technical supply officer of the organization involved.

h. The source of the data required by paragraph 11f(2) (a), (b), (c), and (d) will be DD Form 1150, "Request for Issue or Turn In" and other documents authorized to record the issue of Air Force supplies or records maintained by the contractor.

i. The data required by paragraph 11f(2) (e) will be obtained by the base supply officer from the current AFW section of AFB stock record account.

j. The data required by paragraph 11f(2) (i) will be obtained from the AFW section of the stock record accounts, which should indicate unfilled test support item requests submitted by testing activities.

Para. 11—Cont.

k. Sources for the information referred to in paragraphs 11f(2)(g), (h), and 11f(3) will be DD Form 1150, "Request for Issue or Turn In" and comments obtained from responsible maintenance and supply personnel and furnished by the technical supply officer of the organization involved or from records maintained by the contractor in accordance with ASPR 13B 19.

l. AF Form 533 will be prepared quarterly by all organizations designated. Original and three copies of the completed reports will be forwarded within five working days after the close of the reporting period direct to the Commander, Lead Air Materiel Area, Attn: Assistant of Programs and Requirements or where implemented Attn: WSSM for the weapon system being tested.

m. Reports control symbol AMC S5 has been assigned for Air Force accepted weapon systems or supporting systems for reporting consumption and usage date by Air Force activities or the BOB clearance number 21R116 has been assigned for contractor use.

n. AF Form 533, submitted as prescribed in paragraphs 11c through i, will be received by the WSSM separated by property class breakdown. Two copies of each AF Form 533 will be furnished by the WSSM to the respective prime property class concerned. In the event the AF Forms 533 received from the reporting activities indicate no issues for any individual property class, those portions of the report will not be forwarded to the prime depot.

o. Upon receipt of their portion of the AF Forms 533 from the WSSM, the prime property classes responsible for the end item, will:

(1) Screen each item on which consumption is indicated.

(2) Realign stockage objectives, tentative requirement objectives, placing and revising items and quantities on follow on procurement contracts

and master repair schedules as well as initiating action to revise supply support tables as determined necessary by the WSSM.

(3) Maintain current status information on undelivered items listed in parts II and III of test support tables and initiate follow up as determined necessary.

p. Supply of Forms. AF Form 533 will be requisitioned in accordance with AFM 5-4 by the WSBSA. AF Form 533 required by contractors will be supplied through the weapon system base support activity.

q. AF Form 533 will be prepared and submitted by contractors engaged in phase testing of Air Force accepted production articles, i.e., aircraft, missiles, and their supporting systems, as prescribed above, when the report is specifically directed in the same contractual document in which the phase test is definitized. Requirement for this report will be provided in the supply appendix to the appropriate services or production contract. The contractor will submit the report to the Air Force agency specified in the contract under assigned BOB clearance number 21R116, AF Form 533 is the official means for transmission of information regarding material consumed or used by the contractor to perform the terms of the contract. NOTE: When mutually agreed to by the contractor, the WSSM and affected prime commodity class depots, the contractor may be authorized by the AF agency initiating the contract to submit the report prescribed herein on EAM cards or listings other than AF Form 533, providing the data submitted is furnished in the specified number of copies and in format identical to AF Form 533 and the proposed report (EAM cards or listings) has been approved as acceptable format by all depots involved. It will be the responsibility of the WSSM to obtain this coordination (See paragraph 16b, section 8, volume III).

## SUPPLEMENT I

Headquarters, Air Materiel Command point of contact for effecting GFAE exchange (see paragraph 9).

ITEM NAME	AERNO PREFIX	HQ AMC ATTN: MCPSE
Engines	35	Ext 22251
Rockets	36	22251
Propellers	39	22251
Landing Gear	41	22251
Electrical	42	22251
Tanks	45	22251
Safety Belts	45	22251
Flight Instruments	60	22251
Engine Instruments	61	22251
Fire Control Systems	52	Ext 23207
Auto Pilots	60	23207
Bombing Equipment	64	23207
Ordnance	93	23207
Communications Equipment	81	Ext 25152
Photographic Equipment	74	25152

SPARE PARTS CONSUMPTION DATA FOR TEST AND INITIAL OPERATION-- NEW WEAPONS SYSTEM										PAGE OF PAGES	REPORTS CONTROL SYMBOL JOB21RE16 OF AWO-3-5
1. TYPE OF AIRCRAFT	2. HOUR	3. SERIES	4. AVERAGE NO. ON HAND	5. LOCATION	6. BASE	7. AVERAGE NO. ON HAND	8. PROPERTY CLASS	9. PERIOD BASIS FROM TO	10. TOTAL DAYS ASSIGNED		
A. TOTAL AIRCRAFT HOURS FLOWN a. TO DATE b. THIS PERIOD		7. TOTAL AIRCRAFT LANDING RANGE a. TO DATE b. THIS PERIOD		QUANTITY CONSUMED THIS PERIOD TO DATE C D			STOCK BALANCE DIS- AVAILABLE P ON W/O H I			REMARKS J	
STOCK NO. A	NOUN B	DUE OUT E		SIGNATURE OF INITIATOR			11. TYPED NAME, GRADE AND TITLE OF INITIATOR				
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AF FORM 533, "SPARE PARTS CONSUMPTION DATA FOR TEST AND INITIAL OPERATION--NEW WEAPONS SYSTEM" FIGURE 26-1



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CHAPTER 27

AIR FORCE STOCK FUND, GENERAL SUPPLIES DIVISION

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1	Commodity Classes Containing Items In The General Supplies Stock Fund .....	27-9

**1. GENERAL**

a. A stock fund is a system for financing the purchase of Air Force material and storing it for sale to consuming activities. When a stock fund begins operation, it is provided with cash and with inventories of certain items, which are called capital. The stock fund sells items to its customers, the consuming activities, and receives cash in return. It uses the proceeds of the sale to purchase additional items for future sale. A stock fund, in other words, is a revolving fund. It is continually selling the items which it holds in inventory and reinvesting the proceeds from their sale in inventories which it will sell at a future date.

b. There is only one stock fund, the Air Force stock fund, with six administrative divisions. For practical purposes, however, each division is an independent operation and consequently is referred to as a stock fund. Thus the General Supplies Division of the Air Force stock fund is called the General Supplies Stock Fund and is abbreviated GSSF. Whereas the other divisions generally encompass a few commodity groupings (e.g., aviation fuel, clothing, etc.) the General Supplies Division contains at the present time about 70,000 items selected from approximately 125 different commodity groupings (see attachment 1).

c. The stock fund gives the supply manager greater flexibility in financing the inventory levels

and additional procurement lead time necessary to keep materials immediately available to the user. Furthermore, since funds are made available annually to the consumer for payment of GSSF material, the cost of each customer's operation is known; and because each item must be purchased, the customer has greater incentive to plan carefully for his requirements in order to keep within the limits of his funds. The system also discourages hoarding because of the limitation of funds available for operations.

**2. REIMBURSEMENT**

a. The Air Force Stock Fund, General Supplies Division, will be reimbursed for all issues of GSSF material, except as noted in paragraph 2g.

b. Air Force activities, except as noted in paragraphs 2f, 11, and 12 will reimburse the stock fund.

c. Air National Guard bases will reimburse the stock fund and will certify funds reservation on requisitions. Requisitions may include the complete appropriation funds citation; or certification may be indicated by the alphabetic code designator "G" in the procurement source code field of AF Form 104P series; by the phrase "Code G Item" when submitted by teletype, telephone, etc.; and by the legend "GSSF" in the mark-for space of other manually prepared requisitions. Requisitions need not show prices for individual items,

Para. 2c—Cont.

total cost, or the amount obligated. However, the certification will mean that funds in the estimated amount of the cost of the items requisitioned have been reserved and obligated and that the shipping activity is authorized to ship the quantity of items ordered and to bill the requisitioning activity for the cost at stock catalog prices for the quantity shipped.

(1) If ANG requisitions do not bear a certification as prescribed above:

(a) Requisitions with a priority 1 through 5 will be processed and the requisitioning activity notified by electrical transmission (telephone, teletype, etc.) of the action taken with the request that funds in the amount required be obligated, and the obligation immediately confirmed to the depot. If confirmation is not received within 72 hours, the appropriate USP&FO will be notified of the failure of the requisitioning activity to certify that funds have been reserved, that shipment of the items on the requisition has been or is being made, and the requisitioning activity will be held liable for the cost of the items in any over-obligation which might result from such liability.

(b) Requisitions with a priority 6 through 16 will be returned to the requisitioning activity for obligation and certification of funds.

d. Other military departments and government agencies, and such other activities authorized to requisition GSSF material from Air Force depots, will reimburse the stock fund and will certify on their requisitions that funds have been obligated. The certification will consist of the complete budget account classification of their funds, the amount of funds reserved for reimbursement to the GSSF account, and a certification by the requisitioning activity that funds are available. Requisitions that do not contain a citation or certification and sufficient funds to reimburse the GSSF account, will be returned to the requisitioner or appropriate action will be taken to obtain the citation, certification, and/or sufficient funds before processing the requisition.

e. Military Assistance Program requisitioning activities will not reimburse the stock fund. Reimbursement will be made by Headquarters, Air Materiel Command for GSSF material shipped to MAP recipients upon receipt of the carrier's manifest.

f. Air Force activities requisitioning GSSF material from a logistic support manager (LSM) in accordance with volumes XX and XXIII, and tactical units supported in accordance with volume XVI, will not reimburse the stock fund. Logistic support managers and weapon systems control points will obtain GSSF items from the appropriate inventory manager (IM) in accordance with procedures prescribed for other centrally procured items. The IM will reimburse the stock fund. The IM will also reimburse the stock fund for shipments directed by an LSM from a depot directly to a base and for shipments directed from a contractor by amended shipping instructions (ASI) directly to a base. The provisions of this paragraph include requisitions submitted to an Air Force

contractor performing storage and distribution functions in direct support of a weapon system or missile.

g. The stock fund will not be reimbursed for items selected and approved for donation to educational institutions, including research, or to service educational activities.

### 3. OBLIGATION OF FUNDS BY AIR FORCE ACTIVITIES

a. A certification of funds reservation is not required on GSSF requisitions submitted by Air Force activities. Receipt of a requisition by a shipping activity will be evidence that funds in the estimated amount of the cost of the items requisitioned have been reserved and obligated, and that the shipping activity is authorized to ship the quantity of items ordered and to bill the requisitioning activity for the cost at stock catalog prices of the quantity of items shipped.

b. Air Force activities will take necessary measures to insure reservation of funds before submitting requisitions to a depot. Requisitions will not be returned if and when the requisitioning activity fails to indicate the correct codification in the procurement source code field of AF Form 104P series or the legend "GSSF" in the mark for space of other manually prepared requisitions. The requisition will be processed and the requisitioning activity will be invoiced in accordance with established GSSF invoicing procedures.

c. Requisitions submitted to a depot need not show prices for individual items, total cost, or the amount obligated. These data will be retained by the requisitioning activity and will provide the basis for its record of the estimated obligation.

d. The depot will ship the items requisitioned and will bill the requisitioning activity at stock catalog prices. Discrepancies between the amount obligated and the amount billed, if any, that cannot be resolved by the local comptroller, will be adjusted between the respective comptrollers.

e. When partial or complete cancellation of a requisition, changes in procurement source codes, substitution, changes in quantities, standard price changes, etc., occur that affect the amount of funds obligated, the comptroller of the requisitioning activity will be immediately notified by the requisitioner. (A local form may be devised for this purpose.)

### 4. IDENTIFICATION OF GSSF DOCUMENTS

a. Documents reflecting transactions of GSSF material between Air Force activities will be identified for supply and accounting purposes.

b. Requisitions will be identified by the alphabetic code designator "G" in the procurement source code field of AF Form 104P series; by the phrase "Code G Item" when submitted by teletype, telephone, etc.; and by the legend "GSSF" in the mark-for space of other manually prepared forms.

c. Shipping orders, extractions, and receiving reports will be appropriately identified as prescribed above.

## Para. 4—Cont.

d. When converting telephone and teletype requests, the code designator "G" will be entered in the procurement source code field of AF Form 104P series. If conversion is made to other types of requisition forms, the phrase "Code G Item" will be typewritten or stamped on the document.

**5. SHIPPING ORDERS**

Depots will not normally issue shipping orders for GSSF material. However, when a depot in order to fill a priority requisition (AOCP, ANFE, etc.) issues a shipping order on known consumer-owned items, the shipping activity will be given credit for the items by the depot and the depot will bill the consignee. At the time the shipment is directed the depot will furnish a fund citation for use by the shipping activity on the GB/L. This procedure will apply to intra-command and inter-command shipments.

**6. PROCEDURES**

a. GSSF supply operating procedures are prescribed in the appropriate chapters of this manual. Exceptions to the standard procedures are noted in this and other sections. Otherwise, the standard procedures with their cross references to other chapters and columns apply.

b. The following chapters of part one, volume I are applicable:

- (1) Chapter 1, "General Administrative."
- (2) Chapter 2, "Receiving."
- (3) Chapter 4, "Shipping."
- (4) Chapter 5, "Inventory Adjustment."
- (5) Chapter 6, "Storage."
- (6) Chapter 8, "Item Identification."
- (7) Chapter 10, "Base Procurement" applies

to the extent of the provisions of central procurement type items when base procurement is authorized by the inventory manager.

(8) Chapter 12, "Preparation and Use of Metal Embossing Plates."

(9) Chapter 18, "Identifying, Condition, and Status Marking, Tagging and Labeling of Property at US Air Force Activities."

(10) Chapter 19, "Processing of Reparable, TOC and INC Property."

(11) Chapter 26, "Supply Support for Air Force Weapon System and Supporting Systems Test Phase Programs."

c. The following chapters of volume II are applicable:

- (1) Chapter 1, "General and Administrative."
- (2) Chapter 2, "Requisitioning USAF Stored and Issued Items."
- (3) Chapter 3, "Supply Document Control."
- (4) Chapter 4, "Property Accounting."
- (5) Chapter 5, "Issue Procedure."
- (6) Chapter 6, "Back Order Procedure."
- (7) 7, "Turn-In Procedure."
- (8) Chapter 8, "Inventory Accounting Monetary (IAM)."
- (9) Chapter 9, "Service Stock."
- (10) Chapter 10, "Inventory."
- (11) Chapter 11, "Stock Control."

(12) Chapter 12, "Stock Balance and Consumption Reporting."

(13) Chapter 13, "Supply Tables, Flyaway Kits, and Repair Kits."

(14) Chapter 17, "Supply Support of Repair Functions."

(15) Chapter 19, "Supply Support of Installation Engineer."

**7. COMMODITY CLASSES**

The commodity classes listed in attachment 1 contain items that have been selected for inclusion in the General Supplies Stock Fund. The list is not complete. As GSSF items are transferred from an Air Force commodity class to a Federal supply class, these will be additional Federal supply classes. Conversion from an AF stock number to a Federal stock number does not affect the stock fund; the item remains in the stock fund.

**8. STOCK CATALOGS**

a. GSSF items are added to or dropped from the stock fund by designation in USAF Supply Catalogs, USAF Stock Lists, and revisions, addenda, and change notices.

b. GSSF items are identified in stock catalogs and stock lists by the code "G" and the last digit of the fiscal year in which consumer funding is effective.

c. Items coded "BP," and items which have been selected for future "BP" coding by "P-6" and "P-7" are not included in the stock fund.

**9. BASE PROCUREMENT OF GSSF MATERIAL**

a. GSSF material will be requisitioned from the appropriate depot. The depot will back order items not available for shipment. If the requisitioning activity requires an item before the depot can supply it, the depot will be requested to authorize base procurement. Base procurement, including off-shore procurement by overseas activities, will be authorized only upon request of the requisitioning activity, in accordance with AFR 67-3. (The provisions of this paragraph do not prevent base procurement of GSSF items as authorized by the emergency purchases clause of AFR 67-3.)

b. Requisitioning activities authorized base procurement will use local O&M or R&D funds, as appropriate. When an AMC depot is authorized base procurement for base support stocks the inventory manager will issue an obligation authority (AF Form 405) of GSSF funds for the purchase.

