

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

**AIR FORCE INSTRUCTION 21-103**

**16 DECEMBER 2016**



**Maintenance**

**EQUIPMENT INVENTORY, STATUS  
AND UTILIZATION REPORTING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: AF/A4LM

Certified by: SAF/AQ  
(Mr. Mark C. Van Gilst)

Supersedes: AFI21-103, 26 January 2012

Pages: 156

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This publication implements Air Force Policy Directive (AFPD) 21-1, Maintenance of Military Materiel; and is consistent with AFPD 13-5, Air Force Nuclear Enterprise. It is the basic Air Force Instruction (AFI) that establishes inventory, status, and utilization reporting requirements and provides guidance and direction for managing mission-essential systems and equipment hereafter referred to collectively as “weapon systems”. This instruction implements the materiel condition measurement reporting requirements of Department of Defense Instruction (DODI) 3110.05, Materiel Condition Reporting for Mission - Essential Systems and Equipment. This instruction also implements the accountability and management of Department of Defense (DOD) equipment and other property accountability requirements outlined in DODI 5000.64, Accountability and Management of DOD Equipment and Other Accountable Property. It applies to all Major Commands (MAJCOMs) including Air Force Reserve Command (AFRC), Field Operating Agencies (FOA), Direct Reporting Units (DRU), including the Air National Guard (ANG) and all their subordinates, Depot facilities, and Government plant representatives assigned to commercial contractor facilities. Supplements and addendums are written In Accordance With (IAW) AFI 33-360, Publication and Forms Management. Authorities to waive wing/unit level requirements in this publication are identified with a tier (“T-0, T-1, T 2, T-3”) number following the compliance statement. See AFI 33-360 for a description of the authorities associated with the tier numbers. Submit requests for waivers using an AF Form 679, Air Force Publication Compliance Item Waiver Request/Approval, through the chain of command to the appropriate tier waiver approval authority In Accordance With (IAW) AFI 33-360. Refer recommended changes and questions about this publication through your MAJCOM, to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Ensure that all records created as a result of processes prescribed in this publication

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### ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be reviewed in its entirety. This revision incorporates changes in accountability and reporting requirements and designated responsibilities of Headquarters Air Force (HAF) and MAJCOM functional authorities for maintenance and reporting of military materiel associated with air, space, cyberspace, IT and Communication (Comm) systems resulting from updates to AFPD 21-1. This revision also added Purpose Identifier Codes (PIC) BI - Aerospace vehicle incident/mishap, DT - Depot Possessed Test and XC Congressional Abeyance to [Attachment 17](#).

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## Chapter 1

### REPORTING GUIDELINES

**1.1. Using Report Information.** The AF uses the information from reports produced by each reporting system of record primarily for accounting and analysis. Each reporting system of record also provides basic historical management information and data on equipment availability and use to all levels of command. This information is used to:

- 1.1.1. Identify and compute AF accountable inventory IAW DODI 3110.05 and DODI 5000.64.
- 1.1.2. Build the AF programming documents and their related budget and staffing requirements.
- 1.1.3. Produce statistical analysis for congressional committees, the Office of Management and Budget, and the DOD.
- 1.1.4. Compute AF Chief Financial Officer (CFO) Information requirements.
- 1.1.5. Compute equipment availability in unit and Chief of Staff of the Air Force (CSAF) readiness reports in the Defense Readiness Reporting System (DRRS).

### 1.2. Lead Command Reporting Requirements.

1.2.1. Lead Commands will establish capability goals in coordination with the Air Staff to include but not limited to Mission Capable (MC), Total Non-Mission Capable Maintenance (TNMCM), and Total Non-Mission Capable Supply (TNMCS) rates. The MC rate goals and plans also go into the yearly DOD Materiel Readiness Report to Congress.

1.2.1.1. Lead Commands will calculate the Aircraft Availability Standard (AAS) for each MDS annually using the equation in **Attachment 25** of this AFI. Calculations are completed for the subsequent two fiscal years (i.e., if current Fiscal Year (FY) is FY2016 then report data for FY2017 and FY2018). This information is then reported to HQ USAF/A4L NLT than 15 Aug of the current FY. **Note:** Remotely Piloted Aircraft (RPA) are exempt from using the prescribed equation but are not exempt from determining an AAS requirement. The Lead Command will determine the AAS for RPA systems using other criteria (i.e., capabilities, operational requirements).

**1.3. Correct Reporting.** The AF uses reports named in this instruction to develop and defend the US AF input to the Planning, Programming, Budgeting, and Execution (PPBE) process. For this reason correct and timely reporting is critical because errors in reporting can impact AF readiness to accomplish vital missions by losing needed funding for manpower authorizations, equipment and supplies.

### 1.4. Offices of Primary Responsibility are:

- 1.4.1. AF Aerospace Vehicle Distribution Officer (AF-AVDO) at HQ AFMC/A4M, 4375 Childlaw Rd., Area A, Bldg 262, Room N114, Wright-Patterson AFB OH 45433-5006.
- 1.4.2. Aerospace Vehicle Programing - SAF/FMP, 1070 Air Force Pentagon, Washington DC20330-1070.

1.4.3. Intercontinental Ballistic Missile (ICBM) Status - HQ AFGSC, 841 Fairchild Ave Bldg. 5541 Suite 201, Barksdale AFB, LA 71110.

1.4.4. Aerospace Vehicle Utilization - AF/A4LM, 1030 Air Force Pentagon, Washington DC 20330-1030.

1.4.5. Aerospace Vehicle Status - AF/A4LM, 1030 Air Force Pentagon, Washington DC 20330-1030.

1.4.6. Communications Status and Inventory Reporting – HQ AFSPC Cyberspace Support Squadron /Cyber Maintenance (CYSS/CYM) on behalf of SAF-CIO A6, 203 W. Losey St., Room 2108, Scott AFB IL 62225-5222.

1.4.7. Automatic Test Equipment (ATE) Status – AFLCMC/WNA, 235 Byron St., Ste 19A, Robins AFB, GA 31098-1813.

1.4.8. Space Vehicle Status - HQ AFSPC, 150 Vandenberg St., Ste 1105, Peterson AFB CO 80914-4470.

1.4.9. Air Launched Cruise Missile Status - HQ AFGSC/A4WN, 841 Fairchild Ave Bldg. 5541 Suite 201, Barksdale AFB, LA 71110.

1.4.10. Externally-Carried Pod Inventory - AFLCMC/WNYCD (RAMPOD), 235 Byron Street, Ste 19A, Robins AFB, GA 31098-1670.

**1.5. Supporting Publications.** For personnel to carry out the procedures in this instruction, Maintenance Information Systems (MIS) functional managers will develop user manuals that include:

1.5.1. Detailed rules for filling out the forms. **(T-1).**

1.5.2. Instructions for data entry. **(T-1).**

1.5.3. Report formats. **(T-1).**

## Chapter 2

### AEROSPACE VEHICLES (INCLUDING AIRCRAFT, AERIAL TARGETS/DRONES (FULL OR SUB-SCALE), AND REMOTELY PILOTED AIRCRAFT (RPA) AND GROUND CONTROL STATIONS (GCS) INVENTORY, STATUS, AND UTILIZATION REPORTING

#### *Section 2A—Reporting System Overview*

##### **2.1. Overview**

2.1.1. Each aerospace vehicle is always possessed by a designated and authorized AF reporting organization (e.g. unit of assignment). **Note:** For the purpose of this instruction the use of the terms loaned/leased includes bailment and other similar inventory management actions as defined in AFI 16-402, *Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination*. The designated AF reporting organization retains this responsibility in instances where an aerospace vehicle is loaned or leased for use/testing by an organization external to the AF. The possessing organization will report:

2.1.1.1. The hours it possesses the aerospace vehicle. **(T-0)**.

2.1.1.2. Changes in aerospace vehicle possession. **(T-0)**.

2.1.1.3. Status conditions that affect an aerospace vehicle's ability to perform assigned missions. **(T-1)**.

2.1.1.4. Flying hours and sorties. **(T-1)**.

2.1.1.5. Installed propulsion assets IAW Technical Order (TO) 00-25-254-1, *Comprehensive Engine Management System (CEMS) Engine Configuration, Status and TCTO Reporting Procedures*. **(T-1)**.

**2.2. The Reporting System.** Units process inventory, status and utilization data using an approved MIS. HQ USAF, MAJCOMs, FOAs, HQ AFMC, and other authorized users of the Reliability and Maintainability Information System (REMIS) database verify accuracy of the data.

**2.3. Transmitting Data.** Data will be sent to the REMIS database at specified times.

**2.4. Security Classification.** Aerospace vehicle inventory, status, and utilization data reported under this instruction are unclassified. **Note:** Do not enter classified data into the MIS or REMIS.

#### *Section 2B—Reporting Responsibilities*

##### **2.5. Weapon System Program Activities.**

2.5.1. The Weapon System Program Manager ensures CFO data elements (full cost and useful life) are properly reported in REMIS in a timely fashion. The Program Manager (PM) updates REMIS with missing/inaccurate CFO reporting data elements as identified by the AF-AVDO, as inventory items are added, removed, or adjusted as a result of modifications. **Note:** For the purpose of this instruction the use of the term Government Furnished Materiel

(GFM) is as defined in AFI 23-101, *Air Force Materiel Management* and AFMAN 23-122, *Materiel Management Procedures*.

2.5.1.1. For aircraft and RPA assets, CFO reporting data elements (full cost and useful life) value of each asset are entered (including the value of the Government Furnished Materiel (GFM) IAW AFI 63-101, *Integrated Life Cycle Management*, not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

2.5.1.2. For full-scale aerial target and sub-scale drone assets, enter the CFO reporting data element (full cost) value of each asset (including the value of the GFM) IAW AFI 63-101 not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

2.5.1.3. For aircraft and RPA assets only, enter the CFO modification records, including determining the value of the modification on each asset and documenting when the modification was completed on each asset. Capitalize only those modifications that meet the DOD capitalization threshold as defined in DOD 7000.14-R, *Department of Defense Financial Management Regulation*, and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

**2.6. Base and Depot Level Activities.** Reporting starts at the base or depot level IAW **paragraph 2.1.** of this instruction.

2.6.1. Wing/Group Commanders or depot maintenance directorate responsibilities:

2.6.1.1. Ensure personnel maintain, correct, and report all data using the procedures in AFI 16-402 and this instruction. **(T-1).**

2.6.1.2. Appoint a primary and alternate AVDO to report inventory status for the unit or depot. By e-mail message, provide the MAJCOM AVDO the name, grade, duty phone, e-mail address, and office symbol of the primary and alternate AVDO annually at the beginning of each fiscal year and as changes in personnel occur. **(T-2).**

2.6.1.3. Maintenance and Depot units will establish contact with a primary and alternate Flying Hour Program (FHP), Point of Contact (POC) within Operations to act as the Maintenance or Depot unit POC to record aircraft utilization and verify and reconcile daily flying hour inputs between Operations and Maintenance. **(T-1).** Send the AF/MAJCOM AVDO and FHP POC the name, grade, duty phone, e-mail address and office symbol of the primary and alternate unit FHP POC annually at the beginning of each fiscal year and as changes in personnel occur. **(T-2).**

2.6.1.4. Ensure aerospace vehicle status attributed to supply is reported to the Logistics Readiness Squadron (LRS) POC. **(T-1).**

2.6.2. Unit and Depot AVDO(s) will:

2.6.2.1. Be designated as the primary POCs for aerospace vehicle inventory and status reporting within their organization. **(T-1).**

2.6.2.2. Monitor and/or input data in the MIS daily. **(T-1).**

2.6.2.3. Resolve any data reporting problems. **(T-1).**

2.6.2.4. Ensure equipment loads to MIS for aerospace vehicles contain correct current operating time prior to performing gain transactions. **(T-1)**.

2.6.2.5. Initiate inventory transactions and movement reports as required. **(T-0)**.

2.6.2.6. Send messages as required by this instruction and MAJCOM supplements. **(T-1)**.

2.6.2.6.1. E-mails are the standard format to transmit messages. Users will transmit e-mail messages IAW AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, and AFMAN 33-282, *Computer Security (COMPUSEC)* to ensure the required level of security is applied to the transmission of the e-mail messages. **(T-1)**.

2.6.2.7. Follow procedures in AFI 16-402. **(T-1)**.

2.6.2.8. Ensure DD Form 1149, *Requisition and Invoice/Shipping Document*, is completed and sent as required (See **Attachment 9**) or AFTO Form 290, *Aerospace Vehicle Delivery Receipt* **(T-0)**.

2.6.2.9. Distribute assigned aerospace vehicles as required. **(T-0)**.

2.6.2.10. Prior to processing MIS data and sending gain/loss messages, verify inventory transaction dates and times (Zulu) with corresponding units, depots or contractors to ensure they match to maintain data integrity. **(T-0)**.

2.6.2.11. Upon notification of an aerospace vehicle movement, but prior to the aerospace vehicle actually moving, a transfer schedule needs to be developed, funded and approved by the MAJCOM and program office. Ensure all Nuclear Weapon Related Materiel (NWRM) items are removed from the aerospace vehicle prior to transfer to the depot or Aerospace Maintenance and Regeneration Group (AMARG). All actions performed on serially controlled NWRM items must be recorded in the MIS and transmitted to REMIS. **(T-0)**. Notify the MAJCOM AVDO and weapons system functional manager of the aerospace vehicle serial numbers and transfer dates by e-mail message. **(T-1)**. When changes occur to the transfer schedule, an updated e-mail message is required with justification of change. **(T-1)**.

2.6.2.12. Unit and Depot AVDO will maintain a continuity book/electronic folder and AVDO training plan. **(T-1)**.

2.6.2.13. Unit and Depot AVDOs will verify transactional history in MIS. Complete and report within the MIS a physical inventory for aerospace vehicle assets that do not have transactional history in the MIS within the previous 365 days to ensure inventory accounting of assigned aerospace vehicle assets IAW DODI 5000.64. **(T-0)**.

### 2.6.3. Wing Data Base Managers:

2.6.3.1. Monitor the receipt acknowledgment output transmittal files from REMIS daily. **(T-1)**.

2.6.3.2. Establish "dummy" depot reporting units for local depot and contract field teams reporting within the MIS. Ensure serial numbers on NWRM assets are entered in to the MIS as they appear on the asset data plate. **(T-1)**.



#### 2.6.4. Unit and Depot FHP POC:

2.6.4.1. In conjunction with the AVDO, establish and publish daily procedures for operations and maintenance to verify the accuracy of unit or depot flying hours. **(T-1)**.

2.6.4.2. Track and report flying hours and sorties on a daily, monthly and yearly basis as required by this publication and MAJCOM supplements. **(T-1)**.

### 2.7. MAJCOM/FOA AVDO and FHP POC.

2.7.1. MAJCOM AVDO(s) ensure aerospace vehicle inventory and status errors are corrected in MIS within their organizations.

2.7.1.1. Represent their MAJCOM or FOA at AVDO meetings.

2.7.1.2. Function as the single maintenance POC for the Geographic Location (GEOLOC) Table.

2.7.1.3. Perform aerospace vehicle assignment:

2.7.1.3.1. Assign command aerospace vehicles based on Major Force Program authorizations.

2.7.1.3.2. Coordinate with other MAJCOM AVDO(s), staff agencies, numbered Air Forces, and specific units in assigning, controlling, and distributing aerospace vehicles.

2.7.1.3.3. Assign aerospace vehicles within the command by issuing transfer instructions, which are kept on file IAW AFRIMS at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

2.7.1.3.4. Complete aerospace vehicle assignments or reassignments no earlier than 30 calendar days prior to and no later than 30 calendar days after the effective date.

2.7.1.3.5. Help MAJCOM agencies extract data from REMIS to assist them in monitoring the Programmed Depot Maintenance (PDM) and modification schedules.

2.7.1.3.6. Serve as the Office of Collateral Responsibility (OCR) for maintaining the Geographic Location Code Table, Command Code Table, and Organization Table in REMIS, as shown in AFCSM 25-524, V4, *Reliability & Maintainability Information Systems (REMIS)*, Section B, *Equipment Inventory Multiple Status Utilization Reporting Subsystem (EIMSURS)* User's Manual.

2.7.1.4. Establish and implement procedures for Unit and Depot AVDOs to complete and report within the MIS a physical inventory of aerospace vehicle assets that do not have transactional history within the previous 365 days IAW DODI 5000.64.

2.7.2. For aerospace vehicle transfer, replacement, or disposal MAJCOM AVDO(s) will:

2.7.2.1. Coordinate with affected MAJCOMs, National Guard Bureau, Air Force Reserve, and non-USAF organizations to move, ship, or transfer vehicles inter-theater and to file applicable movement reports.

2.7.2.2. Provide technical assistance to subordinate AVDO(s).

2.7.2.3. Assist transferring units to choose aerospace vehicle serial numbers to meet TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, requirements.

2.7.2.4. Ensure Nuclear Weapons Related Materiel accountability is maintained IAW AFI 23-101, and AFI 20-110, *Nuclear Weapons-Related Materiel Management*.

2.7.3. Coordinate with the MAJCOM FHP POC to:

2.7.3.1. Ensure utilization data reported by their units is correct and up-to-date, including mission symbols, PEC, etc. Utilization errors will be corrected at the unit level.

2.7.3.2. Ensure flying hour/sortie data is coordinated/validated between Operations and Maintenance at the unit level.

2.7.3.3. Ensure aircraft utilization data is coordinated between Operations and Maintenance.

2.7.3.4. Represent their MAJCOM or FOA at HQ USAF utilization meetings.

2.7.3.5. Verify REMIS data each month, prior to the REMIS K002 being run.

2.7.3.6. Maintain the REMIS utilization data and Aircraft Utilization/Mission Code Table for their MAJCOM as shown in AFCSM 25-524, EIMSURS User's Manual.

## **2.8. Air Force (AF-AVDO).**

2.8.1. AF-AVDO. AF-AVDO is a HAF-level function that resides within HQ AFMC. As such AF-AVDO is the Subject Matter Expert (SME) for reporting information contained in this publication.

2.8.2. Collects, reviews, and validates data reported in REMIS IAW this instruction.

2.8.3. Maintains the master Air Force assigned aerospace vehicle inventory IAW AFI 16-402.

2.8.4. Monitors AF inventory using REMIS screen ERP4030.

**2.9. Contract Administration Activities (Except Contract Field Teams).** Report all gains, losses, and terminations as stated in this instruction, MAJCOM supplements, or IAW maintenance contracts.

2.9.1. When a contractor controls or maintains an aerospace vehicle that requires inventory, status, and utilization reporting, the AF entity/government representative possessing Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) Receiving Report (RR) referred to in this AFI as iRAPT-RR formally known as Wide Area Workflow (WAWF) Receiving Report (RR), (WAWF-RR), or DD Form 250, *Material Inspection and Receiving Report*, ownership retains responsibility for ensuring all reporting requirements are met. When responsibility is delegated via a contract, the administrative contracting officer submits the needed reports/information to the agency that asks for them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

## *Section 2C—Aerospace Vehicle Inventory Reporting*

**2.10. Assignment Procedures.** Inventory reporting starts when an aerospace vehicle is accepted as outlined in this section. Full-scale aerial target and sub-scale drone reporting requirements in this section are exempt from licensing IAW AFI 33-324, *The Air Force Information Collections and Reports Program*.

2.10.1. AF/A4LM will assign active aerospace vehicles, via the AF Form 913, *Aerospace Vehicle Project Action* to commands for AF operational, support, training, test missions according to AFI 16-402. The AF-AVDO at HQ AFMC will send the information to the MAJCOM AVDO.

### **2.11. Possession Reporting.**

2.11.1. What to report as possessed inventory:

2.11.1.1. All USAF aerospace vehicles including those on loan or lease to agencies outside the AF are considered AF accountable property and must be reported in an Accountable Property System of Record (APSR) IAW DODI 5000.64 and DODI 3110.05 and AFI 23-111, *Management of Government Property in Possession of the Air Force*.

2.11.1.2. Non-US AF owned aerospace vehicles as directed by HQ USAF.

2.11.2. Procedures. When a unit or depot gains or loses possession of an aerospace vehicle, the unit or depot will:

2.11.2.1. Start or stop possession reporting. **(T-0)**.

2.11.2.2. Coordinate the gain/loss time of transfer with the reciprocating unit. **(T-0)**.

2.11.2.3. Inform the base/depot engine manager of all aerospace vehicle losses, gains, and terminations by providing a copy of the appropriate e-mail message. **(T-1)**.

2.11.3. Criteria and limitations for use of PIC "BQ", "BT", "BU", "PJ", and "PR".

2.11.3.1. PIC "BQ" **IS NOT** authorized when using an automated communication system (such as the AFMC Form 202, *Nonconforming Technical Assistance Request and Reply Process*) when the only reason for the communication with depot engineering has been directed by technical order or previous disposition instructions on an existing condition.

2.11.3.2. "BQ" **IS** authorized for use when the wing has submitted a request IAW TO 00-25-107, *Maintenance Assistance*, or through an automated system to request depot assistance with an NMC condition preventing the aerospace vehicle from flying, requesting a depot team, equipment, or funding is anticipated from MAJCOM and the following conditions are met:

2.11.3.2.1. No additional field level scheduled or unscheduled NMC driver(s) are in-work, i.e., phase.

2.11.3.2.2. The unit lacks capability to correct the deficiency at field level and the condition has been validated by Quality Assurance as a depot level repair.

2.11.3.3. MAJCOMs shall approve the use of PIC "BT". Use of this code should not exceed a total of 48 hours, however units may request additional "BT" status code time approval through their MAJCOM AVDO if the situation warrants.

2.11.3.4. "BU" is authorized to prepare an aerospace vehicle 3 duty days prior to the start of depot level maintenance performed at the unit level. "BU" is also authorized for up to 5 duty days after depot level maintenance for rebuilding the aerospace vehicle and completing operational checks. During this rebuild period, under no circumstances will parts be cannibalized from the aerospace vehicle while in "BU" PIC. Prior to any cannibalization action(s), units will regain the aerospace vehicle in its primary PIC. **(T-1)**.

2.11.3.4.1. If other major field level maintenance, i.e., phase is in-work "BU" is only authorized for the portion of time that depot level work is actually being performed.

2.11.3.4.2. "BU" - Repair instructions outlined in field level technical orders do not constitute depot level repair and use of PIC "BU".

2.11.3.5. "PJ" is authorized for use from the first day of crating preparation until arrival at new location, reassembly, and ground operational checks are completed. Upon receipt the aerospace vehicle may be possessed in this code no longer than 10 duty days. If an aerospace vehicle is not reassembled or placed in PIC "PR" after 10 duty days, the aerospace vehicle will be changed back to its primary code and the current maintenance status will be reported (i.e., NMC). **(T-1)**.

2.11.3.6. "PR" is authorized for aerospace vehicles in storage. The aerospace vehicle will be Fully Mission Capable (FMC) or Partial Mission Capable (PMC) prior to being placed in storage and maintained in an MC condition. Aerospace vehicles can move from "PJ" directly to "PR" provided the MC requirement was met before shipment. Units will continue to monitor aerospace vehicles in PIC "PR" or "PJ" to ensure fleet health is maintained. If a cannibalization action that creates an NMC condition is required, the aerospace vehicle will be removed from PIC "PR" and status changed to reflect the air vehicles current maintenance status (i.e., NMCS). Once aerospace vehicles are placed in PIC "PR" or "PJ", the unit will notify the MAJCOM AVDO of the code change through normal AFI 21-103 message reporting channels. Aerospace vehicles in PIC "PR" or "PJ" will continue to be tracked on a daily status sheet to ensure continued fleet health is maintained. **(T-1)**.

2.11.3.7. XJ is used for aerospace vehicles or trainers which have been reported to SAF/FMP as excess to the requirements of the possessing command or vehicles designated by HQ USAF as not currently required by a command but are maintained in a serviceable condition.

2.11.3.8. XC is used for situations when otherwise serviceable aerospace vehicles are not utilized for any AF mission due to the lack of funding or qualified personnel support to effectively operate them due to congressional action. **Note:** (See [Attachment 17](#) for the list of authorized PICs).

**2.12. Criteria for Gaining or Losing Possession.** Possession of an aerospace vehicle changes when:

2.12.1. The flight crew of the gaining organization accepts and leaves with the aerospace vehicle unless otherwise stated in an inter-command Memorandum of Agreement (MOA). The time of possession change is the actual time the aerospace vehicle takes off from the losing organization. For aerospace vehicles moved in a "PJ" purpose identifier, the possession status changes at the time the Deployment and Distribution Flight (DDF) or Traffic Management Flight (TMF) of the gaining organization accepts the aerospace vehicle.

2.12.2. The procedures for losing possession of an aerospace vehicle depend on the type of asset.

2.12.2.1. Loss of Possession Criteria for Aerospace Vehicles: The flight crew of the losing organization, or a neutral flight crew, delivers the aerospace vehicle. The time of possession changes when the engines shut down at the gaining base. **Note:** The Air Combat Command/Air Operations Squadron (ACC/AOS) aircrew is considered a neutral crew if crew is not assigned to the losing or gaining unit. Because flying hour sorties and hours are directly tied to aerospace vehicle possession the unit that possesses the aerospace vehicle IAW the rules outlined above will receive flying hour/sortie credit unless otherwise specified in a MAJCOM approved MOA. This MOA will be coordinated by the MAJCOM AVDO prior to the aerospace vehicle transfer. **(T-1).** **Note:** Loss of possession for reserve component aircraft requires compliance with AFI 16-402.

2.12.3. In the event, an aerospace vehicle is damaged or destroyed:

2.12.3.1. The nearest base with the necessary repair or reclamation capability takes possession. The time of possession change is the time of landing or crash. **(T-1).**

2.12.3.2. Possession does not change if the parent organization does the repair, reclamation or termination; however the unit AVDO will initiate the proper station location code and possession PIC Changes. **(T-1).**

2.12.4. In the event, a transient aerospace vehicle requires maintenance lasting more than 7 calendar days:

2.12.4.1. The organization performing the maintenance will gain possession of the aerospace vehicle for the purpose of MIS documentation when it is known the work cannot be completed in 7 days. **(T-1).** **Note:** NA for G081 users.

2.12.4.2. Do not change possession if the parent organization does the maintenance. The unit AVDO will change the station location code and the possession PIC to "BL". **(T-1).**

2.12.4.3. Do not transfer possession for AMC aircraft in-transit at bases where AMC has transient or enroute maintenance responsibility unless depot assistance is required. **(T-1).**

2.12.5. An authorized government representative accepts an aerospace vehicle from a contractor on behalf of the AF. In this situation:

2.12.5.1. AFMC becomes the first possessing activity for the new production aerospace vehicle. AF-AVDO at HQ AFMC processes the gain in coordination with the respective Program Office.

**2.13. Criteria for Terminating Possession.** Possession terminates when aerospace vehicles are beyond economical repair, transferred to the National Museum of the United States Air Force (NMUSAF) or at the time the aerospace vehicle meets the termination requirements of this instruction and AFI 16-402. Terminate the aerospace vehicle and cease reporting if it has permanently transferred to non-Air Force activities such as:

- 2.13.1. Foreign countries, as applicable.
- 2.13.2. Other DOD agencies, such as US Army or US Navy.
- 2.13.3. Other Government agencies.

**2.14. Criteria for Reporting Aerospace Vehicles as Deployed.** When sending aerospace vehicles for use at other locations or for specialized maintenance (other than that done by a depot), list such movements and their possession accountability according to the criteria contained in [paragraphs 2.14.1](#) through [2.14.5](#).

2.14.1. Satellite Operation and Detachment. An aerospace vehicle is in a satellite operation or detachment when it is moved to another station and the parent command unit continues to operate and support it. **Note:** Do not change possession accountability unless directed by an Operation Plan (OPLAN). The possessing command is the command to which the flying hours are allocated.

2.14.2. Rotations. An aerospace vehicle is on rotation when direct responsibility for its operation or support changes between Continental United States (CONUS) or overseas activities, commands, or units.

2.14.2.1. Aerospace vehicle flying hours are allocated IAW AFI 11-101, *Management Reports on the Flying Hour Program*; MAJCOMs may not change possession accountability unless the host organization is within their own command. **Note:** See [Paragraph 2.30.2](#).

2.14.2.2. When the aerospace vehicle moves as a part of a total unit movement that will not integrate under a host control, the possessing organization stays the same or changes as stated in the OPLAN.

2.14.2.3. Change in station location may be made by MAJCOM option. All reporting is done according to the OPLAN.

2.14.2.4. MAJCOMs will include the time of transfer in the OPLAN describing the movement.

2.14.3. Supporting Exercises.

2.14.3.1. The OPLAN will state possession accountability for aerospace vehicles moved to support intra-command, inter-command, or inter-service missions.

2.14.3.2. If flying hour allocation uniquely allocates the flying hours or utilization for the aerospace vehicle, the command to which the flying hours are allocated is always the possessing command.

2.14.4. Consolidated or Centralized Repair Activities. When an aerospace vehicle is moved for corrosion control, refurbishment, or other maintenance, normal reporting procedures apply unless otherwise directed by the MAJCOM AVDO or MAJCOM approved MOA.

2.14.5. Loaned Aerospace Vehicles. Possession changes to the command and unit having direct responsibility for using and supporting the aerospace vehicle. The MAJCOM AVDO(s) or operational order directs the change.

**2.15. Possession Reporting Criteria for Depot Teams.** If an aerospace vehicle goes in for maintenance by contract or depot field teams, transfer possession according to these criteria:

2.15.1. For field teams, Contract Field Team (CFT)/Depot Field Team (DFT), performing maintenance or modifications, the owning unit AVDO reports possession changes for both the owning and depot units. **(T-1)**.

2.15.1.1. Transfer possession to AFMC in purpose identifier "DJ" when the operating command receives formal AFMC acknowledgment of repair responsibility per TO 00-25-107, but before the team starts the repair. **(T-1)**.

2.15.1.2. Change possession to purpose identifier "DM" when the CFT/DFT begins maintenance, repair, or modification on the aerospace vehicle. **(T-1)**.

2.15.1.3. Change the aerospace vehicle possession PIC to "DR" only if an AFMC aircrew will perform a Functional Check Flight (FCF). **(T-1)**.

2.15.1.4. Possession returns to the owning organization if:

2.15.1.4.1. The aerospace vehicle has received all assigned work and the required operational check or FCF (if part of the workload agreement) is accomplished.

2.15.1.4.2. The host or operating organization receives, accepts, and controls the aerospace vehicle.

2.15.1.4.3. The host or operating organization accomplishes a permanent inventory loss transaction ("TP").

2.15.2. Other Field Teams. If an aerospace vehicle receives depot field team maintenance, other than stated above, the command with control responsibilities over the team doing the work possesses the aerospace vehicle.

2.15.2.1. Specific responsibilities will be stated in the workload agreement.

2.15.2.2. The host unit will do the required inventory reporting.

**2.16. Notifying MAJCOMs of Possession Changes.** Accurate reporting of possession changes is essential in order for the AF to accurately account for the location and use of the aerospace vehicle inventory. MAJCOMs determine procedures for reporting changes of possession within the command. Possession change messages are required on aerospace vehicle transfers between commands. For aerospace vehicle transfers, both reporting organizations will use the same Zulu time and date.

**2.17. Gain Message, Aerospace Vehicle Possession Change Report.** The unit or depot AVDO of the organization gaining the aerospace vehicle sends a gain e-mail message not later than the first workday after the possession changes. **(T-1)**. See [Attachment 10](#) for a sample gain message and instructions for preparing it.

**2.18. Loss Message Aerospace Vehicle Possession Change Report.** The unit or depot AVDO of the organization losing possession of an aerospace vehicle sends a loss E-mail message not later than the first workday after the possession change takes place. **(T-1)**. On new production

aerospace vehicles where engines are tracked as outlined in TO 00-25-254-1, the AF program office will include engine serial numbers on the loss message. See [Attachment 11](#) for a sample loss message and instructions for preparing it.

**2.19. Termination Message, Aerospace Vehicle Termination Report.** The unit or depot AVDO of the organization losing accountability of an aerospace vehicle will send a termination e-mail message not later than the first workday after it has been decided the aerospace vehicle should be terminated. **(T-1).** See [Attachment 12](#) for a sample termination message and instructions for preparing it. **Note:** If a losing organization has removed the engine(s) from an aerospace vehicle prior to the aerospace vehicle being terminated then the aerospace vehicle termination message will state at item 11 that no engine(s) were installed on the aerospace vehicle. For aerospace vehicles being terminated by AMARG, engine serial numbers do not need to be listed on the termination message. The AMARG Engine Manager will continue to report all engines according to TO 00-25-254-1. **(T-1).**

**2.20. Purpose Identifier Code Change Message, Aerospace Vehicle Purpose Identifier Code Change Report.** When changing a purpose identifier, the possessing unit or depot AVDO will send a message, via an e-mail, not later than the first workday after the change. **(T-1).** See [Attachment 13](#) for a sample possession PIC change message and instructions for preparing it.

**2.21. Mission, Design, and Series (MDS)/Configuration Identifier Change Message, Aerospace Vehicle MDS/Configuration Identifier Change Report.** The AVDO of the organization changing the MDS or configuration identifier will send a MDS/configuration identifier change e-mail message. **(T-1).** Obtain proper authorization from the MAJCOM AVDO before making the change, and send a message not later than the first workday after the change. **(T-1).** See [Attachment 14](#) for a sample MDS/Configuration identifier change message and instructions for preparing it.

**2.22. How to Determine Codes.** For assistance with identifying the correct Configuration Identifier Codes and Termination codes use the TRDM Table Management Distribution [.mil] website on the AF Portal in the Applications Tab. (Also see [Attachment 4](#), Aerospace Vehicle and Trainer Termination Codes).

### *Section 2D—Aerospace Vehicle Status Reporting*

**2.23. Reporting Maintenance Status.** The reporting requirements in this section are exempt from licensing IAW AFI 33-324.

2.23.1. Use multiple status reporting to the maximum extent the MIS allows. Multiple statuses means an aerospace vehicle can be broken out for more than one condition at the same time. **Note:** See [paragraph 2.32](#) of this instruction.

2.23.2. To determine the possession PIC to use for calculating status metrics refer to TO 00-20-2, *Maintenance Data Documentation*.

2.23.3. Status reporting for permanently assigned Ground Instructional Trainer Aircraft (GITA) and Training Aid Aircraft (TAA) is not required. **Note:** for TAA this only applies to the TA PIC.



## 2.24. Determining Maintenance Status.

2.24.1. **Attachment 2** gives a list of maintenance and condition status codes and their definitions, which are based on DODI 3110.05. These codes describe the capability of an aerospace vehicle to do its assigned missions, that is, a unit's specifically assigned wartime, training, or test missions as specified in:

2.24.1.1. The unit's Designed Operational Capability (DOC) statements and DRRS.

2.24.1.2. Unit training syllabuses.

2.24.1.3. Test mission requirements.

2.24.1.4. Minimum Essential Subsystems List (MESL) or MDS equivalent.

2.24.2. Report any aerospace vehicle not FMC with a maintenance status code determined by the following criteria:

2.24.2.1. Units will report an aerospace vehicle that can perform at least one, but not all of its assigned missions as PMC and report an aerospace vehicle that cannot perform any of its assigned missions as Non Mission Capable (NMC). **(T-0)**.

2.24.2.2. Add the letter M (maintenance), S (supply), or B (both maintenance and supply) to show the reason the aerospace vehicle is PMC or NMC. **(T-0)**.

2.24.2.3. Aerospace vehicles in status codes NMCM and NMCB also show if the needed maintenance is scheduled (S) or unscheduled (U). **(T-1)**.

2.24.2.4. The dual status condition--Non Mission Capable Both (NMCB) or Partial Mission Capable Both (PMCB)--starts when an aerospace vehicle requires both maintenance and supplies. **(T-1)**.

2.24.2.5. Change an existing maintenance or supply condition to the dual condition if discovering a second problem. For example, when an aerospace vehicle is in NMCM maintenance status code and a discrepancy that results in a valid MICAP supply part is found (NMCS), change the reported status to NMCB. **(T-1)**.

2.24.2.6. Change the dual condition when either the maintenance or the supply problem has been rectified. For example, if the maintenance problem is corrected before the supply problem, change the NMCB status code to NMCS (or vice versa from NMCB to NMCM when the part becomes available but maintenance is not). **(T-1)**.

2.24.2.7. Work Unit Codes (WUC)/Logistics Control Numbers (LCN) (F-22, F-35, and CV-22). WUCs/LCNs are an important part of the MIS status reporting. WUC/LCNs determine which maintenance AFSCs get credit for maintenance actions during LCOM simulations. WUCs/LCNs determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC/LCN is required to be entered into the MIS status reporting when an equipment problem is discovered or repaired. If a specific WUC/LCN is not known initially due to troubleshooting, then a system or subsystem WUC/LCN may be used until the faulty component is identified. When the equipment is returned to service or when parts are placed on order, it is the expeditor's responsibility to provide the Maintenance Operations Center (MOC) with the proper WUC/LCN to be used for the PMC or NMC status reporting period. The use of 000 and

or 00 will not be used when a more specific WUC is available. **(T-1). Note:** Units will not use indirect labor codes.

2.24.3. Scheduled or unscheduled maintenance status stops when maintenance is completed according to applicable technical data using the following criteria:

2.24.3.1. When all ground operational checks or cure checks are complete.

2.24.3.2. If in-flight operational checks are required by technical data, maintenance status will stop when all actions leading up to the operational check are completed.

2.24.3.3. When lack of parts which limits the mission is verified.

2.24.3.4. If an FCF is required IAW TO 1-1-300, *Acceptance/ Functional Check Flight and Maintenance OPR Checks*, -6 FCF requirements, or any other applicable technical data, maintenance status will not stop until the FCF is completed.

2.24.4. Supply status starts after all of these actions occur:

2.24.4.1. The aerospace vehicle requires an essential part.

2.24.4.2. A valid demand on supply and/or depot is made. **Note:** When the Engine Manager makes a demand on depot for a supported replacement engine to fill an aerospace vehicle hole for which no serviceable or repairable asset is available at the unit.

2.24.4.3. Maintenance verifies the part is essential.

2.24.4.4. Maintenance and supply together verify that the needed part (serviceable or repairable and not awaiting parts) is not available on base (does not apply to Contract Logistics Support (CLS) or Contract Operated and Maintained Base Supply (COMBS) provided parts).

2.24.5. Supply time stops when maintenance receives the part(s). If maintenance cannot accept the part(s) when available, supply status time stops at the time supply attempts to deliver the part(s). **Note:** Supply time will continue if a part is received from LRS supply activities, but will be sent off-base to a contractor facility/depot for additional adjustments/configuring/drilling/ programming, etc. In this instance, the supply time will stop when the part is returned to maintenance from off base.

2.24.6. When an aerospace vehicle discrepancy is identified during flight, maintenance status starts at the time the aerospace vehicle returns to its parking spot/engine shutdown.

2.24.7. When an aerospace vehicle discrepancy is identified during ground operation, maintenance status starts at the time the discrepancy was found.

2.24.7.1. It is imperative that aerospace vehicle status accurately reflects the capability of the aerospace vehicle to perform its assigned missions. While the majority of red X discrepancies require an aerospace vehicle to be reported in a non-mission capable condition, some red X entries do not. These entries do not necessarily affect the status or the mission capability of the aerospace vehicle and do not require a maintenance repair action. Examples of red X entries that do not affect the status and mission capability are:

2.24.7.1.1. External tanks/pylons ejector cartridges removed.

2.24.7.1.2. Openings/panels taped/covered prior to and during a wash.

2.24.7.1.3. Protective covers installed.

2.24.7.1.4. Ejection seats de-armed for static display/training.

2.24.7.1.5. Reconfiguration/installation/removal of Primary Mission Equipment (PME). This is not intended to be an all-encompassing list as there may be other red X entries that fall into this category. **Note:** Impounded aircraft/equipment are not considered mission capable.

2.24.8. When maintenance places an MC aerospace vehicle into scheduled maintenance on the printed flying schedule/maintenance plan, the status changes only if it is determined that maintenance cannot, and will not return the aerospace vehicle to a MC status within 2 hours. **(T-1)**. The authorized use of the two hour rule only applies to schedule maintenance printed in the weekly schedule/maintenance plan and does not apply to and will not be used for any unscheduled maintenance events. **(T-1)**.

2.24.8.1. If maintenance performs Planned Scheduled Maintenance on an otherwise MC aerospace vehicle and can and will return, or is scheduled to return, the aerospace vehicle to MC status within 2 hours, do not report the aerospace vehicle as NMC. **(T-1)**.

2.24.8.2. If a discrepancy is found during scheduled maintenance which causes the aerospace vehicle to be declared NMC, and maintenance will need more than 2 hours to return the aerospace vehicle to MC status, NMC status starts when the discrepancy is found. **(T-1)**.

2.24.9. Aerospace vehicles entering major inspections (for example; phase, periodic, Aircraft Structural Integrity Program (ASIP), isochronal, or HSC inspections) will be coded NMC using the support general work unit code (WUC) for the look phase portion of the inspection. The NMC time using the support general WUC will start when the work cards are initiated and continue through the look phase portion of the inspection. Normal NMC driver WUC reporting applies after the look phase portion of the inspection is complete. **(T-1)**.

2.24.10. Management uses certain groupings of status codes to perform summaries, analyses, briefings, and so on. These groupings show total supply and maintenance limitations. A complete list of these groupings is in [Attachment 2](#).

## 2.25. Pacing Items.

2.25.1. Units will report the WUC/LCNs for the mission limiting condition that will take the longest for maintenance to correct on an aerospace vehicle in PMC and NMC status. Units will use a minimum of the 3 digit WUC/LCN when reporting the driving NMC condition. All maintenance status codes are defined and associated with a condition status code as shown in [Attachment 2](#). **Note:** For aerospace vehicles with systems awaiting operational check, units will report the status of the next highest NMC/PMC driver (if another mission limiting system is reported). Status reported will not be below that of system requiring operational check. When all mission limiting conditions are corrected, the unit will then report the system requiring operational check as the system driver. **(T-1)**.

2.25.1.1. When accomplishing single/multiple status reporting, use the following order of precedence, from most severe to least severe:

2.25.1.1.1. Non-Flyable: NMCB(B), NMCB(F), NMCS(E), NMCM(D), NMCM(C).  
Flyable: NMCB(L), NMCB(K), NMCS(P), NMCM(M), NMCM(N), PMCB(F), PMCS(H),  
PMCM(G), FMC.

## **2.26. Minimum Essential Subsystems List (MESL) or MDS equivalent.**

2.26.1. MESLs lay the groundwork for reporting the status of aerospace vehicle capability. MESLs list the minimum essential systems and subsystems that must function on an aerospace vehicle for it to perform specifically assigned unit wartime, training, test or other missions. The MESL brings together the Full Systems List (FSL) and the Basic Systems List (BSL).

2.26.1.1. The BSL lists a unit's specifically assigned wartime, training, and test missions and the systems and subsystems that must function for a unit to accomplish those missions.

2.26.1.2. The FSL lists all systems and subsystems needed for Full Mission Performance. It lists the essential systems and subsystems that must function to do all BSL missions (specifically assigned unit wartime, training, or test missions), and other kinds of unit sorties such as Programmed Depot Maintenance (PDM) delivery flights, aerospace vehicle transfer flights, cross country flights, or other training sorties units fly.

2.26.2. The MESL allows for comparison of aerospace vehicle systems, subsystems, and components, by WUC, against the FSL and BSL across the page. In each column, mark the equipment that must function with an "X".

2.26.3. A system may have an "X" in the FSL column only or in the FSL column and any or all of the BSL columns.

2.26.3.1. If there is an "X" in the FSL column only, the equipment does not have any specifically assigned unit wartime, training, or test mission. The equipment may have other kinds of unit sorties or missions to fly such as those listed in [paragraph 2.26.1.2](#).

2.26.3.2. If there is an "X" in the FSL column and any or all of the BSL columns, the equipment must be operational for the mission identified by the column heading.

2.26.3.3. If any system or subsystem with an "X" in the FSL column only is not functioning, put the aerospace vehicle in maintenance status code PMC.

2.26.4. If any system or subsystem with an "X" in the FSL and all BSL columns is not functioning, the aerospace vehicle cannot do any mission and is status code NMC. If any BSL column does not have an "X" for the inoperative system, the status code is PMC.

2.26.5. Determine the adverse impact of non-functioning components within listed systems or subsystems on a case by case basis. Components may appear on a MESL if the component is the only part of the subsystem that must be operational.

2.26.6. MAJCOMs in conjunction with the applicable lead command may provide weapon system specific guidance for determining and reporting of degraded system status against mission requirements in supplement/addendums to this AFI.

2.26.7. Units with aerospace vehicles not equipped, and/or not programmed to be equipped, with a listed system or subsystem should not report status on that equipment, unless the MESL states otherwise.

**2.27. Developing the MESL.** MESLs will be developed IAW AFPD 10-9, *Lead Command Designation and Responsibilities for Weapon Systems*. Lead Command's will ensure MESLs list only the minimum essential aerospace vehicle systems or subsystems that must function in order for a unit to accomplish its mission. A sample MESL is shown in **Figure 2.1. (T-1)**.

2.27.1. Units can fly missions and sorties other than specifically assigned wartime, training, or test missions. Since the FSL is an all-inclusive list, build it to include all systems and subsystems on any or all BSLs and those required for sorties and missions not specifically assigned to that unit by the DOC, aircrew training, or flight test taskings.

2.27.2. The MESL does not portray the role these "other" type missions and sorties may play. The aerospace vehicle status will be PMC if an inoperative system or subsystem is on the FSL only because of the limitation to full mission performance.

2.27.3. MESL BSL columns show standard mission codes for specific wartime, aircrew training, and test missions assigned to a unit. Lead Command's may build and use additional unique mission codes when needed as long as the codes are standardized. Standard MESL mission codes are listed in **Attachment 3**.

2.27.4. HQ AFMC has sole responsibility and authority to develop and implement MESLs for Research, Development, Test and Evaluation (RDT&E) missions and aerospace vehicles in support of RDT&E. HQ AFMC will review AFI 11-2FTV3, *Flight Test Operations Procedures* and the applicable AFI 11-2 MDS series publication(s) when developing and implementing MESLs.

**Figure 2.1. Sample MESL.**

F-15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL)					
NO.	WUC	SYSTEM/SUBSYSTEM	FSL	BSL	
				Air Superiority (ASY)	Air Defense, Conventional (ADC)
1.	11	AIRFRAME	X	X	X
2.	12	COCKPIT AND FUSELAGE COMPARTMENTS	X	X	X
3.	13	LANDING GEAR	X	X	X
4.	14	FLIGHT CONTROLS	X	X	X
5.	23	TURBOFAN POWER PLANT	X	X	X
6.	24	AUXILIARY POWER PLANT	X	X	X
7.	41	CABIN AND AVIONICS ECS	X	X1	X1
8.	42	ELECTRICAL SYSTEM	X	X	X
9.	44A	A EXTERNAL LIGHTING SYSTEM	X2	X9	X9

10.	44	B INTERNAL LIGHTING SYSTEM	X	X	X
11.	45	HYDRAULIC SYSTEM	X	X	X
12.	46	FUEL SYSTEM	X6	X6	X6
13.	47	LIQUID OXYGEN SYSTEM	X	X	X
14.	49	MISCELLANEOUS UTILITIES	X	X	X
15.	51	INSTRUMENTS	X	X	X
F-15 MINIMUM ESSENTIAL SUBSYSTEMS LIST (MESL)					
			FSL	BSL	
NO.	WUC	SYSTEM/SUBSYSTEM		ASY	ADC
43.	76K	COUNTERMEASURES DISPENSER	X3	X3	X3
44.	91	EMERGENCY EQUIPMENT	X	X	X
45.	97	EXPLOSIVE DEVICES AND COMPONENTS	X	X	X

**Notes:** GENERAL: Rear Cockpit Systems/Subsystems/Components Not required to be Operational for BSLs.

1. Manual mode only required.
2. As required by AFI 11-202, V3, *General Flight Rules*.
3. When equipped.
4. HAVE QUICK/Secure Voice required if aerospace vehicle is modified.
5. All eight AIM-7/AIM-9 stations required for FMC, any combination of six required for PMC.
6. Conformal fuel system required when equipped.
7. Excludes HUD camera - 74KEO.
8. F-15B and F-15D will be external ECM pod capable.
9. Strip lighting required as a minimum.

## 2.28. Determining Aerospace Vehicle Maintenance Status and Capability.

2.28.1. The MESL does not determine airworthiness or "safety-of-flight": Do not use the MESL to gauge "go/no-go" decisions.

2.28.2. The maintenance status NMC Flyable (Condition status codes K, L, M, N, P) will be used when an aerospace vehicle cannot accomplish the units wartime, training or test mission, but is still Flyable (safe for flight). **(T-1)**.

2.28.3. A NMC Flyable aerospace vehicle may be deployed as long as it can be returned to MC status (FMC or PMC) at an employment site. **(T-1)**.

2.28.3.1. An aerospace vehicle is FMC if:

2.28.3.2. All systems, subsystems, and components having an "X" in the FSL column are functioning (the aerospace vehicle can perform all of its assigned missions).

2.28.3.3. A system, subsystem, or component having an "X" in the FSL column or any BSL column is degraded, but is still capable of full mission performance.

2.28.4. An aerospace vehicle is PMC if:

2.28.4.1. One or more systems, subsystems, or components are not functioning and have an "X" in the FSL column only (the aerospace vehicle can do all BSL missions, but is not fully equipped or capable of full mission performance).

2.28.4.2. Systems, subsystems, or components that are not functioning and are not needed for a unit's specifically assigned wartime missions, but are needed for safe aerospace vehicle operation during peacetime.

2.28.4.3. One or more systems, subsystems, or components are not functioning and have an "X" in the FSL column and in at least one, but not all, BSL columns (the aerospace vehicle can do at least one, but not all, of its BSL missions).

2.28.4.4. A system, subsystem, or component is degraded and has an "X" in the FSL column and all BSL columns, but can support some of its BSL missions.

2.28.5. An aerospace vehicle is NMC if:

2.28.5.1. One or more systems, subsystems, or components having an "X" in the FSL column and all BSL columns are not functioning (the aerospace vehicle cannot do any BSL missions).

2.28.5.2. The aerospace vehicle is "grounded" (not flyable).

2.28.5.3. The aerospace vehicle cannot fly any of the unit's BSL missions.

2.28.6. Use the Aerospace Vehicle Maintenance Status Code Flow Chart in [Table 2.1](#) to help determine the proper aerospace vehicle maintenance and condition status codes to report.

**Table 2.1. Aerospace Vehicle Maintenance Status Code Flow Chart.**

AEROSPACE VEHICLE MAINTENANCE STATUS CODE FLOW CHART		
QUESTION	RESPONSE	ACTION
A. Is the aircraft RESTRICTED from use or FLYABLE?	RESTRICTED	NMC (Restricted - Note)
	FLYABLE	Go to question B
B. Does a discrepancy exist against any system/subsystem/component listed on the FSL that limits or prevents full mission performance?	YES	Go to question C
	NO	FMC
C. Is the system/subsystem/component identified on any BSLs?	YES	Go to question D
	NO	PMC
D. Is the system/subsystem/component identified on all BSLs?	YES	Go to question E
	NO	PMC

AEROSPACE VEHICLE MAINTENANCE STATUS CODE FLOW CHART		
QUESTION	RESPONSE	ACTION
E. Is the system/subsystem/component completely inoperative or display degraded performance? ( <b>Note 3</b> )	INOP	NMC (Flyable - <b>Note 2</b> )
	DEGRADED	Go to question F
F. Can the system/subsystem/component still perform at least one wartime/training/test mission?	YES	PMC
	NO	NMC (Flyable - <b>Note 2</b> ) training/test mission?

**Notes:**

1. Input maintenance status code NMCM, B or S and condition status code A through E as appropriate into the applicable maintenance information system.
2. Input maintenance status code NMCM, B or S and condition status code K, L, M, N, or P as appropriate into the applicable maintenance information system.
3. Degraded systems are those systems that are not fully operational, but function well enough to perform at least one assigned mission or part of an assigned mission.

**Section 2E—Aerospace Vehicle Utilization Reporting Note: Not Applicable to Full- Scale Aerial Targets and Sub-Scale Drone**

**2.29. Flying Hour Program.** Tracking and reconciling is the responsibility of Maintenance and Depot units' interaction with the Operations FHP POC and then submission to the Director of Operations or Depot-level equivalent with responsibility for reporting. However, Aircraft Maintenance Unit (AMU) debrief section/depot-level equivalent is responsible for entering flying hours from the AFTO Form 781, *Aviation Resource Management System (ARMS) Aircrew/Mission Flight Data Document* into the MIS. In addition to this instruction, guidance for completing the AFTO Form 781 can be found in TO 00-20-1; AFI 21-101, *Aircraft and Equipment Maintenance Management* and ARMS is described in AFI 11-421, *Aviation Resource Management*.

2.29.1. Maintenance Operations (MO) PS&D and Operations Group (OG) FHP POC develop and implement policies and procedures to validate sorties and hours flown daily. Additionally, MOC personnel will reconcile uncompleted sorties daily in the MIS. Operations FHP POC validates total sorties/hours flown and total sorties/hours flown for the month to date. Units may use the daily sortie reconciliation aspect of Maintenance Scheduling Application Tool (MSAT), instead of the printed daily copies of the Aircraft Utilization Report (AUR). Mobility Aircraft units may use equivalent G081 screens. **(T-1)**.

2.29.2. The MO PS&D will make available a daily electronic copy of the MSAT product or the AUR to the AMU debrief section, and Operations Squadron (OS) monitors. Debrief sections and OS monitors will reconcile sorties and hours flown on the AUR. If a disparity exists, the debriefer/OS monitor will annotate the difference on the AUR with the debriefer correcting the MIS. If an agreement cannot be made on the disparity, MO PS&D will coordinate with the Operations for appropriate action. A signed copy of the agreed upon daily AUR (signed by debrief) will be maintained by the OS monitor for three months. OS



monitors will send the final AUR to the Operations FHP POC and AVDO upon closing out the month. **(T-1)**.

2.29.2.1. The FHP POC and AVDO will compare the flying hours in the MIS, REMIS or Global Combat Support System (GCSS) Air Force Data Services with flying hours in the MAJCOM sanctioned flying hour program database monthly to ensure the data in the MIS represents hours flown. **(T-1)**. MIS flying hour data is the official reporting source, completeness and accuracy of flying hours is a joint endeavor.

2.29.3. The Operations FHP POC submits a monthly flying hour report to the MAJCOM for the previous month's flying hours. The monthly flying hour report is due to the MAJCOM FHP POC NLT the 5th calendar day of each month. **(T-1)**.

2.29.3.1. The monthly flying hour report will only include those hours that were reported and reconciled in the MIS as of 2400 on the 4th calendar day of the following month. Any hours or changes reported after that will be included as late time in the following months report. **(T-1)**.

**2.30. Aerospace Vehicle Utilization Reporting Overview.** Possessing units including depots report flying hours and sorties by Program Element Code (PEC) and mission symbol for each possessed aerospace vehicle. This data helps determine future inspection and modification requirements including the ASIP and Reliability and Maintainability programs. MIS data is input no later than midnight on the fourth calendar day of the following month and any flying time reported after the fourth calendar day will be reported in the next month's data in the MIS. Next, Each MAJCOM's utilization data automatically updates in REMIS. The reporting requirements in this section are exempt from licensing IAW AFI 33-324.

2.30.1. The reporting period is based on Greenwich Mean Time (GMT). The first day of the new GMT month, the flying hours are reported for the new month.

2.30.1.1. If the base or MAJCOM is reporting flying hours on aerospace vehicles at locations other than where the aerospace vehicles are possessed, the base or MAJCOM prescribes how hours will be forwarded to the MIS reporting location. The base or MAJCOM may use interim reporting means such as phone, fax, or message via e-mail and provides the oversight necessary to ensure there is no duplicate reporting when the aerospace vehicle returns to its possessed location and process the original AFTO Form 781.

2.30.1.1.1. The MAJCOM FHP POC provides instructions on how to get the hours to the possessed location.

2.30.1.2. When an AFMC contractor or depot field team possesses an aerospace vehicle and an AFMC aircrew will fly the FCF, the reporting base submits utilization data using:

2.30.1.2.1. A "DR" possession PIC.

2.30.1.2.2. PEC 0708211F.

2.30.1.2.3. Program Element Identification (PEID) "I" (INDIA).

2.30.1.2.4. Command code "MTC" for the field team.

2.30.1.2.5. Field Team organization.

2.30.2. In aerospace vehicle movements such as rotations and deployments, the MAJCOM AVDO considers ease of reporting and flying hour accountability in making the determination whether to transfer possession to the operating location.

2.30.2.1. If the movement involves more than one MAJCOM, MAJCOM AVDO(s) collaborate to gain consensus on the inventory reporting changes to make sure utilization is reported to the desired MAJCOM. MAJCOM AVDO(s) provide inventory reporting instructions before aerospace vehicle movement unless the movement is urgent.

2.30.2.1.1. The MAJCOM FHP POC coordinates with the applicable MAJCOM AVDO(s) to make this determination.

**2.31. What to Report.** Utilization reporting is required for all aerospace vehicles except those in PIC "NY".

**2.32. Multiple Utilization Reporting.** This capability is only currently available in the REMIS and G081 MIS.

2.32.1. Multiple utilization reporting allows sorties to be divided in segments or legs. A leg is a portion of a sortie that may have a different mission number or PEC/Utilization Purpose Code (UPC)/Type Utilization Code combination.

2.32.2. Time overlaps or gaps between sortie legs are not allowed and all flying time will be entered in Zulu time.

2.32.3. The International Civil Aviation Organization (ICAO) code may be used to designate from/to locations on each sortie leg. ICAO codes will be edited against the ICAO code table.

### ***Section 2F—Accountability, Termination, and Delivery Procedures***

#### **2.33. Aerospace Vehicle Accountability.**

2.33.1. AF-AVDO maintains accountability on AFMC Form 1026, *Aircraft Accountability Record*, for all AF aerospace vehicles. The AF-AVDO assigns voucher numbers for terminated aerospace vehicles and records them on AF Form 3131, *General Purpose* (used as a manual register of all assigned voucher numbers). **(T-1).**

2.33.2. Accountability begins when iRAPT-RR or DD Form 250 is signed.

2.33.3. Account for aerospace vehicles as long as assets are assigned to a USAF, Air National Guard, or USAF Reserve activity. Accountability ends on receipt of a termination message and DD 1348/or DD Form 1149, AFTO Form 290, DD Form 250 or iRAPT-RR with termination transactions input to the appropriate MIS.

2.33.4. AF-AVDO will maintain an electronic continuity book. **(T-1).**

#### **2.34. Final Termination Accountability.**

2.34.1. The possessing unit AVDO initiates termination of accountability with a termination message and inputs the termination into the appropriate MIS if:

2.34.1.1. Loss or disposition is due to crash damage or major maintenance beyond economical repair. **(T-1).**

2.34.1.2. Aerospace vehicles in inactive storage at AMARG will be terminated upon receipt of signed destruction certificate from Defense Logistics Agency, Disposition Services (DLA-DS). **(T-1)**.

2.34.1.3. All excess aerospace vehicles are considered for reclamation. Excess serviceable or economically repairable aerospace vehicles are screened IAW AFI 16-402 and DODI 4160.21-M Vol-4, *Defense Materiel Disposition Manual*. AF/A4LM will issue disposition instructions using an AF Form 913 prior to execution of a reclamation action. Save lists are part of a reclamation and will be completed IAW AFI 23-101. **(T-1)**.

2.34.2. For crash damaged aerospace vehicles, the possessing unit AVDO initiates and sends a termination message without waiting for mishap investigation board findings after the Maintenance Group Commander (MXG/CC), or equivalent, with PM coordination determines the aerospace vehicle is completely beyond repair. If the decision is beyond the MXG/CC's capability, refer to the PM for engineering determination. **Note:** See AFI 16-402 for retire/repair decision processes. The unit AVDO terminates possession upon receipt of determination via message. The possessing unit AVDO terminates possession, citing the MXG/CC's decision with PM coordination or the PM's engineering determination message and reports using Aerospace Vehicle Termination Report, along with MIS input. Prior to terminating an aerospace vehicle from the MIS, the AVDO will archive all records. **(T-1)**. **Note:** For aerospace vehicles not declared a total loss see AFI 16-402.

2.34.2.1. Report abandoned aerospace vehicle wreckage to the nearest DLA-DS for sale or formal abandonment. **(T-1)**. **Note:** See <http://www.dla.mil/DispositionServices.aspx> for additional information.

2.34.2.2. Crashed aerospace vehicles considered for termination will be placed in possession code "XW" until the MXG/CC, equivalent, or PM determines the appropriate termination code. **(T-1)**.

2.34.3. The unit AVDO sends a copy of the termination message to the unit engine manager with responsibility for the engines. This message gives the engine manager the authority to dispose of the engines according to the applicable AFI. **(T-1)**.

2.34.3.1. After the engine manager has disposed of or terminated the engines, the unit AVDO terminates the aerospace vehicle using the applicable termination code. **(T-1)**. **Note:** See attachment 4 for Aerospace Vehicle and Trainer Termination Codes.

2.34.4. HQ SAF/FMP authorizes the termination of aerospace vehicles that cannot be terminated using standard procedures. In such cases, the possessing unit processes the termination citing the HQ USAF notification as the authority.

2.34.5. Disposition of aerospace vehicle historical records. After release of an aerospace vehicle's historical records by the accident investigating board and/or termination from the AF Inventory, retain the records IAW the AF Records Disposition Schedule in AFRIMS, <https://www.my.af.mil/gcss-af61a/afirms/afirms>, **Table 21-6**, Rule 3.

## **2.35. Delivering Aerospace Vehicles to Agencies outside the Air Force.**

2.35.1. Start these assignments according to AFI 16-402. Fill out DD Form 1149, as shown in **Attachment 9** or AFTO Form 290.

2.35.2. Have the recipient sign the completed DD Form 1149 as soon as the aerospace vehicle is picked up/delivered. Distribute the number of copies as shown in [Table 2.2](#) within 10 calendar days.

**Table 2.2. DD Form 1149 Distribution Chart.**

For aerospace vehicle going to:	HQ AFMC/AF-AVDO Wright-Patterson AFB OH	Copies to accompany aerospace vehicle forms binder	Total
Foreign Countries	Signed Original	4	5
Non-USAF Activities	Signed Original	4	5

**2.36. Using AFTO Form 290, Aerospace Vehicle Delivery Receipt.**

2.36.1. Use AFTO Form 290 as a record of selected equipment to be transferred with the aerospace vehicle. This form:

2.36.1.1. Is not required if aerospace vehicles are moved by airlift or surface transportation.

2.36.1.2. Is used in lieu of the DD Form 1149, for aerospace vehicles going to agencies outside the AF inventory.

2.36.1.3. Gives the delivery pilot, transporter, or recipient organizations a complete list of items that are mandatory to check.

2.36.2. Use AFTO Form 290 as:

2.36.2.1. An aerospace vehicle receipt for delivery pilots or transporters.

2.36.2.2. A receipt for selected aerospace vehicle equipment and as a paperwork checklist.

2.36.3. The releasing organization (such as the AVDO or AFPRO at factories, depots, modification centers, and bases) or the delivery control officer at the base where the delivery started fills out the form, including:

2.36.3.1. The aerospace vehicle or missile model and serial number.

2.36.3.2. Account or contract number.

2.36.3.3. Project and priority.

2.36.3.4. Flight Transportation Order Number when known.

2.36.3.5. Receiving organization (organization to which the aerospace vehicle will be delivered).

2.36.3.6. Released by (the releasing organization's unit, base, and command).

2.36.3.7. Delivery Point (point and date of release).

2.36.3.8. Numbers Placed on Aerospace Vehicle or Missile by Releasing Organization, column B (the numbers of listed items placed on each aerospace vehicle). **Note:** List all Confidential, Secret, and/or NWRM equipment installed on the aerospace vehicle in the space provided. Enter "none" in the "classified material installed on aircraft" block of the AFTO Form 290 if the aerospace vehicle has no classified material/NWRM installed.

2.36.3.9. The authorized representative at the delivering organization will accept the aerospace vehicle for delivery and will accept responsibility for the paperwork and equipment listed in column B of the check-list by signing the delivery receipt in the space provided. The representative will check each item received in column C. When the check is complete, the representative will initial at the bottom of the column.

2.36.3.10. The delivery organization will not accept the aerospace vehicle until all the items listed in column B match those on the aerospace vehicle.

2.36.3.11. If the authorized representative of the delivering organization is the pilot or transporter, fill out the AFTO Form 290 just before the aerospace vehicle actually departs.