**10. REQUISITIONS SUBMITTED BY AIR FORCE CONTRACTORS**

a. Requisitions for support of Air Force contracts, submitted to supply depots either directly by contractors or through Air Force Plant Representatives or Air Procurement Districts, will indicate that the material is for support of a Type A or Type B contract, and will cite the contract number for Type A contracts and the GFP control

Para. 10a—Cont.

number for Type B contracts. An indication of funds reservation is not required. The shipping depot will reimburse the stock fund. (Note: Type B contracts are defined as scheduled repair and overhaul contracts. Type A contracts are defined as all others—new production, one-time test or modification, experimental, etc. See paragraph 18b for an exception.)

b. Contractors operating flying training schools for the Air Training Command will submit requisitions for GSSF material to the applicable inventory manager. Requisitions will contain the clause "contractor reimbursement," which is equivalent to a funds certification and an acknowledgment by the contractor that he will pay for the material at prevailing stock catalog prices. The inventory manager will submit an invoice to the contractor for payment of the items shipped and identified by the invoice. The contractor will make payment to the activity designated on the invoice.

### 11. CLASSIFIED AND SPECIAL PROJECTS

a. The supplying depot will reimburse the stock fund for material furnished on requisition for classified projects with accountability terminated.

b. The Chief DEW P.O., 220 Church Street, New York 13, N.Y., will advise depots when requisitioning of appropriate funds to be charged for GSSF items transferred to account code "D."

### 12. TENANT ACTIVITIES

Tenant activities will reimburse the support base for issues of GSSF material.

### 13. HOUSEKEEPING SUPPLIES FOR FOCA, AFPR, APD

Requisitions for GSSF supplies for field offices of contract administration, Air Force plant representatives, and Air Procurement Districts, assigned AFB stock record account, will have funds obligated by, and billing will be made to, the air materiel area having administrative jurisdiction over the requisitioning activity.

### 14. SUPPORT OF GFAE

Funds will be obligated for GSSF items requisitioned for support of Government Furnished Aeronautical Equipment stored at Mira Loma AF Station GFAE storage site, and requisitions will indicate the fiscal station to be billed.

### 15. MAAGS, JUSMAGS, ATTACHES, ETC.

Military Advisory Groups, Joint United States Military Groups, U. S. Air Attaches, and similar military organizations, assigned to an Air Force base or depot for logistical support will reimburse the supporting activity for GSSF items.

### 16. NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)

a. The shipping depot will reimburse the stock fund for GSSF material furnished NASA activities for the following purposes:

(1) Material which is required for maintenance in connection with Air Force approved projects, for the support of USAF aircraft and equipment on loan to NASA, and for the administration of the AF stock record account.

(2) Material required for maintenance support of standard type aircraft permanently transferred to the NASA but which are being used in connection with AF approved projects, only during the period the aircraft is being used for the AF project.

b. GSSF items furnished NASA for purposes other than those specified above will be reimbursed by NASA, and TRJ code No. 65 will be entered in the requisition (see attachment 2, chapter 2, volume II).

### 17. USAF VEHICLE STORAGE BRANCHES

The shipping depot will reimburse the stock fund for GSSF material furnished USAF Vehicle Storage Branches.

### 18. REQUISITIONING BY TYPE N ACCOUNTS

a. A type N stock record account (see paragraph 10, chapter 1, part two, volume I) will normally be furnished GSSF items by its logistical support base. However, if a GSSF item is appropriate for depot requisitioning, the shipping depot will bill the requisitioning type N account.

b. AFN accounts 2031 and 2072 are excepted from the above billing procedure. These accounts will route GSSF requisitions through their respective jurisdiction AMA for obligation of funds and the shipping depot will bill the jurisdiction AMA (see attachment 1, chapter 1, part two, volume I).

### 19. REQUISITIONING BY OVERSEAS ACTIVITIES

Effective 1 July 1957, all Air Force activities overseas, except as noted in paragraph 2f, will submit requisitions for GSSF material to the appropriate zone of interior depot. However, in order to attrite overseas depot stocks, activities in the PACAF and USAFE areas will not submit requisitions to the zone of interior depots until an issue refusal has been received from the overseas depot. Requisitions submitted to zone of interior depots for GSSF items will be recorded as an obligation by, and the shipping depot will bill, the fiscal station of the requisitioning activity.

### 20. CESAC

a. Stock record account AFB 2222, established at Rome Air Materiel Area for Communications-Electronics Schemes Assembly Control (CESAC) material is not capitalized in the General Supplies Stock Fund. Shipments of GSSF material to AFB 2222 therefore constitute a sale, and billing will be made to ROAMA.

b. ROAMA will furnish lists of CESAC requirements to GSSF inventory managers. The inventory



**Para. 20b—Cont.**

managers will annotate the lists to indicate, by item, that:

- (1) The item is available.
- (2) The item can be diverted from a GSSF contract.
- (3) The item will not be available in time to meet delivery requirements. Inventory managers will furnish acceptance in accordance with AFR 170-8 if the delivery date for items supplied (paragraph 20b (1) and (2)) will be in excess of 60 days in order that ROAMA will have adequate support for the obligations established.

c. Shipments made by inventory managers in accordance with paragraph 20b (1) and (2) will constitute a sale and ROAMA will be billed by the shipping depots.

d. When the inventory manager cannot furnish material in time to meet delivery requirements (paragraph 20b (3)) ROAMA will negotiate a contract to fulfill the requirements. This material will be received directly into the AFB 2222 account, thus resulting in a transaction external to GSSF.

e. Communications and Electronic Supply Directives (CESD) are maintained in jacket files at certain depots other than ROAMA. These CESD jacket files were established as an interim basis to cover phase-out of certain C&E assets. Shipments from these assets to AFB 2222 are external to the General Supplies Stock Fund and will not require reimbursement.

## 21. INCREMENTAL DELIVERIES FROM CONTRACTORS

The yearly requirements for certain types of GSSF materials are submitted to the inventory manager in lieu of requisitioning, e.g., liquid oxygen, liquid nitrogen, gaseous oxygen. Contracts are established by the inventory manager and deliveries are made directly from the contractor's plant, as required by the using activity. The inventory manager will bill the receiving organization on a monthly basis from copies of DD Form 250, "Material Inspection and Receiving Report," as evidence of delivery to the using activity.

## 22. SUBSTITUTIONS

a. When it is necessary for a depot to substitute a GSSF item which has a price in excess of the GSSF item originally requisitioned; or when a GSSF item is substituted for a non-GSSF item:

(1) Requisitions with a priority 1 through 5 will be processed and the requisitioning activity notified by electrical transmission of the action taken with the request that funds in the amount required will be obligated.

(2) Requisitions with a priority 6 through 16 will be processed when the total price is increased by not more than \$5.00. When this occurs, the requisitioning activity will be notified by electrical transmission of the action taken with the request that funds in the amount required will be obligated. In the event substitution action exceeds the \$5.00 limit, substitution will not be made.

(3) In the event that the substitute items

shipped are unacceptable for any reason, the requisitioning activity has the right to reject such items in accordance with provisions contained in Chapter 8, Part Two, AFM 177-102.

b. When a non-GSSF item is substituted for a GSSF item, the requisitioning activity will not be billed for the substitute item.

## 23. CONSTRUCTION CONTRACTS ADMINISTERED BY CE

Shipping depots will bill the requisitioning AMA for GSSF items issued as GFP on construction contracts administered by the Corps of Engineers whether construction is a responsibility of the Corps of Engineers or the Air Materiel Command.

## 24. UNIT PACK

a. Depots will adjust the quantity of a GSSF item requested to conform to unit pack when the cost of the unit pack does not exceed \$5.00.

b. When the requisitioning activity receives an AF Form 104P-1 supply status card indicating change in quantity requested to conform to unit pack, appropriate action will be taken to adjust funds reservation in order to prevent over-obligation.

## 25. DISCREPANCIES IN SHIPMENT

a. The loss, damage, or destruction of GSSF material which is attributable to a common or contract carrier will be reported and processed in accordance with AFM 177-111.

b. Major overages, shortages, and breakages (defined as material with a stock list value of \$100.00 or more per shipping document) attributable to the shipper will be reported by the base supply officer to the shipping depot on AF Form 672, "Report of Discrepancy" (see paragraph 11, chapter 2). As used for this purpose, AF Form 672 is not an accountable document but is a source document which will support actions taken by the base comptroller and the depot supply officer and depot comptroller to adjust stock records and SF 1080 billings. The AF Form 672 will be identified "GSSF" by marking or stamping.

(1) When reporting major overages, it will be indicated in the "remarks" space whether the material will be retained by the receiving base or returned to the shipping depot. If the material is retained, the base comptroller will obligate funds and the depot will bill the base for the overage. If the material is not retained, automatic return to the depot is authorized.

(2) When major shortages and breakages are reported, the base will be allowed credit by the shipping depot.

c. Minor overages, shortages, and breakages (defined as material with a stock list value of \$100.00 or less per supply document) attributable to the shipper will not be reported to the shipping depot.

(1) Minor overages will be considered as donations to the receiving base.

Para. 25c—Cont.

(2) Minor shortages and breakages will be absorbed by the receiving base.

**26. PRICING OF CENTRALLY PROCURED GSSF ITEMS**

a. "Standard Prices" will be used to compute the basic monetary value of all GSSF items on stock records. In addition the "Standard Price" will be used for effecting reimbursements for all sales of GSSF items, except for excesses and when deviation is authorized by Headquarters, Air Materiel Command.

b. Each air material area and depot will establish and control "Standard Prices" for all GSSF items within their assigned commodity classes.

c. Standard prices for GSSF items will be published in the applicable USAF Supply Catalog or Stock List.

d. Pricing basis.

(1) The "Standard Price" for GSSF will, in addition to the current replacement market price and first destination transportation costs, include a surcharge to compensate for net foreseeable losses and authorized expenses relating to such items.

(2) The current replacement market price will be determined by the inventory manager in the manner outlined in paragraph 4, chapter 31. First destination transportation costs will be applied in accordance with paragraph 4a (2) b, chapter 31, if it is not included in the contract cost.

(3) The surcharge percentage factor to compensate for foreseeable net inventory losses and authorized expenses related to such items will be developed by the IM. After necessary approval by higher authority, the surcharge will be applied by all GSSF items in the applicable commodity class by the inventory manager.

(4) No reduction in the standard price will be made for items in less than new condition or for limited standard items.

(5) The inventory manager will maintain that back-up data deemed necessary to support an established standard price.

e. Rounding-off prices. Standard prices established for GSSF items in accordance with the aforementioned policy will be rounded-off in accordance with the following formula:

**EXAMPLE**

Unit Prices	Rounded-Off to Nearest	Act. Unit Cost	Est. Unit Cost
\$ .01 to \$ .99	\$ .01	\$ .856	\$ .86
\$ 1.00 to \$ 9.99	\$ .05	\$ 7.48	\$ 7.50
\$ 10.00 to \$99.99	\$ .25	\$ 63.60	\$ 63.50
\$100.00 or over	\$1.00	\$549.38	\$549.00

f. Review of standard prices. The standard prices for GSSF items will be reviewed at least annually on a schedule established by the inventory manager.

g. Revision of standard prices. The standard prices will be revised when the following conditions exist:

(1) The standard price will be revised at the time of the scheduled review provided the rounded-off standard price has increased or decreased more than 20 percent, and/or, if the annual sales of the item is in excess of \$10,000, regardless of the percent of unit price increases or decreases. The standard price will not be revised if the change is of lesser significance.

(2) Under unusual circumstances, in order to prevent excessive profits or losses by the stock fund and/or to avoid excessive overcharges or undercharges to individual stock fund customers, the standard price may be revised as required.

h. Publishing of price changes. USAF Stock Lists will be the official media for publishing standard prices of GSSF centrally procured items. Standard price changes will not be disseminated by transceiver.

**27. RETURN OF MATERIAL TO DEPOTS**

a. All GSSF items in serviceable condition (except items coded in USAF stock lists for transfer to disposal), and economically repairable or TOC items, returned to the applicable depot as prescribed in paragraph 22, chapter 11, volume II, and paragraph 2, chapter 19, part one, volume I respectively, will be accepted by the appropriate inventory manager of the depot level sales outlet of the GSSF.

b. All items, other than those to be accepted under paragraph 27a, will not be returned to the depot but will be processed to disposal by the owning installations in the same manner as non-stock fund items.

c. Credit at standard price at time of turn-in will be allowed for items accepted as turn-ins to the extent that a foreseeable requirement exists for the items at time of receipt at the depot. A foreseeable requirement will be interpreted as follows:

(1) Turn-ins by Air Force activities.

(a) For items which are preferred for procurement purposes, it is "that quantity of the item returned which when added to the on-hand inventory, will not cause the inventory on hand and on order quantity of the item, including authorized substitutes, to exceed the quantity established as the retention limit for the item."

(b) For all other items, it is "that quantity of the item returned which when added to the on hand inventory will not cause the inventory on hand and on order quantity of the item, including authorized substitutes, to exceed the quantity established as the stock control level for the item."

(2) Turn-ins by non-Air Force activities.

(a) For serviceable items which are preferred for procurement purposes, it is "that quantity of the item returned which when added to the on-hand inventory, will not cause the inventory on hand and on order quantity of the item, including authorized substitutes, to exceed the quantity established as the stock control level for the item."

d. Full credit will be allowed for items not ordered, non-acceptable substitutes, defective items, etc. When the responsibility is determined to be that of the GSSF.

## Para. 27—Cont.

e. Material which does not meet the criteria for credit as prescribed in subparagraph 27c and d, will be accepted as a donation to the GSSF.

**28. RETURN OF MATERIAL TO BASE SUPPORT STOCKS (INCLUDING EGLIN AFB)**

a. All serviceable and economically reparable GSSF items turned in by Air Force organizations on non-Air Force activities will be accepted by the base support stock sales outlets of the GSSF and the Eglin AFB GSSF test operation sales outlets.

b. Obsolete items or items which are not economically reparable will not be accepted, but will be processed to disposal by the owning organizations in the same manner as non-stock fund items.

c. Credit at standard price at time of turn-in will be allowed for items accepted as turn-ins to the extent that a foreseeable requirement exists for the items. A foreseeable requirement will be interpreted as follows:

## (1) Turn-ins by Air Force activities.

(a) For items in USAF Stock Lists with family group utility Code P (Preferred or Prime Procurable); or status Code S (Standard) or TS (Tenative Standard) for other than family groups, it is "that quantity of the turned in items which when added to the on hand inventory, will not cause the base level outlet on hand and on order quantity of the item, including authorized substitutes to exceed the quantity established for base level retention (stock control level) of the item, within the GSSF.

(b) For items which were procured under authority contained in AFR 67-111 by Eglin AFB under the GSSF test operation, it is "that quantity of the item turned in for which a known issue requirement exists and procurement action has not been initiated, or, if initiated, can and will be economically cancelled or terminated."

(c) For all other items, it is "that quantity of the turned-in items which when added to the on hand inventory, will not cause the base level outlet on hand and on order quantity of the item, including authorized substitutes, to exceed the quantity established as the base stock control level for the item as defined in paragraph 2, chapter 11, volume II, including standby stocks, reserve levels, etc." In instances where serviceable and economically reparable quantities of the same item are turned in at the same time, sales return credit shall be allowed within a foreseeable requirement giving first priority to the quantities of the items received in serviceable condition.

## (2) Turn-ins by non-Air Force activities.

(a) For serviceable items in USAF Stock Lists with family group utility Code P (Preferred or Prime Procurable), or status Code S (Standard) or TS (Tentative Standard) for other than family groups, it is "that quantity of the turned-in items which when added to the on-hand inventory, will not cause the base level outlet on hand and on order quantity of the item, including authorized sub-

stitutes, to exceed the quantity established as the stock level for the item."

d. Full credit will be allowed for items not ordered, non-acceptable substitutes, defective items, etc., when the responsibility is determined to be that of the GSSF.

e. Material which does not meet the criteria for credit as prescribed in paragraph 27c and d, will be accepted as a donation to the GSSF.

**29. APPROPRIATION REFUNDS FOR STOCK FUND CREDITS**

a. Appropriation refunds will be accomplished for credits outstanding in stock fund accounts in favor of customers so as to reduce to zero such credit balances as of the close of each fiscal year (30 June). This refund procedure is required to comply with the provisions of Section 1210 P.L. 759 (64 Stat 595) which prohibits the extension of availability of funds (predominately one-year in the case of Air Force Stock Fund reimbursable issues) beyond the prescribed period of availability of the appropriation for obligation (generally one year).

b. Air Force organizations, which accrue credits in stock fund accounts for items returned, will closely monitor any credit balances that may accrue in their accounts in order to avoid the existence of an unused credit balance at the end of any fiscal year. When it is determined that the changes for material to be requisitioned from a stock fund division for the remainder of a fiscal year may be less than the accrued credits for material turned-in by the end of the same period, a refund of all or part of the credit balances will be requested from the appropriate stock fund division so as to reduce the accrued credit balance to an amount not larger than the charges for material to be requisitioned before the end of the fiscal year. Such requests for refund shall be made in sufficient time before the end of a fiscal year so as to obtain effective utilization of such refund prior to the end of the fiscal year in which the appropriation and allotment is available for obligation.

**30. PURGING OF GSSF BACK ORDERS UNDER EDPE PROCEDURES**

Under EDPE procedures, back orders will be generated for a GSSF item which is not available but for which there is a substitute item available as outlined in paragraph 22a(2). Due to the dollar limitation established for substitution transactions and since the item which could not be substituted because of dollar limitations may be the procurable item within the interchangeable/substitute group, the back ordered item may never be made available for shipment. Therefore, during the periodic review of back order lists under the EDPE procedure, the IM depot will insure that back orders are not being retained for GSSF items which will never be made available for shipment.





SECTION 28

AMMUNITION PROCEDURES

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22	Organizational Storage, Issue and Turn In Procedure .....	28-9
23	Shipments of Ammunition .....	28-9

1. GENERAL

a. The supply and control of ammunition within the scope of established policy is a function of command, commanders at all echelons will control and maintain such monitoring procedures required to insure proper and economical ammunition supply operations. The following prescribed procedures outline the essential elements of ammunition (Federal Group 13) Supply and may be further implemented by commanders to effect the required control. Items of ammunition listed in Federal Group 11 will be managed and controlled as prescribed in volume VII.

b. When revisions or amendments to these procedures are required, USAF activities will submit changes through command channels to the headquarters of their major air command. The major air command will review the proposed revisions or amendments and when publication is considered appropriate forward the proposed change to Commander, OOAMA, Attn: OOSDMP. AMC activities will forward their proposed revisions or amendments direct to Commander, OOAMA, Attn: OOSDMP. OOAMA will review and evaluate the proposed revision or amendment and if approved forward to Commander, Hq AMC, ATTN: MCSY for review and publication or for review and, if deemed necessary, submission to Chief of Staff, USAF.

2. SCOPE

The provisions of this section are applicable to all activities under the jurisdiction of Headquarters USAF.

3. DEFINITIONS

a. For the purpose of this procedure, the following definitions apply.

(1) *Ammunition.* Material used in discharging firearms or weapons which throw projectiles or initiate fire, disperse, or convey agents of warfare. Materiel or items containing material which energize, by the explosive force of self-oxidizing solid or liquid propellants such items as missiles, aircraft, parts of aircraft, or other equipment. Missiles which are thrown, dropped or otherwise projected. In general, the terms include toxic, non-toxic, biological, incendiary, explosive, smoke agents, chemical spray tanks, bombs, warheads, rockets, the explosive components of catapult and canopy-remover devices, explosive demolition materiel, grenades, mines, pyrotechnics, and all types of devices used for igniting and exploding them, such as primers, detonators, cartridges, squibs, boosters, igniters, blasting caps, bursters, and fuses. Also included are inert, sectionalized, or empty models of "Live Round" and drill ammunition and/or explosive materiel, as defined above. Inert parts or components of end items of ammunition explosive materiel also are included.

(2) *Combat Ammunition.* All ammunition and explosive materiel used or designated for support of a combat operation.

(3) *Test Ammunition.* Ammunition and explosive materiel used in the test, development, and evaluation of weapons, aircraft, missiles, or ammunition items, or in the development of new tactics and techniques.

(4) *Training Ammunition.* Ammunition and explosive materiel required specifically for the initial training and subsequent maintenance of proficiency of personnel as authorized by AFR 50-22.

**Para. 3a—Cont.**

(5) *Demonstration Ammunition.* Ammunition and explosive materiel used specifically for demonstration purposes and not otherwise provided for in allowances.

(6) *Operational Ammunition.* Ammunition required to accomplish operational missions and equip aircraft, life rafts, life vests, and emergency sustenance kits; for ground signaling purposes, demolition work, etc.

(7) *Ground Defense Ammunition.* Ammunition and explosive materiel used in connection with ground defense operations as authorized by AFR 355-4 or AFR 355-4A (or as amended).

(8) *Drill Ammunition.* Nonexpendable inert types of ammunition which are provided for instructional purposes.

(9) *Authorized Requirements.* Those requirements which are specifically authorized by publications (Headquarters USAF or Air Materiel Command) such as training ammunition allowances authorized by AFR 50-22 and combat levels prescribed by Headquarters, Air Materiel Command.

(10) *Special Requirements.* Those requirements which are not specifically authorized by any Headquarters USAF or Air Materiel Command publication and which require the approval of Headquarters, Air Materiel Command or Headquarters USAF. Test and demonstration items are included in this category.

(11) *Aircraft Cartridge Actuated Personnel Escape Systems Devices* (FSC 1375A). Explosive actuated devices used in conjunction with seat ejection systems, canopy removers, and spare parts and components thereof.

(12) *Ammunition Depot Area.* An area of the zone of interior which is established for the purpose of assigning supply responsibility. Boundaries of depot areas are outlined in supplement I.

(13) *Distribution Depot.* An Air Force or Department of the Army depot which provides supply support to Air Force activities within designated areas of the zone of interior.

(14) *USAF Ammunition Control Point.* An Air Force activity responsible for world-wide control of ammunition. Ogden Air Materiel Area is the assigned control point for all ammunition except aircraft cartridge actuated personnel escape systems devices (FSC 1375A). Warner Robins Air Materiel Area is the control point for aircraft cartridge actuated personnel escape systems devices (FSC 1375A).

(15) *Theater Ammunition Control Point.* An Air Force activity located within an overseas theater which controls the distribution, requisitioning and expenditure of ammunition.

(16) *Overseas USAF Ammunition Distribution Depot.* A USAF ammunition depot located within an overseas theater with an assigned mission of providing supply support to Air Force activities within an established geographical area.

(17) *Obsolete Ammunition and Explosive Materiel.* Items which have been declared unsuitable for their original military purpose by classification action prescribed in AFR 80-6.

(18) *Unserviceable Ammunition and Explosive Materiel.* Items which, because of deterioration, faulty manufacture, malfunctions, etc., cannot be safely and effectively used for their intended purpose.

(19) *Restricted Ammunition.* Items that cannot be expected to perform satisfactorily under all conditions, but may be used safely within certain prescribed limitations.

(20) *Suspended Ammunition.* Items that have been withdrawn temporarily or permanently from issue and use because they are either known to be, or are suspected of being unsafe or otherwise defective.

**4. RESPONSIBILITIES****a. Headquarters USAF will:**

(1) Establish types and quantities of ammunition authorized for expenditure in training.

(2) Establish the basis for stock levels of combat ammunition.

(3) Allocate critical short supply ammunition items in accordance with availability schedules.

(4) Exercises final approval authority on requests for special requirements referred by Air Materiel Command in accordance with paragraph 4b(6).

**b. Headquarters, Air Materiel Command will:**

(1) Establish and disseminate to all major air commands and subordinate Air Materiel Command activities, the USAF policy and procedure for supply distribution and stock control of ammunition.

(2) Establish policy and maintain working agreements with Chief of Technical Services within the scope of cross-servicing agreements between the Department of the Air Force and the Department of the Army and Navy.

(3) Furnish the USAF Ammunition Control Points Program guidance for computation of world-wide combat ammunition stock levels.

(4) Furnish the USAF Ammunition Control Points Program guidance on which to establish an operational plan for automatic supply of combat ammunition.

(5) Analyze combat ammunition stock levels determined by the USAF ammunition control point to insure compliance with current program directives. Disseminate approved stock levels and necessary information, including basic data and factors, to the USAF ammunition control points and major air commands, as required.

(6) Review requests for special requirements which have been disapproved by USAF ammunition control points and forward to Headquarters USAF indicating Air Materiel Command recommendations, or approve requests and return to the USAF ammunition control point for necessary supply action.

(7) Forward allocation schedules for critical short supply items to USAF ammunition control points with necessary distribution instructions.

(8) Establish and direct the USAF ammunition and explosive materiel surveillance, safety,

**Para. 4b(8)—Cont.**

renovation, preservation and disposal program.

(9) Determine and establish special procedures required for the reporting of obsolete, un-serviceable and dangerous ammunition and explosive materiel.

**c. Ogden Air Materiel Area will:**

(1) Function as the USAF Ammunition Control Point (except aircraft cartridge actuated personnel escape systems devices, (FSC 1375A), and direct supply action on requests for authorized requirements and/or approved special requirements. Critical short supply items will be supplied in accordance with Headquarters USAF Allocations and Headquarters, Air Materiel Command instructions.

(2) Review all requests for special requirements and approve within reason of existing conditions. Approval will be granted only for those items which can be supplied from stocks that have not been specifically allocated for other purposes. Disapproval will be indicated by appropriate comment. Disapproved requests will be forwarded to Headquarters, Air Materiel Command, Attn: MCSBP.

(3) Maintain adequate stocks of ammunition at ammunition distribution depots to support the training program.

(4) Continuously review established policy and procedures pertinent to supply of ammunition and evaluate proposed revisions or amendments pertaining to ammunition and aircraft cartridge actuated devices, submitted by USAF activities world-wide (proposed revisions or amendments pertaining specifically to aircraft cartridge actuated personnel escape systems devices (FSC 1375A) will be coordinated with WRAMA). When publication is deemed appropriate these revisions will be forwarded to Commander, Headquarters, Air Materiel Command, Attention MCSY, for final review and subsequent submission to Chief of Staff, Headquarters USAF. Such revisions or amendments will be in format for publication. Proposed revisions or amendments not considered to be in the best overall interest of the Air Force will be disapproved and returned through channels to the initiator. Information copies of the disapproved action will be forwarded to Commander, Headquarters, Air Materiel Command, Attention MCSY.

(5) Establish and periodically review and revise a list of critical short supply ammunition items indicating total authorized requirements, on hand status, procurement status and action being taken to expedite availability, and/or other appropriate remarks. This list will be furnished Headquarters USAF, Headquarters, Air Materiel Command and all major air commands on a quarterly basis.

(6) Develop and maintain standard operating procedures with technical stock control points within the scope of policy and working agreements between the Air Materiel Command and Chiefs of Technical Services. Maintain liaison as necessary.

(7) Compute world-wide combat ammunition stock levels based on program guidance received from Headquarters, Air Materiel Command.

(8) Develop and maintain current operational plans for automatic supply of combat ammunition. Such operational plans will be coordinated with Headquarters, Air Materiel Command, Chief of Technical Services, USAF logistic control groups and major air commands, as appropriate.

(9) Continuously review combat stock levels on a world-wide basis. Maintain necessary records to reflect current stock level and on-hand status by base and depot location.

(10) Develop and disseminate standards for ammunition storage, handling, surveillance, inspection and safety.

(11) Furnish detailed instructions for the disposal of obsolete, un-serviceable and dangerous ammunition and explosive materiel.

(12) Direct the suspension and release of ammunition and explosive materiel suspected to be un-serviceable and/or defective.

(13) Operate an ammunition distribution depot to provide actual training experience for the 25th Ammunition Supply Squadron by distributing ammunition to Air Force activities.

**d. Warner Robins Air Materiel Area will:**

(1) Function as the USAF control point for aircraft cartridge actuated personnel escape systems devices (FSC 1375A) and direct supply action on requests for authorized requirements and/or approved special requirements. Priority of issues will be in accordance with the supply priority assigned.

(2) Review all requests for special requirements and approve within reason of existing conditions. Disapproval will be indicated by appropriate comment. Disapproval requests will be forwarded to the Headquarters, Air Materiel Command, Attn: MCSBP.

(3) Continuously review established policy and procedures pertinent to supply of aircraft cartridge actuated personnel escape systems devices and submit recommended changes to Commander, OOAMA, ATTN: SDP.

(4) Continuously review items in short supply and expedite procurement actions within priorities established.

(5) Develop and maintain standard operating procedures with the technical service stock point for aircraft cartridge actuated personnel escape systems devices, within the scope of policy and working agreements between the Air Materiel Command and the Chiefs of Technical Services. Maintain liaison necessary.

(6) Continuously review combat stock levels on a world-wide basis. Maintain necessary records to reflect current stock level and on hand status, by base and depot location.

(7) Prepare and distribute a critical short supply item list in accordance with AFR 65-32.

**e. Zone of interior major air commands, USAFE and PACAF will:**

(1) Assume the responsibilities for proper control and use of authorized ammunition allowances.

(2) Establish and continually review and revise the stock levels of subordinate activities to insure proper utilization of storage space and



## Para. 16b—Cont.

(5) "Requisition Date." Enter the date of placement of requisitions in transmission channels.

(6) "Requisition Number." Enter the requisition number. The requisition number will consist of the accounting station number (Reference AFM 177-80), followed by a hyphen, followed by a serial number beginning with "1," followed by a hyphen, followed by the last two digits of the fiscal year and followed by additional identifying information such as technical service (1375 Ord or 1365 Cml), e.g., 41-127-1-54 (1374 Ord). Separate requisition registers will be maintained for each Federal Supply class.

(7) "Date Material Required." Enter the date on which receipt of the Ammunition is required at the requisitioning activity. In determining a realistic deadline date, consideration will be given to the editing time required by the depot and the normal time required for processing requisitions and effecting supply action. It is emphasized that realistic deadline dates must be shown on requisitions for ammunition.

(8) "Priority." Enter the applicable priority, emergency, special or stock replenishment. The applicable priority will be determined by the date the material is required.

(9) "Authority or Purpose." Enter the applicable authorization and purpose, "paragraph 15p, AFR 50-22," "Special," or "Emergency."

(10) "Signature." The signature of the base supply officer, or his designated representative for and in the name of the base supply officer, and the serial number of the stock record account will authorize the requisition.

(11) "Item No." Enter the item number in numerical order.

(12) "Stock Number and Description of Material." Enter the correct stock number and complete basic description as shown in USAF Stock List, Federal Supply Class 1300. Only one Federal Supply Class, i.e., 1365, 1375, etc., will be entered on a single requisition. Separate requisitions will be submitted for each priority.

(13) "Stock Control Level," "Due Out," "On Hand," and "Due In." Since these headings are not included on DD Form 1149 and the fact that this data is required, the headings, Stock Control, Level, Due Out, On Hand and Due In will be typed directly below the stock number and description for each item listed on the DD Form 1149. The entries to be made for these headings will be entered below the typed-in headings.

(14) "Unit of Issue." Enter the unit of issue of each item requisitioned as listed in USAF Stock List, Federal Supply Class 1300.

(15) "Quantity Requested." Enter the quantity of each item requisitioned within the approved stock level or authorized allowance. Quantities requested will normally be a multiple of the unit pack except for quantities of critical items which will not be adjusted.

c. Zone of interior requisitions will contain complete justification and authority.

d. Oversea requisitions, submitted by USAF overseas ammunition distribution depots or sepa-

rate oversea bases not supported by an oversea depot, will contain a statement to the effect that quantities requisitioned do not exceed authorized allowances and are within the stock levels approved by the theater ammunition control point. Requisitions, for which no stock level is applicable, will contain complete justification and authority.

e. Intra-theater requisitions will contain complete justification and authority.

f. Requisitions for cartridge actuated personnel escape systems devices will contain complete justification and authority.

## 17. SUBMISSION OF AMMUNITION REQUISITIONS

a. Air Force activities are authorized to submit requisitions consistent with requirements and authorized allowances; however, a submission schedule (weekly, monthly, etc.) is desired. Requisitions may be transmitted by electrical means if deemed necessary to meet deadline dates. When requisitions are submitted through higher echelons, sufficient copies of the requisition will be forwarded to permit retention of one copy at each level of command and still afford sufficient copies for the stock control point. Following is the channel of submission of ammunition requisitions:

(1) Zone of interior Air Force bases will forward all requisitions, except for those requirements as defined in paragraph 3a(10), direct to the USAF Ammunition Control Point, OOAMA. Information copies of requisitions may be furnished to intermediate and/or command headquarters at the discretion of each command.

(2) Requisitions for special requirements as defined in paragraph 3a(10), will be forwarded through command channels for approval prior to submission to the USAF Ammunition Control Point, OOAMA.