2.36.3.12. Delivery control or transportation officers at the factory or modification center will check the items listed and sign AFTO Form 290.

2.36.4. At the factory or modification center, the delivery control or transportation officer may not have guards to keep close watch over received aerospace vehicle. Instead, a contractor, or other agency will provide these services.

2.36.4.1. In these cases, the delivery control transportation office is not responsible for items listed on AFTO Form 290.

2.36.4.2. The delivery pilot or transporter of the delivery control or transportation officer will personally check all items and promptly sign a receipt for them on AFTO Form 290 in the "Transportation/Ferrying Organization Receipt" section before the aerospace vehicle departs.

2.36.5. AFTO Form 290 provides space in columns D through I for up to three intermediate stops. Use this space when the pilot or transporter is not staying with the aerospace vehicle and does not want to be responsible for the items on the checklist.

2.36.5.1. If the aerospace vehicle makes more than three intermediate stops, the pilot or transporter will use an additional set of forms and attach them to the first form.

2.36.5.2. At these intermediate activities, the commander authorized representative will take responsibility for the items after check-in.

2.36.5.3. The authorized activity representative and the pilot or transporter will check the items immediately after the aerospace vehicle arrives.

2.36.5.4. If all items in column B match those on the aerospace vehicle, the activity representative will check the first open intermediate activity check-in column and initial the bottom of the column.

2.36.5.5. If an item is missing, the representative will enter the correct figure in the check-in column. The pilot or transporter will initial the corrected figure and explain any

discrepancies in the remarks section of the form. After all items are checked, the activity commander is responsible for the equipment and papers.

2.36.5.6. The pilot or transporter will check the items in the checklist before the aerospace vehicle leaves. The pilot or transporter will check the proper intermediate activity check-out column and initial the bottom of the check-out column. The activity representative will also initial the column. The activity representative will explain any discrepancies in the remarks section of the form, giving his or her grade and signature.

2.36.6. When the aerospace vehicle arrives, if the items in column B match those on the aerospace vehicle, the authorized representative of the recipient organization checks column J and will initial at the bottom of the column.

2.36.6.1. If an item is missing, the representative enters the corrected figure in column J and the pilot or transporter will initial the corrected figure and explain the discrepancy in the remarks section of the form.

2.36.6.2. The authorized representative of the recipient organization will then sign the receipt in the space provided on the form.

2.36.7. The releasing organization makes copies and sends them as follows:

2.36.7.1. Copy 1 -- Home station.

2.36.7.1.1. Copy 2 -- Pilot or transporter.

2.36.7.1.2. Copy 3 -- Recipient.

2.36.7.1.3. Copy 4 -- Releasing organization.

2.36.7.1.4. Copy 5 -- Defense Plant Representative Office (DPRO) where the contractor facility is located/located for the property administrator (if aerospace vehicles are delivered to the contractor facility).

2.36.8. The commands should coordinate with each other to reduce the number of copies needed.

### ***Section 2G—Valuation of Aerospace Assets***

#### **2.37. Aircraft, Full-Scale Aerial Targets, Sub-Scale Drones and RPA Asset Values.**

2.37.1. Weapon System PMs are responsible for establishing the CFO reporting data elements (full cost and useful life) in REMIS for each delivered aircraft and RPA asset. Full-scale aerial target and sub-scale drone assets will provide (full cost) data only IAW AFI 63-101.

2.37.1.1. The value must include all installed subcomponents purchased on a separate contract and all GFM.

2.37.1.2. The PM records both full cost and useful life data for aircraft and RPA assets and full cost data only for full-scale aerial targets or sub-scale drones in REMIS not more than 5 workdays after the AF-AVDO notifies the PM that the asset record has been established in REMIS.

2.37.1.3. Since the full-scale drone costs are determined in phases, the Weapon System PM enters the initial cost (fly away cost from AMARG) and then updates the cost as the other costs are reported to that office. AMARG and any other organic or commercial organization involved in creating the drones must provide this information to the Weapon System PM in a timely manner.

2.37.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) shall be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

## **2.38. Aircraft and RPA Asset Modification Value.**

2.38.1. Weapon System Program Managers are responsible for establishing CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset.

2.38.1.1. This CFO requirement applies to aircraft and RPA assets only. The full-scale aerial targets and sub-scale drones do not have to record modifications for CFO reporting.

2.38.1.2. Capitalize only those modifications that meet the DOD capitalization threshold as defined in DOD 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

2.38.1.3. Establish the applicable modification records with the modification cost once the contract is awarded or when the contract price is known and add the completion date once the modification is completed on each asset.

2.38.1.4. The modification records shall be established in REMIS not more than 5 workdays after the qualified modification contract was awarded or when the contract price is known. In addition, the modification completion date should be entered in REMIS not more than 5 workdays after the modification was completed on the specific asset.

2.38.2. A copy of the documentation supporting the modification information should be maintained by the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

## Chapter 3

### INVENTORY AND STATUS REPORTING OF ICBM AND AIR LAUNCHED CRUISE MISSILES (ALCM)

#### *Section 3A—Reporting System Overview*

#### **3.1. Concepts.**

3.1.1. Missiles are always possessed by a designated AF reporting organization at either the organizational or depot level. The possessing organization or depot will report:

3.1.1.1. The hours it possesses the missile. **(T-0)**.

3.1.1.2. Changes in missile possession. **(T-0)**.

3.1.1.3. Status conditions that affect missile's ability to perform assigned missions. **(T-1)**.

3.1.2. If a contractor controls or maintains uninstalled Intercontinental Ballistic Missiles (ICBM) missile motors, assembled ICBM downstages, or Propulsion System Rocket Engines (PSRE) that requires inventory, status, and utilization reporting, the contractor submits the needed reports or information to the agency that requests them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government. **Note:** Uninstalled first stage ICBM motors are considered accountable items under the New START Treaty (NST).

**3.2. Security Classification.** Missile inventory, status, and utilization data reported under this instruction is unclassified. Do not enter classified data into the MIS, Integrated Missile Database (IMDB) or REMIS.

#### *Section 3B—Reporting Responsibilities*

**3.3. Base and Depot Level Activities.** Reporting starts at base or depot-level.

3.3.1. Group Commanders or depot maintenance directorate responsibilities:

3.3.1.1. Ensure personnel maintain, correct, and report all data using the procedures in AFI 16-402 and this instruction. **(T-1)**.

3.3.1.2. Appoint a primary and alternate AVDO to report inventory status for the unit or depot to comply with the reporting requirements of [paragraph 2.6](#) of this instruction. Via e-mail message, provide the MAJCOM AVDO the name, grade, duty phone, e-mail address, and office symbol of the primary and alternate AVDO annually at the beginning of each fiscal year and as changes in personnel occur. **(T-1)**.

3.3.2. Unit and Depot AVDO appointees:

3.3.2.1. Perform duties as the primary POCs for ICBM inventory and status reporting within their organization. **(T-1)**.

3.3.2.2. Monitor and/or input data in the MIS daily. **(T-1)**.

3.3.2.3. Resolve any data reporting problems. **(T-2)**.



- 3.3.2.4. Ensure equipment loads to MIS for aerospace vehicles contain correct current operating time prior to performing gain transactions. **(T-1)**.
- 3.3.2.5. Initiate inventory transactions and movement reports as required. **(T-1)**.
- 3.3.2.6. Send messages as required by this instruction and MAJCOM supplements. **(T-1)**.
- 3.3.2.7. E-mails are the standard format to transmit messages. Users will transmit e-mail messages IAW AFMAN 33-152 and AFMAN 33-282 to ensure the required level of security is applied to the transmission of the e-mail messages. **(T-1)**.
- 3.3.2.8. Follow procedures in AFI 16-402. **(T-1)**.
- 3.3.2.9. Ensure DD Form 1149 completed and sent as required (See [Attachment 9](#)). **(T-1)**.
- 3.3.2.10. Distribute assigned ICBMs as required. **(T-1)**.
- 3.3.2.11. Prior to processing MIS data and sending gain/loss messages, verify inventory transaction dates and times (Zulu) with corresponding units, depots or contractors to ensure they match. **(T-1)**.

### ***Section 3C—Reporting ICBMs***

#### **3.4. Types of Reporting.**

3.4.1. Physical Accountability and Valuation. AF reports accountability of the ICBM All Up Round (AUR) as military equipment through the MIS and REMIS. AF reports accountability of all other missile motors/engines, to include uninstalled ICBM missile motors, assembled ICBM downstages (both within a Launch Facility (LF) and uninstalled), and the Propulsion System Rocket Engine (PSRE) as Operating Material and Supplies (OM&S) through the IMDB. While the MIS, IMDB and REMIS maintain information on all aspects of the ICBM inventory, it is critical that the ICBM Program Office communicate ownership and location to the 309th Missile Maintenance Group (MMXG) to update IMDB. The operational missile wings/576th Flight Test Squadron (FLTS) in possession of assembled ICBM downstages/PSRE updates the MIS. In addition, the ICBM Program Office must ensure that the MIS, IMDB and REMIS are reconciled to the actual ICBM inventory as follows:

- 3.4.1.1. Movement of all ICBM assets must be reconciled monthly with the ICBM Program Office provided IMDB documents. In addition, movement of any operational missile wings/576 FLTS assets must be reconciled monthly with REMIS/MIS (movement of PSREs must be reconciled monthly with the MIS). **(T-1)**.
- 3.4.1.2. Launch of an ICBM AUR is to be reconciled with the MIS/REMIS and ICBM Program Office provided IMDB documents monthly. **(T-1)**.
- 3.4.1.3. Destruction of any PSRE or uninstalled ICBM missile motor must be reconciled monthly with ICBM Program Office provided IMDB documents. **(T-1)**.

3.4.1.4. The ICBM Program Office must reconcile ownership and asset condition codes as follows:

3.4.1.4.1. ICBM AURs and operational assets listed in 3.1.1 must be reconciled quarterly with the MIS/REMIS. **(T-1)**.

3.4.1.4.2. Assembled ICBM downstages, PSREs and uninstalled ICBM missile motors must be reconciled quarterly with ICBM Program Office provided IMDB documents. **(T-1)**.

3.4.1.5. Complete physical accountability (i.e., actual assets compared to ICBM Program Office provided IMDB documents and IMDB documents to actual assets) of all assets not installed in an LF must be conducted annually (Date of report will be NLT 31 August). **(T-1)**. In addition, a complete physical accountability of uninstalled but assembled ICBM downstages must also be conducted against the MIS/REMIS information. **(T-1)**. ICBM AUR physical accountability will be performed during Re-entry System installation. **(T-1)**. Part number/serial number information from each missile stage, the missile tail number, Missile Guidance Set and PSRE will be recorded using a MIS generated Work Order and submitted to the unit AVDO for reconciliation with the MIS. **(T-1)**. **Note:** Additional inspections may be directed IAW the New START Treaty (NST) requirements for reporting/complete physical accountability of non-deployed MMIII first stage rocket motors, IAW AFI 16-608, *Implementation of, and Compliance with, the New START Treaty (NST)*.

3.4.1.6. The ICBM AUR financial information is maintained in REMIS. Uninstalled ICBM missile motors (to include assembled ICBM downstages not AUR) and PSRE financial information is maintained in IMDB. The ICBM Program Office is responsible for establishing and maintaining the CFO reporting data elements (full cost and useful life) of an ICBM AUR, uninstalled ICBM missile motors (both individual and when configured as an assembled ICBM downstage) and PSRE (**See Section 3D**). In addition, the ICBM Program Office must establish and maintain qualified modification records against an ICBM AUR. **(T-1)**. The ICBM Program Office will reconcile the valuation of the ICBM AUR, uninstalled ICBM missile motors, assembled ICBM downstages and PSREs at least annually. **(T-1)**.

3.4.2. Inventory and Status Reporting. ICBM reporting includes inventory and status reporting on ICBM AURs, uninstalled ICBM missile motors, assembled ICBM downstages and PSREs at all depot level locations (including contractors) and assigned to units by HQ USAF and MAJCOMs for specific missions. The unit AVDO records this information and sends it to the MAJCOM, and 309th MMXG ICBM AVDO who updates IMDB. Reporting begins when:

3.4.2.1. The uninstalled ICBM missile motor in IMDB, the assembled ICBM downstage, and/or PSRE are accepted by a (field or depot level) location in the MIS and REMIS.

3.4.3. Possession Reporting. Possession is the actual acceptance or designation of responsibility for an uninstalled ICBM missile motor, assembled ICBM downstage, PSRE or ICBM AUR. When the unit takes possession of an ICBM, the unit starts reporting according to this instruction and applicable systems instructions.

3.4.3.1. Units and depot level locations report all uninstalled ICBM missile motors and PSRE gains, losses and relocations to the 309th MMXG ICBM AVDO to update IMDB. Units input all assembled ICBM downstage gains, losses and relocations into the MIS with confirmation notification to the 309th MMXG ICBM AVDO. Depot sends assembled ICBM downstage gains, losses and relocations to the 309th MMXG ICBM AVDO.

3.4.3.2. The unit or depot-level location (including contractors) possessing ICBM assets report the gain or loss as it occurs.

3.4.3.3. Units report ICBM AUR. An ICBM is classified as an AUR when in the launch facility, with MGS, PSRE and RS, and possessed in Possession Purpose Code "CC".

### **3.5. Possession Gain, Loss, Termination and Relocation Criteria.**

3.5.1. An organization gains possession of an uninstalled ICBM missile motor assembled ICBM downstage or PSRE when the gaining organization accepts the asset.

3.5.2. Possession terminates when the missile motor case or PSRE is destroyed (i.e., demilled, launched), or is transferred to another responsible organization. Terminate the ICBM asset in IMDB which will cease reporting if the asset has permanently transferred to non-Air Force activities.

3.5.3. For uninstalled ICBM missile motors, assembled ICBM downstages or PSRE moved in "PJ" code, possession changes when the Traffic Management Flight (TMF) of the gaining field unit accepts the vehicle or when the 581 MMXS/MXDPB (Missile Maintenance Support Flight) accepts the asset at the depot or a contractor accepts the asset at their facility (for repair or use).

3.5.3.1. This is accomplished when the TMF of the gaining organization, 581 MMXS/MXDPB or the authorized contractor accepts the uninstalled ICBM missile motor or assembled ICBM downstage at the gaining station location code.

3.5.3.2. The 309 MMXG ICBM AVDO will also be informed of the gain to maintain proper accountability in IMDB. **(T-1)**.

3.5.4. Possession terminates when an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE is transferred to the National Museum of the USAF or at the time the aerospace vehicle meets the termination requirements of this instruction and AFI 16-402. For accountability purposes, uninstalled ICBM missile motor fired cases, Ground Test Missile (GTM)'s, hot-fired PSREs and other training assets at the depot are tracked in IMDB, but are not included on directed uninstalled ICBM missile motor inventories. Terminate the ICBM asset and cease reporting if the asset has permanently transferred to non-Air Force activities.

3.5.5. Depot relocates an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE when the asset is moved between buildings or to a contracted organization location supporting depot functions/programs. An organization relocates an assembled ICBM downstage or PSRE when the asset is moved from the support base or another launch facility (LF) and the asset is installed at a new LF. An organization relocates an assembled ICBM downstage or PSRE when the asset is returned from the LF to the support base. The shipping

organization must provide to the 309th MMXG ICBM AVDO all shipping documents for relocation/movement of assets within 5 business days. (T-1).

**3.6. Notification Procedures.** Accurate reporting of possession changes is essential in order for the AF to accurately account for the location and use of the uninstalled ICBM missile motors, assembled ICBM downstages, PSREs and ICBM AURs. Possession change messages are required on all ICBM asset transfers between locations. Both reporting organizations use the same Zulu time and date.

3.6.1. Gain Message, ICBM Asset Possession Change Report. The AVDO of the organization gaining the uninstalled ICBM missile motor, assembled ICBM downstage or PSRE sends a priority gain E-mail message not later than the 5 workdays after the possession changes. See [Attachment 18](#) for a sample gain message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.2. Loss Message ICBM Asset Possession Change Report. The AVDO of the organization losing possession of an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE sends a priority loss E-mail message not later than the first workday after the possession change takes place. See [Attachment 19](#) for a sample loss message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.3. Termination Message ICBM Asset Termination Report. The unit or depot where the ICBM asset was destroyed or sent to DLA-DS sends a priority termination E-mail message not later than five working days after the action has occurred. The unit provides a signed termination letter or equivalent containing how, when, where, serial number and the date the asset was destroyed. The 309th MMXG ICBM AVDO files the termination letter and updates IMDB accordingly. See [Attachment 20](#) for a sample termination message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.4. Possession PIC Change Message, ICBM Asset Possession PIC Change Report. When changing a possession PIC, the AVDO sends a priority message, via an E-mail, not later than the first workday after the change. See [Attachment 21](#) for a sample possession PIC change message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival.

3.6.5. Configuration Identifier Change Report. The AVDO of the organization changing the configuration identifier of an uninstalled ICBM missile motor, assembled ICBM downstage, PSRE or ICBM AUR sends a configuration identifier change E-mail message. Obtain proper authorization from the MAJCOM AVDO before making the change, and send a priority message not later than the first workday after the change. See [Attachment 22](#) for a sample MDS/Configuration identifier change message and instructions for preparing the message. Continue reporting during emergency conditions, normal precedence. Submit data requirements in this category as prescribed, or as soon as possible after submission of priority reports.

3.6.6. Relocation Message, ICBM Asset Location Change Report. The AVDO of the organization relocating an uninstalled ICBM missile motor, assembled ICBM downstage or PSRE sends a priority relocation message via E-mail to the depot AVDO not later than the first workday after the asset's location changed. See [Attachment 23](#) for a sample relocation message and instructions for preparing the message. Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on published due dates. A relocation message does not require AF-AVDO or MAJCOM AVDO notification but requires notification of the transportation management specialist (for an IMDB update).

3.6.7. Change in Asset Condition Code. The ICBM Program Office is responsible for changing the condition code of the uninstalled ICBM missile motor, assembled ICBM downstage, PSRE or ICBM AUR and sends a priority asset condition code change message, via E-mail, not later than the first workday after the change. This priority message is sent to the 309th MMXG ICBM AVDO to update IMDB. See [Attachment 24](#) for a sample condition code message and instructions for preparing the message.

3.6.8. How to Determine Status Codes. [Attachment 2](#) lists the references used in inventory reporting under this instruction.

### 3.7. ICBM Accountability.

3.7.1. AF-AVDO maintains accountability for ICBMs on the AFMC Form 1026. The AF-AVDO assigns voucher numbers for terminated ICBMs and records them on AF Form 3131, General Purpose (used as a manual register of all assigned voucher numbers).

3.7.2. For all assembled ICBM downstages or PSREs assigned to an AF activity, accountability begins when the DD Form 250 or iRAPT-RR is signed.

3.7.3. Accountability ends upon receipt of a termination message and DD Form 1348-1A, *DOD Single Line Item Release/Receipt Document*, when applicable.

### *Section 3D—Air Launched Cruise Missiles*

**3.8. ALCM Reporting.** Units report all Missile inventory gains, losses and terminations (using the same procedures for aerospace vehicles outlined in [Paragraph 2.8 thru 2.21](#) and [Paragraph 2.33 thru 2.35.2](#) of this instruction). Units possessing ALCMs will perform a semi-annual reconciliation of all assigned/possessed cruise missile inventories with MIS and REMIS products. **(T-1).**

3.8.1. Units accomplish a 100 percent physical inventory/verification by tail number of all cruise missile bodies assigned. **Note:** This inventory is accomplished once annually each Fiscal Year.

3.8.2. Missile airframe inventory is physically validated and compared to the data contained in source document(s) from the appropriate MIS(s).

3.8.2.1. Individual performing the inventory will ensure all errors/discrepancies noted are corrected on the document and in the MIS. **(T-1).**

3.8.2.2. After completion of inventory. The individual validating the inventory will sign/date inventory completion. **(T-1)**. Units as a minimum will maintain the current and previous signed inventories. **(T-1)**.

### *Section 3E—Valuation*

#### **3.9. Operating Material & Supplies (OM&S) Asset Value – Uninstalled ICBM Missile Motors, Assembled ICBM Down Stages and PSRE.**

3.9.1. The Weapon System Program Managers are responsible for establishing the CFO reporting data elements (full cost and useful life) of the uninstalled ICBM and PSRE. This data is normally derived from the acquisition/procurement contracts, however, in the absence of these contracts (for the older weapon systems); the cost may be derived from other means (i.e., like items).

3.9.2. The cost data of the assembled ICBM downstage is the sum of the ICBM missile motors used in the assembly.

3.9.3. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained with the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

#### **3.10. ICBM AUR and Cruise Missile Asset Value.**

3.10.1. Weapon System Program Managers are responsible for establishing the complete CFO reporting data elements (full cost and useful life) in REMIS for each delivered ICBM AUR and cruise missile.

3.10.1.1. The value includes all installed subcomponents purchased on a separate contract and all GFM.

3.10.1.2. The PM records full cost and useful life data in REMIS not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

3.10.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained in the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

#### **3.11. ICBM AUR Modification Value.**

3.11.1. Weapon System Program Managers are responsible for establishing CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset.

3.11.1.1. This CFO requirement applies to ICBM AURs only.

3.11.1.2. Capitalize only those modifications that meet the DOD capitalization threshold as defined in DOD 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

3.11.1.3. Establish the applicable modification records with the modification cost once the contract is awarded or when the contract price is known and add the completion date once the modification is completed on each asset.

3.11.1.4. The modification records should be established in REMIS not more than 5 workdays after the qualified modification contract was awarded or when the contract price is known. In addition, the modification completion date should be entered in REMIS not more than 5 workdays after the modification was completed on the specific asset.

3.11.2. A copy of the documentation supporting the modification information should be maintained by the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically, but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

## Chapter 4

### FLIGHT SIMULATOR, MISSION SYSTEM TRAINING DEVICES, AND TRAINER DEVICE INVENTORY REPORTING: (INCLUDES THE MRAP MET (EGRESS TRAINER) AND CROWS (COMMON REMOTELY OPERATED WEAPON STATION) TRAINER SYSTEMS

**4.1. Trainers Covered Under This Instruction.** AF units will report on the inventory of Air Force owned trainers. The reporting requirements in this section are exempt from licensing (to include requisitions, material release orders, or supply status notices processed and transmitted within an operational system) IAW AFI 33-324. **(T-0).**

4.1.1. Report trainer inventory through the MIS.

#### **4.2. Responsibilities.**

4.2.1. Base Activities. Units that have trainers will prepare trainer information according to appropriate MIS user's manuals and this AFI. **(T-1).** Possessing units include maintenance, operations, Air Support Operations Squadrons, Air Education Training Command (AETC) Training Detachments (TDs) and Regional Training Centers (RTCs). The possessing Unit Commander or equivalent will appoint an OPR who will:

4.2.1.1. Report inventory of trainers IAW MIS user's manuals. **(T-0).**

4.2.1.2. Review the data and corrects the errors. **(T-1).**

4.2.1.3. When maintenance training devices are no longer required the owning organization will contact the applicable MAJCOM A4 maintenance trainer OPR for disposition instructions. **(T-1).** **Note:** OPR coordinates with the CLS IPT concerning devices under contract.

4.2.2. MAJCOMs, Air Reserve Component (ARC) will:

4.2.2.1. Monitor the trainer device inventory and establish reporting requirements. **(T-1).**

4.2.2.2. Appoint an OPR to manage reporting system data and validates the reported data is correct, up to date, and corrects or reports any discrepancies or problems. **(T-1).**

4.2.2.3. Determine the method for scheduling training devices for use and process for tracking and reporting training device utilization to OPR in their supplement to this AFI. **(T-1).**

4.2.2.4. Ensure all MAJCOM staff agencies responsible for training; utilize assigned trainers IAW MAJCOM directives. **(T-1).**

4.2.2.5. Manage reallocation and coordinate movement of un/under-utilized trainers to other units in the command with a valid need. **(T-1).**

4.2.2.6. When the command no longer needs trainers under their control, request disposition instructions IAW AFI 36-2251, *Management of Air Force Training Systems*, and this instruction. **(T-1).**



4.2.3. HQ AFMC: HQ AFMC will ensure that contracting documents state the contractor will assign serial numbers to all trainers per AFI 23-101 and TO 43-1-1, *Maintenance, Inspection, Storage, Shipment and Serialization - Training Devices and Trainer Maintenance Parts, Maintained by Air Force Depots*.

### 4.3. Trainer, Equipment Designators (EQD).

4.3.1. Prefix the EQD with a group identification code that identifies the type of trainer by group.

4.3.1.1. For example, report:

4.3.1.1.1. The F-15A mission simulator, type A/F 37AT49, as 1BN000.

4.3.1.1.2. The LGM-25C missile guidance subsystem trainer, type AN/GSM-T7 as 2NV000.

4.3.1.2. Report trainers without a related system as "multi"; i.e., report instrument trainer, type A/F37AT40, as 1MULTI. Use the appropriate group of the trainer in the first digit, as shown below:

4.3.1.2.1. Group 1: Aircrew trainers (instrument, flight, and mission simulators), not including cockpit procedure trainers and egress procedures trainers built by MAJCOMs other than AFMC.

4.3.1.2.2. Group 2: Missile trainers (ballistic and non-ballistic).

4.3.1.2.3. Group 3: Navigation and electronics trainers.

4.3.1.2.4. Group 4: Technical trainers such as Mobile Training Sets (MTS) and Resident Training Equipment (RTE).

4.3.1.2.5. Group 5: Mission System Training Devices (E.g. Battlefield Airman Mission Simulator).

### 4.4. Trainer Serial Number.

4.4.1. The first four digits of the serial number for all groups of trainers are the serial number prefix for the reporting EQDs.

4.4.2. AFMC assigns the last six digits of the serial number as directed in AFI 23-101 and TO 43-1-1.

4.4.3. A cross-reference list for group-4 trainer serial numbers assigned AF Identification (ID) numbers is in TO 43-1-1, [Table 10-1](#).

**4.5. Reporting Criteria.** Report on base level trainers. Use the procedures outlined in the appropriate MIS user's manuals. **Note:** for the purpose of this instruction Government Property including government furnished equipment, military equipment, and any AF accountable property is referred to as Government Furnished Property (GFP) which is delineated more specifically in AFI 23-101 and AFMAN 23-122.

4.5.1. Unit OPRs will report the inventory of all groups of trainers. **(T-1)**.

4.5.2. The basic PIC for all active aircraft being utilized for ground training is trainers is "TJ". "TX" and "TA" are utilized for all inactive ground trainers. Change the Possession

PIC for trainers in shipment, storage, or modification, to the applicable PIC from [Attachment 17](#). For example, use "PJ" code if an aerospace vehicle/trainer is:

4.5.2.1. Being made ready for transfer.

4.5.2.2. In-transit.

4.5.2.3. Being assembled for operation.

4.5.3. The unit OPR will ensure the GFP is accounted for in the applicable APSR IAW AFI 23-111. **(T-1)**. The AF unit monitoring trainer modification or AF trainers provided as GFP or on-loan or lease will report the inventory of trainers physically located at the contractor's facilities. **(T-1)**.

4.5.3.1. The government plant representative will send a routine message to the responsible reporting unit when the contractor facility has received or shipped the trainers. Include EQD, nomenclature, serial number, and date the action took place in the message. **(T-1)**.

4.5.4. The assigned unit reports trainers that are:

4.5.4.1. GFP.

4.5.4.2. On loan.

4.5.4.3. Located at a contractor's facility.

4.5.4.4. Located at an AF site to support contract training programs. **Note:** Report only inventory while at a contractor's facility.

#### **4.6. Possession Gain.**

4.6.1. Gain trainers, or newly reported trainers, to the AF inventory using the "GI" code and input the gain into the appropriate MIS.

4.6.2. Gain Message, Aerospace Equipment Possession Change Report. Report with a gain message as described in [paragraph 2.17](#).

#### **4.7. Possession Loss.**

4.7.1. Lose trainers that are transferring to another unit on the applicable date and input the loss into the appropriate MIS.

4.7.2. Loss Message, Aerospace Equipment Possession Change Report. Report with a Loss Message as described in [paragraph 2.18](#).

#### **4.8. Possession Termination.**

4.8.1. Terminate trainers when required and input the termination into the appropriate MIS using the correct termination code.

4.8.2. Termination Message, Aerospace Equipment Termination Report. Report with a Termination Message as described in [paragraph 2.19](#).

#### **4.9. Audit Requirements.**

4.9.1. At base level, the reporting unit will review on-line audit-error reports and listings and correct errors on-line within the specified time period. **(T-1)**.

4.9.2. At command level, the command OPR will validate trainer data and monitor the reporting units to ensure that errors are corrected and accurate information is reported in the applicable MIS.

## Chapter 5

### MINE RESISTANT AMBUSH PROTECTED (MRAP) VEHICLE INVENTORY, STATUS, AND UTILIZATION REPORTING

#### *Section 5A—Reporting System Overview*

#### **5.1. Concepts.**

5.1.1. Each MRAP is always possessed by a designated AF reporting organization at either the organizational or depot level. The possessing organization or depot will report:

5.1.1.1. Possession and possession changes. **(T-0)**.

5.1.1.2. Status conditions that affect ability to perform assigned missions. **(T-0)**.

5.1.1.3. Configuration and configuration changes. **(T-1)**.

5.1.1.4. Utilization data. **(T-1)**.

5.1.2. Contractor Reporting. For government owned contractor-controlled or maintained equipment/system(s), the possessing organizations still retains the responsibility to ensure inventory, status, utilization, and configuration reporting is accomplished. The organization owning the contract maintenance requirement or designated official shall be responsible for ensuring the contract contains the necessary requirements for the contractor to provide the required inventory and status reporting information to affected users. **(T-1)**. The organization requiring the contract controlled maintenance shall work with the contracting officer to ensure inventory and equipment status reporting requirements are accurately captured in contract documents. **(T-1)**.

5.1.3. Deployed Asset Reporting. Deployed units will coordinate with the appropriate MAJCOM on processes to follow for gathering applicable reporting data while minimizing impact to the warfighter. **(T-2)**.

5.1.4. Units without access to an automated MIS will work with their command headquarters to determine alternative procedures. **(T-2)**.

**5.2. The Reporting System.** Units process inventory, status and utilization data using an approved MIS. **(T-0)**. HQ USAF, MAJCOMs, FOAs, HQ AFMC, and other authorized users of the REMIS database monitor the data and may extract reports to control MRAP inventory, status, and utilization. Any records dispositions or IT Systems that need to be updated/deleted/added in the AF RDS must be accomplished by following the guidance in **Chapter 11** of AFI 33-364, *Records Disposition-Procedures and Responsibilities*. Contact your local records professional for additional guidance.

5.2.1. Units collect and input the data as shown in the applicable MIS user's manual. Data is electronically transmitted at specified times to the REMIS database. **(T-1)**.

5.2.2. HQ USAF, HQ AFMC, MAJCOMs, and other authorized users may extract reports, data, and information from an automated accounting system database to monitor and control MRAP inventory, status, and utilization.

**5.3. Reporting Accuracy.** Inventory, status, and utilization reports are the basis for justifying and defending plans, programs, budgets, and to support the AF's CFO statement. Accurate and timely reporting is critical. Errors in reporting can result in the loss of required funding, manpower authorizations, and supplies.

**5.4. Security Classification.** MRAP inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into the MIS/REMIS or an automated accounting system database.

### ***Section 5B—Reporting Responsibilities***

**5.5. Unit-Level Activities.** All reporting starts at unit level.

5.5.1. The unit designated POC will ensure that MRAP inventory, status, and utilization reporting is accurate and timely. **(T-0).** To accomplish this, the unit designated POC:

5.5.1.1. Ensures the unit correctly maintains and reports applicable inventory, maintenance status, utilization, and configuration data on all MRAPs assigned to their organization. **(T-0).**

5.5.1.2. Coordinates with MAJCOMs, ALCs, and contractor field teams to verify inventory, status, and utilization reporting. **(T-1).**

**5.6. MAJCOMs.**

5.6.1. Coordinate with other MAJCOMs, ANG, Air Force Reserve, and non-USAF organizations to move, ship, or transfer MRAPs and send applicable movement reports.

5.6.2. Ensure that MRAPs selected for transfer meet the specified configuration requirements and are prepared for transfer IAW Technical Orders and other transfer inspection requirements, as applicable.

**5.7. MAJCOM POCs.**

5.7.1. Validate that their respective reporting units ensure MRAP inventory, status, utilization, and configuration appears in the REMIS database.