(3) AMC activities will forward all requisitions direct to USAF Ammunition Control Point, OOAMA. OOAMA will assume AMC responsibilities on these requisitions.

(4) Zone of interior Air Force bases will forward requisitions for aircraft cartridges actuated personnel escape system devices, FSC 1375A, direct to WRAMA.

(5) Overseas USAF ammunition distribution depots or separate overseas bases not supported by an overseas depot will forward ammunition requisitions through the theater ammunition control point to the appropriate USAF ammunition control point (OOAMA or WRAMA).

(6) Intra-theater requisitions for all ammunition will be submitted to the assigned USAF ammunition distribution depot in the same manner as Air Force items. (Ammunition is not a technical service stored and issued item in oversea theaters.)

## 18. DISPOSITION OF SERVICEABLE EXCESS AMMUNITION

a. Zone of interior and overseas Air Force bases may dispose of serviceable excess items whose total line item value does not exceed \$25.00, except

**Para. 18a—Cont.**

when they are components of next higher assembly which is also excess and reportable. Frequency of this type of disposal action for a single line item will be limited to not more than once each 90 days. Non-explosive type items will be disposed of in accordance with volume XIII. Explosive type items will be disposed of only when capability exists and the criteria outlined in paragraph 19 can be fulfilled. The residue resulting from disposition of explosive type items will be disposed of in accordance with volume XIII. Documents used to turn in ammunition items and scrap to disposal will contain the certificate and signature prescribed by TO 11C3-1-3 to certify the item or items turned in contain no items of any explosive nature. In all cases, upon completion of disposition, the activity concerned will accomplish sections 1 and 4, AF Form 191 and process this form in the same manner as outlined in paragraph 19 for obsolete, unserviceable, suspended, and dangerous ammunition. The document used to turn in non-explosive type items may be used as the property document in lieu of AF Form 191. The property document for explosive type items will be AF Form 191, since the document used to turn in residue will not list stock numbers.

b. Zone of interior Air Force bases will submit requests for disposition of serviceable excess ammunition direct to the USAF Ammunition Control Point, OOAMA. Disposition requests will be submitted the first day of each quarter. Emergency disposition requests will be held to an absolute minimum. Disposition requests will include the following information:

- (1) Name of installation.
- (2) Stock number.
- (3) Complete nomenclature.
- (4) Lot number.
- (5) Quantity.

(6) A statement will be included in the excess report that the ammunition being reported is serviceable.

(7) Separate excess lists will be prepared for each Federal Supply Class in Federal Supply Classification Group 13.

c. Oversea Air Force bases will submit request for disposition of serviceable excess ammunition through their intermediate command and area command having responsibility for supply of ammunition to the theater ammunition control point.

d. Oversea USAF ammunition distribution depots will submit requests for disposition of serviceable excess ammunition through command channels to the theater ammunition control point. Use format prescribed in paragraph 18a.

e. Separate overseas Air Force bases not supported by an overseas USAF ammunition distribution depot, will submit requests for disposition of serviceable excess ammunition through command channels to the theater ammunition control point. Use format prescribed in paragraph 18a.

f. Theater ammunition control projects will distribute excess ammunition within the theater as required. Serviceable ammunition that becomes excess to theater requirements will be submitted

to the USAF ammunition control point as of the first day of each quarter. Use format prescribed in paragraph 18a. This precludes emergency disposition requests which result due to critical storage facilities.

g. USAF Ammunition Control Point will furnish necessary disposition instructions for serviceable excess items reported by the Oversea Ammunition Control Points and Zone of Interior Air Force Activities.

h. When disposition of serviceable excess ammunition requires destruction or salvage to be accomplished, major air commands will be notified for necessary action. Major air commands will insure that adequate safety precautions are observed by issuing specific disposal instructions in accordance with applicable directives. In the event that specific technical instructions, methods, facilities or personnel for such disposal are not available to the major command, guidance and assistance will be furnished upon request by the Commander, OOAMA, Attn: Directorate of Airmunitions.

### 19. DISPOSITION OF OBSOLETE, UNSERVICEABLE, SUSPENDED, AND DANGEROUS AMMUNITION

a. Obsolete, Unserviceable and Dangerous Ammunition.

(1) Request for Disposition. Request for disposition of obsolete, unserviceable and dangerous ammunition and explosive materiel will be prepared as a report in Section 1, AF Form 191, Ammunition Disposition Report. AF Form 191 will be signed by the commander or his authorized representative and will be forwarded through intermediate command channels to the headquarters of the major command having action responsibility. The initiating activity will provide sufficient copies to insure that the original and four copies reach the major command headquarters.

(2) Separate Reports. A separate AF Form 191 will be prepared for each type (item stock number). Within each type, all lots having common defects may be included on the same report. A separate sheet of paper may be used to enumerate lots, quantity in lots and number inspected. However, a separate AF Form 191 will be prepared for each lot with defects not in common with those of other lots of the same item type. The minimum information required will be the format of AF Form 191 and the following:

(a) Description of defects, indicating degree of defect, such as "slight rust", "very heavy corrosion", "extreme exudation", etc.

(b) If local destruction facilities, or in the case of economically reparable items, local renovation facilities or demilitarization facilities are available to the initiating activities the appropriate block in section 1 will be checked.

(c) When local destruction, renovation or demilitarization facilities are not available and other sites having these facilities are available and accessible to the initiating activity the appropriate block will be checked in section 1.



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## SECTION 29 SPECIAL CONTRACTURAL REPAIR

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	General .....	29-1
2	Supply Support for Hughes Aircraft Company Designed Fire Control Systems Requiring Depot Level Maintenance.....	29-1
3	Contract Repair Peculiar to Military Air Transport Service (MATS) .....	29-2

### 1. GENERAL

a. Certain items and categories of property are processed for depot level repair, overhaul, maintenance, rework or modification by special civil maintenance contracts negotiated and administered by Headquarters, Air Materiel Command or by authority delegated to Air Materiel Command subordinate commanders. Detailed procedures are contained in the following publications:

(1) Technical instructions (maintenance) in technical orders.

(2) Contractural coverage in the applicable contract.

(3) Special supply shipping, requisitioning, accounting and support procedures, are included in this section.

b. Special supply procedures will be published in this section to cover each contract. Where standard AF procedures are applicable, appropriate references will be cited.

c. These procedures do not apply to contract maintenance in TO 00-25-68 or AFR 67-3.

### 2. SUPPLY SUPPORT FOR HUGHES AIRCRAFT COMPANY DESIGNED FIRE CONTROL SYSTEMS REQUIRING DEPOT LEVEL MAINTENANCE

a. General:

(1) These instructions are applicable to all Air Force activities using, maintaining or processing Hughes Aircraft Company designed Fire Control system. Components, Test Equipment and Special Tools peculiar thereto as indicated in TO 11-1-5.

(2) Supply support for these Fire Control Systems is based upon rapid turn around of reparable through overhaul facilities. The concept involves automatic resupply through repair and return.

(3) All Air Force activities will ship reparables requiring depot overhaul as set forth herein and as specifically listed in TO 11-1-5. Reparable test equipment and special tools, regardless of geographical location, will be shipped to Hughes Aircraft Company for repair and return. The performance of field level maintenance is the responsibility of the originating activity.

(4) Serviceable replacement furnished automatically and reparable returns will be assigned supply priority 5 to assure rapid processing through both supply and transportation channels.

b. Requisitions:

(1) Replacement requisitions will not be submitted for components or subassemblies shipped to Ogden Air Materiel Area, Warner Robins Air Materiel Area or Hughes Aircraft Company for repair and/or modification, except as shown in paragraph 2b(2). Ogden Air Materiel Area, Warner Robins Air Materiel Area or Hughes Aircraft Company will automatically return a serviceable replacement to the activity from which the reparable was received.

(2) Requisitions for ANFE items will be submitted to the applicable supply depot designated in volume XV in accordance with section 2, volume II or volume XX, as appropriate.

(a) Each ANFE requisition for MG-10 or MG-13 AWCS or MA1 AWC1S (and AN / ASQ-25) components and subassemblies covered under TO 11-1-5 will indicate the document number assigned the shipment of the reparable item for which replacement is required. Requests may be submitted by administrative message in AF Form 104P-1 format with the reparable shipment document number furnished as additional remarks.

(b) A/ANFE requisitions will not be submitted. Should an A/ANFE situation arise, the inventory manager (IM) may be requested by administrative message to expedite repair and return of like reparable components or subassemblies placed in the reparable pipeline. Messages will indicate the reparable shipment document number and an explanation of why expedited service is required.

(3) Whenever items on ANFE requisitions are supplied by the inventory manager or logistic support manager to replace reparable shipped to the repair activity indicated in TO 11-1-5, the applicable manager will immediately notify the repair activity (at Hughes Aircraft Company, notify the Air Force Plant Representative) by teletype to preclude duplicate shipment.

(4) Base supply officers will requisition initial repair components and parts from the appropriate supply depot, using applicable tables published by the inventory manager as a guide. Before requisitioning items not included in pertinent tables, or for quantities of items in excess of those listed, a request together with complete substantiation will be made to the inventory manager for approval and revision, if necessary, of affected tables. Requisitions for stock replenishment will be processed in accordance with section 2, volume II or volume XX, as appropriate.

Para. 2 — Cont.

## c. Shipment of reparable property:

(1) Shipment of reparable items to Hughes Aircraft Company will be consigned to:

Hughes Aircraft Company  
Radar Maintenance Depot  
5500 West Century Blvd.  
Los Angeles, California

(2) The base or depot supply officer shipping reposables to Hughes Aircraft Company will forward a completed copy of the shipping document to the inventory manager.

(3) All shipping documents will bear the marking "TO 11-1-5." The legend "TO 11-1-5" will also be marked with characters at least two inches in height on four sides of the shipping container.

(4) The inventory manager will notify the major air command concerned of non-compliance with paragraphs 2c(2), and (3), above.

## d. Supply at base level:

(1) Stock control levels of assemblies and repair parts will be maintained in accordance with section 11, volume II, unless directed otherwise by the inventory manager.

(2) Assemblies and repair parts will be stocked in base maintenance shops in accordance with pre-issue procedures contained in section 17, volume II.

(3) Base commanders will insure quick processing of supplies to using organizations and provide 24 hour service whenever necessary. Special activities receiving support in accordance with AFR 11-4 will report instances of support failure to Headquarters USAF, if negotiations with the supporting command fail to correct deficiencies adversely affecting the assigned mission.

## e. Supply at Contractor's Facility.

(1) The supply and control of all maintenance parts required to effect repair at contractor's plant is a responsibility of WRAMA, in coordination with other depots concerned. The control of all reparable and serviceable property at the contractor's plant will be according to terms of the applicable contract, prepared and monitored in coordination with the AF plant representative by WRAMA. This control will include the issuance of shipping instructions pertaining to excess quantities and the supply of ANFE items.

(2) When reparable items received for repair at the contractor's plant are subsequently condemned as beyond repair, the items will be processed according to the terms of the contract. All such action will be in coordination with the AF plant representative.

### 3. CONTRACT REPAIR PECULIAR TO MILITARY AIR TRANSPORT SERVICE (MATS)

## a. General.

(1) These instructions are applicable to Air Materiel Command depots and Military Air Transport Service activities and commanders of bases upon which MATS activities are tenanted, as indicated below.

(2) Items authorized for depot level contract repair by MATS activities will be in accordance with coordinated agreements and procedures outlined in pertinent AMC and MATS implementing directives. Repairs contracted in accordance with

TO 00-25-68 or AFR 67-3 are not affected by these instructions.

b. Scope. The following Military Air Transport Service (MATS) activities, base commanders, and Air Materiel Command (AMC) depots are affected by these instructions:

(1) 1254th Air Transport Group, Washington National Airport.

(2) 1299th Air Transport Squadron, Bolling AFB.

(3) 1360th Air Base Group, Orlando AFB.

(4) 1405th Air Base Wing, Scott AFB, Illinois.

(5) 1501st Air Transport Wing, Travis AFB.

(6) 6486th Air Base Wing, Hickam AFB.

(7) 1607th Air Transport Wing, Dover AFB.

(8) 1608th Air Transport Wing, Charleston AFB.

(9) 1611th Air Transport Wing, McGuire AFB.

(10) 1705th Air Transport Group, McChord AFB.

(11) 1707th Air Transport Wing (Tng), Palm Beach AFB.

(12) Prime depots (AMC) for property classes concerned.

(13) 62nd Troop Carrier Wing (O), Larson AFB.

(14) 63rd Troop Carrier Wing (H), Donaldson AFB.

(15) 1503rd Air Transport Wing, Tokyo International Airport, Japan.

(16) 1510th Support Squadron (Transport), McClellan AFB, California.

## c. Reports. (RCS-AMC-K67)

(1) A quarterly report will be prepared by activities listed in paragraph 3b(1) through (12). These reports will list all items and quantities separately by commodity class, which have been processed through depot level maintenance by civil contracts during the preceding quarter of the calendar year. Reports are due on the 20th day of the month immediately following the period covered.

(2) Reports will contain six columns as follows:

(a) Stock Number.

(b) Noun.

(c) Quantity.

$\frac{1}{2}$  Returned Serviceable.

$\frac{2}{2}$  Returned Repairable.

$\frac{3}{3}$  Condemned.

(d) Average unit cost of repair.

(e) Source of repair parts used by percentage.

$\frac{1}{2}$  Government Furnished (GFP).

$\frac{2}{2}$  Contractor Furnished (CFP).

(f) Authority Code (W, Y or Z).

$\frac{1}{2}$  AOCP/ANFE (Code W) or

$\frac{2}{2}$  Deferred supply depot action on Priority

1--10 requisitions (Code Y) or

3 Other special authority of commodity class Manager (Code Z).

(3) Distribution of Reports will be as follows: One copy to the commodity class manager for the commodity class concerned, marked for the Directorate of Supply and Services.

(4) The commodity class managers concerned will analyze and utilize the reports as a basis for improving logistical support and providing technical assistance to affected activities as indicated.

SECTION 28

AMMUNITION PROCEDURES

<i>Paragraph</i>	<i>Title</i>	<i>Section and page</i>
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22	Organizational Storage, Issue and Turn In Procedure .....	28-9
23	Shipments of Ammunition .....	28-9

**1. GENERAL**

a. The supply and control of ammunition within the scope of established policy is a function of command, commanders at all echelons will control and maintain such monitoring procedures required to insure proper and economical ammunition supply operations. The following prescribed procedures outline the essential elements of ammunition (Federal Group 13) Supply and may be further implemented by commanders to effect the required control. Items of ammunition listed in Federal Group 11 will be managed and controlled as prescribed in volume VII.

b. When revisions or amendments to these procedures are required, USAF activities will submit changes through command channels to the headquarters of their major air command. The major air command will review the proposed revisions or amendments and when publication is considered appropriate forward the proposed change to Commander, OOAMA, Attn: OOSDMP. AMC activities will forward their proposed revisions or amendments direct to Commander, OOAMA, Attn: OOSDMP. OOAMA will review and evaluate the proposed revision or amendment and if approved forward to Commander, Hq AMC, ATTN: MCSY for review and publication or for review and, if deemed necessary, submission to Chief of Staff, USAF.

**2. SCOPE**

The provisions of this section are applicable to all activities under the jurisdiction of Headquarters USAF.

**3. DEFINITIONS**

a. For the purpose of this procedure, the following definitions apply.

(1) *Ammunition.* Material used in discharging firearms or weapons which throw projectiles or initiate fire, disperse, or convey agents of warfare. Materiel or items containing material which energize, by the explosive force of self-oxidizing solid or liquid propellants such items as missiles, aircraft, parts of aircraft, or other equipment. Missiles which are thrown, dropped or otherwise projected. In general, the terms include toxic, non-toxic, biological, incendiary, explosive, smoke agents, chemical spray tanks, bombs, warheads, rockets, the explosive components of catapult and canopy-remover devices, explosive demolition materiel, grenades, mines, pyrotechnics, and all types of devices used for igniting and exploding them, such as primers, detonators, cartridges, squibs, boosters, igniters, blasting caps, bursters, and fuses. Also included are inert, sectionalized, or empty models of "Live Round" and drill ammunition and/or explosive materiel, as defined above. Inert parts or components of end items of ammunition explosive materiel also are included.

(2) *Combat Ammunition.* All ammunition and explosive materiel used or designated for support of a combat operation.

(3) *Test Ammunition.* Ammunition and explosive materiel used in the test, development, and evaluation of weapons, aircraft, missiles, or ammunition items, or in the development of new tactics and techniques.

(4) *Training Ammunition.* Ammunition and explosive materiel required specifically for the initial training and subsequent maintenance of proficiency of personnel as authorized by AFR 50-22.



## Para. 4a(1)(a) — Cont.

Example: 100 procurements each @ \$10.00.....\$1000.00  
 80 procurements each @ \$13.00.....\$1040.00  
 180 units procured for total cost.....\$2040.00  
 $\$2040.00 \div 180 = \$11.33$  for weighted average standard price.

(b) When procurement of an item has not been made within the past 12 months, manufacturers' current price lists will be utilized to establish the procurement price.

(c) When procurement of an item has not been made within the past 12 months and manufacturers' price lists are not available, estimated prices will be established by competent depot personnel specialized in the applicable commodity area. These estimated prices will be established, whenever possible, by direct comparison with similar items.

(d) Notwithstanding the above, informed judgment should also be used in arriving at a reasonable current price. For example, informed judgment may be used to modify prices to allow for the effect of pending contract price revisions. It may also be appropriate when determining standard prices, to spread high initial costs of production (such as production tool up) for which there will be benefits in future production.

## (2) Determining First-Destination Transportation Costs.

(a) First-destination transportation costs include those costs from the point of procurement, production or testing to points of assembly or storage, within the Continental United States. They also include transportation costs on materials, parts, and components which are to be assembled in the end item. Ocean transportation costs are not to be included when delivery is from F.O.B. point of origin in Continental United States to an overseas point, or when material is procured outside the Continental United States for delivery anywhere.

(b) If first-destination transportation costs are not included in the contract price, the commodity class managers will exercise judgment in applying a transportation percentage factor. This percentage factor will be developed locally on the basis of actual costs when practicable. If sufficient information is not available to develop transportation costs locally, 3 percent of the acquisition cost will be used as the transportation factor.

**5. COMPUTING STANDARD PRICES ON BASE PROCURED ITEMS**

The standard price initially established for base procurement items, including those items in base procurement stores, will be based on the unit price charged by the vendor to the installation making the purchase. The unit price will usually include first destination transportation costs, and Federal Excise Tax when applicable (reference paragraph 4a). Where transportation costs are not included in the unit price charged by the vendor and government facilities are used for this purpose, an additional 3 percent factor will be applied to the unit price.

**6. COMPUTING STANDARD PRICES ON LOCALLY MANUFACTURED ITEMS**

The standard prices on all items locally manu-

factured at depots and bases will be established from actual production costs by maintenance engineering at each installation. Direct labor, direct material and overhead costs incurred by maintenance engineering will be included.

**7. COMPUTING STANDARD PRICES ON NON-CATALOGED ITEMS**

The standard price for non-cataloged items will be established by each depot or base in accordance with paragraphs 4, 5 and 6.

**8. COMPUTING STANDARD PRICES ON TECHNICAL ORDER COMPLIANCE KITS**

Computing standard prices on Technical Order Compliance Kits (TOC) will be computed by the applicable prime depot based on acquisition cost. The standard price for TOC Kits not procured from contractors will be computed by the end item depot responsible for assembly. In such instances, the standard price of the TOC Kits will be based on the standard prices of the components. TOC Kits are not reflected in Stock List publications; however, price records will be maintained locally.

**9. UNIFORM FORMULA FOR ROUNDING-OFF PRICES**

a. The standard price computed in accordance with the procedures contained in this section will be further adjusted, when necessary, to conform to the rounding-off formula shown below. When this computation results in a standard price of less than \$0.01, the unit of issue will be changed so as to obtain a standard price of \$0.01 or more. This establishment of the uniform formula for rounding off price will not require any retroactive changes.

Unit Price	Round-Off to Nearest	Act. Unit Cost	Est. Unit Cost
\$ .01 to \$ .99	\$ .01	\$ .856	\$ .86
\$ 1.00 to \$9.99	\$ .05	\$ 7.48	\$ 7.50
\$10.00 or over	\$1.00	\$10.32	\$10.00

NOTE: Items priced \$10.00 or over ending in \$ .50 will be rounded-off to next higher \$1.00.

**10. REVIEW OF STANDARD PRICES**

## a. Centrally Procured Items.

(1) The standard prices of all centrally procured items will be reviewed by the appropriate commodity class manager on a cycle schedule established by the commodity class manager according to commodity sub-class in the following frequencies:

- (a) Every three months for Hi-Valu items. (Cost category I.)
- (b) Every 12 months for cost category II items.
- (c) Every 24 months for cost category III items.

b. Base Procured Items. The standard prices of all base procurement items will be reviewed by the appropriate supply activity in accordance with the above schedule. This review will be accomplished

**Para. 4b(8)—Cont.**

renovation, preservation and disposal program.

(9) Determine and establish special procedures required for the reporting of obsolete, unserviceable and dangerous ammunition and explosive materiel.

**c. Ogden Air Materiel Area will:**

(1) Function as the USAF Ammunition Control Point (except aircraft cartridge actuated personnel escape systems devices, (FSC 1375A), and direct supply action on requests for authorized requirements and/or approved special requirements. Critical short supply items will be supplied in accordance with Headquarters USAF Allocations and Headquarters, Air Materiel Command instructions.

(2) Review all requests for special requirements and approve within reason of existing conditions. Approval will be granted only for those items which can be supplied from stocks that have not been specifically allocated for other purposes. Disapproval will be indicated by appropriate comment. Disapproved requests will be forwarded to Headquarters, Air Materiel Command, Attn: MCSBP.

(3) Maintain adequate stocks of ammunition at ammunition distribution depots to support the training program.

(4) Continuously review established policy and procedures pertinent to supply of ammunition and evaluate proposed revisions or amendments pertaining to ammunition and aircraft cartridge actuated devices, submitted by USAF activities world-wide (proposed revisions or amendments pertaining specifically to aircraft cartridge actuated personnel escape systems devices (FSC 1375A) will be coordinated with WRAMA). When publication is deemed appropriate these revisions will be forwarded to Commander, Headquarters, Air Materiel Command, Attention MCSY, for final review and subsequent submission to Chief of Staff, Headquarters USAF. Such revisions or amendments will be in format for publication. Proposed revisions or amendments not considered to be in the best overall interest of the Air Force will be disapproved and returned through channels to the initiator. Information copies of the disapproved action will be forwarded to Commander, Headquarters, Air Materiel Command, Attention MCSY.

(5) Establish and periodically review and revise a list of critical short supply ammunition items indicating total authorized requirements, on hand status, procurement status and action being taken to expedite availability, and/or other appropriate remarks. This list will be furnished Headquarters USAF, Headquarters, Air Materiel Command and all major air commands on a quarterly basis.

(6) Develop and maintain standard operating procedures with technical stock control points within the scope of policy and working agreements between the Air Materiel Command and Chiefs of Technical Services. Maintain liaison as necessary.

(7) Compute world-wide combat ammunition stock levels based on program guidance received from Headquarters, Air Materiel Command.

(8) Develop and maintain current operational plans for automatic supply of combat ammunition. Such operational plans will be coordinated with Headquarters, Air Materiel Command, Chief of Technical Services, USAF logistic control groups and major air commands, as appropriate.

(9) Continuously review combat stock levels on a world-wide basis. Maintain necessary records to reflect current stock level and on-hand status by base and depot location.

(10) Develop and disseminate standards for ammunition storage, handling, surveillance, inspection and safety.

(11) Furnish detailed instructions for the disposal of obsolete, unserviceable and dangerous ammunition and explosive materiel.

(12) Direct the suspension and release of ammunition and explosive materiel suspected to be unserviceable and/or defective.

(13) Operate an ammunition distribution depot to provide actual training experience for the 25th Ammunition Supply Squadron by distributing ammunition to Air Force activities.

**d. Warner Robins Air Materiel Area will:**

(1) Function as the USAF control point for aircraft cartridge actuated personnel escape systems devices (FSC 1375A) and direct supply action on requests for authorized requirements and/or approved special requirements. Priority of issues will be in accordance with the supply priority assigned.

(2) Review all requests for special requirements and approve within reason of existing conditions. Disapproval will be indicated by appropriate comment. Disapproval requests will be forwarded to the Headquarters, Air Materiel Command, Attn: MCSBP.

(3) Continuously review established policy and procedures pertinent to supply of aircraft cartridge actuated personnel escape systems devices and submit recommended changes to Commander, OOAMA, ATTN: SDP.

(4) Continuously review items in short supply and expedite procurement actions within priorities established.

(5) Develop and maintain standard operating procedures with the technical service stock point for aircraft cartridge actuated personnel escape systems devices, within the scope of policy and working agreements between the Air Materiel Command and the Chiefs of Technical Services. Maintain liaison necessary.

(6) Continuously review combat stock levels on a world-wide basis. Maintain necessary records to reflect current stock level and on hand status, by base and depot location.

(7) Prepare and distribute a critical short supply item list in accordance with AFR 65-32.

**e. Zone of interior major air commands, USAFE and PACAF will:**

(1) Assume the responsibilities for proper control and use of authorized ammunition allowances.

(2) Establish and continually review and revise the stock levels of subordinate activities to insure proper utilization of storage space and

Para. 4e(2)—Cont.  
supplies.

(8) Submit to the USAF ammunition control point requests for special requirements. Such requests will indicate command approval and will be fully substantiated.

(4) Exercise command responsibility for ammunition and explosive materiel surveillance, safety, renovation, preservation and disposal.

(5) Submit AF Form 191, "Ammunition Disposition Report," and any other data required by the Air Force Ammunition Services Office, OOAMA, and effect prompt disposition in accordance with instructions from the Air Force Ammunition Services Office.

(6) Exercise command responsibility to control the disposal of obsolete, unserviceable, or items dangerous to life or property; or, when the total cost of the item(s) involved is less than \$1000.

f. Oversea major air commands (except USAFE and PACAF), AMFEA and AMFPA will:

(1) Control or designate a theater control point for ammunition supply. All status information, supply and disposition requests will clear through this point prior to transmission to USAF ammunition control points.

(2) Exercise command responsibility for ammunition and explosive materiel surveillance, safety, renovation, preservation and disposal.

(3) Submit AF Form 191 and any other data required by the Air Force Ammunition Services Office, OOAMA, and effect prompt disposition in accordance with instructions from the Air Force Ammunition Services Office.

g. Theater Ammunition Control Points will:

(1) Assume the responsibility for proper control and use of authorized ammunition allowances.

(2) Establish and continuously review and revise stock levels of USAF oversea ammunition distribution depots and Air Force bases storing ammunition.

(3) Regulate the submission of requisitions for authorized requirements to the USAF ammunition control points in accordance with established procedures. Redistribute stocks as necessary to fill minor or urgent requirements in order to minimize the number of special requisitions submitted on zone of interior.

(4) Determine that sufficient air allocation is available to ATCO when requesting airlift of emergency requirements.

(5) Submit to the USAF ammunition control point requests for special requirements. Such requests will indicate command approval and will be fully substantiated.

(6) Screen excesses of oversea USAF ammunition distribution depots and effect lateral supply where practicable.

## 5. STOCK LEVELS

a. Levels of major component and minor component items of combat ammunition will be established through collaboration of Ogden Air Materiel Area and appropriate major air command

(Air Defense, Strategic, Tactical or oversea major air commands).

b. Each base commander within the zone of interior and oversea theater will establish a stock level for ammunition items of which a recurring authorized requirement exists, in accordance with section 11, volume II. A stockage objective of 45 days is authorized for ammunition.

c. Each oversea USAF ammunition distribution depot commander will establish a stock level for ammunition items of which a recurring authorized requirement exists, in accordance with section 8, volume III. A stockage objective of 90 days is authorized for ammunition.

d. Zone of interior major air commands and oversea theater ammunition control points will regulate and revise ammunition stock levels in accordance with paragraph 4f(2) and 4h(2), respectively.

e. Stock levels for combat ammunition items which are also used for other authorized purposes will be established as one level. Levels for this type item will be total of the level established in accordance with paragraph 4f(2) and 4h(2), required for other authorized requirements.

## 6. TRAINING AMMUNITION FOR ZONE OF INTERIOR AIR FORCE ACTIVITIES

a. Zone of interior Air Force bases will compute training ammunition requirements for base assigned units, including tenant organizations which are assigned for Supply support. Computations will be based on AFR 50-22. Base commanders will insure that determination of requirements is accomplished through a coordinated effort of organizational training officers and the base ammunition supply officer.

b. Requirements for training ammunition will be supplied to zone of interior Air Force activities upon specific requests submitted direct to the USAF Ammunition Control Point, OOAMA.

c. The quality of training ammunition requisitioned will not exceed established stock levels or authorized allowances prescribed by AFR 50-22.

## 7. TRAINING AMMUNITION FOR OVERSEA AIR FORCE ACTIVITIES

Training ammunition will be supplied to overseas Air Force activities upon specific requests submitted to the Theater Ammunition Control Point, who will, when unable to supply requested material, submit requests to the USAF ammunition Control Point, OOAMA. Overseas activities not supported by an overseas ammunition theater control point, will submit requests direct to OOAMA. The quantity of training ammunition requested will not exceed established stock levels or authorized allowances prescribed by AFR 50-22.

## 8. COMBAT AMMUNITION

a. War Reserve Levels. Reserve ammunition will be supplied to oversea Air Force activities upon specific requests submitted by the theater

**Para. 8a—Cont.**

ammunition control point. Overseas Air Force activities not supported by a Theater Ammunition Control Point will be supplied reserve ammunition upon specific requests submitted direct to OOAMA. The quantity of reserve ammunition requisitioned will not exceed the levels established by the USAF Ammunition Control Point, OOAMA.

b. Reserve Ammunition and Combat ammunition will be supplied to zone of interior activities upon specific request by a major air command that has operational jurisdiction of using organizations. The quantity of ammunition requisitioned will not exceed the levels established by the USAF Ammunition Control Point, OOAMA.

c. Automatic Supply. The initial combat support, exclusive of War Reserve Levels, will be based on data furnished by Chief of Staff, USAF. Requirements may be shipped automatically by the USAF Ammunition Control Point to the designated destination. Automatic Supply will be initiated only upon specific request of the theater ammunition control point and will be discontinued as soon as the control point advises the capability for requirements determination and requisitioning has been attained.

**9. GROUND DEFENSE AMMUNITION**

Ground defense ammunition will be supplied to Air Force activities upon specific request. The quantity of ground defense ammunition requisitioned will not exceed established stock levels authorized by AFR 355-4, as amended.

**10. OPERATIONAL AMMUNITION**

Operational ammunition will be supplied to Air Force activities upon specific request. The quantity of operational ammunition requisitioned will not exceed established stock levels and/or authorized allowances established by pertinent technical orders, special authorizations, etc.

**11. DEMONSTRATION AMMUNITION**

Demonstration ammunition will be supplied to Air Force activities in accordance with special authorizations. Special stock levels will be established for this type ammunition. Requisitions must reflect a complete justification and appropriate authority.

**12. TEST AMMUNITION**

Stock levels for standard type ammunition for test may be established at Air Force installations, if the installation has a recurring requirement. Stock levels for nonstandard test ammunition (development items) will not be established. Test ammunition will be supplied to Air Force activities upon specific request. The quantity of standard ammunition requisitioned for test will not exceed established levels. The quantity of nonstandard ammunition requisitioned for test will not exceed the amounts established by applicable test directives or projects. Requisitions for non-

standard test ammunition will reflect the appropriate test directive and/or authority.

**13. DRILL AMMUNITION**

Drill ammunition will be supplied to Air Force activities in accordance with TA-1-1. Each requisition must contain a complete justification.

**14. AIRCRAFT CARTRIDGE ACTUATED DEVICES**

Aircraft cartridge actuated devices will be supplied to Air Force activities upon specific requests. The quantity requisitions will not exceed established stock levels and/or authorized requirements.

**15. GOVERNMENT FURNISHED AMMUNITION TO AIR FORCE CONTRACTORS**

Ammunition will be supplied to property officers at Air Force contractor plants upon specific request. Each DD Form 1149 (pad form), "Requisition and Invoice/Shipping Document," will contain complete justification such as, applicable Air Force contract, purpose, etc. Air Force property officers will certify on each requisition that trained personnel and adequate storage facilities are available.