5.7.2. Ensure units take action to correct any reporting discrepancy or other problem.

5.7.3. Perform tasks in conjunction with the units as stated in [paragraph 5.6.1](#) of this instruction.

5.7.4. Assist other MAJCOM agencies in retrieving MRAP inventory, status, and utilization data from the REMIS database.

**5.8. Program Manager (PM).**

5.8.1. The PM is responsible for managing all MRAP equipment inventory, configuration and matrix tables.

### *Section 5C—Inventory Reporting*

**5.9. Assignment, Possession, and Termination Procedures.** Inventory reporting starts when an MRAP is accepted into the AF inventory. Possession, changes to possession, and termination will follow procedures as outlined in **Chapter 2, Section 2C**, of this AFI, and associated MAJCOM supplements.

### *Section 5D—Status/Utilization Reporting*

#### **5.10. MRAP Status Code Definitions.**

5.10.1. FMC: Equipment/system functioning as required in TO specifications and is capable of performing all of its assigned missions.

5.10.2. PMC: System or equipment functioning in such a way that it can perform at least one, but not all of its assigned missions; functions impaired but usable. Systems with redundant capabilities will be coded PMC when redundancy is lost, even though the system is fully capable of supporting all of its assigned missions.

5.10.3. Non Mission Capable (NMC): The system or equipment does not meet the TO specifications; therefore, cannot accomplish any of its assigned missions or functions.

**5.11. Work Unit Codes (WUC).** WUCs are an important part of the MIS status reporting. WUCs determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC is required to be entered into the MIS status reporting when an equipment problem is discovered or repaired. If a specific WUC is not known initially due to troubleshooting, then a system or subsystem WUC may be used until the faulty component is identified. When the equipment is returned to service or when parts are placed on order, the proper WUC should be used for the PMC or NMC status reporting period. The use of 000 and 00 will not be used when a more specific WUC is available.

**5.12. MRAP Utilization Reporting Concept.** Report utilization data for each possessed MRAP. This data assists in determining future inspection and modification requirements. MIS data must be input no later than midnight of the fourth calendar day of the following month. Any utilization data reported after the fourth calendar day will be reported in the next month's data in MIS.

#### **5.13. Mission Status Reporting Tool (MSRT).**

5.13.1. Lead Command Addendums to this publication give a list of maintenance and condition status codes and their definitions which are based on DODI 3110.05. These codes describe the capability of the MRAP vehicle to perform its assigned missions as specified in:

5.13.1.1. The unit's DOC statements.

5.13.1.2. Unit training syllabuses.

5.13.1.3. Test mission requirements.

5.13.1.4. Mission Status Reporting Tool (MSRT).

5.13.2. MSRTs lay the groundwork for reporting the status of MRAP capability. MSRTs list the minimum systems and subsystems that must function for the MRAP to perform specifically assigned unit wartime, training, test or other missions.

5.13.2.1. The NMC lists all systems needed for full mission performance for specifically assigned wartime, training, and test missions. The systems and subsystems that must function for a unit to accomplish those missions, and if not functional, that MRAP cannot be used for any of its missions.

5.13.2.2. The PMC lists all systems and subsystems needed for partial mission performance. It lists the essential systems and subsystems that must function to do partial missions (specifically assigned unit wartime, training, or test missions). If these systems or subsystems are not functioning the MRAP can be used to fulfill one or more of its assigned missions, but can still perform at least one of its assigned missions.

5.13.2.3. The FMC lists all systems and subsystems that are not needed to perform any assigned mission.

5.13.2.4. The MSRT allows you to compare MRAP systems, subsystems, and components, by WUC, against the NMC, PMC and FMC across the page.

5.13.2.5. MSRTs will be reviewed annually for currency by the operational user, functional managers, in coordination with the Lead Command MRAP Weapon System Team (WST) review. **(T-1)**.

5.13.2.6. Report any MRAP that is not FMC with a status code determined by the following criteria:

5.13.2.6.1. Report an MRAP that can perform at least one, but not all of its assigned missions as PMC. **(T-1)**. Report an MRAP that cannot perform any of its assigned missions as Non Mission Capable (NMC). **(T-1)**.

5.13.2.6.2. Add the letter M (maintenance), S (supply), or B (both maintenance and supply) to show the reason the MRAP is PMC or NMC. **(T-1)**. **Note:** See [paragraph 2.24](#) for additional guidance on using status codes.

5.13.2.6.3. Operational users Group Commander or equivalent may down-grade NMC conditions after risk assessment is accomplished. **(T-1)**.

5.13.2.6.4. Operational users Group Commander or equivalent may modify MSRT as mission dictates provided risk assessment has been accomplished. **(T-1)**.

### ***Section 5E—Financial Accountability***

**5.14. Asset Value.** The PM records full cost and useful life data in REMIS not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS. The PM will:

5.14.1. Establish the CFO reporting data elements (full cost and useful life) of each asset (Including the value of the GFM).

## Chapter 6

### COMMUNICATIONS, CYBERSPACE, IT, AND SPACE (CCITS) EQUIPMENT STATUS AND INVENTORY REPORTING

#### 6.1. Terms/Status Definitions as applicable to this publication.

6.1.1. Communications Equipment: As applicable to this publication is all communications systems and equipment including but not limited to ground-based radio and wireless systems used for the electrical and visual transmission and reception of information or messages in the clear or by cryptographic means; radar and radiation aids to Air Traffic Control, navigation, enemy aircraft warning and interception; electronic weather equipment, electronic countermeasure devices, and related electronic systems and equipment including infrared; radar, meteorological and navigational radiation aids used for aircraft control and landing; radiating aids for fire control; imagery, video processing equipment and intrusion detection systems, satellite, microwave and telemetry equipment; mission critical computer hardware, telecommunications switching equipment, cable and antenna systems; cryptographic equipment and communications consoles; and electronic counter-measures and related radiation, re-radiation, and electronic devices. Generally these assets are maintained by Airmen who follow AFI 33-150, *Management of Cyberspace Support Activities*.

6.1.2. Cyberspace Assets: Those assets that makeup the global domain within the information environment consisting of the interdependent network of information technology infrastructures; including the internet, telecommunications networks, computer systems, and embedded processors and controllers and operated by Airmen to individuals who are assigned to a specific cyber weapon system and follow AFI 10-1703V1, *Cybercrew Training*, AFI 10-1703V2, *Cybercrew Standardization and Evaluation Program*, AFI 10-1703V3, *Cyberspace Operations and Procedures*.

6.1.3. Information Technology (IT): Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the DOD component. For the purposes of the preceding sentence, equipment is used by a DOD component if the equipment is used directly or is used by a contractor under a contract with the DOD component that (1) requires the use of such equipment; or (2), requires the use to a significant extent, of such equipment in the performance of a service or the furnishing of a product. The term Information Technology includes computers, ancillary equipment, software, firmware, and similar procedures, services (including support services) and related resources. Notwithstanding the above, the term information technology does not include any equipment that is acquired by a Federal contractor incidental to a Federal contract. **Note:** See *DODD 8000.01, Management of the Department of Defense Information Enterprise* for additional information.

6.1.4. Space Asset: Any individual part of a space system: equipment that is or can be placed in space and/or terrestrially-based equipment that directly supports space activity. Space Systems-Devices and organizations forming the space network of: spacecraft; mission packages; ground stations [i.e., nuclear, deployable, and fixed Satellite Communications



(SATCOM), etc.] terminals; data links among spacecraft, mission or user terminals; launch systems; and directly related supporting infrastructure.

6.1.5. Green - Full Mission Capable (FMC): Assets functioning as required per TO specifications or commercial manual and is capable of performing all of its assigned missions. Assets functioning as required per TO specifications, user guides, directives, manuals i.e., Memorandum of Agreements (MOA), instructions and commercial manuals are capable of performing all of its assigned missions.

6.1.6. Amber - Partial Mission Capable (PMC): Assets functioning in such a way that it can perform at least one, but not all of its assigned missions or functions; asset is impaired but usable. Assets with redundant capabilities will be coded PMC when redundancy is lost, even though it is fully capable of supporting all missions. Update status as Amber when a part is ordered with a status of partially mission capable supply.

6.1.6.1. Assets in this category usually support minimum mission requirements with deficiencies in range, quality, and speed of service. Further loss of redundancy, spare equipment, channels, circuits, frequencies, etc. will cause the equipment to be reported as Red (NMC). Assets reported as Amber for the sole purpose of ordering parts at a higher priority is not authorized.

6.1.7. Red - Non Mission Capable (NMC): The system or equipment does not meet the TO specifications; therefore, cannot accomplish any of its assigned missions or functions. Unusable (neither in-use nor available for use). Report equipment Red when a part or parts is on order and status is non-mission capable for supply.

6.1.7.1. Condition does not apply if the asset was turned off by the user at their option. Assets Notice to Airmen (NOTAM) issued out of service is considered Red (NMC) until an additional NOTAM is issued placing it back in service. Systems turned off at using organization's option shall be changed to inactive in the approved MIS.

6.1.8. Mission status: Status hours required for operation of mission set equipment. **Note:** Mission status reporting is optional within IMDS; however MAJCOMs/FOAs can define mission status reporting procedures in MAJCOM/FOA supplements, if required.

6.1.9. Status Codes: These codes are used in REMIS to determine the condition status of the asset at the point in time the status is being reported and has the same meaning as downtime code in IMDS. See [Table 6.2](#) for list of status codes.

6.1.10. Reason Codes: These codes are used in REMIS to help explain when equipment is placed in the "Other" (NMCO) status code condition and has the same meaning as delay codes in IMDS. See [Table 6.3](#) for list of reason codes.

6.1.11. Downtime Codes: These codes provide the cause for asset downtime and are used in reporting status. See [Attachment 5](#) for list of downtime codes.

6.1.12. Delay Codes: The codes list reasons for asset delay time and are used in reporting status.

6.1.13. Active Equipment: An asset installed and commissioned to perform an operational mission or requirement. **Note:** Does not include cold spares or off-line equipment.

6.1.14. Inactive Equipment: An asset not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed or setup and operational for training, mockups, procured/identified training equipment, and equipment not being utilized to perform a specific mission.

## ***Section 6A—Reporting System Overview***

### **6.2. General Concepts**

6.2.1. The Reporting System. Units process inventory, status and utilization data using an approved MIS. An approved MIS varies per CCITS commodity.

6.2.2. For communications and space assets, HQ USAF, MAJCOMs, FOAs, HQ AFMC, and other authorized users of REMIS database verify accuracy of the data. REMIS provides managers with worldwide information and the capability to extract data on in-use AF systems. This MIS:

6.2.2.1. Helps managers identify trends and clear up problems.

6.2.2.2. Helps in developing replacement systems, spare parts, and equipment modifications.

6.2.2.3. Ensures that managers know the equipment status on critical communications, space and weather systems and equipment.

6.2.2.4. Helps produce statistical analysis for congressional committees, the Office of Management and Budget, the Department of Defense and other offices.

6.2.3. Equipment Status Reporting and Job Data Documentation data will be sent to the REMIS database automatically at specified times via the approved MIS interface.

**6.3. Security Classification.** CCITS equipment or assets inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into a MIS or REMIS. Report equipment or mission status information as directed by the maintaining command or as specific in the commands security classification guide.

### **6.4. Communications Equipment Reporting System Overview.**

6.4.1. Each Communications equipment asset or system is always possessed by a designated AF reporting organization at either the organizational or depot level. For purpose of this instruction communications equipment or system is defined by Type equipment code “C” or “R” per TO 00-20-2. The designated AF reporting organization retains this responsibility in instances where a CCITS is loaned, leased or in use by any organization external to the AF. This includes Space Command and Control (C2) Systems in AFSPC. The possessing organization or depot will report:

6.4.1.1. The hours it possesses the communication asset. **(T-1)**.

6.4.1.2. Changes in communications asset possession. **(T-1)**.

6.4.1.3. Status conditions that affect a communications ability to perform assigned missions. **(T-1)**.

6.4.1.4. Reporting the asset as active or inactive as applicable. **(T-1)**.

6.4.2. If a contractor controls or maintains communications assets that require inventory, status, and utilization reporting, the AF entity/government representative possessing DD Form 250 ownership is responsible for ensuring all reporting requirements are met. **(T-1)**. When responsibility is delegated via a contract, the administrative contracting officer will submit the needed reports/or information to the agency that asks for them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

6.4.3. For space assets only, enter the CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset. Capitalize only those modifications that meet the DOD capitalization threshold as defined in DOD 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

## **6.5. IT Equipment Reporting System Overview.**

6.5.1. Each IT equipment asset or system is always possessed by a designated AF reporting organization at either the organizational or depot level will be tracked in Air Force Equipment Management System Asset Inventory Management (AFEMS-AIM) IAW AFMAN 33-153, *Information Technology (IT) Asset Management (ITAM)*, and maintenance will be documented in EITSM when capability is provided. The processing organization or depot will report:

6.5.1.1. Changes in IT asset possession. **(T-1)**.

6.5.1.2. Status conditions that affect IT asset ability to perform assigned missions. **(T-1)**. Exception: Theater Deployable Equipment (TDC) is IT Equipment and will be tracked in AFEMS-AIM IAW AFMAN 33-153 and maintenance will be documented in IMDS when capability is provided. See [paragraph 6.10](#). Communications equipment, for more details.

6.5.2. If a contractor controls or maintains IT assets that requires inventory, status, and utilization reporting, the AF entity/government representative possessing DD Form 250 ownership is responsible for ensuring all reporting requirements are met. **(T-1)**. When responsibility is delegated via a contract, the administrative contracting officer will submit the needed reports/or information to the agency that asks for them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

## **6.6. Cyberspace Equipment Reporting System Overview.**

6.6.1. Cyberspace Weapons System components will be tracked in AFEMS-AIM IAW AFMAN 33-153. **(T-1)**. **Note:** Maintenance will be documented in EITSM (e.g., Remedy) when capability is provided IAW 10-1701 series AFIs (until superseded by 17-series instructions).

## **6.7. Space Equipment Reporting System Overview.**

6.7.1. Each space equipment asset or system is always possessed by a designated AF reporting organization at either the organizational or depot level. The designated AF reporting organization retains this responsibility in instances where a space asset, to include

Space Command and Control (C2) systems, is loaned, leased or in use by an organization external to the AF. The possessing organization will report:

- 6.7.1.1. The hours it possesses the CCITS asset. **(T-1)**.
- 6.7.1.2. Changes in CCITS asset possession. **(T-1)**.
- 6.7.1.3. Status conditions that affect a CCITS ability to perform assigned missions. **(T-1)**.
- 6.7.1.4. Reporting the asset as active or inactive as applicable. **(T-1)**.

6.7.2. If a contractor controls or maintains a space asset that requires inventory, status, and utilization reporting, the AF entity/government representative possessing DD Form 250 ownership is responsible for ensuring all reporting requirements are met. **(T-1)**. When responsibility is delegated via a contract, the administrative contracting officer will submit the needed reports/or information to the agency that asks for them, unless the applicable contract states otherwise. Use these reports whenever it is in the best interest of the Government.

6.7.3. The applicable Weapon System Program Manager is responsible for ensuring CFO data elements (full cost and useful life) are properly reported in REMIS in a timely fashion. The PM or designated representative shall update REMIS with missing/inaccurate CFO reporting data elements as inventory items are added, removed, or adjusted as a result of modifications.

6.7.3.1. Enter the CFO reporting data elements (full cost and useful life) value of each asset (including the value of the GFM) IAW AFI 63-101, not more than 5 workdays after the AF-AVDO notifies the PM that the asset record was established in REMIS.

6.7.3.2. Enter the CFO modification records including determining the value of the modification on each asset and documenting when the modification was completed on each asset. Capitalize only those modifications that meet the DOD capitalization threshold as defined in DOD 7000.14-R and add capability to the weapon system or extend the useful life of the weapon system beyond its originally planned useful life.

### ***Section 6B—Roles and Responsibilities***

**6.8. Base and Depot Level Activities.** Reporting starts at the base level.

6.8.1. Wing/Group Commanders responsibilities:

6.8.1.1. Ensure personnel document and report maintenance data and equipment status accurately and establish process to review and correct errors in reporting no matter the MIS (e.g. IMDS, Remedy, etc.) used. **(T-1)**.

6.8.1.2. Appoint a primary and alternate IMDS Communications subsystem manager to report inventory status for the unit. By e-mail message, provide MAJCOM/MCCCs the name, grade, duty phone, e-mail address, and office symbol of the primary and alternate Communications Equipment, IMDS subsystem manager/REMIS Communications Area Manager annually at the beginning of each fiscal year and as changes in personnel occur. MAJCOM Communication Coordination Center (MCCC) will forward information to AFSPC CYSS/CYM annually or as when superseded. **(T-2)**.

6.8.2. Unit POC(s) will:

6.8.2.1. Will be designated as the primary POCs for CCITS inventory and status reporting within their organization. **(T-1)**.

6.8.2.2. Monitor and/or input data in the MIS daily. **(T-0)**.

6.8.2.3. Resolve any data reporting problems. **(T-0)**.

6.8.2.4. Ensure equipment loads to MIS for space contain correct current operating time prior to performing gain transactions. **(T-0)**.

6.8.2.5. Initiate inventory transactions and movement reports as required. **(T-0)**.

6.8.2.6. Send messages or e-mails as required by this instruction and MAJCOM supplements. **(T-1)**.

6.8.2.7. Ensure DD Form 1149 is completed and sent as required. **(T-0)**.

6.8.2.8. Distribute assigned CCITS as required. **(T-0)**.

6.8.2.9. Prior to processing MIS data and sending gain/loss messages, verify inventory transaction dates and times (Zulu) with corresponding units, depots or contractors to ensure they match to maintain data integrity. **(T-0)**.

6.8.2.10. Upon notification of a CCITS asset movement, but prior to the CCITS assets actually moving, develop a transfer schedule that is funded and approved by the MAJCOM and program office. **(T-1)**.

6.8.2.10.1. Notify the MAJCOM and applicable weapons system functional manager of the CCITS asset serial numbers and transfer dates by e-mail message. **(T-1)**.

6.8.2.10.2. When changes occur to the transfer schedule, send an updated e-mail message to the MAJCOM and program office with justification of change. **(T-1)**.

6.8.2.11. The Unit Communications IMDS subsystem manager will verify transactional history in IMDS. **(T-1)**. Complete and report within the IMDS a physical inventory for CCITS assets that do not have transactional history in the IMDS within the previous 365 days to ensure inventory accounting of assigned aerospace vehicle assets is completed IAW DODI 5000.64. **(T-0)**.

6.8.3. Program Management Offices/Depot

6.8.3.1. Ensure Joint Electronic Type Designation/Joint Electronic Type Designation Automated System (JETD/JETDAS) equipment designators are consistent with MIL-STD 196D for type "R" code equipment.

6.8.3.2. Maintain the AF master inventory of serially controlled equipment.

6.8.3.3. Notify MAJCOMs and FOAs in changes and deletions to CCITS equipment designator records.

6.8.4. Lead Commands will:

6.8.4.1. Annually calculate the Operational Availability Standard for each CCITS and provide them to the applicable MIS manager. **(T-1)**.

6.8.5. SAF-CIO A6 will:

6.8.5.1. Act as the AF focal point for the Communications Equipment/System portion of CCITS reporting policy and procedures in partnership with AFSPC/2/3/4/6.

6.8.6. MAJCOM/FOA IMDS/REMIS Functional will:

6.8.6.1. Act as the AF focal point for the Cyberspace, IT, and space portion of CCITS reporting policy and procedures.

6.8.6.1.1. Provide direction/guidance as needed to ensure correct and consistent reporting.

6.8.6.1.2. Assist MAJCOMs/FOAs to integrate their unique reporting requirements into the approved AF MIS.

6.8.6.1.3. Provide technical assistance to field units/MAJCOMs/FOA to resolve IMDS/REMIS/ Remedy reporting issues and problems.

6.8.6.2. Maintain the portion of the REMIS organization table for their command.

6.8.6.3. Maintain the AF master inventory.

6.8.6.4. Resolve REMIS errors with help of the units and Host Base Data Base Manager (HDBM).

6.8.6.5. Ensure the NFS5B0 transactions to REMIS are accomplished and REMIS reconciliation errors are corrected.

6.8.6.6. Provide training to MAJCOM equipment managers on the information available in REMIS and how to extract that data themselves.

6.8.6.7. Provide data from REMIS for special studies or assessments as requested by MAJCOM equipment managers.

6.8.6.8. Provide MAJCOM-unique (non-centrally managed) equipment standards updates annually, as needed, or confirm no changes to Global Cyber System Support Dashboard (GCSS-D) administrators to support accurate Reliability Maintainability and Availability (RM&A) reporting.

**Exception:** If equipment or system standards are classified, omit this requirement.

6.8.7. Wing Data Base Managers/IMDS HDBM will:

6.8.7.1. Monitor the receipt acknowledgment output transmittal files from REMIS daily. **(T-1).**

6.8.7.2. Establish "dummy" depot reporting units for local depot and contract field teams reporting within the MIS is required for maintenance data reporting. **(T-1).**

6.8.7.3. Provide assistance and training as required. **(T-1).**

6.8.7.4. Process NFS5B0 when required by local communications units or MAJCOM IMDS/REMIS Functional and provide NFS5B0 error output files to requestor. **(T-1).**

6.8.8. Base-level Organization/Unit/Functions Manager will:

**Note:** For purpose of this instruction, base-level organization/unit/function manager could be a Base Communications Squadron, Maintenance Operations Center, Maintenance Control Center, Communications Focal Point, Help Desk, Command Post, etc.

6.8.8.1. Establish a process to ensure timely and accurate entry of Equipment Status Reporting (ESR) data into the applicable MIS(s). **(T-1)**. The section supervisor will be the primary monitor for ESR data and ensure all controllers reporting ESR data are trained on data entry, correction, and monitoring processes. **(T-1)**.

6.8.8.2. Act as the IMDS Subsystem manager to communicate between the unit, IMDS HDBM and MAJCOMs/FOAs on IMDS/REMIS support issues. **(T-1)**.

6.8.8.3. Report equipment status and inventory changes as quickly as possible after each event and process changes IAW Air Force Computer Systems Manual (AFCSM) 21-560, V2, *Integrated Maintenance Data System (IMDS) Communications Equipment (C-E) Status and Inventory Reporting*. **(T-1)**.

6.8.8.4. Coordinate with the IMDS HDBM to process NFS5B0 reconciliation program as required and review the quarterly NFS5B0 error output file for action. **(T-1)**. Be familiar with using TRIC "STI" (IMDS 230 NFSB80, Status Inquiry) so the job status of new or existing jobs may be reviewed during the duty day for accuracy. **(T-1)**.

6.8.8.5. Perform checks and balances necessary to ensure ESR is current and accurate. **(T-1)**.

6.8.8.6. Coordinate with the IMDS HDBM to set up contingency procedures to track equipment status while IMDS is unavailable. **(T-1)**.

6.8.8.7. Update IMDS status changes that occurred during the system outage as soon as IMDS processing capability is restored. **(T-1)**.

6.8.8.8. Provide training to each workcenter supervisor and ESR point of contact. **(T-2)**.

6.8.8.9. Ensure the HDBM processes the Communications Status Summary Report (SSR) monthly, using formats 1 and 4 on separate IMDS products (E.g. Generation Run Screens (GENRUNs)). **(T-1)**. Other formats can be produced as necessary. See AFCSM 21-560, V2, for specific instructions.

6.8.8.10. Maintain and update the Equipment Inventory List (EIL) with information provided from the workcenter. **(T-1)**.

6.8.8.11. Reconcile all Red/Amber jobs using the Open Incident List (OIL). **(T-1)**.

6.8.8.12. Provide workcenters an OIL weekly for reconciliation of all Red/Amber jobs. **(T-1)**.

6.8.8.13. Ensure updates provided by the workcenter are entered into the ESR system through IMDS. **(T-1)**.

6.8.8.14. Ensure CCITS status attributed to supply is reported to the Logistics Readiness Squadron (LRS) POC. **(T-1)**.

6.8.9. The workcenter will:

6.8.9.1. Appoint an IMDS/ESR POC if the workcenter has ESR reportable equipment. **(T-1)**. The ESR POC can be the workcenter supervisor or any individual within the section. The ESR POC will review and provide updates/corrections to the MOC weekly. **(T-1)**.

6.8.9.2. Review the OIL to ensure each job against the workcenter is current and correct. **(T-1)**.

Contact the base-level organization/unit/function manager when problems are discovered and provide updates on a timely basis so the job status can be updated. **(T-1)**.

6.8.9.3. Be familiar with using TRIC "STI" (Status Inquiry) so the job status of new or existing jobs may be reviewed during the duty day. **(T-1)**.

6.8.9.4. Units will reconcile MIS equipment records with the actual on hand equipment items annually IAW AFI 23-101, AFI 23-111, AFMAN 23-122, AFH 23-123 V2, and V3, AFMAN 33-153, and MAJCOM supplements. **(T-1)**.

6.8.10. Contract Administration Activities (Except Contract Field Teams). Report all gains, losses, and terminations as stated in this instruction, MAJCOM supplements, or IAW maintenance contracts.

6.8.10.1. Contractor Reporting. For contractor controlled or maintained equipment/system(s), the AF possessing organizations will retain the responsibility to ensure inventory, status, utilization, and configuration reporting is accomplished. **(T-1)**. The organization owning the contract maintenance requirement or designated official is responsible for ensuring the contract contains the necessary requirements for the contractor to provide the required inventory and status reporting information to affected users. **(T-1)**. The organization requiring the contract controlled maintenance shall coordinate with the contracting officer to ensure inventory and equipment status reporting requirements are accurately captured in contract documents. **(T-1)**. For example, the contracting Contract Officer Representative (COR) may have to enter the inventory and equipment status reporting in IMDS.

### ***Section 6C—Reporting Responsibilities***

**6.9. Cyberspace and IT Asset Reporting.** Report all cyberspace and IT assets within EITSM (e.g., Remedy) with the exception of items listed in [paragraph 6.3](#) of this document. **(T-1)**.

6.9.1. Report inventory only for COMSEC equipment (SRD category U and IMDS report level P) must be accounted for within IMDS. **(T-1)**.

**6.10. Communications and Space Asset Reporting.** Report all communications and space assets (Type Equipment "C" or "R") that are assigned an AF standard reporting designator (SRD), as listed in the IMDS/REMIS SRD Table. **(T-1)**. This requirement exists even when bases are undergoing closure, systems will be reported until deactivated or the base is closed. **(T-1)**. Use Transaction Identification Code (TRIC) QBC, Program NFSU10, Screen 127 or TRIC QCC, Program NFS840, Screen126 to view the SRD table. **(T-1)**.



6.10.1. Report equipment inventory and ESR status in IMDS for all equipment (including in-garrison deployable equipment) assigned an SRD. **(T-1)**.

6.10.1.1. Workcenters will report inventory for SRD category U and IMDS report level P COMSEC equipment to ensure accurate PMI tracking. **(T-1)**.

6.10.1.2. Report ESR status information for communications and space assets (including in-garrison deployable equipment) when the REMIS SRD Table MICAP indicator is marked "Y" within the REMIS SRD Table. **(T-1)**.

**Note:** Do not report status against embedded equipment (i.e., items installed on a higher level end item, e.g. GRC-171 can be used as a standalone item in a Ground to Air Transmitter-Receiver (GATR site) or as an embedded part of the TYQ-23). Since the GRC-171 has an SRD both will be loaded to the inventory, however when the one embedded in the TYQ-23 breaks, the status is documented against the TYQ-23 using the WUC of the embedded item. **(T-1)**.

6.10.2. Report classified equipment status on Air Force Intelligence, Surveillance and Reconnaissance equipment (SRD category Q) as directed by 25th Air Force. SRD category Q will only be used by 25 AF units. **(T-1)**. MAJCOMs are not authorized to use SRD category Q unless permitted by 25 AF.

6.10.3. Report local status only on non-reportable equipment, provided the reporting level is set to local only (IMDS reporting level R). Status reported on equipment with IMDS report level R will remain at the local (base level IMDS) database. **(T-1)**.

6.10.4. MAJCOMs, FOAs, or Higher Headquarters determine what mission reporting is required (IMDS reporting level Y). MAJCOM/FOA supplements to this AFI define specific reporting and non-reporting requirements.

6.10.5. Weather Meteorological Equipment. See [Attachment 15](#) and [Attachment 16](#) for specific guidance on status and serial number reporting of Weather Meteorological equipment.

6.10.6. Deployable Communications and IT ESR.

Deployable equipment poses a challenge for reporting purposes. Unlike its fixed base counterpart, much of the equipment is in storage (in-garrison). Even when it is being utilized, it is seldom used in close proximity to an established base. The following procedures apply:

6.10.6.1. Reporting Criteria: Report equipment status as per [paragraph 6.10.7](#) when the equipment is deployed. Local deployed reporting procedures will be developed no later than 14 days after deployment to ensure data is recorded on a reoccurring basis. **(T-2)**.

6.10.6.2. Requirement for real time outage reporting (when the equipment is deployed and operational) will be determined by appropriate reporting agency. **(T-2)**.

6.10.7. ESR Procedures.

6.10.7.1. Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in AFCSM 21-560, V2. **(T-1)**.

6.10.7.1.1. TRIC COX (Communications Status Load and Maintenance Scheduling) will not process action/request if the start date is greater than 33 days in the past from the current date. **(T-1)**.

- 6.10.7.1.2. TRIC EUC (Status Update and Close) will not delete, or update a status or delay in which the start date/time is greater than 33 days in the past from the current date. **(T-1)**.
- 6.10.7.2. Unless specified in a MAJCOM supplement, do not report:
- 6.10.7.2.1. Outages of less than 5 minutes. **(T-1)**.
  - 6.10.7.2.2. Frequency changes, crypto reset, or runway change outages that last less than 15 minutes. **(T-1)**.
  - 6.10.7.2.3. Adjustments or alignments performed during scheduled maintenance such as PMIs, TCTOs and TCIs. **(T-1)**. These actions are documented during the outage.
  - 6.10.7.2.4. Generator run-ups that are scheduled. However, Red time associated with generator failures during scheduled run-ups if over 5 minutes will be reported using Down Time Code (DTC) "N". **(T-1)**.
- 6.10.7.3. Use the downtime codes listed in **Attachment 5** to describe the reason for the outage. **(T-1)**.
- 6.10.7.4. Use the delay codes listed in **Attachment 6** to describe any maintenance delay that prevents the equipment from being returned to operational status. **(T-1)**.
- 6.10.7.5. Use ESR sequence codes to upgrade or downgrade status. **(T-1)**. Do not change the condition code on the original status unless it was wrong when loaded. Change sequence codes as needed to allow more than 26 delays or comments. **(T-1)**.
- 6.10.7.6. Work Unit Codes (WUC). WUCs are an important part of ESR reporting. They determine subsystem problems and repair actions associated with a piece of equipment or a system. A proper WUC is required to be entered into ESR when an equipment problem is discovered or repaired (except for DTC of "U"). It is the technician's responsibility to provide MOC with the proper WUC when the equipment is returned to service, when parts are placed on order or when the source of the outage is known. Use the lowest assembly WUC when possible and do not use the highest assembly (i.e., AB000) WUC. The lowest level WUC is used to identify specific components causing equipment downtime. **Note:** The use of \*\*000 will not be used when a more specific WUC is available. **(T-1)**.
- 6.10.7.6.1. Always report status against the highest level end item when reporting a Red or Amber status condition against an embedded end item. Do so by using the WUC within the highest level end item's WUC table that best describes the lower level embedded end item and is the closest to the component in need of repair. Never downgrade the status of work unit coded associated equipment if maintenance is not required for higher or lower assemblies. **(T-1)**.
  - 6.10.7.6.2. Refer to MAJCOM supplement of mission reporting requirements for associated equipment status reporting. **(T-2)**.
- 6.10.8. Reporting Procedures. MOC will report changes in equipment status as they become aware of them. **(T-1)**. This is accomplished by user notification or from the workcenter. The following procedures apply:

6.10.8.1. Status Times. Use the notification time the outage was reported. Do not backdate times to previous days. Not Applicable (N/A) to AFSPC when status of outages is considered classified. Time logged to put equipment back into service will be used to close the job. **(T-1)**.

6.10.8.2. Downtime Codes. Initial downtime code (DTC) of "U-Unknown" will be entered until such time as maintenance can determine the exact problem, then change the DTC to the one best describing the reason for the outage. **(T-1)**. **Note:** DTC definitions are found in **Attachment 5** of this instruction and AFCSM 21-560, V2, **Attachment 1**.

6.10.8.3. Delay Codes. Use Delay Codes (DC) when maintenance is not working on the problem. **(T-1)**. Use the code which best describes the delay. Close the delays upon return of maintenance on the job, reason for the delay no longer exists, or a change in situation occurs. Researching parts is not a delay unless it exceeds 30 minutes. DC definitions are found in **Attachment 6** of this instruction and AFCSM 21-560, V2, **Attachment 1**.

6.10.8.4. Comment requirements:

6.10.8.4.1. Enter comments against the status and delay codes that require one. **(T-1)**. Do not add comments to codes not requiring them unless an adverse circumstance warrants it. Keep comments short and concise but ensure there is enough information to describe the problem or situation.

6.10.8.4.2. Comments against the STATUS:

6.10.8.4.2.1. Initial status comments may not provide the exact reason for an outage. **(T-1)**. Use the words given by the user for the first comment. Example: 125/WSA MM3 CONSTANT ALARM.

6.10.8.4.2.2. Once maintenance has determined the problem cause, an actual reason for the outage will be entered. Example: 125/ALARMS CAUSED BY FAULTY WIRES. **(T-1)**.

6.10.8.4.2.3. When the problem is corrected, enter the corrective action. Example: 128/CE REPLACED EXTERIOR BUILDING WIRES. **(T-1)**.

6.10.8.4.2.4. Other comments pertinent to the status of the equipment can be entered as they are known.

6.10.8.4.2.5. Enter the Julian date followed by a slash and then the comment. Example: A336/. **(T-1)**.

6.10.8.4.2.6. Initials may be used if required. If initials are used, they will be placed one space after the comment. Using an entire line for initials will be avoided. No workcenter or agency names will be used. Units using initials will develop a local format for entering requirements. Example: 11/RADIO WEAK RX NM/OP. **(T-1)**.

6.10.8.4.2.7. Abbreviations may be used if common to all levels of command. Example: 224/123.1 RX INOP. **(T-1)**.

6.10.8.4.2.8. Comment lines will only contain pertinent information pertaining to the job. Do not enter extra characters (i.e., dots, dashes, etc.) to fill up the comment line. **(T-1)**.

#### 6.10.9. Inventory Records.

6.10.9.1. To load communication equipment into IMDS follow the instructions for TRICs CEL, IMDS Screen 800, Program NFSE20 and MCR, IMDS Screen 216, Program NFSK60, in AFCSM 21-560, V2. IMDS TRIC Code "EIL" (Equipment Inventory List) is used to extract equipment inventory records. IMDS TRIC Code "MCL" Mission Correlation Listing will be used to extract mission inventory records. **(T-1)**.

6.10.9.2. Only communications equipment which possesses an AF level or local SRD being maintained by a unit or by a contractor overseen by the communication unit will be entered on the EIL. **(T-1)**.

6.10.9.2.1. Not all equipment maintained by the unit is CCITS equipment. Items such as vehicles, tool boxes, etc. will not be listed on the EIL. **(T-1)**. There are trainers, support equipment, and test, measurement, and diagnostic equipment (TMDE), which are loaded on other IMDS subsystems. These other subsystems have separate inventory lists which require different IMDS equipment loads.

6.10.9.2.2. Contractor-supplied and maintained equipment can be reported or tracked using a local SRD when required by contract and AF-level SRD are not available.

6.10.9.2.3. Gain equipment (enter it into the inventory) when a unit accepts maintenance responsibility and it has been accounted for in AFEMS-AIM. **(T-1)**.

6.10.9.2.4. Lose equipment (place it in "inventory loss condition") when a unit no longer has maintenance responsibility, or when it has been decommissioned and removed from AFEMS-AIM. **(T-1)**.

6.10.9.2.5. When adding reportable equipment and missions to the inventory, ensure the correct data elements and codes (obtained from SRD Table requested with IMDS screen 126) are used. These data elements are important for status and inventory reporting.

6.10.9.2.6. Change the equipment from active to inactive status as required. Combat Communications, tactical, and stored equipment will be reported as inactive until deployed, powered up, conducting PMIs, or maintenance, etc. (Operating time is calculated from active times as reported on possessed inventory).

6.10.9.2.7. Equipment Designator: Use the equipment designator as indicated on the IMDS/REMIS SRD table (screen 126). The system will not accept equipment designators that differ from the IMDS/REMIS SRD table.

6.10.9.2.8. Serial Number: Use the actual equipment serial number from the equipment data plate. If the number is longer than fifteen characters, use the last fifteen characters. If the equipment has no serial number, assign one IAW AFI 23-101. If a duplicate serial number is found, verify the number and contact the applicable MAJCOM/FOAs IMDS Functional for assistance.

6.10.9.2.8.1. Care will be taken to ensure that "0, O" and "1, I" are not confused

when recording the serial number. If the equipment does not have a data plate or does not have a number in the serial number block, a message will be sent to the MAJCOM for serial number assignment to prevent duplication of SNs in REMIS. A system made up of several components will use the SN of the control unit or main component. **(T-1)**.

6.10.9.2.9. Requiring Command: Enter the MAJCOM that the equipment supports. This is the command that is the customer for the equipment. See AFCSM 21-556, V2, Integrated Maintenance Data System (IMDS) DSD: G105-FS, Intro to IMDS Centralized Database (CDB), **Attachment 1** or use IMDS screen 127, for a list of command codes.

6.10.9.2.10. Overhaul/Install Date. When the equipment is initially loaded, use the date the equipment was accepted by the unit or equipment overhaul date. Do not change this date unless the original acceptance date was entered in error.

**Table 6.1. IMDS Current Downtime/Delay Code Summary to REMIS Status Conversion.**

--Total Downtime Codes: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	NMC / PMC
--Maintenance Downtime: A, B, C, D, E, F, I, J, L, M, O, R, S, T, U, Y (no delays)	NMCM / PMCM
--Scheduled Maintenance: A, B, C, D, E, I, O, T (no delays)	NMCMS / PMCMS
--Unscheduled Maintenance: F, J, L, M, R, S, U, Y (no delays)	NMCMU / PMCMU
--Other Downtime: A, B, C, D, E, F, G, H, I, J, K, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z (with delays)	NMCO / PMCO
--Scheduled Other Maintenance: A, B, C, D, E, H, I, K, O, T, V, Z (with delays) <b>Note:</b> H, K, V, Z do not require delay codes	NMCOS / PMCOS

--Unscheduled Other Maintenance: F, G, J, L, M, N, P, Q, R, S, U, W, X, Y (with delays) <b>Note:</b> L, N, P, Q, W, X do not require delay codes	NMCOU / PMCOU
--Total Delay Codes: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z	
--Maintenance Delay: A, C, E, S (merged into other delay code "U")	
--Other Delay: B, D, F, G, H, I, K, O, T, U, V, W, X, Z	NMCO / PMCO
(T & X merged into other delay code K)	
--Supply Delay: D, J, L, M, N, P, Q, R, T, Y (with maintenance downtime codes)	NMCS / PMCS
---Backorder:	
L, M, N	
---Local:	
J, P, Y	
---Other:	
D, Q, R, T	

**Note:** Maintenance delay codes A, C, E, and S will be eliminated and merged into other delay code "U". Other delay codes "T" and "X" will be merged into other delay code "K". The definitions in **Attachment 5** for delay codes "U" and "T" will be expanded to capture delays being merged.

**Table 6.2. IMDS to REMIS Status Code Conversion Cross Reference.**

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
E	NMCS	N/A	R	A, B, C, D, E, F, I, J, M, O, P, Q, R, S, T and U	Include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y
C	NMCMU	N/A	R	F, J, L, M, R, S, U, and Y	Do not include if one of the following exist: A through Z
D	NMCMS	N/A	R	A, B, C, D, E, I, O, and T	Do not include if one of the following exist: A through Z
	NMCOU	See <b>Table 6.4</b>	R	F, G, J, L, M, N, P, Q, R, S, U, W, X, and Y	If Downtime Code = F, J, M, R, S, U, or Y then apply the following edits to delay code:  Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z  Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y  If Downtime Code = G, L, N, P, Q, W, or X then convert inbound and historical data

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
					<p>as follows:</p> <p>If no related delay record is found, insert status reason code using default reason code listed in <b>Table 3</b>.</p> <p>If a related delay record is found, convert delay code into reason code using <b>Table 3</b> cross reference.</p> <p>After implementation, reason code will be required.</p>
J	NMCOS	See <b>Table 6.4</b>	R	A, B, C, D, E, H, I, K, O, T V, and Z	<p>For Downtime Codes of A, B, C, D, E, H, I, K, O, or T apply the following rules:</p> <p>Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z</p> <p>Do not include if one of the following exist: D, I, J, L, M, N,</p>



REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
					<p>P, Q, R, or Y</p> <p>If Downtime Code = H, K, V, or Z then convert inbound and historical data as follows:</p> <p>If no related delay record is found, insert status reason code using default reason code listed in <b>Table 3</b>.</p> <p>If a related delay record is found, convert delay code into reason code using <b>Table 3</b> cross reference.</p> <p>After implementation, reason code will be required.</p>
H	PMCS	N/A	A	A, B, C, D, E, F, I, J, M, O, P, Q, R, S, and U	Include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y
G	PMCMU	N/A	A	F, J, L, M, R, S, U, and Y	Do not include if one of the following exist: A through Z

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
Q	PMCMS	N/A	A	A, B, C, D, E, I, O, and T	Do not include if one of the following exist: A through Z
R	PMCOU	See <b>Table 6.4</b>	A	F, G, J, L, M, N, P, Q, R, S, U, W, X, and Y	<p>If Downtime Code = F, J, M, R, S, U, or Y then apply the following edits to delay code:</p> <p>Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z</p> <p>Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y</p> <p>If Downtime Code = G, L, N, P, Q, W, or X then convert inbound and historical data as follows:</p> <p>If no related delay record is found, insert status reason code using default reason code listed in <b>Table 3.</b></p> <p>If a related delay record is</p>

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
					<p>found, convert delay code into reason code using <b>Table 3</b> cross reference.</p> <p>After implementation, reason code will be required.</p>
S	PMCOS	See <b>Table 6.4</b>	A	A, B, C, D, E, H, I, K, O, T, V, and Z	<p>For Downtime Codes of A, B, C, D, E, H, I, K, O, and T apply the following rules:</p> <p>Include only if one of the following exist: B, F, G, H, K, O, U, V, W, or Z</p> <p>Do not include if one of the following exist: D, I, J, L, M, N, P, Q, R, or Y</p> <p>If Downtime Code = H, K, V, Z then convert inbound and historical data as follows:</p> <p>If no related delay record is found, insert</p>

REMIS NEW STATUS CODE	NEW STATUS NARRATIVE	NEW REASON CODE	CURRENT CAPABILITY IMPACT	IMDS CURRENT D/T CODE	CURRENT DELAY CODE
					<p>status reason code using default reason code listed in <b>Table 3</b>.</p> <p>If a related delay record is found, convert delay code into reason code using <b>Table 3</b> cross reference.</p> <p>After implementation, reason code will be required.</p>

**Table 6.3. IMDS to REMIS Downtime to Reason Code.**

IMDS OLD DOWNTIME CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
A	Retrofit or Modification	N/A	
B	Depot Maintenance Schedule	N/A	
C	Test (Orientation or Other)	N/A	
D	Reserved for (Scheduled Maintenance)	N/A	
E	Preventive Maintenance	N/A	
F	Failed Flight Check or Operational Systems Check	N/A	
G	Vehicle Out of Commission	1	Vehicle Out of Commission
H	Host Base Action	2	Host Base Action
I	Scheduled Maintenance	N/A	
J	Damage or Deterioration	N/A	
K	Relocating/Resiting	3	Relocating/Resiting
L	Associated Equipment Malfunction	4	Associated Equipment Malfunction
M	Equipment Malfunction	N/A	
N	Power Failure	5	Power Failure
O	Scheduled Software Maintenance	N/A	
P	Environmental Control	6	Environmental Control
Q	Cable Out	7	Cable Out
R	Emergency Maintenance	N/A	
S	Software/Program Errors	N/A	
T	Training	N/A	
U	Unknown	N/A	
V	Military Priority	V	Military Priority
W	Atmospheric Disturbance or Weather	W	Atmospheric Disturbance or Weather
X	Jamming - Intentional/Unintentional	8	Jamming - Intentional/Unintentional
Y	Personnel Error	N/A	
Z	Frequency Change	9	Frequency Change

**Table 6.4. IMDS to REMIS Delay to Reason Code Conversion Cross Reference.**

IMDS OLD DELAY CODE	OLD NARRATIVE	REMIS NEW REASON CODE	NEW NARRATIVE
A	Single Shift Maintenance	U	Tools, Test Equipment, and Technical Data Not Available
B	Awaiting Flight Check	B	Awaiting Flight Check
C	Awaiting Technical Assistance from MAJCOM or FOA, AFMC, AFCSC, or Contractor	U	Tools, Test Equipment, and Technical Data Not Available
D	Lack of Funds	N/A	
E	Shift Change	U	Tools, Test Equipment, and Technical Data Not Available
F	Flight Check	F	
G	Awaiting System Check	G	
H	Parts Awaiting Transportation	H	
K	Off-Site Maintenance	K	
O	Host Base Support	O	
S	Skill Not Available	U	Tools, Test Equipment, and Technical Data Not Available
T	Travel Time	K	
U	Tools, Test Equipment, and Technical Data Not Available	U	Tools, Test Equipment, and Technical Data Not Available
V	Military Priority	V	
W	Delay For Weather	W	
X	Awaiting Transportation	K	
Z	Other	Z	
D, I, J, L, M, N, P, Q, R, and Y	(Various Supply delays)	N/A	Supply

#### 6.10.10. Organization Record.

6.10.10.1. The IMDS system identifies an organization by number, kind, type, geographic location and detachment number. There are two organizational fields; IMDS and AFI 21-103.

- 6.10.10.1.1. The AFI 21-103 organization is used for up channel reporting to REMIS of status and inventory and follows the "G" Series Special Orders.
- 6.10.10.1.2. The organization record must be changed or updated in REMIS and provided to IMDS. Notify IMDS/REMIS Communication Functionals before making the change. **(T-1)**.
- 6.10.10.1.3. The IMDS organization is used for local identification. In most cases the IMDS and AFI 21-103 organizations should be the same.
- 6.10.10.2. Assign a 4-digit organizational identification (ORG ID) only to actual units, detachments, and Operating Locations (OL). Organizations report equipment and missions (if required) at unmanned sites and locations under the organization that has the maintenance responsibility for the asset. To change the organization record within the same MAJCOM the inventory will be lost and regained. **(T-1)**.
- 6.10.10.2.1. The first two positions of the ORG ID are the 2-digit command code which is up channel reported to REMIS as a 3-digit command code. **(T-1)**.
- 6.10.10.2.2. The last two positions of the ORG ID are "00" for the basic (parent) unit; for example, use "1C00". **(T-1)**.
- 6.10.10.2.3. For detachments or OL, the last two positions of the ORG ID are the detachment number or operating location letter. For example: For Detachment 2, use "1C02"; For OL "A" use "1C0A". **(T-1)**.
- 6.10.10.2.4. For an OL of a detachment, use the detachment and the OL letter; for example, "1C2A". **(T-1)**.
- 6.10.11. Organization Changes.
- 6.10.11.1. The organization record must be loaded correctly to ensure data flows between IMDS and REMIS. **(T-1)**. The TRIC OGT record will not be updated unless specifically instructed to do so. Entering the wrong codes will prevent data from being passed to REMIS and other MISs. MAJCOM/FOA or Higher Headquarters will provide specific instructions when a change to this record is required.
- 6.10.11.2. The MAJCOMs/FOAs Functionals will make organization changes in REMIS prior to any AFI 21-103 organization change made in IMDS to avoid up channel reporting errors in IMDS. Notify the applicable MAJCOM/FOA Functionals prior to loading or changing organizations.
- 6.10.11.3. Make organization changes in IMDS using TRIC OGT, Program NFSD80.
- 6.10.11.4. Communications units will ensure any required deactivation and/or transferring of organizations within IMDS are accomplished to ensure all status and inventory of equipment is properly transferred or lost. **(T-1)**.

## Chapter 7

# AUTOMATIC TEST EQUIPMENT (ATE) INVENTORY, STATUS, AND UTILIZATION REPORTING

### *Section 7A—Reporting System Overview*

#### **7.1. How and What to Report.**

7.1.1. The reporting requirements in this section are exempt from licensing IAW AFI 33-324. Report ATE through the appropriate MIS. Data is maintained in REMIS. **(T-0)**.

7.1.2. For the purposes of this instruction, ATE includes:

7.1.2.1. Test stations.

7.1.2.2. Tester replaceable units (TRUs).

7.1.3. The Precision Measurement Equipment Laboratories only report the inventory and status of ATE systems that are unique to a weapon system and mission essential systems that do not have manual backup. **(T-1)**.

#### **7.2. Basic Reporting Concept.**

7.2.1. Each item of ATE is possessed by an AF training or maintenance organization (to include organizational, intermediate, or depot level).

7.2.2. The possessing unit OPR reports:

7.2.2.1. Possession and changes in possession. **(T-1)**.

7.2.2.2. Conditions that change the ability of the ATE to do its mission (condition status). **(T-1)**.

7.2.2.3. Configuration. **(T-1)**.

7.2.2.4. Daily utilization. **(T-1)**.

**7.3. Contractor Reporting.** For contractor controlled or maintained equipment, report the inventory, status, utilization, and configuration on ATE GFP for contracts initiated after 1 October 1993. The administrative contracting officer sends the needed reports to the agency that asked for them, unless the contract states otherwise. **(T-1)**.

**7.4. The Reporting System.** Data will be processed at the unit level and at the REMIS processing sites. **(T-0)**. MAJCOMs, HQ AFMC, HQ USAF, and other authorized users of the REMIS database monitor the data.

7.4.1. Unit's collect and input the data as shown in the applicable MIS user's manual. Data will be electronically transmitted at specified times to the REMIS database. **(T-1)**.

7.4.2. HQ USAF, HQ AFMC, MAJCOMs, and other authorized users may extract reports, data, and information from REMIS to monitor and control ATE inventory, status, and utilization.



**7.5. Security Classification.** Do not report classified data under this instruction. **(T-1).**

***Section 7B—Reporting Responsibilities***

**7.6. Unit-Level Activities.** All reporting starts at the unit level. **(T-1).**

7.6.1. The designated ATE POC will ensure that ATE inventory, status, and utilization reporting is accurate and timely. **(T-1).**

7.6.2. A maintenance official (usually the ATE section or shop supervisor) will:

7.6.2.1. Ensure the unit correctly maintains inventory, maintenance status, utilization, and configuration data. **(T-1).**

7.6.2.2. Ensure the unit reports data on all ATE at their workcenter (using the procedures in this instruction), including:

7.6.2.3. Initial station or equipment inventory or changes. **(T-1).**

7.6.2.4. Initial TRU inventory or changes. **(T-1).**

7.6.2.5. Station or equipment status changes. **(T-1).**

7.6.2.6. Station or equipment utilization time. **(T-1).**

7.6.2.7. Checks the error file daily and corrects all ATE errors with help from the unit or HDBM as needed. **(T-1).**

7.6.2.8. Coordinates accuracy reviews with associated MAJCOMs, ALCs, and/or contractor field teams to verify inventory, status, and utilization reporting. **(T-1).**

7.6.2.8.1. Units without access to an automated MIS will coordinate with MAJCOM or equivalent to determine alternative procedures. **(T-1).**

**7.7. MAJCOMs.**

7.7.1. Coordinate with other MAJCOMs, ANG and non-USAF organizations to move, ship, or transfer ATE and send applicable movement reports.

7.7.2. Ensure that ATE chosen for transfer meets the desired configuration requirements and is made ready for transfer IAW TO 00-20-1, Preventive Maintenance program requirements, and other transfer inspection requirements, as applicable.

7.7.3. Assist other MAJCOM agencies in pulling ATE inventory, status, and utilization data from the REMIS database.

**7.8. MAJCOM POCs.**

7.8.1. Verify unit reporting to ensure that ATE inventory, status, utilization, and configuration appear in the REMIS database.

7.8.2. Ensure that unit's take action to correct any reporting discrepancy or problem.

7.8.3. Coordinate with the unit's as stated in [paragraph 7.6.1](#) of this instruction.

**7.9. SE/ATS-PGM.**

7.9.1. Is responsible for managing all ATE equipment inventory, configuration and matrix tables.

7.9.2. A matrix tables is maintained in REMIS using screen ETM1660, IAW TO for each piece of Test Station Equipment.

## Chapter 8

### SPACE VEHICLE INVENTORY, STATUS, AND UTILIZATION REPORTING

#### *Section 8A—Space Vehicle Reporting*

**8.1. Purpose.** The purpose for tracking satellites is to have a single tracking tool within the AF to show an accurate status of AF satellite assets. With the exception of asset accountability and valuation reporting the reporting requirements in this section are exempt from licensing IAW AFI 33-324. Each Space Wing and Product Center owning space assets reports on their systems through IMDS and REMIS. The possessing unit reports their satellite inventory and status of those assets. **(T-0).** Space Operational Unit personnel will collect and process the information. **(T-1).**

**8.2. What is Reportable:** Report the existence and valuation of all AF satellite systems through REMIS. **(T-0).** Satellite systems will include the satellite as a whole. When AF takes possession of the satellite (even if the constellation is incomplete) the Weapon System Program Manager will ensure the information on the satellite is sent to the AF-AVDO so the record can be established in REMIS. Also, when a satellite becomes completely non-operational (cannot perform any of its missions), the Weapon System Program Manager will send a termination notice to the AF- AVDO to terminate the satellite in REMIS. Finally, the Weapon System Program Manager will record the full cost and useful life data of each satellite once the satellite record is established in REMIS. **(T-1).** The full cost must include all costs to produce the satellite and the costs associated with launching the satellite.

**8.3. Reporting Accuracy.** All AF owned satellites must be reported in REMIS within 5 workdays of the AF taking possession of the satellite (even if the constellation of satellites is incomplete). All satellite terminations must be reported in REMIS within 5 workdays of the satellite becoming non-operational. The CFO reporting data elements (full cost and useful life) of each satellite must be recorded in REMIS within 5 workdays of the satellite record being established in REMIS. Reports specified in this procedure are the basis for justifying and defending AFSPC plans, programs, the budget, and to support the AF's CFO statement. Accurate and timely reporting is critical, errors in reporting can result in the loss of required funding, manpower authorizations, and supplies.

#### **8.4. Status Definitions.**

8.4.1. Green (Full Mission Capable (FMC)): DOD owns the system and has declared the system operational.

8.4.2. Amber (Partial Mission Capable (PMC)): DOD owns the system. It has been functionally turned over (DD Form 250 or iRAPT-RR) from contractor to DOD, but has not been declared operational. This is a transitional status and not indicative of satellite health (i.e., pending launch or on-orbit checkout).

8.4.3. Red (Non Mission Capable (NMC)): The system is a contractor asset. It is not under control of the DOD.

## *Section 8B—Space Vehicle Responsibilities*

### **8.5. Security Exemption.**

8.5.1. The classified status or locations of each satellite will not be entered in unclassified data systems. However, the official serial number of each satellite will be entered and maintained in REMIS along with the satellite's status (i.e., active in orbit, in storage at location XYZ or terminated) and CFO reporting data elements (full cost and useful life).

8.5.2. Specific data about satellite and constellation degradation is reported through secure operational means.

**8.6. Inventory Reporting.** Inventory reporting begins when a satellite transfers to AF ownership (versus contractor owned). Physical accountability reporting is initially accomplished by the applicable Program Office at the Product Centers until the constellation is fielded and declared operational. At that time satellite reporting transfers to the operating Space Wing/unit.

8.6.1. The Program Office will establish a mission design series for each satellite program once the program is funded and provide this information to the AF-AVDO. **(T-1)**. This shall be completed within 180 days of the satellite program being funded and must be in place prior to the AF taking possession of the first satellite in this program. **(T-1)**.

8.6.2. The Program Office will establish an official serial number for each satellite delivered to the AF and provide this information to the AF-AVDO when the AF takes possession of each satellite. **(T-1)**.

8.6.3. The Program Office must send the first page of the DD Form 250 or iRAPT-RR and a launch confirmation memo (if acceptance is at the time of launch) to the AF-AVDO. **(T-1)**. The AF-AVDO will use these documents to enter the satellite's existence information into REMIS. **(T-1)**.

8.6.3.1. The launch date will be used as the placed in service date for all satellites in orbit. **(T-1)**. The DD Form 250 or iRAPT-RR date will be used for all satellites accepted by the AF and held in storage. **(T-1)**.

8.6.3.2. The Program Office will enter the total cost of the satellite (including all launch costs) within 5 workdays of the satellite entry being established by the AF-AVDO. **(T-1)**.

8.6.3.3. If an AF owned satellite (originally in storage) is put in orbit, the Program Office will enter a single modification entry in REMIS against that satellite with the cost of making the satellite functional plus the launch cost. **(T-1)**. The Program Office will use the launch date as the date of that modification. **(T-1)**.

8.6.4. The Program Office will identify a primary and alternate CFO focal point. **(T-1)**. These individuals will be responsible for reviewing CFO information in REMIS, submitting any corrections and attesting to the information in REMIS as required.

8.6.5. Gain and Loss Criteria. The AF gains a satellite (in REMIS) when it takes possession of it (normally at the time of launch) even if the constellation is incomplete. The AF will lose a satellite (in REMIS) when the satellite's operation transfers to an organization outside of the AF or the satellite becomes non-operational (terminated). **(T-1)**. The AF will account

for all satellites for as long as they are assigned to an AF activity under AF operational control. (T-1).

8.6.6. Validation Documents. The Program Office will maintain documents that will support the existence of all of their satellites, as well as, the CFO reporting data elements (full cost and useful life) of each satellite for as long as the specific satellite program exists. (T-1).

**8.7. Status Reporting.** Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in AFCSM 21-560, V2. Use local time (24-hour clock) for start and stop times.

### **8.8. Organization Record.**

8.8.1. The IMDS system identifies an organization by number, kind, type, and detachment number. There are two organizational fields; IMDS organization and AFI 21-103.

8.8.1.1. The AFI 21-103 organization is used for up channel reporting to REMIS of status and inventory and follows the "G" Series Special Orders. Notify MAJCOM or FOA Database Administrator (DBA) before making the change.

8.8.1.2. The IMDS organization is used for local identification. In most cases the IMDS and AFI 21-103 organization should be the same.

8.8.2. Assign a 4 digit organizational identification (ORG ID) only to actual units, detachments, and OLs. Report the equipment and missions at unmanned sites and locations under the organization that has maintenance responsibility. To change the organization record the inventory will be lost and regained.

8.8.2.1. The first two positions of the ORG ID are the 2 digit command code which is up channel reported to REMIS as a 3 digit command code.

8.8.2.2. The last two positions of the ORG ID are "00" for the basic (parent) unit; for example, use "1C00".

8.8.2.3. For detachments or operating locations (OL), the last two positions of the ORG ID are the detachment number or operating location letter. For example, for Detachment 2, use "1C02"; for OL "A" use "1C0A".

8.8.2.4. For an OL of a detachment, use the detachment and the OL letter; for example, "1C2A".

### **8.9. Organization Changes.**

8.9.1. The MAJCOMs or FOAs will make organization changes in REMIS prior to any AFI 21-103 organization change made in IMDS to avoid up channel reporting errors in IMDS IAW [Paragraph 8.8.1.1](#).

8.9.2. Make organization changes in IMDS using TRIC OGT, Program NFSD80.

**8.10. Notification Procedures.** Notification of initial possession, or change in possession will be done IAW [paragraph 2.16](#). Message tailoring will be IAW HQ AFSPC Supplement to this publication. (T-1).

## Chapter 9

### AEROSPACE VEHICLE AND MISSILE EQUIPMENT ACCOUNTABILITY PROGRAM

#### *Section 9A—General Information*

**9.1. Aerospace Vehicle and Missile Equipment Accountability Program.** The reporting requirements in this section are exempt from licensing IAW AFI 33-324.

9.1.1. The AF maintains a program for MAJCOM Headquarters and their units to manage and control aerospace vehicle and missile assets (those assets listed in the -21 TO).

9.1.2. The owning MAJCOM Headquarters manages these assets.

9.1.3. The possessing units will inspect, maintain, and control these assets. **(T-1)**.

9.1.4. MAJCOMs may supplement this instruction in order to provide guidance to the units on how to meet Command requirements.

#### **9.2. Need for Management and Control Procedures.**

9.2.1. The management and control procedures in this instruction allow Lead Commands/MAJCOMs and Air Logistics Complex Program Offices to control -21 items. Lead Commands/MAJCOMs and Lifecycle Management Center (LCMC) Program Offices need this control to meet normal peacetime operations and to make sure the AF can meet contingency plan reallocations from home to overseas.

9.2.2. Lead Commands/MAJCOMs and LCMC Program Offices will be aware of the total -21 TO inventories to better plan for replacement items and to plan intra-command and inter-command transfers of items.

9.2.3. MAJCOMs will ensure that base level units account for -21 TO items to meet daily peacetime, war, and mobilization plan requirements.

#### **9.3. Aerospace Vehicle and Missile Equipment Inventory.**

9.3.1. The -21 TO lists all items authorized for each aerospace vehicle or missile mission, design, and series (MDS). The manufacturer prepares the -21 TO and reviews or changes it as equipment is modified.

9.3.2. Do not change the -21 TO without Lead Command and AFMC Program Manager approval.

9.3.2.1. The -21 TO is divided into three sections covering the three categories of equipment:

9.3.2.2. The Section I, Maintenance Safety and Protection Equipment (MSPE) used to protect the aerospace vehicle or missile from damage and/or to make it safe for maintenance.

9.3.2.3. The Section II, Alternate Mission Equipment (AME), used to configure an aerospace vehicle or missile for one of its operational missions. It can be installed and removed quickly.

9.3.2.4. The Section III, Crew and Passenger Support Equipment (CPSE), used for life support and comfort of crew and passengers.

9.3.3. At unit level, automated products are usually used to control -21 inventories which are divided into individual custody accounts. To build these accounts units will select items listed in the -21 TO and MAJCOM supplements and consolidate them into Allowance Standards (AS). **(T-1)**.

9.3.4. Units will use manual records (AF Form 2691, *Aircraft/Missile Equipment Property Record*) for items, such as, prototypes, or specialized equipment too few in number to be listed in automated products (See [Attachment 7](#)). **(T-1)**.

9.3.5. Squadron Commanders of units that need COMSEC materials will ensure that a COMSEC Responsible Officer (CRO) is appointed IAW AFMAN 33-283, *Communications Security (COMSEC) Operations*. **(T-1)**. Units without sufficient safeguards/storage space within their area may maintain or store COMSEC equipment IAW AFMAN 33-283 at another approved location until sufficient safeguards/storage space is acquired within the squadron. All COMSEC equipment is accountable and units will ensure that the location and status of their COMSEC equipment is known at all times. **(T-1)**.

9.3.6. Controlled Cryptographic Items (CCI) installed as part of a weapon system will be accounted for in the MIS for the weapon system and must identify the CCI by serial number for tracking purposes IAW AFMAN 33-283 and AFI 21-101. **(T-1)**.

#### **9.4. Management of -21 Technical Order (TO) change requests.**

9.4.1. MAJCOMs may submit Technical Order change request IAW TO 00-5-1, *AF Technical Order System* to add weapon system unique -21 items to an MDS -21 TO (e.g. specialized communications, reconnaissance, weapon delivery, and guidance systems).

9.4.1.1. Coordinate request with applicable Lead Command weapons system managers for changes required in -21 technical orders and command unique -21 equipment requirements.

9.4.1.2. MAJCOMs/Lead Commands will account for installed specialized or classified equipment IAW with AFI 23-101, AFMAN 33-283, and MDS -6 TO requirements.

9.4.2. Include items (other than standard configuration items) listed on MESLs in the MAJCOM supplement to the -21 TO if the items are not in the basic -21 TO.

9.4.2.1. List standard configuration items that may be removed for alternate missions in the Lead Command supplement to the -21 TO as AME. When AME is treated as standard configuration items, the number per aerospace vehicle authorized is the largest number that can be installed.