**16. PREPARATION OF AMMUNITION REQUISITIONS**

a. All ammunition items, Federal Supply classification group 1300, will be requisitioned on DD Form 1149 (pad form). The original and one copy will be forwarded to the USAF Ammunition Supply Point. Teletype and telephone facilities are authorized for submission of emergency or special requests. When these facilities are used, information will be submitted in DD Form 1149 format. Requests submitted by telephone will be immediately confirmed by mail requisitions. Requests submitted by electrical means will not be confirmed by mail requisitions.

b. The following general information will be entered in the designated blocks of DD Form 1149 (pad form) by the requisition activity:

(1) "From": Enter the appropriate stock record account number of the requisitioning activity.

(2) "To": Enter the address of the USAF Ammunition Control Point or the Theater Ammunition Control Point as appropriate.

(3) "Ship To - Mark For":

(a) "Ship To." Enter the complete mailing address of the requisitioning activity as indicated in section 2, volume XV, i.e., AFB 2500, Ent Air Force Base, Colorado Springs, Colorado.

(b) "Mark For." Enter supplemental information that will expedite delivery of material to ultimate destination, such as "Magazine 28," "Ammunition Area."

(4) "Accounting and Funding Data." For use by the appropriations accounting component.



## Para. 16b—Cont.

(5) "Requisition Date." Enter the date of placement of requisitions in transmission channels.

(6) "Requisition Number." Enter the requisition number. The requisition number will consist of the accounting station number (Reference AFM 177-80), followed by a hyphen, followed by a serial number beginning with "1," followed by a hyphen, followed by the last two digits of the fiscal year and followed by additional identifying information such as technical service (1375 Ord or 1365 Cml), e.g., 41-127-1-54 (1374 Ord). Separate requisition registers will be maintained for each Federal Supply class.

(7) "Date Material Required." Enter the date on which receipt of the Ammunition is required at the requisitioning activity. In determining a realistic deadline date, consideration will be given to the editing time required by the depot and the normal time required for processing requisitions and effecting supply action. It is emphasized that realistic deadline dates must be shown on requisitions for ammunition.

(8) "Priority." Enter the applicable priority, emergency, special or stock replenishment. The applicable priority will be determined by the date the material is required.

(9) "Authority or Purpose." Enter the applicable authorization and purpose, "paragraph 15p, AFR 50-22," "Special," or "Emergency."

(10) "Signature." The signature of the base supply officer, or his designated representative for and in the name of the base supply officer, and the serial number of the stock record account will authorize the requisition.

(11) "Item No." Enter the item number in numerical order.

(12) "Stock Number and Description of Material." Enter the correct stock number and complete basic description as shown in USAF Stock List, Federal Supply Class 1300. Only one Federal Supply Class, i.e., 1365, 1375, etc., will be entered on a single requisition. Separate requisitions will be submitted for each priority.

(13) "Stock Control Level," "Due Out," "On Hand," and "Due In." Since these headings are not included on DD Form 1149 and the fact that this data is required, the headings, Stock Control, Level, Due Out, On Hand and Due In will be typed directly below the stock number and description for each item listed on the DD Form 1149. The entries to be made for these headings will be entered below the typed-in headings.

(14) "Unit of Issue." Enter the unit of issue of each item requisitioned as listed in USAF Stock List, Federal Supply Class 1300.

(15) "Quantity Requested." Enter the quantity of each item requisitioned within the approved stock level or authorized allowance. Quantities requested will normally be a multiple of the unit pack except for quantities of critical items which will not be adjusted.

c. Zone of interior requisitions will contain complete justification and authority.

d. Oversea requisitions, submitted by USAF overseas ammunition distribution depots or sepa-

rate overseas bases not supported by an overseas depot, will contain a statement to the effect that quantities requisitioned do not exceed authorized allowances and are within the stock levels approved by the theater ammunition control point. Requisitions, for which no stock level is applicable, will contain complete justification and authority.

e. Intra-theater requisitions will contain complete justification and authority.

f. Requisitions for cartridge actuated personnel escape systems devices will contain complete justification and authority.

## 17. SUBMISSION OF AMMUNITION REQUISITIONS

a. Air Force activities are authorized to submit requisitions consistent with requirements and authorized allowances; however, a submission schedule (weekly, monthly, etc.,) is desired. Requisitions may be transmitted by electrical means if deemed necessary to meet deadline dates. When requisitions are submitted through higher echelons, sufficient copies of the requisition will be forwarded to permit retention of one copy at each level of command and still afford sufficient copies for the stock control point. Following is the channel of submission of ammunition requisitions:

(1) Zone of interior Air Force bases will forward all requisitions, except for those requirements as defined in paragraph 3a(10), direct to the USAF Ammunition Control Point, OOAMA. Information copies of requisitions may be furnished to intermediate and/or command headquarters at the discretion of each command.

(2) Requisitions for special requirements as defined in paragraph 3a(10), will be forwarded through command channels for approval prior to submission to the USAF Ammunition Control Point, OOAMA.

(3) AMC activities will forward all requisitions direct to USAF Ammunition Control Point, OOAMA. OOAMA will assume AMC responsibilities on these requisitions.

(4) Zone of interior Air Force bases will forward requisitions for aircraft cartridges actuated personnel escape system devices, FSC 1375A, direct to WRAMA.

(5) Overseas USAF ammunition distribution depots or separate overseas bases not supported by an overseas depot will forward ammunition requisitions through the theater ammunition control point to the appropriate USAF ammunition control point (OOAMA or WRAMA).

(6) Intra-theater requisitions for all ammunition will be submitted to the assigned USAF ammunition distribution depot in the same manner as Air Force items. (Ammunition is not a technical service stored and issued item in overseas theaters.)

## 18. DISPOSITION OF SERVICEABLE EXCESS AMMUNITION

a. Zone of interior and overseas Air Force bases may dispose of serviceable excess items whose total line item value does not exceed \$25.00, except

**Para. 18a—Cont.**

when they are components of next higher assembly which is also excess and reportable. Frequency of this type of disposal action for a single line item will be limited to not more than once each 90 days. Non-explosive type items will be disposed of in accordance with volume XIII. Explosive type items will be disposed of only when capability exists and the criteria outlined in paragraph 19 can be fulfilled. The residue resulting from disposition of explosive type items will be disposed of in accordance with volume XIII. Documents used to turn in ammunition items and scrap to disposal will contain the certificate and signature prescribed by TO 11C3-1-3 to certify the item or items turned in contain no items of any explosive nature. In all cases, upon completion of disposition, the activity concerned will accomplish sections 1 and 4, AF Form 191 and process this form in the same manner as outlined in paragraph 19 for obsolete, unserviceable, suspended, and dangerous ammunition. The document used to turn in non-explosive type items may be used as the property document in lieu of AF Form 191. The property document for explosive type items will be AF Form 191, since the document used to turn in residue will not list stock numbers.

b. Zone of interior Air Force bases will submit requests for disposition of serviceable excess ammunition direct to the USAF Ammunition Control Point, OOAMA. Disposition requests will be submitted the first day of each quarter. Emergency disposition requests will be held to an absolute minimum. Disposition requests will include the following information:

- (1) Name of installation.
- (2) Stock number.
- (3) Complete nomenclature.
- (4) Lot number.
- (5) Quantity.
- (6) A statement will be included in the excess report that the ammunition being reported is serviceable.
- (7) Separate excess lists will be prepared for each Federal Supply Class in Federal Supply Classification Group 13.

c. Oversea Air Force bases will submit request for disposition of serviceable excess ammunition through their intermediate command and area command having responsibility for supply of ammunition to the theater ammunition control point.

d. Oversea USAF ammunition distribution depots will submit requests for disposition of serviceable excess ammunition through command channels to the theater ammunition control point. Use format prescribed in paragraph 18a.

e. Separate overseas Air Force bases not supported by an overseas USAF ammunition distribution depot, will submit requests for disposition of serviceable excess ammunition through command channels to the theater ammunition control point. Use format prescribed in paragraph 18a.

f. Theater ammunition control projects will distribute excess ammunition within the theater as required. Serviceable ammunition that becomes excess to theater requirements will be submitted

to the USAF ammunition control point as of the first day of each quarter. Use format prescribed in paragraph 18a. This precludes emergency disposition requests which result due to critical storage facilities.

g. USAF Ammunition Control Point will furnish necessary disposition instructions for serviceable excess items reported by the Oversea Ammunition Control Points and Zone of Interior Air Force Activities.

h. When disposition of serviceable excess ammunition requires destruction or salvage to be accomplished, major air commands will be notified for necessary action. Major air commands will insure that adequate safety precautions are observed by issuing specific disposal instructions in accordance with applicable directives. In the event that specific technical instructions, methods, facilities or personnel for such disposal are not available to the major command, guidance and assistance will be furnished upon request by the Commander, OOAMA, Attn: Directorate of Airmunitions.

### **19. DISPOSITION OF OBSOLETE, UNSERVICEABLE, SUSPENDED, AND DANGEROUS AMMUNITION**

a. Obsolete, Unserviceable and Dangerous Ammunition.

(1) Request for Disposition. Request for disposition of obsolete, unserviceable and dangerous ammunition and explosive materiel will be prepared as a report in Section 1, AF Form 191, Ammunition Disposition Report. AF Form 191 will be signed by the commander or his authorized representative and will be forwarded through intermediate command channels to the headquarters of the major command having action responsibility. The initiating activity will provide sufficient copies to insure that the original and four copies reach the major command headquarters.

(2) Separate Reports. A separate AF Form 191 will be prepared for each type (item stock number). Within each type, all lots having common defects may be included on the same report. A separate sheet of paper may be used to enumerate lots, quantity in lots and number inspected. However, a separate AF Form 191 will be prepared for each lot with defects not in common with those of other lots of the same item type. The minimum information required will be the format of AF Form 191 and the following:

(a) Description of defects, indicating degree of defect, such as "slight rust", "very heavy corrosion", "extreme exudation", etc.

(b) If local destruction facilities, or in the case of economically repairable items, local renovation facilities or demilitarization facilities are available to the initiating activities the appropriate block in section 1 will be checked.

(c) When local destruction, renovation or demilitarization facilities are not available and other sites having these facilities are available and accessible to the initiating activity the appropriate block will be checked in section 1.

## Para. 19a(2)—Cont.

(d) Explosive components (reference FSC 1375) for cartridge actuated devices are the prime responsibility of OOAMA. Obsolete, unserviceable and dangerous items of this class should be reported on AF Form 191, as prescribed for other ammunition items.

(e) Items contained in FSC 1375A, (complete item) which are unserviceable for reasons other than having been fired, should be reported by letter, requesting disposition and stating condition of item(s) to: Warner-Robins Air Materiel Area, Attention: WRSLLCC2.

(f) Item(s) which have been fired should be considered scrap metal. Technical Order 11C3-1-3, Inspection of Scrap Metal, will apply.

(g) Cartridge actuated devices may be destroyed locally, if hazardous, in accordance with existing safety regulations.

## (3) Command Action.

(a) When the total value of the item(s) reported exceeds \$1,000.00, the major air command will accomplish section 5 "Command Recommendations" and will forward AF Form 191 under signature of the Commander or his authorized representative to: Commander, Ogden Air Materiel Area, Attention: OOR, Hill Air Force Base, Utah, for disposition instructions.

(b) When the total value of the item(s) reported is limited to \$1,000.00 or less, the major command may delegate the responsibility for disposition of ammunition as follows:

1 To wing armament officers qualified in AFSC 3216 or 3254 and ammunition inspectors when the total value of the item(s) reported is \$100.00 or less.

2 To numbered Air Forces and/or air divisions when the total value of the item(s) reported is \$1,000.00 or less.

(c) Delegation of responsibility outlined above is subject to the following provisions:

1 Items are not critical items, (reference AFR 67-28).

2 Local destruction is the appropriate disposition action.

3 Adequate facilities and qualified personnel are available for effecting destruction.

4 Completed copies of Ammunition Disposition Reports, documenting such action will be accomplished in accordance with paragraph 19a(5) (a).

(d) In any case when the command cannot provide disposition instruction, AF Form 191 will be forwarded as prescribed in paragraph 19a(3)-(a) to Headquarters, Ogden Air Materiel Area for instructions.

(4) OOAMA Action. On all AF Forms 191 received for action, Headquarters, Ogden Air Materiel Area will assign a control or identification number, furnish disposition instructions in section 6 of AF Form 191 and return through command channels to the initiating activity.

(5) Completed Action by Installation.

(a) In all cases, upon completion of disposition, the activity concerned will accomplish the original and two copies of section 11, AF Form 191. The original will be retained as a property

document. Two copies will be forwarded through channels to the major air command concerned where one will be retained and the other forwarded to: Commander, Ogden Air Materiel Area, Attention: OOR, Hill Air Force Base, Utah.

(b) For dangerous items destroyed without prior approval of a major air command or OOAMA, both sections 1 and 11 of AF Form 191 will be accomplished after destruction. The original and two copies will be processed as prescribed in paragraphs 19a(3) and (4).

b. Restricted and Suspended Ammunition and Explosive Materiel. (See Technical Order 11A-1-1.) Ammunition and explosive materiel is placed in restricted or suspended categories by Headquarters OOAMA, when the components are known or suspected to be unsafe or otherwise defective. This headquarters determines by test and investigation and will advise Air Force activities accordingly, whether suspensions or restrictions should continue.

(1) Assignment and Index of Suspension and Release Numbers. Suspension numbers beginning with S-A500 and release numbers beginning with R-A1 have been and will be assigned to lots of suspended, restricted or released ammunition, as appropriate, by the Directorate of Airmunitions, OOAMA. Further details concerning index, sequence, and listing of these numbers are contained in Technical Order 11A-1-1, Ammunition Restricted or Suspended.

## (2) Disposition.

(a) When ammunition has been under suspension for 180 days from date of suspension, AF Form 191, Ammunition Disposition Report, will be submitted through channels to Ogden Air Materiel Area, except as follows:

1 When storage space is critical and/or other justifiable reasons, request for disposition may be initiated immediately upon receipt of notifications of suspension.

(b) Use of restricted ammunition will be limited as prescribed by Ogden Air Materiel Area and Technical Order 11A-1-1.

**20. AMMUNITION STORAGE AND STORAGE RECORDS**

a. Ammunition storage will be accomplished in accordance with the provisions of section II, chapter 5, AFM 67-3, "Storage and Materials Handling."

## b. Ammunition Storage Records.

(1) AF Form 1143, "Ammunition Lot and Location Record," will be maintained by personnel assigned to the ammunition storage area. An AF Form 1143 will be maintained on each lot or portion of lot in each magazine. In addition a complete file of all AF Forms 1143 will be maintained in the ammunition area office. The AF Forms 1143 will reflect all transactions including quantity on hand of each lot number, ammunition, identification code symbol and/or stock number, nomenclature, grade (as applicable) storage locations, unit of issue, amount per box, condition, QD class and manufacturer. Ammunition lot and loca-

**Para. 20b(1)—Cont.**

tion records constitute the quality control system, immediately supporting stock records and are part of the stock control system. Storage locations are included on AF Form 1143 for inventory control, and reconciliation of records.

(2) AF Forms 1143 will be prepared for each lot of ammunition will reflect the balance on hand on each lot and the balance in each separate storage location.

(3) The preparation of AF Form 1143 will be as follows:

(a) "Manufacturer" column. List name of manufacturer.

(b) "Condition" column. Enter condition codes 1 through 7 as applicable (Reference TO 11A-1-10).

(c) "Unit" column. Enter unit of issue, for example round, feet, pound, each, etc.

(d) "Amount Per Box" column. Enter quantity.

(e) "Code" column. Enter AFR 67-79 code.

(f) "Class" column. Enter applicable explosive quantity-distance class.

(g) "Grade" column. Enter applicable grade for small arms ammunition.

(h) "Voucher No." column. Enter document number.

(i) "Balance" column. Enter balance.

(j) "AIC and Stock Number" column. Enter ammunition identification code and stock number (Chemical items do not have AIC).

(k) "Description" column. Complete nomenclature.

(l) "Lot Number" column. Enter applicable lot number.

(m) "Storage Location" columns. Indicate each location separately and show the balance on hand in each location.

(4) For further information and guidance, all personnel concerned with ammunition and explosive storage should become thoroughly familiar with AFR's 136-6 and 86-6, also technical orders of the 11 series.

**21. PROPERTY ACCOUNTING**

The procedures as prescribed in section 4, volume II and section 7, volume III will be utilized in

maintaining accountable records for ammunition items.

**22. ORGANIZATIONAL STORAGE, ISSUE AND TURN IN PROCEDURE**

The procedures as prescribed in sections 4, 5 and 8, volume IV will be utilized by organizations for storage, issue and turn in procedures.

**23. SHIPMENTS OF AMMUNITION**

a. Shipments of ammunition within the zone of interior from one Air Force activity to other Air Force activities will be processed in accordance with the instructions contained in section 4, and paragraph 80204, chapter 2, part 8, AFM 75-1.

b. Shipments from Air Force activities to overseas destinations will be processed as outlined above for zone of interior shipments and as outlined in paragraph 80202, chapter 2, part 8, AFM 75-1. In addition, all exterior containers containing ammunition destined for the United Kingdom will be sealed as follows:

(1) All outer packing of ammunition (except certain small arms ammunition boxes and those containers not intended for lead seals) will be effectively sealed with a lead car seal or alternate prong-lok seal no. 4 prior to shipment. The seal is to be applied in such a manner to preclude the opening of the container without damaging the container or breaking the seal.

(2) Wooden boxes with tops fastened in place by means of screws will be sealed by gluing with orange shellac, a paper seal item stock number WO12-90-36555, shown on drawing A397, over the screw, in the counterbore hole.

(3) Wooden boxes with tops fastened in place by means of thumb screws or wing nuts will be sealed by gluing with orange shellac, a paper seal item stock number WO12-90-36555, shown in drawing A397, in a 1 1/16 x 1/16 inch counterbore hole centered on the junction of the top and body of the box.

c. Shipping documents utilized to effect shipments will be those specified by current regulations for accomplishing shipment of Air Force material.



SHIPPING CONTAINER TALLY → 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT									
1. FROM: AFB 2500					2. REQUISITION DATE: 1 January 1958		3. REQUISITION NUMBER: 41-127-1-58 (1305 ORD)		
2. USAF AMMUNITION CONTROL POINT, HILL FIELD, UTAH ATTN: FEDERAL SUPPLY CLASS 1300					7. DATE MATERIAL REQUIRED: 15 February 1958		8. PRIORITY: Stock Replenishment		
3. TO: AFB 2500 ENT AIR FORCE BASE, COLORADO SPRINGS, COLORADO					9. AUTHORITY OR PURPOSE: Justification as required Para 15, AFR 50-22				
"AMMUNITION AREA"					10. SIGNATURE: /s/ JOHN DOE, Capt USAF		11a. VOUCHER NUMBER AND DATE		
4. ACCOUNTING AND FUNDING DATA					12. DATE SHIPPED: AFB 2500		14. BILL OF LADING NUMBER		
5. STOCK NUMBER AND DESCRIPTION OF MATERIAL AND/OR SERVICES					6. UNIT OF ISSUE	7. QUANTITY REQUISITIONED	8. SUPPLY ACTION	9. UNIT PRICE	10. TOTAL COST
1 1305-028-6367-454, Cartridge, Cal 50, Linked, Ball M2					ea	25,000			
Stock Control Level: Due Out On Hand Due In 30,000 5,000 0									
<p>1. This Figure reflects the method of completing DD Form 1149 when submitting training requirements or requisitions for combat, ground defense, operational, demonstration, test and drill ammunition.</p> <p>2. Original and one copy will be submitted.</p> <p>3. Signature will be placed on original and copy.</p> <p>4. Always adjust quantities requested to the nearest pack where possible.</p> <p>5. Insure that complete justification and proper authority are shown.</p> <p>6. When specified blocks do not provide sufficient space for complete information, entries should be included in the body of the form.</p> <p>7. Command approval for items requisitioned a/w para 3a(II) will be accomplished by indorsement.</p> <p>8. Columns e, f, g, h, i, and blocks 11, 12, 14, 17, 18 and 19 will be left blank.</p>									
11. CHECKED BY		TOTAL QUANTITIES	TOTAL COST	12. QUANTITIES RECEIVED AS NOTED		DATE	BY	13. GROSS TOTAL	
11. CHECKED BY				12. QUANTITIES RECEIVED AS NOTED		DATE	BY	13. GROSS TOTAL	
11. CHECKED BY				12. QUANTITIES RECEIVED AS NOTED		DATE	BY	13. GROSS TOTAL	
		TOTAL						13. GROSS TOTAL	

DD FORM 1149 1 JUL 58

FIGURE 28-1.—DD FORM 1149, "REQUISITION AND INVOICE/SHIPPING DOCUMENT."





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AMENDMENT NO. 21





## SECTION 29 SPECIAL CONTRACTURAL REPAIR

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	General .....	29-1
2	Supply Support for Hughes Aircraft Company Designed Fire Control Systems Requiring Depot Level Maintenance.....	29-1
3	Contract Repair Peculiar to Military Air Transport Service (MATS) .....	29-2

### 1. GENERAL

a. Certain items and categories of property are processed for depot level repair, overhaul, maintenance, rework or modification by special civil maintenance contracts negotiated and administered by Headquarters, Air Materiel Command or by authority delegated to Air Materiel Command subordinate commanders. Detailed procedures are contained in the following publications:

(1) Technical instructions (maintenance) in technical orders.

(2) Contractural coverage in the applicable contract.

(3) Special supply shipping, requisitioning, accounting and support procedures, are included in this section.

b. Special supply procedures will be published in this section to cover each contract. Where standard AF procedures are applicable, appropriate references will be cited.

c. These procedures do not apply to contract maintenance in TO 00-25-68 or AFR 67-3.

### 2. SUPPLY SUPPORT FOR HUGHES AIRCRAFT COMPANY DESIGNED FIRE CONTROL SYSTEMS REQUIRING DEPOT LEVEL MAINTENANCE

a. General:

(1) These instructions are applicable to all Air Force activities using, maintaining or processing Hughes Aircraft Company designed Fire Control system. Components, Test Equipment and Special Tools peculiar thereto as indicated in TO 11-1-5.

(2) Supply support for these Fire Control Systems is based upon rapid turn around of reparable through overhaul facilities. The concept involves automatic resupply through repair and return.

(3) All Air Force activities will ship reparable requiring depot overhaul as set forth herein and as specifically listed in TO 11-1-5. Reparable test equipment and special tools, regardless of geographical location, will be shipped to Hughes Aircraft Company for repair and return. The performance of field level maintenance is the responsibility of the originating activity.

(4) Serviceable replacement furnished automatically and reparable returns will be assigned supply priority 5 to assure rapid processing through both supply and transportation channels.

b. Requisitions:

(1) Replacement requisitions will not be submitted for components or subassemblies shipped to Ogden Air Materiel Area, Warner Robins Air Materiel Area or Hughes Aircraft Company for repair and/or modification, except as shown in paragraph 2b(2). Ogden Air Materiel Area, Warner Robins Air Materiel Area or Hughes Aircraft Company will automatically return a serviceable replacement to the activity from which the reparable was received.

(2) Requisitions for ANFE items will be submitted to the applicable supply depot designated in volume XV in accordance with section 2, volume II or volume XX, as appropriate.

(a) Each ANFE requisition for MG-10 or MG-13 AWCS or MA1 AWC1S (and AN/ASQ-25) components and subassemblies covered under TO 11-1-5 will indicate the document number assigned the shipment of the reparable item for which replacement is required. Requests may be submitted by administrative message in AF Form 104P-1 format with the reparable shipment document number furnished as additional remarks.

(b) A/ANFE requisitions will not be submitted. Should an A/ANFE situation arise, the inventory manager (IM) may be requested by administrative message to expedite repair and return of like reparable components or subassemblies placed in the reparable pipeline. Messages will indicate the reparable shipment document number and an explanation of why expedited service is required.

(3) Whenever items on ANFE requisitions are supplied by the inventory manager or logistic support manager to replace reparable shipped to the repair activity indicated in TO 11-1-5, the applicable manager will immediately notify the repair activity (at Hughes Aircraft Company, notify the Air Force Plant Representative) by teletype to preclude duplicate shipment.

(4) Base supply officers will requisition initial repair components and parts from the appropriate supply depot, using applicable tables published by the inventory manager as a guide. Before requisitioning items not included in pertinent tables, or for quantities of items in excess of those listed, a request together with complete substantiation will be made to the inventory manager for approval and revision, if necessary, of affected tables. Requisitions for stock replenishment will be processed in accordance with section 2, volume II or volume XX, as appropriate.

## Para. 2 — Cont.

## c. Shipment of reparable property:

(1) Shipment of reparable items to Hughes Aircraft Company will be consigned to:

Hughes Aircraft Company  
Radar Maintenance Depot  
5500 West Century Blvd.  
Los Angeles, California

(2) The base or depot supply officer shipping reparable to Hughes Aircraft Company will forward a completed copy of the shipping document to the inventory manager.

(3) All shipping documents will bear the marking "TO 11-1-5." The legend "TO 11-1-5" will also be marked with characters at least two inches in height on four sides of the shipping container.

(4) The inventory manager will notify the major air command concerned of non-compliance with paragraphs 2c(2), and (3), above.

## d. Supply at base level:

(1) Stock control levels of assemblies and repair parts will be maintained in accordance with section 11, volume II, unless directed otherwise by the inventory manager.

(2) Assemblies and repair parts will be stocked in base maintenance shops in accordance with pre-issue procedures contained in section 17, volume II.

(3) Base commanders will insure quick processing of supplies to using organizations and provide 24 hour service whenever necessary. Special activities receiving support in accordance with AFR 11-4 will report instances of support failure to Headquarters USAF, if negotiations with the supporting command fail to correct deficiencies adversely affecting the assigned mission.

## e. Supply at Contractor's Facility.

(1) The supply and control of all maintenance parts required to effect repair at contractor's plant is a responsibility of WRAMA, in coordination with other depots concerned. The control of all reparable and serviceable property at the contractor's plant will be according to terms of the applicable contract, prepared and monitored in coordination with the AF plant representative by WRAMA. This control will include the issuance of shipping instructions pertaining to excess quantities and the supply of ANFE items.

(2) When reparable items received for repair at the contractor's plant are subsequently condemned as beyond repair, the items will be processed according to the terms of the contract. All such action will be in coordination with the AF plant representative.

### 3. CONTRACT REPAIR PECULIAR TO MILITARY AIR TRANSPORT SERVICE (MATS)

## a. General.

(1) These instructions are applicable to Air Materiel Command depots and Military Air Transport Service activities and commanders of bases upon which MATS activities are tenanted, as indicated below.

(2) Items authorized for depot level contract repair by MATS activities will be in accordance with coordinated agreements and procedures outlined in pertinent AMC and MATS implementing directives. Repairs contracted in accordance with

TO 00-25-68 or AFR 67-3 are not affected by these instructions.

b. Scope. The following Military Air Transport Service (MATS) activities, base commanders, and Air Materiel Command (AMC) depots are affected by these instructions:

(1) 1254th Air Transport Group, Washington National Airport.

(2) 1299th Air Transport Squadron, Bolling AFB.

(3) 1360th Air Base Group, Orlando AFB.

(4) 1405th Air Base Wing, Scott AFB, Illinois.

(5) 1501st Air Transport Wing, Travis AFB.

(6) 6486th Air Base Wing, Hickam AFB.

(7) 1607th Air Transport Wing, Dover AFB.

(8) 1608th Air Transport Wing, Charleston AFB.

(9) 1611th Air Transport Wing, McGuire AFB.

(10) 1705th Air Transport Group, McChord AFB.

(11) 1707th Air Transport Wing (Tng), Palm Beach AFB.

(12) Prime depots (AMC) for property classes concerned.

(13) 62nd Troop Carrier Wing (O), Larson AFB.

(14) 63rd Troop Carrier Wing (H), Donaldson AFB.

(15) 1503rd Air Transport Wing, Tokyo International Airport, Japan.

(16) 1510th Support Squadron (Transport), McClellan AFB, California.

## c. Reports. (RCS-AMC-K67)

(1) A quarterly report will be prepared by activities listed in paragraph 3b(1) through (12). These reports will list all items and quantities separately by commodity class, which have been processed through depot level maintenance by civil contracts during the preceding quarter of the calendar year. Reports are due on the 20th day of the month immediately following the period covered.

(2) Reports will contain six columns as follows:

(a) Stock Number.

(b) Noun.

(c) Quantity.

$\frac{1}{2}$  Returned Serviceable.

$\frac{2}{2}$  Returned Repairable.

$\frac{3}{3}$  Condemned.

(d) Average unit cost of repair.

(e) Source of repair parts used by percentage.

$\frac{1}{1}$  Government Furnished (GFP).

$\frac{2}{2}$  Contractor Furnished (CFP).

(f) Authority Code (W, Y or Z).

$\frac{1}{1}$  AOCP/ANFE (Code W) or

$\frac{2}{2}$  Deferred supply depot action on Priority

1--10 requisitions (Code Y) or

$\frac{3}{3}$  Other special authority of commodity class manager (Code Z).

(3) Distribution of Reports will be as follows: One copy to the commodity class manager for the commodity class concerned, marked for the Directorate of Supply and Services.

(4) The commodity class managers concerned will analyze and utilize the reports as a basis for improving logistical support and providing technical assistance to affected activities as indicated.

# SECTION 31

## STANDARD PRICING PROCEDURES FOR MATERIAL PURCHASED WITH APPROPRIATED FUNDS

<i>Paragraph</i>	<i>Title</i>	<i>Section and Page</i>
1	Purpose .....	31-1
2	Responsibilities .....	31-1
3	Use of Standard Prices .....	31-1
4	Computing Standard Prices on Centrally Procured Items .....	31-1
5	Computing Standard Prices on Base Procured Items .....	31-2
6	Computing Standard Prices on Locally Manufactured Items .....	31-2
7	Computing Standard Prices on Non-Cataloged Items .....	31-2
8	Computing Standard Prices on TOC Kits .....	31-2
9	Uniform Formula for Rounding-Off Prices .....	31-2
10	Review of Standard Prices .....	31-2
11	Revision of Standard Prices .....	31-3
12	Dissemination of Major Price Changes .....	31-3
13	Dissemination of Price Changes on Base Procured Items .....	31-4
14	Publication of Standard Prices .....	31-4
15	Record of Price Changes Made on Centrally Procured Items .....	31-4
16	Computing Standard Prices on Technical Service Items .....	31-4

### 1. PURPOSE

a. This section prescribed the basic procedures to be used in establishing, reviewing, revising and transmitting standard prices for all materials, supplies and equipment purchased with appropriated funds, except complete aircraft.

NOTE: Unit flyaway cost of each specific type, model, and series will be developed by dividing the total number of aircraft procured plus any programmed for future production into the total estimated value of the flyaway costs. Unit costs for complete aircraft are reflected in TO 00-25-30. Standard prices for aircraft engines are reflected in SL 2800.

b. AFR 67-93 contains Air Force Standard Pricing Policy for material covered herein.

### 2. RESPONSIBILITIES

a. Each AMA and depot will establish and maintain standard prices for centrally procured items within the commodity classes assigned. When the scheduled date for conversion to base procurement is reached, or when stocks are exhausted at depots on items scheduled for conversion to base procurement (whichever date is later), the price of the item will be deleted from the USAF Stock Lists.

b. Each base supply officer will establish and maintain standard prices for items procured locally with command appropriated funds.

### 3. USE OF STANDARD PRICES

Standard prices of items of material covered herein will be used for inventory accounting (including costing of material withdrawn from stocks for use) and as the basis for pricing of all sales, transfers or issues. When prescribed, reductions in sales prices or the inclusion of accessorial charges in the sales price will be made at the time

of sale and will not affect standard prices for inventory accounting. The circumstances under which reductions or charges are applicable in sales prices are contained in appropriate directives governing sales of material. Pricing of stock fund material is contained in procedures applicable to stock fund.

### 4. COMPUTING STANDARD PRICES ON CENTRALLY PROCURED ITEMS

a. The standard prices on centrally procured items will be comprised of the latest procurement price for normal procurement quantities (if procured within the past 12 months), or actual or estimated current market value, plus first destination transportation, packaging, and preservation costs. Federal Excise Taxes, when applicable, are generally included in the procurement price. However, in those instances where the Federal Excise Tax is charged as a separate entity, the tax will be included in the procurement price determination. The cost of procurement (including inspection), warehousing, distribution, repacking and handling, or other functions of supply administration will not be included in the standard price. There shall be one standard price for each centrally procured item regardless of condition.

(1) Determining Procurement Price.