#### **9.5. Equipment not included in -21 TOs.** These items are not included in -21 TOs:

9.5.1. Fixed or installed components are part of the basic aerospace vehicle and needed for normal operation.

9.5.2. Consumable items other than safety items (such as publications, forms, or relief bags).

9.5.3. Maintenance and servicing equipment in the AS or the -4 TO.

## 9.6. Asset Categories.

9.6.1. The -21 TO lists all assets authorized for an aerospace vehicle or missile MDS. Items are defined and coded using Expendability, Recoverability, and Reparability Category (ERRC) codes as either:

9.6.1.1. Equipment.

9.6.1.2. Repairable items.

9.6.1.3. Expendable items.

9.6.2. The MAJCOMs, AFMC LCMC, Product Centers, or Defense Logistics Agency (DLA) with management responsibility for the item determine its definition.

9.6.3. The management and control method is different for each category of items. Maintain accountability files IAW AFMAN 23-122.

9.6.3.1. Mark the "Remarks" column to show the management and control method by item definition.

9.6.4. MAJCOMs and AFMC LCMC or Product Centers identify items managed and controlled as equipment (ERRC NF and ND).

9.6.4.1. Mark the -21 TO or MAJCOM supplement to show which AS lists the equipment.

9.6.4.2. The maintenance activity uses the management and control methods prescribed in the Air Force Equipment Management System (AFEMS).

9.6.4.3. The record vehicles are the Customer Authorization/Custody Receipt Listing (CA/CRL) and AF Form 601, *Equipment Action Request*.

9.6.5. MAJCOMs, AFMC LCMC, or Product Centers identify items managed and controlled as reparable (ERRC XD and XF).

9.6.5.1. Mark the -21 TO to show the maintenance activity that will manage the asset as a reparable.

9.6.5.2. The maintenance activity uses the management and control methods of the AF Recoverable Assembly Management Process (RAMP).

9.6.5.3. MAJCOM's will supplement this AFI to provide the process for providing workcenters identified as the Special Purpose Recoverables Authorized Maintenance (SPRAM) account custodian a SPRAM listing that list the number of SPRAM assets on hand in the workcenter to facilitate inventory accountability requirements. **Note:** The ANG will supplement AFI 21-101 with this requirement.

9.6.5.4. The record vehicle is the DD Form 1348-1A or AF Form 2692, *Aircraft/Missile Equipment Transfer, Shipping Listing*.

9.6.5.5. Units will follow procedures listed in applicable -21 TOs to control, report, and manage air launched missile -21 assets. **(T-1)**. Units will request variances in the authorized versus on hand quantities of armament -21 equipment IAW AFI 23-101 and AFMAN 23-122, routed through the owning MAJCOM, and approved by the applicable Lead Command. **(T-1)**.



9.6.6. MAJCOMs, AFMC, LCMC, Product Centers, or DLA identify items managed and controlled as expendables (XB3). Accountable individuals monitor expendable (XB3) assets identified in Sections I, II and III of the applicable -21 technical order to ensure on hand quantities are sufficient to meet unit needs. Use AF Form 2691 to maintain visibility of these items. Maintain one AF Form 2691 for each applicable line item in the -21 TO. Accomplish and document annual inventories by placing the date in Block A and writing "INV" in Block E. Adjust quantities and locations accordingly. Units may place selected expendable assets on bench stock to serve as spares if consumption data warrants. Annotate levels established for bench stock items in Block J. Actual on hand level in bench stock need not be updated. Expendable assets placed in bench stock are exchanged on a one for one basis. -21 items locally manufactured to replace -21 technical order items reference the same line item number as listed in the technical order. Additional locally manufactured items maintained, but not listed in the -21 technical orders, reference local line item numbers, i.e., L-1, L-2, etc. Units develop local procedures to identify all locally manufactured items, designate the accountable agency, and assign the appropriate line item number. Units will coordinate disposal of excess quantities of serviceable armament/munitions -21 assets with the applicable MAJCOM/Lead command for approval. **(T-1)**.

9.6.6.1. Mark the -21 TO to show the maintenance activity will manage the items as expendables.

9.6.6.2. As a rule, maintenance does not manage or control these items once issued.

9.6.6.3. Some items defined as expendables may require specific management procedures. For example, maintenance will have the right number of cables on hand for ejector rack operation. MAJCOMs may choose to manage these items like the end item.

9.6.6.3.1. Calculate total quantities authorized using quantities listed in applicable -21 technical orders multiplied by the number of assigned unit aerospace vehicles. Units manage all weapons related -21 equipment using AF Form 2691 and supporting documentation. Variances in the authorized versus on hand quantities of armament -21 equipment will be accomplished IAW procedure outlined in [paragraph 9.6.5](#).

### ***Section 9B—Responsibilities***

**9.7. Using Command.** Each MAJCOM may supplement this instruction or the -21 TO for assigned weapon systems, or both, or issue separate command instructions. The using command:

9.7.1. Appoints an OPR to focus management attention on -21 assets and informs AF-AVDO.

9.7.2. Develops a control system to make sure base level accounting of items is accurate and tailored to unique MAJCOM requirements. Authorized -21 levels will not be greater than the number of assigned aerospace vehicles without prior MAJCOM and AFMC approval IAW [paragraph 9.11](#).

9.7.3. Reallocates -21 items within the MAJCOM.

9.7.4. Coordinates with program and item managers and gaining commands to reallocate -21 items as part of inter-command aerospace vehicle transfers.

9.7.5. Identifies the base level organization responsible for overseeing daily asset management and control. Armament Flight exercises daily control and management for all armament related suspension equipment. Other items listed in [paragraph 9.9.2](#) will be managed by other specified organizations.

9.7.6. Coordinates with subordinate units and other MAJCOM Headquarters to resolve equipment shortages according to [paragraph 9.14](#) or to locate equipment removed from transient aerospace vehicles according to [paragraph 9.15](#).

9.7.7. Annually reviews -21 TOs for asset requirements of assigned weapon systems in coordination with program and item managers and redistributes or adjusts items as appropriate.

## 9.8. AFMC.

### 9.8.1. HQ AFMC:

9.8.1.1. Fulfills using command responsibilities IAW [paragraph 9.7](#).

9.8.1.2. Develops control procedures for items not intended for the -21 TO (such as prototypes under development, test, and evaluation).

9.8.1.3. In coordination with the gaining or using command, develops an initial -21 TO for a weapon system based on the PMD, the contractor's proposed AF Form 2692, and proposed -21 TO.

### 9.8.2. LCMC Program Offices use yearly reviews to:

9.8.2.1. Ensure -21 TOs are current in coordination with MAJCOMs IAW [paragraph 9.7.7](#).

9.8.2.2. Ensure equipment listed in aerospace vehicle and missile -21 TOs and MAJCOM supplements includes all items MAJCOMs and LCMC Program Offices will oversee.

9.8.2.3. Validate MAJCOM -21 levels and make changes as needed.

9.8.2.4. Maintain AF oversight of -21 item inventory and locations to help determine necessary replacement buys, war and mobilization planning, and War Reserve Materiel (WRM) stock objectives.

9.8.2.5. Ensure adequate stock availability of listed equipment to fulfill daily requirements and wartime taskings.

9.8.2.6. Ensure equipment listed in the -4 TO both as basic airframe equipment and as AME (i.e., missile launch rails for F-16) is listed as AME in the -21 TO.

9.8.2.7. Ensure the respective Product Center Program Office has the roles/responsibilities identified above in [paragraph 9.8.2](#) for programs that are still in the acquisition phase.

9.8.3. Program and item managers manage inter-command reallocation of items resulting from aerospace vehicle transfer or changing mission requirements.

9.8.4. Program and item managers give disposition instructions for -21 items declared excess as a result of aerospace vehicle retirement or mission changes (usually warehoused and stored as WRM until clearly obsolete).

9.8.5. Program and item managers release excess items for sale through DLA-DS when approved by MAJCOMs and HQ USAF IAW [paragraph 9.11](#).

## 9.9. Base Activities.

9.9.1. Units will set up procedures and assign responsibilities to:

9.9.1.1. Provide accurate accounting, oversight, and daily control of items. **(T-0)**.

9.9.1.2. Forward unit inventory results to appropriate MAJCOM weapons system managers NLT 30 Sep annually. **(T-1)**. Report shortages impacting unit mission via message to applicable weapon systems manager. **(T-1)**. Hold disposition of overages pending MAJCOM reconciliation. **(T-1)**.

9.9.2. Armament Flight will account for, manage and control weapons suspension items (ERRC XD) in Section II of applicable -21 aerospace vehicle TOs. **(T-1)**. In addition, suspension items with (ERRC XF) such as LAU-129 missile launchers will be tracked and controlled using the R25 SPRAM listing. **(T-1)**. Aircraft Maintenance Units will account for and track, chaff/flare/ALE-50 magazines and AME items with no organizational or intermediate level repair capability. **(T-1)**. B-1 units (Armament Flights) will account for chaff and flare magazines only (ALE-50 is managed by defensive avionics), using the R25 SPRAM listing. **(T-1)**. Local repair activity and/or SPRAM custodians will establish a communication accounting method in an Operating Instruction (OI) that allows for immediate action identification of assets stored or used outside the accountable workcenter.

9.9.2.1. Aircraft Maintenance Squadrons will account for all aerospace vehicle travel pods through appropriate equipment management documents and serially track all aerospace vehicle travel pods in the applicable MIS. **(T-1)**.

9.9.2.2. Propulsion Flight or designated representative when no Propulsion Flight exists will account for all engine trailers and adapters through appropriate equipment management documents and serially track all trailers in the applicable MIS. **(T-1)**.

9.9.2.3. Fuels Systems Section within the Accessories Flight will serially account for and track all removable external fuel tanks in the applicable MIS. **(T-1)**. **Note:** NA to permanently installed external fuel tanks only removed for depot maintenance (e.g. B-52/C-130).

9.9.2.3.1. Establish local MOA/MOU governing external fuel tanks IAW AFI 21-101. **(T-1)**.

9.9.2.4. The R25 SPRAM listing will be the accountability/asset inventory document for all repairable coded XD2 assets. SPRAM assets are defined as fault isolation spares, shop standard spares, training spares, -21 TO spares, alternate mission equipment, test station spares, and stand-alone spares. The CA/CRL listing is the asset inventory for equipment coded assets (ERRC NF/ND). Maintain AF Form 2691 to provide unit visibility over XF3 and expendable XB3 assets in sections I, II, and III of applicable aerospace vehicle -21 TOs. Units need not maintain an AF Form 2691 for XF3 assets

controlled on the R25 listing. SPRAM account custodians will maintain a custodian file IAW AFMAN 23-122. **(T-1)**.

9.9.3. The LRS Equipment Accountability Element (EAE) is the contact point for items controlled under AFEMS and SPRAM.

9.9.4. The workcenter, designated by their MAJCOM, maintains item inventories (CA/CRL or SPRAM listing or both). **(T-1)**.

9.9.4.1. As new items arrive or are transferred, units will update the inventory listing using AF Forms 601, 2692, 2005, Issue/Turn-In Request or DD Form 1348-1A, depending on how the items were moved (See [paragraphs 9.13 through 9.18](#)). **(T-1)**.

9.9.4.2. The custodian will:

9.9.4.2.1. Maintain a record copy of the input documents. **(T-1)**.

9.9.4.2.2. Inventory and reconcile the account upon change of custodian. **(T-1)**.

9.9.4.2.3. Complete host MAJCOM CA/CRL account reviews when directed. **(T-1)**.

9.9.4.2.4. Inventory SPRAM accounts annually or upon assumption of account IAW AFI 23-101 and AFMAN 23-122. **(T-1)**.

9.9.5. The -21 Support Function.

9.9.5.1. Will monitor the movement of -21 items. **(T-1)**.

9.9.5.2. Will coordinate the gathering, packing, and shipping of -21 items when aerospace vehicles are transferred. **(T-1)**.

9.9.5.3. Will notify the designated workcenter of the number of items to be shipped. **(T-1)**.

9.9.5.4. Will reconcile shortages with gaining or losing organizations and send copies of correspondence to gaining and losing MAJCOM Headquarters. **(T-1)**.

9.9.5.5. Will forward AF Form 2692 to appropriate PS&D section. **(T-1)**.

9.9.5.6. Will ensure squadron -21 support functions maintain a letter on file that identifies the -21 SPRAM account custodian by name, grade and telephone number. **(T-1)**. Additionally, forward a copy of the letter to MO PS&D, and the host LRS (EAE). AMXS support function will consolidate AMXS-21 SPRAM custodian listings and provide a copy to all squadron -21 SPRAM accountable individuals. The applicable custodian uses this listing to notify accountable agencies of aerospace vehicle deployments, aerospace vehicle transfers, or arrival of new equipment so records can be adjusted accordingly. AMXS support function will forward a copy of the listing to the host LRS EAE. **(T-1)**.

9.9.6. Accountable individuals:

9.9.6.1. Will use automated, manual reports, or AF Form 1297, *Temporary Issue Receipt* to control equipment in serviceable condition, including items in extended storage. **(T-1)**. The Reports will identify equipment by type, serial or field number, date issued and the accountable squadron individual. **(T-1)**.

9.9.7. Accountable squadron individuals:

9.9.7.1. The squadron POCs' are accountable to the Maintenance Group for equipment problem resolution and will:

9.9.7.1.1. Track location of equipment deployed, installed on aerospace vehicles, in repair, or stored in support sections. **(T-1)**.

9.9.7.1.2. Ensure in-use equipment is monitored and scheduled for maintenance as required. **(T-1)**.

9.9.7.1.3. Acknowledge responsibility by signing the equipment control report. **(T-1)**.

**Section 9C—Managing -21 Assets**

**9.10. Transferring Aerospace Vehicle or Missile -21 Assets.**

9.10.1. MAJCOMs will manage the reallocation of aerospace vehicle or missile-21 items after transfer decisions have been made.

9.10.1.1. For intra-command reallocations, the MAJCOM Headquarters:

9.10.1.1.1. Sends the transfer directives to subordinate units.

9.10.1.1.2. Coordinates the movement.

9.10.1.1.3. Notifies LCMC Program Offices of item inventory and location information.

9.10.1.2. For inter-command or inter-theater movement, MAJCOMs coordinate the transfer directives with the respective LCMC Program Offices as well as with the gaining command.

9.10.2. Transfer directives will:

9.10.2.1. Identify the base level functions to coordinate the preparation, gathering, and shipping of -21 items.

9.10.2.2. Identify which items will be transferred aboard the aerospace vehicle and which items will be shipped separately.

9.10.3. If an aerospace vehicle or missile is transferred to a depot or contractor facility and will return to the same unit, the transferring unit keeps equipment the depot does not need. The unit will use AF Form 2692 to transfer installed equipment. **(T-1)**.

9.10.4. If aerospace vehicles or missiles are transferred by way of a depot or contractor program, the losing unit ships only the needed equipment and the equipment listed in the transferring directive. The losing unit will send the remaining equipment to the gaining unit no later than 30 days before the completion date. **(T-1)**.

9.10.5. For transfers through Military Assistance Program or donations and sales to agencies outside the AF, the respective LCMC Program Office decides what equipment to transfer.

9.10.6. All requests to remove assets from AMARG storage code XT Foreign Military Sales (FMS) aerospace vehicles are sent to SAF/IA and AF/A4L.

### 9.11. Disposing of Excess Assets.

9.11.1. Authorized -21 levels will not be greater than the number of assigned aerospace vehicles unless MAJCOM and the respective LCMC Program Office approve the excess.

9.11.2. In certain instances, the number of -21 items on hand may exceed authorized levels because of aerospace vehicle loss, discontinuance of a specific mission, and aerospace vehicle retirement. In these cases, the owning MAJCOM Headquarters coordinates with program and item managers to develop disposition instructions.

9.11.3. In the event of aerospace vehicle loss, the unit usually carries the -21 items as excess.

9.11.3.1. MAJCOM Headquarters may elect to reallocate these items to another unit, depending on need.

9.11.3.2. Adjust the inventory to reflect items lost with the aerospace vehicle, using DD Form 200, *Financial Liability Investigation of Property Loss*.

9.11.4. When the AF discontinues a specific mission or combat capability, the owning unit usually warehouses and manages the assets as WRM.

9.11.4.1. Only AF/A4L issues authorization for aerospace vehicle disposition through the DLA-DS.

9.11.5. When aerospace vehicles are retired in other than inviolate "XS" or Excess Defense Articles (EDA) "XT" storage, the respective LCMC Program Office reallocates items used on other aerospace vehicles (i.e., racks, adapters, and cargo handling equipment).

9.11.6. When aerospace vehicle items are retired, AF/A4LM will approve, via AF Form 913, the appropriate disposition for spares, training (ground maintenance/Aircraft Battle Damage Repair (ABDR)), National Museum of the United States AF, FMS, etc.

### 9.12. Increasing Authorized Levels.

9.12.1. Unit level requirements above the number of assigned aerospace vehicles are approved only after:

9.12.1.1. The MAJCOM will coordinate -21 increase requests with the Lead command and forward approved requests, other than XB3 asset requests, to the respective LCMC Program Office.

9.12.1.1.1. Lead Command will approve any increase in armament expendable XB3 assets after MAJCOM approval. Further coordination/approval of armament expendable assets is not required.

9.12.1.2. The respective LCMC Program Office agrees with the MAJCOM request.

9.12.1.3. A source for the item has been identified (MAJCOM redistribution, WRM, or other source).

9.12.2. Items sourced from WRM require AF/A4LM approval.

9.12.3. MAJCOM funded items (such as missile launchers) require no further approval. Units will identify funds (from either AFMC or MAJCOM) and get the approval of the appropriate program and Funds Programs Manager for all other shortfalls requiring funding.

(T-1).

9.12.4. The PM approves the requirements after these criteria have been met.

9.12.5. Refer unresolved disagreements to appropriate MAJCOM for resolution.

### **9.13. Arrival of New Equipment.**

9.13.1. MAJCOM Headquarters develop and send out directives to gaining units which specify:

9.13.1.1. Which base level organization controls the various -21 items.

9.13.1.2. Which account system (AFEMS, RAMP, SPRAM) to use.

9.13.1.3. Which expendable items the unit will manage and control.

9.13.2. Coordinate these directives with the contractor, the losing command, or the respective LCMC Program Office so the shipper knows the correct address and "mark for" information.

9.13.3. List all items installed on, delivered with, or carried onboard the aerospace vehicle or missile on AF Form 2692.

9.13.3.1. PS&D will file the AF Form 2692 in Aircraft Historical Records and maintain forms disposition IAW the AF Records Disposition Schedule in AFRIMS. **(T-1)**.

9.13.4. In all cases, the total amount of -21 equipment will equal the PMD requirements for the weapon system. **(T-1)**.

9.13.5. List any assets delivered separately on DD Form 1149 or DD Form 1348-1A. **(T-1)**.

9.13.6. The designated workcenter coordinates with the equipment accountability section to load authorized quantities into the account system. As new equipment arrives, the shipping document (AF Form 2692, DD Form 1149 or DD Form 1348, DOD *Single Line Item Requisition System Document*) will be used as the input and record copies to adjust on hand quantities. **(T-1)**.

9.13.7. PS&D will inform applicable maintenance organizations and the life support function when aerospace vehicles are scheduled to arrive so functional area experts can meet the aerospace vehicle and inventory items. **(T-1)**.

9.13.7.1. Designated workcenter representatives will (if appropriate) remove and store items and update on hand quantities as applicable. **(T-1)**.

### **9.14. Adjusting for Shortages.**

9.14.1. Units will report shortages found during acceptance inventories to the losing unit (or PM for new weapon systems) within 24 hours. Send a copy of the notification to the applicable MAJCOM Headquarters. **(T-1)**.

9.14.2. Shortages identified during annual reconciliation and/or inventories will be thoroughly researched, resolved, or adjusted IAW AFMAN 23-122. Report unresolved shortages or discrepancies to the MAJCOM Headquarters for assistance.

### **9.15. Removing Assets from Transient Aerospace Vehicles.**

9.15.1. List equipment removed and not replaced on AF Form 1297. A designated representative of the transient activity completes and signs this form in three copies and:

9.15.1.1. Mails one copy to the appropriate PS&D section or equivalent at home station. **(T-1)**.

9.15.1.2. Keeps one copy and places one copy in AFTO Form 781 series binder before the aerospace vehicle leaves. **(T-1)**.

9.15.2. The MXG/CC, or equivalent of the base where the aerospace vehicle is transient will ensure the removed equipment is returned to the owning base within 30 days. **(T-1)**.

9.15.2.1. Send the Transportation Control Number (TCN) to the owning unit as soon as it is known. **(T-1)**.

9.15.2.2. If the inventory is not correct, the owning unit will take action according to procedures in [paragraph 9.14](#). to resolve the issue. **(T-1)**.

### **9.16. Managing Deployed Assets.**

9.16.1. The owning MAJCOM and the deployed unit retain accountability for -21 items deployed for exercises and contingencies. MAJCOM Headquarters will review base mobility plans and supported OPLANs at least once a year and when taskings change, to make sure equipment lists include the proper numbers and types of -21 items.

9.16.2. MAJCOM Headquarters will make sure deploying units identify:

9.16.2.1. Items deployed on or with the aerospace vehicle or missile.

9.16.2.2. Items sent through normal transportation channels.

9.16.2.3. Items deployed by dedicated support aerospace vehicles.

9.16.2.4. The account system (automated or manual) used to control assets.

9.16.2.5. The function or individual who is responsible for controlling items.

9.16.2.6. Any -21 shortages or authorization changes identified during contingencies.

**Note:** Identify shortages or authorization changes to the deployed combat Headquarters A4 for prioritization and resolution.

9.16.3. The senior deployed maintenance officer, senior NCO, or contract maintenance officer assumes control of deployed -21 equipment. Prior to departure, the individual appointed to assume custodial responsibility at the deployed location will sign a transfer document for the equipment. **(T-1)**. Group CCs will develop procedures to provide the deploying officer/NCO with a listing of all deployed -21 equipment. **(T-1)**. Separate and identify deployed equipment into three deployed groups: With aerospace vehicle or missile, through normal transportation channels, or by dedicated support aerospace vehicles. If maintenance support personnel are not available at the deployed location, the senior crew chief or crew member will assume control of deployed equipment. **(T-1)**.

### **9.17. Transferring Assets.**

9.17.1. The appropriate PS&D or equivalent is the focal point for transferring aerospace vehicles, missiles, and associated assets. This office will notify maintenance squadrons and life support functions of the transfer date. **(T-1)**.

9.17.2. Each accountable workcenter will prepare their applicable items for transfer and will: **(T-1)**.



9.17.2.1. If shipping the item on or with the aerospace vehicle or missile, list it on AF Form 2692. **(T-1)**. See **Attachment 8** for instructions on filling out this form.

9.17.2.2. If shipping the item separately, list it on AF Form 601, DD Form 1149, or DD Form 1348-1A. **(T-1)**. Use one copy of the form to adjust inventory records. **(T-1)**.

9.17.3. The -21 Support Function or equivalent compiles this information and will prepare a "master" AF Form 2692 for all items to be transferred on or with the aerospace vehicle or missile. **(T-1)**. The -21 Support Function or equivalent will prepare a listing of other items to be transferred (including date, mode of shipment, and transportation control numbers) and will send it to the gaining organization and send copies of these lists to MAJCOM Headquarters. **(T-1)**.

### **9.18. Changing the Accountable Individual.**

9.18.1. New account custodians will be qualified according to published MAJCOM directives and will have attended custodian training. **(T-1)**.

9.18.2. The new account custodian will conduct an initial inventory of the account, reconcile differences with the departing custodian, and both individuals sign a statement to the effect that the account is accurate and has been verified. **(T-1)**.

9.18.3. Appointed equipment/SPRAM custodians will complete Block III, Equipment Custodians CBT and Equipment/SPRAM training provided by the LRS. **(T-1)**. Additionally, custodians will attend locally developed workcenter training on -21/SPRAM equipment management responsibilities. **(T-1)**. Relief of account custodial responsibilities will be consistent with the requirements outlined in AFI 23-101 and AFMAN 23-122. **(T-1)**.

9.18.4. Organizational Commanders or equivalent will appoint primary and alternate equipment custodians in writing for all equipment accounts in their organization IAW AFI 23-101 and AFMAN 23-122. **(T-1)**.

## Chapter 10

### AVIONICS POD SYSTEM INVENTORY, STATUS AND UTILIZATION REPORTING

#### *Section 10A—Reporting System Overview*

**10.1. Description of Pods.** Electronic combat pods and other avionics pods are self-contained systems, designed to be externally carried, and are interchangeable among the general class of bomber, fighter, interceptor, strike, and reconnaissance aerospace vehicles. Pods are modularly constructed to provide capabilities specific to aerospace vehicle mission requirements for training, self-protection against enemy radar controlled weapons threats, airborne threats, navigational and target illumination, instrumentation, and communications (telemetry and data link).

**10.2. Description of Reliability, Availability, Maintainability Logistics Support System for Pods (RAMPOD).** RAMPOD is an integrated weapons management information system that collects, reports, and maintains real-time reliability, availability, maintainability, configuration, warranty, system on-time, inventory, performance, sortie, and engineering parametric data for externally carried electronic combat pods and other avionics pods. AF/A4L and SAF/FM have designated RAMPOD as the APSR for all AF externally carried pods, including leased pods. Financial reporting to Defense Finance and Accounting Service (DFAS) for all AF externally carried pods is accomplished via RAMPOD. The RAMPOD financial module is generally compliant with the Chief Financial Officer (CFO) Act of 1990, the Chief Information Act of 1996 and the Federal Managers Integrity Act of 1996. As a result of diverse pod configurations and new technologies, RAMPOD may track internal mounted pods as directed by MAJCOM or Program Office. Also, other systems may be reported in RAMPOD as directed by MAJCOM or Program Office and approved by AF/A4L in their capacity of Maintenance Systems Portfolio Owner. See AFI 21-101 for additional RAMPOD reporting requirements.

#### **10.3. How and What to Report.**

10.3.1. The reporting requirements in this section are exempt from licensing IAW AFI 33-324.

10.3.2. RAMPOD maintains accountability for all AF externally carried pods and will be used to account for all AF pod assets. **(T-1)**. Accountability begins when DD Form 250 or iRAPT-RR is signed. All pod program offices are required to forward a DD Form 250 or iRAPT-RR to RAMPOD for any new pods within 5 workdays of the date title passes to the government. **(T-1)**. Accountability ends on receipt of a termination message and/or DD Form 1149. All pod program offices are required to delete pods from the active inventory or report any in-transit actions in RAMPOD within 5 workdays. **(T-1)**. Account for previously acquired pods and shipping containers in RAMPOD when receiving documentation is not available within 5 workdays. **(T-1)**.

10.3.3. The cost of any improvements (modifications) to pods will be reported in RAMPOD by all pod program offices. Pod program offices will ensure cost data for modifications or copies of DD Form 250 or iRAPT-RR will be forwarded to RAMPOD when the improvements performed by contract exceed \$100K per pod. **(T-1)**.

10.3.4. For the purpose of this instruction, the pod program offices/Product Group Managers (PGMs) to include warehouse locations and possessing AF, MAJCOM, ARC organizations will ensure the following data is reported in RAMPOD:

10.3.4.1. DD Form 250 or iRAPT-RR for all pod acquisitions. **(T-1)**.

10.3.4.2. Source documentation showing the audit trail that results in the disposal/deletions of pods from active inventory (E.g. Report of Survey or equivalent). **(T-1)**.

10.3.4.3. All in-transit actions. **(T-1)**.

10.3.4.4. All pod modification costs. **(T-1)**.

10.3.4.5. Pod MDS, model, part number and serial number. **(T-1)**.

10.3.4.6. Pod operational status. **(T-1)**.

10.3.4.7. Pod ownership (AF, ANG, or AFRC). **(T-1)**.

10.3.4.8. Cost data for leased pods. **(T-1)**.

10.3.4.9. All pod shipping containers by serial number, status and current location. **(T-1)**.

10.3.4.10. The Elapsed Time Indicator (ETI) meter readings. The frequency of ETI capture will be determined based on configuration and maintenance philosophy of the affected pod. **(T-1)**.

10.3.4.10.1. Readings of external ETI meters for Advanced Targeting Pods (ATP) will be updated weekly. **(T-1)**.

10.3.4.10.2. LANTIRN Navigation pods will be updated upon arrival at the Depot and when returned to the field from the supply system. **(T-1)**.

10.3.4.10.3. Readings of internal ETI meters will be captured on any maintenance action requiring depaneling for maintenance and/or inspection. **(T-1)**.

10.3.4.11. Changes in avionics pod ownership between AF Active and Reserve components, changes in current and assigned pod location and support responsibility, to include all deployments, TDYs, and/or special missions. **(T-1)**.

10.3.4.12. Any changes in pod inventory, status, utilization, and configuration. **(T-1)**.

10.3.5. Additional reporting requirements:

10.3.5.1. For AF range pods see AFI 13-212, *Range Planning and Operations*, for additional guidance and instructions.

**10.4. Contractor Reporting.** For contractor controlled or maintained avionics pod systems, report the inventory, status, utilization, configuration and location of items being maintained or sustained by contract support. The contracting officer or designated official shall be responsible for delegating the required inventory reporting authority to a local representative or individual.

**10.5. The Reporting System.** Inventory, status, and utilization data will be reported via RAMPOD, the APSR for pod inventory and financial accountability. RAMPOD will provide the reporting methodologies. OPR for RAMPOD is AFLCMC/WNYCD (RAMPOD), 235 Byron Street, Ste 19A, Robins AFB, GA 31098-1670. RAMPOD Portal: <https://rampod4.robins.af.mil>.

10.5.1. Data is processed at the unit level and at the RAMPOD processing site. MAJCOMs, HQ AFMC, HQ USAF, and other authorized users of the RAMPOD database monitor the data. (T-1).

10.5.2. Once per duty day, units shall update and/or verify status and inventory information via the RAMPOD Portal Status and Inventory Management System as detailed in the applicable user's manual. Pod Asset Reporting System (PARS) software user manuals can be found under the applicable (i.e., Sensor, EW, etc.) Universe Link. (T-1).

10.5.3. HQ USAF, HQ AFMC, SAF/FM, DFAS, Air Force Audit Agency (AFAA), and other authorized users may extract reports, data, and information from RAMPOD to monitor and manage pod inventory, status, and utilization while achieving an auditable financial statement of assets.

**10.6. Security Classification.** Avionics pod inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into RAMPOD. Consult appropriate weapon system security guides for additional guidance. (T-1).

**10.7. Waivers from Reporting.** Waivers from reporting avionics pod inventory, status, and utilization data to RAMPOD shall be forwarded to AF/A4L and SAF/FM for consideration. (T-1).

### ***Section 10B—Reporting Responsibilities***

**10.8. Unit Level Activities.** All reporting starts at the unit level.

10.8.1. The possessing maintenance activity will ensure accurate and timely RAMPOD inventory, status, and utilization reporting is accomplished, IAW AFI 21-101 and this instruction. (T-1).

10.8.2. The maintenance organization (i.e., flightline/backshop/contractor) possessing the RAMPOD-reportable assets will designate a POC who will:

10.8.2.1. Ensure the unit correctly maintains inventory, maintenance status, utilization, and configuration data. (T-1).

10.8.2.2. Ensure that the unit reports, updates/verifies data on all RAMPOD-reportable assets at their workcenter (using the procedures in this instruction) in RAMPOD a minimum of once per duty day. (T-1).

10.8.2.2.1. Reconcile changes that impact capability with the applicable MAJCOM as they occur to ensure timely and accurate pod availability status/data is maintained. (T-1).

10.8.2.3. Coordinate with MAJCOMs, ALCs, or contractor field teams to verify inventory, status, and utilization reporting. (T-1).

10.8.3. Units without internet access, coordinate with their MAJCOM to determine alternative procedures. **(T-1)**. The MAJCOM will:

10.8.3.1. Assist MAJCOM agencies in pulling RAMPOD-reportable asset inventory, status, utilization, and configuration data (reports) from RAMPOD.

10.8.3.2. Appoint a unit pod reporting POC and send the POCs name to AFLCMC/WNYCD (RAMPOD), 235 Byron Street, Ste 19A, Robins AFB, GA 31098-1670.

10.8.4. All units will provide an updated POC list to include primary and alternate POCs to RAMPOD, biannually. **(T-1)**. Include AFETS representative, if applicable.

#### **10.9. MAJCOM Functional/POCs.**

10.9.1. Validate and maintain oversight of reporting unit's pod, inventory, status, utilization, and configuration in RAMPOD and reconcile errors with units as reported to ensure timely and accurate pod availability data is maintained.

10.9.2. Maintain oversight of pod shipping containers and AF/contractor supported spare part kits and coordinate resolution of supportability issues IAW applicable AF/contractual requirements/agreements.

10.9.3. Provide coordination, direction, and support necessary to ensure units achieve timely resolution of supportability issues.

#### **10.10. Common Avionics PGM.**

10.10.1. Ensure all pods and reportable assets stored at warehouse locations are inventoried, accounted for, and have their status updated in RAMPOD daily/as status changes occur. **(T-1)**.

10.10.2. Perform a monthly inventory of all possessed pods and verify the quantity, location, and status is accurately reported in RAMPOD. **(T-1)**.

10.10.3. Coordinate/perform an annual physical inventory of all possessed RAMPOD reportable assets and reconcile annual inventory outcomes with the RAMPOD reported inventory. **(T-1)**. Reconcile any missing assets following the procedures for accountability for Stock Record Assets outlined in AFI 23-101. **(T-1)**.

10.10.4. Ensure classified pods are stored in authorized areas IAW DODM 5200.01-V3, *DOD Information Security Program; Protection of Classified information*, and AFI 16-1404, Air Force Information Security Program. **(T-1)**.

## Chapter 11

### INVENTORY AND STATUS REPORTING OF RSLP ROCKET MOTORS

#### 11.1. Inventory and Status Reporting.

11.1.1. Reporting includes inventory and status reporting on RSLP Program Office owned uninstalled rocket motors at all locations (Depot, contractor facilities), through end of life (i.e., launched, disposed/demilled, transferred ownership). AF reports accountability of RSLP owned uninstalled rocket motors as operating material and supplies (OM&S) through the IMDB. The RSLP Program Office assigns an IMDB Point of Contact and assumes responsibility for all rocket motors in possession of the RSLP program. It is critical that the IMDB Point of Contact annotate ownership, asset condition code and location within IMDB in a timely and accurate manner. In addition, the IMDB Point of Contact must ensure the IMDB is periodically reconciled to the actual RSLP inventory. Specifically, the RSLP IMDB Point of Contract is responsible to:

11.1.1.1. Update IMDB for movement of rocket motors (i.e., change in physical location, receipt from contractor, transfer from other organization, etc.), no later than five working days after the event occurs.

11.1.1.2. Update IMDB for termination of rocket motors (i.e., launch, static fire, Aging and Surveillance/motor dissection, etc.), no later than five working days after the action occurs.

11.1.1.3. Coordinate with receiving program office (i.e., 309th MMXG ICBM AVDO/Point of Contact, etc.), prior to transferring ownership of a rocket motor to the other program office.

11.1.1.3.1. The transferring organization will ensure the physical asset is properly reconciled with IMDB (i.e., location of the actual asset and IMDB record match), and the operational status is updated in IMDB prior to transferring the asset. **(T-1)**.

11.1.1.3.2. The gaining Program Office will become responsible for the accountability of the rocket motor once the transfer is complete. **(T-1)**.

11.1.1.4. Reconcile all movements and terminations of rocket motors in IMDB monthly.

11.1.1.5. Reconcile ownership and asset condition codes in IMDB quarterly.

11.1.1.6. Units will complete physical accountability (i.e., actual assets to IMDB information and IMDB information to actual assets) of all rocket motors annually (Date of report will be 31 August with 30 days to inventory and reconcile reports). **(T-1)**.

11.1.1.6.1. Financial information is maintained in IMDB. The RSLP Program Office is responsible for establishing and maintaining the CFO reporting data elements (full cost and useful life) of each rocket motor (See [paragraph 11.5](#)).

11.1.1.6.2. Valuation of all rocket motors must be reconciled at least annually.

11.1.1.6.3. Units will complete physical accountability (i.e., actual assets to IMDB information and IMDB information to actual assets) of all Minuteman III Stage Is

within 15 days of the semi-annual data exchange per New Start Treaty (NST) requirements IAW AFI 16-608. (T-1).

## **11.2. Possession Reporting.**

11.2.1. Possession is the actual RSLP Program Office acceptance or designation of responsibility for the rocket motor. When the Program Office takes possession of the rocket motor, the IMDB Point of Contact starts reporting according to this instruction and applicable systems instructions. RSLP shall use the DD Form 1149 as the documentation for receipt or transfer of assets.

11.2.1.1. Rocket motor technicians, storage facility, and motor maintenance personnel will provide confirmation notification to the Transportation Management Specialist (to update IMDB) on all RSLP asset relocations. The Transportation Management Specialist will notify the RSLP program office of the relocation. RSLP Program Office will perform semi-annual reconciliation of its assets located at storage facilities, contractor facilities, and depot locations. (T-1).

11.2.1.2. Possession terminates when the RSLP asset is destroyed (demilled, launched, destructive Aging/Surveillance testing), or is transferred to another responsible organization. Terminate the RSLP asset in IMDB which will cease reporting if the asset has permanently transferred to non-Air Force activities. However, maintain documentation in IMDB showing the rocket motor history and associated transfer actions.

## **11.3. Notification, Termination, and Relocation Procedures.**

11.3.1. Accurate reporting of possession changes is essential in order for the AF to accurately account for the location and use of the RSLP assets. RSLP Program Office ensures personnel maintain, correct, and report all data using the procedures in AFI 16-402, and this instruction.

11.3.1.1. The IMDB Point of Contact notifies the Transportation Management Specialist of a location change of an RSLP asset when depot does not provide the means of transportation/ handling.

11.3.1.2. Change in Asset Condition Code. The designated individual of the organization changing the condition code (i.e., serviceable, unserviceable, or obsolete) of the RSLP asset sends a priority asset condition code change message to the RSLP program office. IMDB Point of Contact notifies the Transportation Management Specialist, via E-mail, to update current asset status not later than five working days after the change.

11.3.2. Termination Message, RSLP Asset Termination Report. The unit or depot where the RSLP asset was destroyed or sent to DLA-DS sends a priority termination E-mail message not later than five working days after the action has occurred. RSLP provides a signed termination letter or equivalent containing how, when, where, serial number and the date the asset was destroyed. IMDB RSLP POC uploads the termination letter into IMDB, attaches it to subject asset, and notifies the Transportation Management Specialist to update current asset status in IMDB.

11.3.3. Relocation Message, RSLP Asset Location Change Report. The designated individual of the organization relocating RSLP assets sends a priority relocation message to the RSLP program office not later than five working days after the asset's location changed. When a relocation message is received by RSLP, the IMDB POC notifies the Transportation Management Specialist to update current asset status in IMDB and validate that the change has occurred.

#### **11.4. Training Devices, Inert Rocket Motors, and Static Displays.**

11.4.1. For accountability purposes, inert rocket motors, rocket motor fired cases, static displays, and GTMs are tracked in IMDB but are not included on directed rocket motor inventories. Terminate the rocket motor and cease reporting if the asset has permanently transferred to non-AF activities that may include but are not limited to:

11.4.1.1. NMUSAF Programs.

11.4.1.2. DLA-DS.

#### **11.5. RSLP Asset Valuation.**

11.5.1. The RSLP Program Office is responsible for establishing the value of uninstalled RSLP owned rocket motors. This value is normally derived from the original weapon system CFO reporting data elements (full cost and useful life) however, in the absence of this information (for the older weapon systems); the cost may be derived from other means. For example: retired ICBM weapon system booster costs established by the ICBM Program Office.

11.5.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained with the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

#### **11.6. Operating Material & Supplies (OM&S) Asset Value – Rocket System Launch Program (RSLP)**

11.6.1. The Weapon System Program Managers are responsible for establishing the CFO reporting data elements (full cost and useful life) of RSLP rocket motors. This data is normally derived from the acquisition/procurement contracts however; in the absence of these contracts (for the older weapon systems) the cost may be derived from other means (i.e., like items).

11.6.2. A copy of the documentation supporting the CFO reporting data elements (full cost and useful life) should be maintained with the Weapon System Program Manager for the life of the weapon system plus 5 years. This documentation can be stored electronically but the program office must ensure that there are copies of this information stored at a backup site (other than the location of the Weapon System Program Managers).

JOHN B. COOPER  
Lieutenant General, USAF  
DCS/Logistics, Engineering, and Force Protection



**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

*DoDD 8000.01, Management of the Department of Defense Information Enterprise (DoD IE), Mar 17, 2016*

*DoDI 3110.05, Readiness-based Materiel Condition Reporting for Mission - Essential Systems and Equipment, Sep 25, 2006*

*DoDM 4160.21 V-4, Defense Materiel Disposition Manual, Oct 22, 2015*

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*DoDI 5000.64, Accountability and Management of DOD Equipment and Other Accountable Property, May 19, 2011*

*DoD 7000.14-R, Department of Defense Financial Management Regulation, 17 Nov 2011*

*AFPD 10-9, Lead Command Designation and Responsibilities for Weapon Systems, 8 Mar 2007*

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*AFPD 21-1, Air and Space Maintenance, 29 Oct 2015*

*AFI 10-1703V1, Cybercrew Training, 2 Apr 2014*

*AFI 10-1703V2, Cybercrew Standardization and Evaluation Program, 15 Oct 2014*

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*AFI 11-2FTV3, Flight Test Operations Procedures, 16 Nov 2011*

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AFMAN 33-153, *Information Technology (IT) Asset Management (ITAM)*, 19 Mar 2014

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AFMAN 33-363, *Management of Records*, 1 Mar 2008

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AFCSM 25-524, V4, *Reliability & Maintainability Information Systems (REMIS)*, 28 Jun 2013

TO 00-5-1, *AF Technical Order System*, 1 Oct 2014

TO 00-20-1, *Aerospace Equipment Maintenance Inspection, Documentation, Policies, and Procedures*, 11 Jul 2016

TO 00-20-2, *Maintenance Data Documentation*, 15 Mar 2016

TO 00-25-107, *Maintenance Assistance*, 1 Oct 15

TO 00-25-254-1, *Comprehensive Engine Management System Engine Configuration, Status and TCTO Reporting Procedures*, 1 Sep 2014

TO 1-1-300, *Maintenance Operational Checks and Check Flights*, 15 Mar 2012

TO 43-1-1, *Maintenance, Inspection, Storage, Shipment and Serialization -- Training Devices and Trainer Maintenance Parts, Maintained by Air Force Depots, Change 10*, 22 Nov 94

### ***Prescribed Forms***

AF Form 2691, *Aircraft/Missile Equipment Property Record*

AF Form 2692, *Aircraft/Missile Equipment Transfer, Shipping Listing*

### ***Adopted Forms***

DD Form 200, *Financial Liability Investigation of Property Loss*

DD Form 250, *Material Inspection and Receiving Report*

DD Form 1149, *Requisition and Invoice/Shipping Document*

DD Form 1348-1A, *Issue Release/Receipt Document*

AF Form 126, *Custodian Request Log*

AF Form 601, *Equipment Action Request*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AF Form 913, *Aerospace Vehicle Project Action*

AF Form 1297, *Temporary Issue Receipt*

AF Form 2691, *Aircraft/Missile Equipment Property Record*

AF Form 3131, *General Purpose*

AFMC Form 202, *Nonconforming Technical Assistance Request and Reply*

AFMC Form 1026, *Aircraft Accountability Record*

AFTO Form 781, *ARMS Aircrew/Mission Flight Data Document*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

### ***Abbreviations and Acronyms***

**AAS**—Aircraft Availability Standard

**ABDR**—Aircraft Battle Damage Repair

**ACI**—Analytical Condition Inspection

**AF**— Air Force

**AFAA**—Air Force Audit Agency

**AFCSA**—Air Force Cryptologic Support Center

**AFEMS**—Air Force Equipment Management System

**AFEMS-AIM**—Air Force Equipment Management System Asset Inventory Management

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFMC**—Air Force Materiel Command

**AFPD**— Air Force Policy Directive

**AFRC**— Air Force Reserve Command

**AFRIMS**— Air Force Records Information Management System

**ALCM**—Air Launched Cruise Missile

**AMARG**—Aerospace Maintenance and Regeneration Group

**AME**—Alternate Mission Equipment

**ANG**— Air National Guard

**ARC**—Air Reserve Component (ARC)  
**ARMS**—Aviation Resource Management System  
**AS**—Allowance Standards  
**ASIP**—Aircraft Structural Integrity Program  
**ATE**—Automatic Test Equipment  
**ATP**—Advanced Targeting Pods  
**AUR**—All Up Rounds  
**AVDO**—Aerospace Vehicle Distribution Officer  
**AWP**—Awaiting Parts  
**BSL**—Basic System List  
**CA/CRL**—Customer Authorization/Custody Receipt Listing  
**CCI**—Controlled Cryptographic Items  
**CCITS**—Communications, Cyberspace, IT, and Space (CCITS)  
**CDB**—Centralized Database  
**CEMS**—Comprehensive Engine Management System  
**CLS**—Contractor Logistics Support  
**COMBS**—Contract Operated and Maintained Base Supply  
**COMSEC**—Communications Security  
**CONUS**—Continental United States  
**CPSE**—Crew and Passenger Support Equipment  
**CYSS/CYM**—Cyberspace Support Squadron /Cyber Maintenance  
**DBA**—Data Base Administrators  
**DLA**—Defense Logistics Agency  
**DLA-DS**—Defense Logistics Agency Disposition Services  
**DOC**—Designed Operational Capability  
**DOD**—Department of Defense  
**DODI**—Department of Defense Instruction  
**DPRO**—Defense Plant Representative Office  
**DRU**—Direct Reporting Unit  
**EAE**—Equipment Accountability Element  
**EDA**—Excess Defense Articles  
**EI**—Engineering Installation

**EIL**—Equipment Inventory List

**EQD**—Equipment Designators

**ERRC**—Expendability, Recoverability, Reparability Category

**ESR**—Equipment Status Reporting

**ETI**—Elapsed Time Indicator

**FCF**—Functional Check Flight

**FHP**—Flying Hour Program

**FLTS**—Flight Test Squadron

**FMC**—Full Mission Capable

**FMS**—Foreign Military Sales

**FOA**—Field Operating Agency

**FSL**—Full System List

**GENRUNS**—Generation Run Screen

**GCSS**—Global Combat Support System

**GCSS-D**—Global Cyber System Support Dashboard

**GEOLOC**—Geographic Location

**GFM**—Government Furnished Material

**GFP**—Government Furnished Property

**GITA**—Ground Instructional Training Aircraft

**GMT**—Greenwich Mean Time

**GTM**—Ground Test Missile

**HAF**—Headquarters Air Force

**HDBM**—Host Data Base Manager

**IAW**—In Accordance With

**ICAO**—International Civil Aviation Organization

**ICBM**—Intercontinental Ballistic Missile

**ID**—Identification

**IMDB**—Integrated Missile Data Base

**IMDS**—Integrated Maintenance Data System

**iRAPT-RR**—Invoicing, Receipt, Acceptance and Property Transfer

**IT**—**Information Technology**

**JETD/JETDAS**—Joint Electronic Type Designation/Joint Electronic Type Designation Automated System

**LANTIRN**—Low Altitude Navigation Targeting Infra Red for Night

**LCMC**—Life Cycle Management Center

**LIMFAC**—Limiting Factor

**LOC**—Location

**LRS**—Logistics Readiness Squadron

**MAAG**—Military Assistance Advisory Group

**MAJCOM**—Major Command

**MC**—Mission Capable

**MCCC**—MAJCOM Communication Coordination Center

**MCRS**—Mobility Capability Requirements Study

**MDM**—Mobile Depot Maintenance

**MDS**—Mission Design Series

**MESL**—Minimum Essential Subsystems List (or MDS equivalent)

**MICAP**—Mission Capability

**MIS**—Maintenance Information System

**MMXG**—Missile Maintenance Group

**MO**—Maintenance Operations

**MOA**—Memorandum of Agreement

**MOC**—Maintenance Operations Center

**MSB**—Missile Support Base

**MSPE**—Maintenance Safety and Protection Equipment

**MTS**—Mobile Training Sets

**NMC**—Non Mission Capable

**NMCA**—Non Mission Capable Aircraft (Flyable)

**NMCB**—Non Mission Capable Both Maintenance and Supply

**NMCBA**—Non Mission Capable Both Maintenance and Supply Aircraft (Flyable)

**NMCBS**—Non Mission Capable Both Maintenance and Supply Scheduled

**NMCBU**—Non Mission Capable Both Maintenance and Supply Unscheduled

**NMCBSA**—Non Mission Capable Both Maintenance and Supply Scheduled Aircraft (Flyable)

**NMCBUA**—Non Mission Capable Both Maintenance and Supply Unscheduled Aircraft (Flyable)

**NMCM**—Non Mission Capable Maintenance

**NMCMA**—Non Mission Capable Maintenance Aircraft (Flyable)

**NMCMS**—Non Mission Capable Maintenance Scheduled  
**NMCMU**—Non Mission Capable Maintenance Unscheduled  
**NMCMSA**—Non Mission Capable Maintenance Scheduled Aircraft (Flyable)  
**NMCMUA**—Non Mission Capable Maintenance Unscheduled Aircraft (Flyable)  
**NMCO**—Non Mission Capable Other  
**NMCS**—Non Mission Capable Supply  
**NMCSA**—Non Mission Capable Supply Aircraft (Flyable)  
**NMUSAF**—National Museum of the United States Air Force  
**NOTAM**—Notice to Airmen  
**NWRM**—Nuclear Weapon Related Materiel  
**OCR**—Office of Collateral Responsibility  
**OG**—Operations Group  
**OGT**—Organization Record  
**OI**—Operating Instruction  
**OIL**—Open Incident List  
**OL**—Operating Locations  
**OPLAN**—Operation Plan  
**OPR**—Office of Primary Responsibility  
**OPSEC**—Operations Security  
**ORG ID**—Organizational Identification  
**OS**—Operations Squadron  
**PARS**—Pod Asset Reporting System  
**PDM**—Programmed Depot Maintenance  
**PEC**—Program Element Code  
**PEID**—Program Element Identification  
**PIC**— Purpose Identifier Codes  
**PM**—Program Manager  
**PMC**—Partial Mission Capable  
**PMCB**—Partial Mission Capable Both Maintenance and Supply  
**PMCM**—Partial Mission Capable Maintenance  
**PMCMS**—Partial Mission Capable Maintenance Scheduled  
**PMCMU**—Partial Mission Capable Maintenance Unscheduled

**PMCS**—Partial Mission Capable Supply  
**PMIs**—Preventive Maintenance Inspections  
**POC**—Point of Contact  
**PS&D**—Plans, Scheduling, and Documentation  
**PSRE**—Propulsion System Rocket Engine  
**RAMP**—Recoverable Assembly Management Process  
**RAMPOD**—Reliability, Availability, Maintainability for Pods  
**RCN**—Reports Control Number  
**RDS**—Records Disposition Schedule  
**RDT&E**—Research, Development, Test and Evaluation  
**REMIS**—Reliability and Maintainability Information System  
**RM&A**—Reliability Maintainability and Availability  
**RPA**—Remotely Piloted Aircraft  
**RSLP**—Rocket System Launch Program  
**RTE**—Resident Training Equipment  
**SBSS**—Standard Base Supply System  
**SE**—Support Equipment  
**PM**—Program Manager  
**SATCOM**—Satellite Communications  
**SPRAM**—Special Purpose Recoverables Authorized Maintenance  
**SRD**—Standard Reporting Designator  
**TAA**—Training Aid Aircraft  
**TAI**—Total Aircraft Inventory  
**TCI**—Time Change Item  
**TCN**—Transportation Control Number  
**TCTO**—Time Compliance Technical Order  
**TF**—Total Flyable  
**TO**—Technical Order  
**TRIC**—Transaction Identification Code  
**TRU**—Tester Replaceable Unit  
**WAWF**—Wide Area Workflow  
**WRM**—War Reserve Materiel



**WUC**—Work Unit Code

**UPC**—Utilization Purpose Code

### *Terms*

**Aircraft Availability Standard (AAS)**—An enterprise level-metric which provides a repeatable, logical, defensible method to calculate an AF enterprise AAS for each MDS. It merges aircraft availability with operational requirements to provide AF leaders the fleet visibility necessary to make enterprise wide decisions.

**Active Equipment**—Equipment installed and commissioned to perform an operational mission or requirement. (Does not include cold spares or off-line equipment).

**Aerospace Vehicle**—Includes all aircraft, gliders, remotely piloted aircraft, drones, missiles, space systems, Mine Resistant Ambush Protected vehicles, and Ground Control Stations as defined in AFI 16-402.

**Aircraft Inventory Categories**—Inventory is divided into two distinct and separate areas: assignment and possession. Assignment and possession are further identified by purpose codes.

**All Up Round**—An ICBM is classified as an All Up Round when in the launch facility, with MGS, PSRE and RS, and assigned in possession PIC "CC".

**Assignment**—Assignment is the allocation of an aerospace vehicle by HQ USAF to MAJCOMs for the purpose of carrying out assigned wartime, training, and/or test missions. Specific PICs are used for assignment.

**Capability Impact Code**—Code used to indicate a degraded communications equipment or mission condition (A-Amber) or non-operational condition (R-Red).

**Communications Functional Component Groups**—Communications components that are not aligned under end items or systems and that perform a standalone function.

**Condition Status**—A term describing an aerospace vehicle's ability to perform its assigned missions.

**Delay Code**—Alpha code used to indicate why a piece of communications equipment has not been returned to an operational status.

**Downtime Code**—Alpha code used to indicate why a piece of communications equipment is not operational.

**Equipment Status Reporting (ESR) Number**—A number reporting an individual downtime event in the Communications Status and Inventory Reporting System. Same as the job control number.

**Gain**—The assumption of possession and responsibility for an item by a unit.

**Host Command**—The command providing host base support to the activity maintaining a piece of equipment.

**Inactive Equipment**—Equipment not commissioned or installed to perform an operational mission or requirement. Includes equipment in storage, tactical and combat communications equipment not deployed, mockups, training equipment, and equipment not being utilized to perform a mission.

**Inventory Category Codes**—These codes are used in the allocation process and are divided into two categories; assignment and possession.

**Loss**—The release of possession and responsibility for an item by a unit.

**Mission Capable (MC)**—A system's ability to perform at least one of its assigned peacetime or wartime missions. If no wartime mission is assigned, the system will be capable of performing any one assigned peacetime mission.

**Mission Number**—Is a twelve character code identifying the type of mission being flown. It consists of single and multiple characters identifying who is supported, what type mission is being flown (training, channel, contingency, etc.) and various other elements of the mission assigned by the command, unit and FM and the last three characters are the Julian date the mission was scheduled.

**Possession**—Possession is the actual acceptance, operational use (utilization), or designation of responsibility agreed to via a MOU/MOA for an aerospace vehicle. Data collection is described in the appropriate user's manual. **Note:** Responsibility for status and utilization reporting is retained by the owning entity.

**Requiring Command**—The command with most of the requirements for use of the equipment under consideration.

**Termination**—The deletion of an aerospace vehicle from the AF Inventory because any of these apply: It is transferred to a non-Air Force activity, it is damaged beyond economical repair, or it is destroyed.

**Trainer**—Equipment designed and procured specifically for formal training programs. For this regulation, trainers are reportable.

## Attachment 2

### MAINTENANCE STATUS CODES AND CONDITION STATUS CODES

**A2.1. FMC - Full Mission Capable.** The aerospace vehicle/ICBM is capable of doing all of its assigned missions. The formula for FMC rate is FMC hours/Possessed hours. **Note:** These codes are reported through the MIS to REMIS and are available to all REMIS users.

**A2.2. MC - Mission Capable.** Is a computed status that includes FMC and PMC time. The formula for MC hours = FMC hours + PMCM hours + PMCB hours + PMCS hours. The MC rate is determined by (FMC hours + PMCM hours + PMCB hours + PMCS hours)/Possessed hours.

**A2.3. PMC - Partial Mission Capable.** Material condition of an aerospace vehicle or training device indicating it can perform at least one, but not all, of its assigned missions. Or a material condition of an ICBM indicating mission performance is degraded (PMCB, PMCM, PMCS, TPMCM and TPMCS descriptive reasoning applies).

A2.3.1. PMCB - Partial Mission Capable Both Maintenance and Supply (Condition Status Code F). The aerospace vehicle can do at least one, but not all, of its assigned missions because of maintenance and supply. The formula for PMCB rate is PMCB hours/Possessed hours.

A2.3.2. PMCM - Partial Mission Capable Maintenance (Condition Status Code G). Material condition of an aerospace vehicle or training device indicating it can perform at least one, but not all, of its assigned missions because of maintenance requirements existing on the inoperable subsystem(s). The formula for PMCM rate is PMCM hours/Possessed hours.

A2.3.3. PMCS - Partial Mission Capable Supply (Condition Status Code H). Material condition of an aerospace vehicle or training device indicating it can perform at least one, but not all, of its assigned missions because maintenance required to clear the discrepancy cannot continue due to a supply shortage. The formula for PMCS rate is PMCS hours/Possessed hours.

**A2.4. NMC - Non Mission Capable.** The aerospace vehicle/ICBM cannot do any of its assigned missions.

A2.4.1. NMCA - Non Mission Capable Aircraft (Flyable). The aerospace vehicle cannot do any of its assigned missions. The aerospace vehicle can fly (not restricted from use).

A2.4.2. NMCB - Non Mission Capable Both Maintenance and Supply. The aerospace vehicle/ICBM cannot do any of its assigned missions because of maintenance and supply. The aerospace vehicle cannot fly (restricted from use). The formula for NMCB rate is (NMCBA hours + NMCBS hours + NMCBU hours)/Possessed hours.

A2.4.2.1. NMCBA - Non Mission Capable Both Maintenance and Supply Aircraft (Flyable). The aerospace vehicle cannot do any of its assigned missions because of maintenance and supply. The aerospace vehicle can fly (not restricted from use).

A2.4.2.2. NMCBS - Non Mission Capable Both Maintenance and Supply Scheduled (Condition Status Code B). The aerospace vehicle/ICBM cannot do any of its assigned

missions because of supply and scheduled maintenance. The aerospace vehicle/ICBM cannot fly (restricted from use).

A2.4.2.3. NMCBU - Non Mission Capable Both Maintenance and Supply Unscheduled (Condition Status Code A). The aerospace vehicle/ICBM cannot do any of its assigned missions because of supply and unscheduled maintenance. The aerospace vehicle/ICBM cannot fly (restricted from use).

A2.4.2.4. NMCBSA - Non Mission Capable Both Maintenance and Supply Scheduled Aircraft (Flyable) (Condition Status Code L). The aerospace vehicle cannot do any of its assigned missions because of supply and scheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.2.5. NMCBUA - Non Mission Capable Both Maintenance and Supply Unscheduled Aircraft (Flyable) (Condition Status Code K). The aerospace vehicle cannot do any of its assigned missions because of supply and unscheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.3. NMCM - Non Mission Capable Maintenance. The aerospace vehicle/ICBM cannot do any of its assigned missions because of maintenance. The aerospace vehicle cannot fly (restricted from use). The formula for NMCM rate is (NMCMA hours + NMCMS hours + NMCMU hours)/possessed hours.

A2.4.3.1. NMCMA - Non Mission Capable Maintenance Aircraft (Flyable). The aerospace vehicle cannot do any of its assigned missions because of maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.3.2. NMCMS - Non Mission Capable Maintenance Scheduled (Condition Status Code D). The aerospace vehicle/ICBM cannot do any of its assigned missions because of scheduled maintenance. The aerospace vehicle/ICBM cannot fly (restricted from use).

A2.4.3.3. NMCMU - Non Mission Capable Maintenance Unscheduled (Condition Status Code C). The aerospace vehicle/ICBM cannot do any of its assigned missions because of unscheduled maintenance. The aerospace vehicle cannot fly (restricted from use).

A2.4.3.4. NMCMSA - Non Mission Capable Maintenance Scheduled Aircraft (Flyable) (Condition Status Code N). The aerospace vehicle cannot do any of its assigned missions because of scheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.3.5. NMCMUA - Non Mission Capable Maintenance Unscheduled Aircraft (Flyable) (Condition Status Code M). The aerospace vehicle cannot do any of its assigned missions because of unscheduled maintenance. The aerospace vehicle can fly (not restricted from use).

A2.4.4. NMCS - Non Mission Capable Supply (Condition Status Code E). The aerospace vehicle/ICBM cannot do any of its assigned missions because of supply. The aerospace vehicle cannot fly (restricted from use). The formula for NMCS rate is (NMCS hours + NMCSA hours)/possessed hours.

A2.4.4.1. NMCSA - Non Mission Capable Supply Aircraft (Flyable) (Condition Status Code P). The aerospace vehicle cannot do any of its assigned missions because of supply. The aerospace vehicle can fly (not restricted from use).

**A2.5. TNMC - Total Non Mission Capable.** All NMCB + all NMCM + all NMCS added together equals TNMC. The aerospace vehicle/ICBM cannot do any of its assigned missions. Same as NMC.

A2.5.1. TNMCF - Total Non Mission Capable Flyable. NMCBA, NMCMA, NMCMSA, NMCBUA, NMCBSA, NMCMUA, and NMCSA added together equals TNMCF. Same as NMCA.

A2.5.2. TNMCS - Total Non Mission Capable Supply. NMCS, NMCBU, NMCBS, NMCSA, NMCBUA, and NMCBSA added together equals TNMCS. The aerospace vehicle/ICBM cannot do any of its assigned missions because of supply. The formula for TNMCS rate is  $(\text{NMCB hours} + \text{NMCS hours}) / \text{Possessed hours}$ .

A2.5.3. TNMCM - Total Non Mission Capable Maintenance. NMCMU, NMCMS, NMCBU, NMCBS, NMCMUA, NMCMSA, NMCBUA, and NMCBSA added together equals TNMCM. The aerospace vehicle/ICBM cannot do any of its assigned missions because of maintenance. The formula for TNMCM rate is  $(\text{NMCB hours} + \text{NMCM hours}) / \text{Possessed hours}$ .

A2.5.4. TPMCS - Total Partial Mission Capable Supply. PMCS and PMCB added together equals TPMCS. The aerospace vehicle can do at least one, but not all, of its assigned missions because of supply.

A2.5.5. TPMCM - Total Partial Mission Capable Maintenance. PMCM and PMCB added together equals TPMCM. The aerospace vehicle can do at least one, but not all, of its assigned missions because of maintenance.

A2.5.6. Total Flyable (TF). FMC, PMC and NMCA added together equals TF. The aerospace vehicle can fly.

## Attachment 3

## STANDARD MESL MISSION CODES

Figure A3.1. Standard MESL Mission Codes.

AAC - Air to Air Conventional  
ACP - Airborne Command and Control (Command Post)  
ACT - Airborne Command and Control (Tactical)  
ACW - Airborne Command and Control (Early Warning)  
ADC - Air Defense, Conventional  
ADD - Air Defense, Dual  
ADN - Air Defense, Nuclear  
ALA - Airlift, Airland  
ALE - Airlift, Evacuation  
ALT - Airlift, Tactical  
AMN - Administrative Support  
AR - Air Refueling  
ASC - Air to Surface, Conventional  
ASD - Air to Surface, Dual  
ASN - Air to Surface, Nuclear  
ASY - Air Superiority  
BFT - Basic Flying Training  
CAS - Close Air Support  
DSP - Defense Suppression  
DTE - Developmental Test and Evaluation  
DTS - Developmental Test Support  
EC - Electronic Countermeasures  
FAC - Forward Air Control  
FC - Facility Checking  
MSP - Missile Site Support  
NT - Navigation Training  
RS - Reconnaissance, Strategic  
RT - Reconnaissance, Tactical  
SAR - Search and Rescue  
SAY - Surface to Air Recovery  
SO - Special Operations  
SOA - Special Operations, Airland  
SOD - Special Operations, Airdrop  
TR - Transition  
TT - Tactical Training  
WAS - Weather, Air Sampling  
WR - Weather, Reconnaissance

## Attachment 4

## AEROSPACE VEHICLE AND TRAINER TERMINATION CODES

Figure A4.1. Aerospace Vehicle and Trainer Termination Codes.