(a) Multiple procurements made within the past 12 months, each of which constitute normal procurement quantities but at varying unit costs will be used in developing a weighted average standard price. The weighted average price will be computed by multiplying the number of units of each item procured by the unit cost. This will furnish the extended costs of each procurement. The extended costs for each procurement will then be added to provide the total costs. The total costs will then be divided by the aggregate units procured.

Para. 4a(1)(c) — Cont.

Example: 100 procurements each @ \$10.00.....\$1000.00  
 80 procurements each @ \$13.00.....\$1040.00  
 -----  
 180 units procured for total cost.....\$2040.00  
 $\$2040.00 \div 180 = \$11.33$  for weighted average standard price.

(b) When procurement of an item has not been made within the past 12 months, manufacturers' current price lists will be utilized to establish the procurement price.

(c) When procurement of an item has not been made within the past 12 months and manufacturers' price lists are not available, estimated prices will be established by competent depot personnel specialized in the applicable commodity area. These estimated prices will be established, whenever possible, by direct comparison with similar items.

(d) Notwithstanding the above, informed judgment should also be used in arriving at a reasonably current price. For example, informed judgment may be used to modify prices to allow for the effect of pending contract price revisions. It may also be appropriate when determining standard prices, to spread high initial costs of production (such as production tool up) for which there will be benefits in future production.

(2) Determining First-Destination Transportation Costs.

(a) First-destination transportation costs include those costs from the point of procurement, production or testing to points of assembly or storage, within the Continental United States. They also include transportation costs on materials, parts, and components which are to be assembled in the end item. Ocean transportation costs are not to be included when delivery is from F.O.B. point of origin in Continental United States to an overseas point, or when material is procured outside the Continental United States for delivery anywhere.

(b) If first-destination transportation costs are not included in the contract price, the commodity class managers will exercise judgment in applying a transportation percentage factor. This percentage factor will be developed locally on the basis of actual costs when practicable. If sufficient information is not available to develop transportation costs locally, 3 percent of the acquisition cost will be used as the transportation factor.

**5. COMPUTING STANDARD PRICES ON BASE PROCURED ITEMS**

The standard price initially established for base procurement items, including those items in base procurement stores, will be based on the unit price charged by the vendor to the installation making the purchase. The unit price will usually include first destination transportation costs, and Federal Excise Tax when applicable (reference paragraph 4a). Where transportation costs are not included in the unit price charged by the vendor and government facilities are used for this purpose, an additional 3 percent factor will be applied to the unit price.

**6. COMPUTING STANDARD PRICES ON LOCALLY MANUFACTURED ITEMS**

The standard prices on all items locally manu-

factured at depots and bases will be established from actual production costs by maintenance engineering at each installation. Direct labor, direct material and overhead costs incurred by maintenance engineering will be included.

**7. COMPUTING STANDARD PRICES ON NON-CATALOGED ITEMS**

The standard price for non-cataloged items will be established by each depot or base in accordance with paragraphs 4, 5 and 6.

**8. COMPUTING STANDARD PRICES ON TECHNICAL ORDER COMPLIANCE KITS**

Computing standard prices on Technical Order Compliance Kits (TOC) will be computed by the applicable prime depot based on acquisition cost. The standard price for TOC Kits not procured from contractors will be computed by the end item depot responsible for assembly. In such instances, the standard price of the TOC Kits will be based on the standard prices of the components. TOC Kits are not reflected in Stock List publications; however, price records will be maintained locally.

**9. UNIFORM FORMULA FOR ROUNDING-OFF PRICES**

a. The standard price computed in accordance with the procedures contained in this section will be further adjusted, when necessary, to conform to the rounding-off formula shown below. When this computation results in a standard price of less than \$0.01, the unit of issue will be changed so as to obtain a standard price of \$0.01 or more. This establishment of the uniform formula for rounding off price will not require any retroactive changes.

Unit Price	Round-Off to Nearest	Act. Unit Cost	Est. Unit Cost
\$ .01 to \$ .99	\$ .01	\$ .856	\$ .86
\$ 1.00 to \$ 9.99	\$ .05	\$ 7.48	\$ 7.50
\$10.00 or over	\$1.00	\$10.32	\$10.00

NOTE: Items priced \$10.00 or over ending in \$ .50 will be rounded-off to next higher \$1.00.

**10. REVIEW OF STANDARD PRICES**

a. Centrally Procured Items.

(1) The standard prices of all centrally procured items will be reviewed by the appropriate commodity class manager on a cycle schedule established by the commodity class manager according to commodity sub-class in the following frequencies:

- (a) Every three months for Hi-Valu items. (Cost category I.)
- (b) Every 12 months for cost category II items.
- (c) Every 24 months for cost category III items.

b. Base Procured Items. The standard prices of all base procurement items will be reviewed by the appropriate supply activity in accordance with the above schedule. This review will be accomplished



Para. 10b — Cont.

immediately prior to a physical inventory of the items concerned.

**11. REVISION OF STANDARD PRICES**

a. Revision of standard prices will depend on how much the latest contract, purchase or production costs, base on normal procurement quantities vary from previously established prices. Judgment will be applied to insure that relative consideration is given to the total Air Force investment in the item, to issue experience, etc. If no future procurement is planned for an item, the standard price established upon the basis of most recent procurement would continue to be used without change.

(1) Centrally Procured Items.

(a) All price variations will be screened against the following Price Variation Scale to determine whether the variation is "major," "minor," or "insignificant." Insignificant price variations which result in non-productive work will not be published.

1 Base Procurement Items.

a The standard prices of all base procurement items will be maintained, as nearly as possible, to reflect the current acquisition cost from local commercial sources.

b Adjustment will not be effected with each separate procurement unless the price variance is sufficient to warrant such action.

**12. DISSEMINATION OF MAJOR PRICE CHANGES ON CENTRALLY PROCURED ITEMS**

a. All price changes which are designated as major price variations in the above scale, including all Hi-Valu items greater than "insignificant" will be disseminated by transceiver in accordance with Section 4, Chapter IV, AMC Manual 102-1, "AMC Logistic Transceiver Network Manual," and paragraph 57, section 22, volume III, to Air Materiel Force European Area, Air Materiel Force Pacific Area and to each zone of the interior air materiel area and Air Force depot.

**PRICE VARIATION SCALE**

EXISTING UNIT PRICE	MAJOR VARIATION EQUAL TO OR GREATER THAN	MINOR (Cost Cat II or III) VARIATION		INSIGNIFICANT VARIATION EQUAL TO OR LESS THAN
		LESS THAN	BUT GREATER THAN	
\$ .01- 1.00	Not applicable	N/A	99% of Existing Price	99% of Existing Price
1.01- 10.00	Not applicable	N/A	\$ 1.00	\$ 1.00
10.01- 25.00	Not applicable	\$ 4.00	1.00	1.00
25.01- 50.00	Not applicable	7.00	2.00	2.00
50.01- 100.00	\$ 10.00	10.00	3.00	3.00
100.01- 200.00	20.00	20.00	4.00	4.00
200.01- 500.00	30.00	30.00	6.00	6.00
500.01- 1000.00	50.00	50.00	8.00	8.00
1000.01- 2000.00	75.00	75.00	10.00	10.00
2000.01- 4000.00	150.00	150.00	15.00	15.00
4000.01- 8000.00	250.00	250.00	20.00	20.00
over - 8000.00	500.00	500.00	25.00	25.00

(b) Examples in using the Price Variation Scale are as follows:

1 MAJOR

An item with an existing unit price of \$61.00 has a new price of \$51.00. The price variation is \$10.00 and by use of the Price Variation Scale, the variation is determined to be "major."

2 MINOR

An item with an existing unit price of \$12.00 has a new price of \$14.00. The price variation is \$2.00, and by use of the Price Variation Scale, the variation is determined to be "minor."

3 INSIGNIFICANT

An item with an existing unit price of \$ .45 has a new price of \$ .80. The price variation is \$ .35, and by use of the Price Variation Scale, the variation is determined to be "insignificant" since the \$ .35 variation is less than 100 percent of the existing price.

(c) Minor price variations will not apply to Hi-Valu items. Instead, all price variations greater than "insignificant" will be considered as "major" for Hi-Valu items.

LOGCOM message originators will advise Tulsa Transceiver Control Station (TTCS) of distribution to be made in accordance with Paragraph 11, Chapter III, AMCM 102-1. Each price change card will indicate an effective date not to exceed 30 days from the date of transmission of the price change card by the AMA/depot.

b. Air mail dissemination may be utilized to supplement transceiver transmission during peak traffic periods or when prescribed by the OIC, TTCS.

c. AMAs, depots and overseas air materiel areas will subsequently disseminate major and Hi-Valu price change data weekly to other Air Force installations within their respective areas. The method employed for this dissemination will be the most practical method available, so long as there is assurance that the data will be received by all activities in sufficient time to enable their utilization of the data by the specified effective date.

**13. DISSEMINATION OF PRICE CHANGES ON BASE PROCURED ITEMS**

Dissemination of price changes to local activities covering base procurement items will be accomplished in the most practical manner necessary to insure that all such changes are effective by a date specified by the supply concerned.

**14. PUBLICATION OF PRICE CHANGES ON CENTRALLY PROCURED ITEMS**

a. USAF Stock Lists will be the official media for publishing standard prices on all centrally procured items and confirming price changes disseminated by transceiver. Price changes to cost category I (Hi-Valu) items transmitted by means of the transceiver will be confirmed in subsequent publications of USAF Stock Lists and TO 00-35F-1 series publications.

b. Effective dates for items other than those transmitted by transceiver will be established far enough in advance to allow Stock List publication to be received by all activities at least 30 days prior to their effective dates.

**15. RECORD OF PRICE CHANGES MADE ON CENTRALLY PROCURED ITEMS**

AMA's and commodity class managers will be responsible for insuring that a record of price

changes and their effective dates is maintained for each item on the procurement history record, or other similar item records maintained by the individual initiating the price change.

**16. COMPUTING STANDARD PRICES ON TECHNICAL SERVICE ITEMS**

a. The standard price established for Technical Service items procured with local funds will be based on the unit price charged by the Technical Service, to the Air Force activity initiating the Military Interdepartmental Purchase Request (MIPR).

b. Price data records for locally funded Technical Service items will be maintained by the local activity funding for these items. Local price records will be maintained, and up-dated from the shipping document. Price data for locally funded Technical Service items will not be published in USAF Stock List publications.

c. Price review will be accomplished in accordance with paragraph 10. However, this action may be taken more frequently when current prices are required as a basis for local funding estimates. Price records will be maintained, as nearly as possible, to reflect the actual price charged by the Technical Service supplying the items. Paragraph 9 (rounding off-formula) does not apply to these prices.

Para. 10b—Cont.

immediately prior to a physical inventory of the items concerned.

**11. REVISION OF STANDARD PRICES**

a. Revision of standard prices will depend on how much the latest contract, purchase or production costs, based on normal procurement quantities vary from previously established prices. Judgment will be applied to insure that relative consideration is given to the total Air Force investment in the item, to issue experience, etc. If no future procurement is planned for an item, the standard price established upon the basis of most recent procurement would continue to be used without change.

(1) Centrally procured items.

(a) All price variations will be screened against the following Price Variation Scale to determine whether the variation is "major," "minor," or "insignificant." Insignificant price variations which result in non-productive work will not be published.

1 Base procurement items.

a The standard prices of all base procurement items will be maintained, as nearly as possible, to reflect the current acquisition cost from local commercial sources.

b Adjustment will not be effected with each separate procurement unless the price variance is sufficient to warrant such action.

**12. DISSEMINATION OF MAJOR PRICE CHANGES ON CENTRALLY PROCURED ITEMS**

a. All price changes which are designated as major price variations in the price variation scale, including all Hi-Valu items greater than "insignificant" will be disseminated by transceiver in accordance with Section 4, Chapter IV, AMC Manual 102-1, "AMC Logistic Transceiver Network Manual," and paragraph 57, chapter 22, volume III, to Air Materiel Force European Area, Air Materiel Force Pacific Area and to each zone of interior air materiel area and Air Force depot. LOGCOM mes-

PRICE VARIATION SCALE

EXISTING UNIT PRICE	MAJOR VARIATION EQUAL TO OR GREATER THAN	MINOR (Cost Cat II or III) VARIATION		INSIGNIFICANT VARIATION EQUAL TO OR LESS THAN
		LESS THAN	BUT GREATER THAN	
\$ .01- 1.00	Not applicable	N/A	99% of Existing Price	99% of Existing Price
1.01- 10.00	Not applicable	N/A	\$ 1.00	\$ 1.00
10.01- 25.00	Not applicable	N/A	1.00	1.00
25.01- 50.00	Not applicable	N/A	2.00	2.00
50.01- 100.00	\$ 10.00	\$ 10.00	3.00	3.00
100.01- 200.00	20.00	20.00	4.00	4.00
200.01- 500.00	30.00	30.00	6.00	6.00
500.01- 1000.00	50.00	50.00	8.00	8.00
1000.01- 2000.00	75.00	75.00	10.00	10.00
2000.01- 4000.00	150.00	150.00	15.00	15.00
4000.01- 8000.00	250.00	250.00	20.00	20.00
over - 8000.00	500.00	500.00	25.00	25.00

(b) Examples in using the Price Variation Scale are as follows:

1 MAJOR

An item with an existing unit price of \$61.00 has a new price of \$51.00. The price variation is \$10.00 and by use of the Price Variation Scale, the variation is determined to be "major."

2 MINOR

An item with an existing unit price of \$12.00 has a new price of \$14.00. The price variation is \$2.00, and by use of the Price Variation Scale, the variation is determined to be "minor."

3 INSIGNIFICANT

An item with an existing unit price of \$ .45 has a new price of \$ .80. The price variation is \$ .35, and by use of the Price Variation Scale, the variation is determined to be "insignificant" since the \$ .35 variation is less than 100 percent of the existing price.

(c) Minor price variations will not apply to Hi-Valu items. Instead, all price variations greater than "insignificant" will be considered as "major" for Hi-Valu items.

sage originators will advise Tulsa Transceiver Control Station (TTCS) of distribution to be made in accordance with Paragraph 11, Chapter III, AMCM 102-1. Each price change card will indicate an effective date not to exceed 30 days from the date of transmission of the price change card by the AMA/depot.

b. Air mail dissemination may be utilized to supplement transceiver transmission during peak traffic periods or when prescribed by the OIC, TTCS.

c. AMAs, depots and overseas air materiel areas will subsequently disseminate major and Hi-Valu price change data weekly to other Air Force installations within their respective areas. The method employed for this dissemination will be the most practical method available, so long as there is assurance that the data will be received by all activities in sufficient time to enable their utilization of the data by the specified effective date.



**13. DISSEMINATION OF PRICE CHANGES ON  
BASE PROCURED ITEMS**

Dissemination of price changes to local activities covering base procurement items will be accomplished in the most practical manner necessary to insure that all such changes are effective by a date specified by the supply concerned.

**14. PUBLICATION OF PRICE CHANGES ON  
CENTRALLY PROCURED ITEMS**

a. USAF Stock Lists will be the official media for publishing standard prices on all centrally procured items and confirming price changes disseminated by transceiver. Price changes to cost category I (Hi-Valu) items transmitted by means of the transceiver will be confirmed in subsequent publications of USAF Stock Lists and TO 00-35F-1 series publications.

b. Effective dates for items other than those transmitted by transceiver will be established far enough in advance to allow stock list publication to be received by all activities at least 30 days prior to their effective dates.

**15. RECORD OF PRICE CHANGES MADE ON  
CENTRALLY PROCURED ITEMS**

AMAs and inventory managers will be responsible for insuring that a record of price changes

and their effective dates is maintained for each item on the procurement history record, or other similar item records maintained by the individual initiating the price change.

**16. COMPUTING STANDARD PRICES ON  
TECHNICAL SERVICE ITEMS**

a. The standard price established for technical service items procured with local funds will be based on the unit price charged by the technical service, to the Air Force activity initiating the Military Interdepartmental Purchase Request (MIPR).

b. Price data records for locally funded technical service items will be maintained by the local activity funding for these items. Local price records will be maintained, and up-dated from the shipping document. Price data for locally funded technical service items will not be published in USAF Stock List publications.

c. Price review will be accomplished in accordance with paragraph 10. However, this action may be taken more frequently when current prices are required as a basis for local funding estimates. Price records will be maintained, as nearly as possible, to reflect the actual price charged by the technical service supplying the items. Paragraph 9 (rounding off-formula) does not apply to these prices.







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