<b>T1</b>	Hostile Foreign Armed Action--On combat support mission (see <b>Note 2</b> ) - Aircraft/missile losses known to be the result of encountering hostile foreign armed opposition; i.e., losses on combat support mission due to weapons or devices whether or not the specific type of weapon is known.
<b>T2</b>	Flying Accident-On combat support mission (see <b>Note 2</b> ) - Aircraft/missile losses resulting from flying accidents while on combat support mission whether or not the cause of the accident is known. <i>This includes losses during takeoff or landing while on combat support missions.</i>
<b>T3</b>	Cause Unknown--On combat support mission (see <b>Note 2</b> ) - Aircraft missing on combat support mission as a result of unexplained phenomena. <i>Place in this category only those aircraft that fail to return from combat support missions in which the loss cannot be attributed to codes T1 or T2 above.</i>
<b>T4</b>	Hostile Foreign Armed Action-Not on combat support mission (see <b>Note 2</b> ) - Losses resulting from hostile foreign action (i.e., aircraft/missiles/drones strafed and destroyed by raiding hostile foreign aircraft/missile or aircraft/ drone losses due to hostile foreign aircraft/missiles or anti-aircraft fire while on other than combat support missions).
<b>T5</b>	Flying Accident as defined in AFI 91-204 to include all aircraft on the ground involved in a flying accident. Aerospace vehicle residue has been turned in to the Defense Property Disposal Office. <i>Exclude those aircraft more appropriately covered in code N and P and those drones more appropriately covered in codes TT, TU, TV, TY, and TZ.</i>
<b>T6</b>	Flying Accident as defined in AFI 91-204. Aerospace vehicle lost as a result of a flying accident (AFI 91-204). Aerospace vehicle residue has been abandoned due to crash in an unknown location. <i>Exclude those aircraft more appropriately covered in codes N and P and those drones more appropriately covered in codes TT, TU, TV, TY, and TZ.</i>
<b>T7</b>	Flying Accident as defined in AFI 91-204. Aerospace vehicle lost as a result of a flying accident (AFI 91-204). Aircraft residue was referred to the Defense Property Disposal Office and determined inaccessible for economical retrieval. Residue has been abandoned. <i>Exclude those aircraft more appropriately covered in codes N and P and those drones more appropriately covered in codes TT, TU, TV, TY, and TZ.</i>
<b>TB</b>	Ground Accident - Aircraft/missile/drones/trainers lost as a result of a ground accident, such as collision of a vehicle with a parked aircraft/ missile/drone/trainer, ground maneuvering, accident not involving intent for flight or launch preparation, fire, or explosion as a result of servicing or maintenance or fire of unknown origin (excluding missile servicing during count down).
<b>TC</b>	Natural Phenomena – Aircraft/Missile/Drone lost as a result of windstorm, hail, lightning, flood, etc., when T5, T6, T7 and TB above do not apply.
<b>TD</b>	Tested to Destruction - Aircraft/missile/drone lost as a result of planned test involving ultimate destruction of the aircraft/missile/drones. <i>This includes drones destroyed as a result of programmed weapons fire.</i>
<b>TE</b>	Fair Wear and Tear - Aircraft/Missile/Drone lost as a result of general deterioration in use.

<b>TF</b>	Abnormal Deterioration in Use - Aircraft/Missile/Drone/Trainers lost as a result of inadequate maintenance or maintenance facilities or shortages in personnel, parts, or funds.
<b>TG</b>	Abnormal Storage Deterioration - Aircraft/Missile/Trainers lost as a result of improper or inadequate storage.
<b>TH</b>	Normal Storage Deterioration - Aircraft/Missile/Drone/trainers lost as a result of deterioration while properly stored.
<b>TI</b>	Obsolete - Obsolete - Aircraft/Missile/Drone/Trainers wholly serviceable or reparable within the limits of T.O. 1-1-638 and disposed of only because it has been declared obsolete by HQ USAF through HQ AFMC.
<b>TJ</b>	Reclamation Cannibalization Salvage or Survey - Aircraft/Missile/Drone/Trainers (1) wholly serviceable or reparable within the limits of T.O. 1-1-638 and (2) disposed of through complete reclamation, cannibalization, salvage, or survey. <i>Do not include those that are more appropriately included in code TI.</i>
<b>TK</b>	Conversion of Aerospace Vehicle/Trainer Serial Number and/or Trainer Reporting Designator - An aerospace vehicle/trainer terminated from the inventory as a result of assignment (change) of a new serial number identification or new reporting designator (trainers only) in conjunction with a major modification or re-identification.
<b>TL</b>	Transfer and Diversions - Aircraft/Missile/Drone/Trainers that (1) is wholly serviceable or reparable within the limits of T.O. 1-1-638 and (2) transferred to non-Air Force agencies, such as National Guard Bureau (Army Division), Army, Navy, Mutual Assistance Program (MAP), etc. Normally the projects effecting transfers to these agencies indicate the receiving agency (i.e., Army (USA 8L-225), MAP (MDA 5H-825), etc.
<b>TM</b>	Enemy Action--On combat mission - Aircraft/Missile losses known to be the result of direct enemy action (i.e., losses on combat missions due to weapons or devices whether or not the specific type of weapon is known).
<b>TN</b>	Flying Accident--On combat mission - Aircraft/Missile losses resulting from flying accidents while on combat missions whether or not the cause of the accident is known. <i>This includes losses during takeoff or landing while on combat missions.</i>
<b>TP</b>	Cause Unknown--On combat mission - Aircraft missing on combat mission as a result of unexplained phenomena. Place in this category only those aircraft that fail to return from combat missions in which the loss cannot be attributed to codes TM or TN above.
<b>TQ</b>	Enemy Action--Not on combat mission - Losses resulting from enemy action that is aircraft/missile drones strafed and destroyed by raiding enemy aircraft/missile or aircraft/drone losses due to enemy aircraft/missiles or anti-aircraft fire while on other than combat missions.
<b>TR</b>	Abandonment Due to Enemy Action - Aircraft/Missile/Drone that could not be evacuated and was abandoned or destroyed as the result of approaching enemy ground (surface) forces.
<b>TS</b>	Destroyed or Impounded - Aircraft/missile/drone destroyed by or impounded in a foreign country. <i>Do not use this code in reporting losses that should more appropriately be reflected as codes TM, TN, TP, TQ, or TR.</i>
<b>TT</b>	Operational Loss--Before Mission is Completed - Missile or drone losses that occur after launch and before the mission is completed.
<b>TU</b>	Operational Loss--After Mission is Completed - Missile or drone losses that occur after



	launch and after the mission is completed.
<b>TV</b>	Operational Loss--Before launch is performed - Missile or drone losses for any reason after preparation for launch is initiated and before launch is performed. This code defines those losses that result from operational failure. <i>Do not include missiles or drone losses that should more appropriately be included in other applicable codes, especially those covered by code TB.</i>
<b>TW</b>	Museum or Schools - Aircraft/missiles/drones/trainers transferred to schools (FSC-coded items) or USAF Museum.
<b>TX</b>	Commercial Sale - Aircraft/Missiles/Drones/Trainers that exceed all AF requirements and are sold.
<b>TY</b>	Operational Loss--Failure to Retrieve - Missiles or drones that have become airborne in free flight where the recovery system (e.g., parachute or equivalent) performed as required but are expended because of failure to retrieve the missile or drone. This code applies only to those missiles and drones that have a recovery capability. <i>Do not include drones not retrieved due to complete destruction.</i>
<b>TZ</b>	Operational Loss--Failure to Recovery System - Missile and drones that become airborne in free flight and are expended as a result of failure of the recovery system. This code applies only to those missiles and drones that have a recovery capability (e.g., parachute or equivalent). <i>Do not include missiles and drones that have been recovered but not retrieved.</i>

**Note:** For use as both assignment/possession reporting identifiers.

2. Possession reporting identifiers only
3. Assignment reporting identifiers only.

## Attachment 5

### DOWNTIME CODES FOR COMMUNICATIONS EQUIPMENT

**A5.1. Maintenance Scheduled. Note:** The codes listed here give the reasons for communications equipment downtime, for use in reporting status and inventory. See **Chapter 6** of this instruction. These codes will gradually be converted to status codes shown in parentheses after the downtime code.

A5.1.1. A - Retrofit or Modification. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use when removing an active equipment item from its assigned mission for the field or depot to perform a modification such as a TCTO, TCI, Class I modification, or antenna change out. State the TCTO number, modification performed, antenna replaced, and performing activity in a comment.

A5.1.2. B - Depot Maintenance Scheduled. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for scheduled Air Logistics Complex (ALC) overhaul, radome painting and other such operations. Includes scheduled maintenance done by Engineering Installation (EI) units, centralized repair activities (CRA), mobile depot maintenance (MDM) teams, and contractors. State the type of maintenance and performing activity in a comment.

A5.1.3. C - Test (Orientation or Other). (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for all scheduled tests or evaluations except preventive maintenance inspections (PMIs). Use downtime code "F" for deficiencies discovered as a result of the test. Indicate the type of test or evaluation in a comment.

A5.1.4. D - Reserved for (Scheduled Maintenance). (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)).

A5.1.5. E - Preventive Maintenance. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use when the communications equipment or channel is Red or Amber in its assigned mission because of scheduled PMIs required by AF, MAJCOM, or FOA directives. Comments are not required for deferred or incomplete PMIs, See downtime code "V". For discrepancies discovered during a PMI use downtime code "M". Comments are not required.

A5.1.6. I - Scheduled Maintenance. (Non Mission Capable Maintenance Scheduled (NMCMS) or Partial Mission Capable Maintenance Scheduled (PMCMS)). Use for scheduled maintenance not covered by other downtime codes includes pre and post deployment inspections. Add a comment to state the type of scheduled maintenance.

### A5.2. Maintenance Unscheduled.

A5.2.1. F - Failed Flight Check or Operational Systems Check. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use to record the time active equipment is not capable of performing its assigned mission due to inability to pass flight inspection or periodic operational system checks. Also for all ESRs opened as a result of deficiencies discovered during test,

orientation, or other procedure (downtime code "C"). Enter the work unit code of the failed component.

A5.2.2. M - Equipment Malfunction. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use for equipment or component failure. Applies to components and equipment listed in the work unit code manual for reportable equipment. Enter the work unit code of the failed component. Add a brief description of the problem in a comment.

A5.2.3. R - Emergency Maintenance. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use when equipment does not meet TO standards and outside assistance is requested. Use a delay code until maintenance is actually being performed. Enter the WUC of the affected component or subsystem. State the type of assistance required in a comment i.e., SMT.

A5.2.4. U - Unknown. (Non Mission Capable Maintenance Unscheduled (NMCMU) or Partial Mission Capable Maintenance Unscheduled (PMCMU)). Use for initial reporting of suspected equipment failure or malfunction. Change to a more specific code when the nature of the outage is determined. Use this code also for equipment failure or malfunctions that cannot be duplicated or cleared while checking. Add comments to describe the reported symptoms or events. WUC is not required for this code.

A5.2.5. S - Software/Program Errors. Use when the equipment is down due to error in the operational program (software or firmware). Use this code only after it has been confirmed that deficiencies in the operational program are causing the problem.

### **A5.3. Maintenance Other.**

A5.3.1. G - Vehicle Out of Commission. Use when a vehicle that is an integral part of a communications system is out of commission.

A5.3.2. H - Host Base Action. Use for reasons such as runway construction, building repair, and snow removal. State the specific action in a comment.

A5.3.3. J - Damage or Deterioration. Use for uncontrollable equipment damage caused by events other than weather or jamming (downtime codes "W" or "X"), such as natural disasters, vandalism, or riot. State the type and cause of the damage in a comment.

A5.3.4. K - Relocating/Resiting. Use for relocating or resiting of equipment for any reason except deployment and for runway changes of longer than 15 minutes. Describe the circumstances in a comment.

A5.3.5. L - Associated Equipment Malfunction. Use when associated or ancillary equipment that is not work unit coded under the reportable equipment causes downtime. Does not apply to generators, air conditioners, or cables (See downtime codes "N", "P", and "Q"). Identify the equipment causing the outage in the comments.

A5.3.6. N - Power Failure. Use when downtime occurs due to loss of commercial, local, or backup power. Includes downtime due to unstable power and any recovery time.

A5.3.7. O - Scheduled Software Maintenance. Use for scheduled downtime for software change, update patches, maintenance, or testing.

A5.3.8. P - Environmental Control. Use for failure of temperature, humidity, and dust control equipment (air conditioning) that is not part of the end item.

A5.3.9. Q - Cable Out. Use for downtime due to defective or cut cable. For a cable cut, use comments to describe the incident.

A5.3.10. T - Training. Use for downtime due to on the job training as approved by the Systems Flight Commander or equivalent representative.

A5.3.11. V - Military Priority. Use when equipment will be shut down due to safety hazard, interference with other equipment, or direction from Higher Headquarters (MAJCOM, Air Staff, etc.). Does not apply to jamming (See downtime code "X"). Also, use for Red or Amber conditions that result from a deferred or incomplete PMI. Add comments to cite the authority for the outage.

A5.3.12. W - Atmospheric Disturbance or Weather. Use for downtime caused by severe weather or atmospheric conditions, such as anomalous propagation, high winds, heavy snow, or icing. Indicate the specific type of disturbance or weather condition in a comment.

A5.3.13. X - Jamming - Intentional/Unintentional. Use for downtime due to interfering electrical signals. **Note:** Report only unclassified information in the comments.

A5.3.14. Y - Personnel Error. Use for downtime caused by operator error, such as incorrect switch or button activation or failure to follow established operations or maintenance procedures. Explain the error in a comment.

A5.3.15. Z - Frequency Change. Use for downtime due to a frequency change of more than 15 minutes.

## Attachment 6

### DELAY CODES FOR COMMUNICATIONS EQUIPMENT

**A6.1. Maintenance Unscheduled. Note:** The codes listed here give the reasons for communications equipment delay time, for use in reporting status and inventory. See [Chapter 6](#) of this instruction.

A6.1.1. A - Single Shift Maintenance. Use when equipment or channel has malfunctioned and personnel are not available to correct the problem. Stops when on-call technicians arrive or the next duty day begins. Does not apply when the maintenance function is staffed for 24-hour operations.

A6.1.2. C - Awaiting Technical Assistance from MAJCOM, FOA, Depot, and Contractor support. Used when technical assistance has been requested from an activity. Stops when the assistance arrives at the site. Indicate the type of assistance in a comment.

A6.1.3. E - Shift Change. Use when work stops due to shift changes that exceed 30 minutes.

A6.1.4. S - Skill Not Available. Use when qualified maintenance personnel are not available to perform the required maintenance. Do not use this code when delay code "A" or "C" applies. Indicate in a comment why the required personnel are not available.

#### **A6.2. Other Delay.**

A6.2.1. B - Awaiting Flight Check. Use when an official flight check has been requested. Stops when an official certification flight check starts (See delay code "F"). Indicate the date and time of the scheduled flight check in a comment.

A6.2.2. D - Lack of Funds. Use when there is a lack of organizational funds to order parts.

A6.2.3. F - Flight Check. Use to record the time required to perform an official certification flight check.

A6.2.4. G - Awaiting System Check. Use when awaiting quality control check, pre or post-deployment inspection, or initial checkout (other than a flight check). Use to report a delay for a systems check by other than maintenance. Indicate the type of system check required in a comment.

A6.2.5. H - Parts Awaiting Transportation. Use when parts are awaiting transportation from maintenance control or are enroute to a remote maintenance detachment or location.

A6.2.6. I - Parts Research. Use when work stops due to research exceeding 30 minutes. (Valid for use until discontinued in IMDS).

A6.2.7. K - Off-Site Maintenance. Use when a part goes to off-base maintenance activities for repair or fabrication. Also use this code when an activity other than the owning or using activity repairs or fabricates equipment on-base. Identify the type of repair and activity in a comment.

A6.2.8. O - Host Base Support. Use when support from an on-base activity has been requested, such as civil engineers. Includes off base support activities when on base activities cannot support requirements. Stops when the assistance arrives at the site. Indicate the type of support in a comment.

A6.2.9. T - Travel Time. Use when maintenance delay is caused by travel of longer than 15 minutes between the maintenance organization and remote facility where the malfunction occurred.

A6.2.10. U - Tools, Test Equipment, and Technical Data Not Available. Use when maintenance does not have the tools, test equipment, or technical data needed to perform maintenance. State the tool, test equipment, or publications needed in a comment.

A6.2.11. V - Military Priority. Use when restoration of equipment to operational status is prevented by a directive of higher military priority. Enter the directing authority in the "remarks" section.

A6.2.12. W - Delay For Weather. Use when equipment cannot be restored due to weather conditions. Specify the weather conditions in a comment.

A6.2.13. X - Awaiting Transportation. Use when maintenance is delayed due to lack of transportation to the maintenance job location for tools, test equipment, technical data, and personnel.

A6.2.14. Z - Other. Use when delays are encountered that are not covered by any other delay code. State the cause of the delay in a comment.

### **A6.3. Supply (Logistics) Delay.**

A6.3.1. J - Supply Processing. Use for on-base supply processing time. Starts when the workcenter or MOC establishes the requisition in the standard base supply system (SBSS) and stops when supply issues the parts or LRS notifies the unit representative that the base does not have the parts. Also use this code when components are in the Repairable Processing Center and are needed to clear an equipment malfunction.

A6.3.2. L - Reserved for Backorder Supply.

A6.3.3. M - Supply, MICAP Backorders. Use when base supply notifies maintenance of the need to go to the depot or lateral support for parts identified as MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the due-in, NSN or part number, part name, supply status code, estimated shipping date, whether it was ordered NMC or PMC, and whether it went to depot or lateral.

A6.3.4. N - Supply, Other Backorders. Use when supply notifies maintenance of the need to go to the depot or lateral support for parts on non-MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the due-in, NSN or part number, part name, supply status code, estimated shipping date, and whether it went to depot or lateral.

A6.3.5. P - Supply, Local Purchase. Use when parts are obtained through local off-base channels. Starts when the condition is declared and stops when the parts arrive at the site. Indicate the part required and source in a comment.

A6.3.6. Q - Supply, Non-DOD. Use when a non-DOD activity, such as Federal Aviation Administration (FAA), or a foreign government or military establishment, supplies parts for the equipment. Indicate part number, message or requisition number, and estimated delivery date in a comment.

A6.3.7. R - Supply, Contractor Support. Use when a contractor supplies the parts for the equipment. Indicate part number, message or requisition number, and estimated delivery date in a comment.

A6.3.8. Y - Supply, Delivery Time. Use when there is significant delay in delivery of parts from LRS to maintenance.

**Attachment 7****HOW TO USE AF FORM 2691, AIRCRAFT/MISSILE EQUIPMENT PROPERTY RECORD**

- A7.1. Column A.** Enter the Julian date when the transaction is posted.
- A7.2. Column B.** Enter the supply account number followed by the request number from the custodian request log.
- A7.3. Column C.** Enter the quantity authorized, calculated by multiplying the quantity authorized by the number of aerospace vehicle or missiles.
- A7.4. Column D.** Enter the quantity due-in. Make due-in postings from the suspense copy of DD Form 1348-1A. Put a check mark in column D opposite the quantity originally due-in to indicate receipt or partial receipt of the items. **Note:** When due-ins are cancelled, enter the quantity cancelled in column D preceded by the abbreviation "Canx", and adjust the balance in column E.
- A7.5. Column E.** Enter the total quantity due-in. This entry represents the total quantity of due-ins recorded in Column D. Bring it up to date as changes occur.
- A7.6. Column F.** Enter the quantity received from any source.
- A7.7. Column G.** Enter the quantity turned-in or transferred.
- A7.8. Column H.** Enter the quantity on hand. Enter a zero if there is none on hand. Make changes to this column when equipment is received, turned-in, transferred, or accountability is terminated with relief adjustment documents. Support changes to this column with a source document or relief documents prepared to end accountability for equipment signed out on AF Form 1297.
- A7.9. Column I.** Enter data required to show the location. In the next column, enter the quantity at that location. When equipment is signed for on AF Form 1297, enter the quantity in this column.
- A7.10. Block 1.** Enter the part number.
- A7.11. Block 2. Optional.** Enter the Expendability, Reparability, Recoverability and Category (ERRC) code or leave blank.
- A7.12. Block 3.** When two or more possessed weapons systems are authorized common equipment items in the -21 TO, enter the MDS that applies in this block.
- A7.13. Block 4.** These numbers correspond with -21 line numbers.
- A7.14. Block 5.** Enter the stock number of the item.
- A7.15. Block 6.** Enter a descriptive nomenclature to identify the item. If the item is classified, enter the word "Classified" after the nomenclature.
- A7.16. Block 7.** Enter the unit of issue (i.e., "pair", "set", or "each").
- A7.17. Block 8.** Optional. Enter the unit price or leave blank.



**A7.18. Block 9.** Enter the weapon system that applies. For equipment common to two or more weapon systems, refer to instructions for block 3. Enter the MDS for the largest number of weapon systems possessed in this block. (i.e., if 18 F-16As and 36 F-16Cs are possessed, enter F-16C in this block and F-16A in block 3).

## Attachment 8

### HOW TO USE AF FORM 2692, AIRCRAFT/MISSILE EQUIPMENT TRANSFER/SHIPPING LISTING

#### *Section A8A—Parts of the Form*

**A8.1. Box 1.** Enter the organization title and the address of the activity initiating the transfer.

**A8.2. Box 2.** Leave blank.

**A8.3. Box 3.** Enter the MDS.

**A8.4. Box 4.** Leave blank.

**A8.5. Box 5.** Enter the organization title of the receiving activity. Also enter this **Note:** Aircraft/Missile Equipment for (MDS and serial numbers).

**A8.6. Box 6.** Enter the authority for transfer.

**A8.7. Box 7.** Enter request number from AF Form 126, *Custodian Request Log*.

A8.7.1. Column A. Enter the item number (1, 2, 3, and so forth).

A8.7.2. Column B. Enter stock or part number and nomenclature.

A8.7.3. Column C. Enter quantity authorized in the -21 TO per aerospace vehicle or missile.

A8.7.4. Column D. Enter the quantity installed or aboard the aerospace vehicle.

A8.7.5. Column E. Enter quantity shipped separately through transportation.

A8.7.6. Column F. The organization receiving the equipment enters the quantity received.

A8.7.7. Column G. Enter the reason or authority for shortages, if required (See [paragraph 9.14](#)).

**A8.8. Box 8.** Signature of official tasked to perform the final verification before the aerospace vehicle departs.

**A8.9. Box 9.** Enter the date of verification.

**A8.10. Box 10.** Signature of the official tasked to perform the acceptance inventory.

**A8.11. Box 11.** Enter the date of the acceptance inventory.

**A8.12. Box 12.** The receiving organization enters the request number from AF Form 126. **Note:** After the last entry, the accountable officer preparing the form completes the certification at the bottom of the form.

#### *Section A8B—Steps in Preparing and Processing AF Form 2692*

**A8.13.** Accountable -21 Support Function:

A8.13.1. Prepare five copies of AF Form 2692.

A8.13.2. Keep copy 5 in suspense file and destroy it when Plans, Scheduling and Documentation (PS&D) returns copy one.

A8.13.3. Send copy 1 through 4 to appropriate PS&D.

**A8.14.** -21 Support Function Project Personnel:

A8.14.1. Verify all equipment authorized in the -21 TO, or all equipment specified in the transfer directive, is listed on AF Form 2692.

A8.14.2. Task the maintenance officers of accountable functions to make an inventory at least 1 day before the scheduled departure of the aerospace vehicle. The maintenance officer will:

A8.14.3. Verify all equipment on AF Form 2692 is installed or aboard.

A8.14.4. After verifying the equipment being transferred is installed or aboard, signs all four copies.

A8.14.5. Return copy 1 to the accountable function.

A8.14.6. Mail copy 2 to the PS&D of the gaining organization.

A8.14.7. Place copy 3 in the aerospace vehicle records binder for the aerospace vehicle being transferred.

A8.14.8. Hold copy 4 for 30 days in case the gaining organization needs to resolve discrepancies found during the acceptance inventory.

**A8.15.** Gaining Organization:

A8.15.1. Use copy 2 or 3 of AF Form 2692 to conduct the acceptance inventory.

A8.15.2. If there are shortages, review AFTO 781 series forms to determine if the missing equipment was removed enroute.

A8.15.3. If the equipment was removed at an enroute base (the transferring organization did not ship the item), requests assistance from MAJCOM to resolve the shortage.

A8.15.4. Adjust AF Form 2691 to show the equipment gained in the transfer.

**Attachment 9****HOW TO USE DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT*****Section A9A—Parts of the Form***

**A9.1.** Box 1. Enter organization i.e., MAJCOM and base, Defense Plant Representative Office (DPRO), etc. possessing the aerospace vehicle.

**A9.2.** Box 2. Enter HQ AFMC AF-AVDO, Wright Patterson AFB, OH 45433.

**A9.3.** Box 3. Enter the name and address of the recipient indicated in the assignment directive.

**A9.4.** Box 4. Enter the FMS case designator, grant aid Reports Control Number (RCN), etc. if known.

**A9.5.** Box 5, 6, 7 and 8. Leave blank.

**A9.6.** Box 9. Enter HQ USAF project number i.e., FMS 9F-35 or MAP9T-47 and the assignment directive number i.e., 79-635.

**A9.7.** Box 10. If shipment is by airlift or surface, make sure the person shipping the aerospace vehicle signs. Otherwise leave blank.

**A9.8.** Box 11a. Leave blank.

**A9.9.** Box 11b. Leave blank.

**A9.10.** Box 12. For shipment by airlift or surface, enter the date of shipment. Otherwise leave blank.

**A9.11.** Box 13. Indicate airlift or surface. Otherwise leave blank.

**A9.12.** Box 14. For shipment by airlift or surface, enter the initial bill of lading or manifest number.

**A9.13.** Box (a). Leave blank.

**A9.14.** Box (b). Enter MDS and serial number. If being ferried, enter the signature block of the ferry pilot and date of signature.

**A9.15.** Box (c) - (i). Leave blank.

**A9.16.** Box 15 - 17. Leave blank.

**A9.17.** Box 18. Self-Explanatory. Use is optional.

**A9.18.** Box 19. Leave blank.

***Section A9B—Preparing and Processing DD Form 1149***

**A9.19.** Accountable Officer:

A9.19.1. Makes enough copies of DD Form 1149 to complete all steps.

A9.19.2. Sends all copies to the transportation office with the items being shipped.

**A9.20. Transportation Officer:**

A9.20.1. Assigns TCN and signs all copies of DD Form 1149.

A9.20.2. Sends appropriate copies to the gaining traffic management office with the equipment being shipped.

A9.20.3. Returns three copies to the accountable officer.

**A9.21. Accountable Officer:**

A9.21.1. Sends two copies to the appropriate PS&D.

A9.21.2. Keeps one copy in suspense.

**A9.22. Plans & Scheduling and Documentation (PS&D):**

A9.22.1. Sends one copy to the PS&D of the gaining unit.

A9.22.1. Holds one copy for 60 Days in case the gaining unit needs help finding the equipment within transportation channels.

## Attachment 10

## SAMPLE AEROSPACE VEHICLE/ICBM GAIN MESSAGE

Figure A10.1. Sample Aerospace Vehicle/ICBM Gain Message.

TO: Losing Organization  
 INFO: Losing command HQ and intermediate command HQ. Gaining command HQ and intermediate command HQ. Appropriate LCMC PM and HQ AFMC/AF-AVDO.  
 SUBJECT: AFI 21-103 Aerospace Equipment Possession Change Report, GAIN.

Required Information:

1. Serial number of the aerospace vehicle/ICBM.
2. Date of gain (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time of change shown in the loss and gain messages will agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Gaining organization.
7. Gaining organization station location code.
8. Gaining organization possession PIC.
9. Type action code (GB for a gain).
10. Losing organization station location code and command.
11. Command gaining aerospace vehicle/ICBM.
12. Date of next major scheduled inspection due (time/date and type, i.e., phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used).
13. Reason for movement (i.e., assignment change, PDM, ACI, etc.).
14. Name and DSN telephone number of AVDO initiating message.

Sample Message Body Format Identified Using Numbers:

(1) (2) (3) (4) (5) (6) (7) (8) (9)  
 8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/GB/  
 (10) (11) (12) (13) (14)  
 MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO,  
 DSN

## Attachment 11

## SAMPLE AEROSPACE VEHICLE/ICBM LOSS MESSAGE

Figure A11.1. Sample Aerospace Vehicle/ICBM Loss Message.

TO: Gaining organization.  
 INFO:  
 Gaining command HQ and intermediate command HQ.  
 Losing command HQ and intermediate command HQ.  
 Appropriate LCMC System Program Manager (SPM).  
 HQ AFMC//AF-AVDO//  
 SUBJECT: AFI 21-103, Aerospace Equipment Possession Change Report, LOSS.  
 Required Information:

1. Serial number of the aerospace vehicle/ICBM.
2. Date of loss (last two digits of year plus Julian date) and local time of change (followed by date and Zulu time). Dates and Zulu times of change shown in the loss and gain messages will agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Losing organization.
7. Losing organization station location code.
8. Losing organization possession PIC.
9. Type action code (LB for a loss).
10. Gaining organization station location code and command.
11. Command losing aerospace vehicle/ICBM.
12. Date of next major scheduled inspection due (time/date and type, i.e., phase, periodic, major or minor isochronal, HSC, etc.), (MAJCOM option, leave blank if not used).
13. Reason for movement (assignment change, PDM, ACI, and so on).
14. Name and DSN telephone number of AVDO who is initiating the message.

Sample Message Body Format Identified Using Numbers:  
 (1) (2) (3) (4) (5) (6) (7) (8) (9)  
 8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/LB/  
 (10) (11) (12) (13) (14)  
 MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO,  
 DSN

## Attachment 12

**SAMPLE AEROSPACE VEHICLE/ICBM TERMINATION MESSAGE UNCLASSIFIED****Figure A12.1. Sample Aerospace Vehicle/ICBM Termination Message Unclassified.**

ACC/ENGINE SERIAL NUMBERS/NAME AND RANK OF MXG/CC  
SAMPLE TERMINATION MESSAGE (See **paragraph 2.19.**)  
INSTRUCTIONS  
Addressees:  
TO: HQ AFMC WRIGHT-PATTERSON AFB OH/AF-AVDO  
INFO:  
Possessing and assigned MAJCOM AVDO, CEMS Office (OC-ALC/MMDC),  
AF/A4LM Aerospace Vehicle Disposition Manager, and the appropriate LCMC PM.  
SUBJECT: AFI 21-103, Aerospace Equipment Termination Report  
Required information:

1. Serial number of the aerospace vehicle/ICBM.
2. Date of termination (last two digits of year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Assigned Organization and Department of Defense Accounting Code (DODAC)
7. Possessing organization.
8. Possessing organization station location code.
9. Possession PIC.
10. Type termination code for ADN message.
11. Possessing command.
12. Serial number(s) of primary propulsion engine(s) installed on terminated aerospace vehicle (N/A for ICBM).
13. Is the legal review complete: Yes? or No?
14. Name and rank of Maintenance Group Commander or designated representative.
15. Include name and organization of individual processing the termination with DLA-DS

Sample Message Body Format Identified Using Numbers:  
(1) (2) (3) (4) (5) (6) (7) (8) (9)  
8100000022/961422400(961430300Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/T5/  
(10) (11) (12)  
ACC/ENGINE SERIAL NUMBERS/NAME AND RANK OF MXG/CC



## Attachment 13

**SAMPLE POSSESSION PURPOSE IDENTIFIER CODE CHANGE MESSAGE  
UNCLASSIFIED (SEE [PARAGRAPH 2.20](#))**

**Figure A13.1. Sample Possession Purpose Identifier Code Change Message Unclassified.**

TO: MAJCOM AVDO/Office symbol
INFO: Intermediate command HQ/Office symbol; Appropriate ALC System Program Manager (SPM); HQ AFMC/AF-AVDO
SUBJECT: AFI 21-103, Aerospace Equipment Possession PIC Change Report
Required Information:
1. Serial number of the aerospace vehicle/ICBM.
2. Date of possession PIC change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment PIC.
6. Possessing organization.
7. Station location code.
8. Possession PIC from which the aerospace vehicle/ICBM is changing.
9. Type action code (LF).
10. Possession PIC to which aerospace vehicle/ICBM is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/LF/
(10) (11) (12) (13)
BQ/ACC/REMARKS/NAME OF AVDO, DSN

## Attachment 14

**SAMPLE MDS/CONFIGURATION IDENTIFIER CHANGE MESSAGE  
UNCLASSIFIED (SEE [PARAGRAPH 2.21](#))**

**Figure A14.1. Sample MDS/Configuration Identifier Change Message Unclassified.**

TO: MAJCOM AVDO/Office symbol
INFO: Intermediate command HQ/Office symbol; Appropriate ALC System Program Manager (SPM); HQ AFMC/AF-AVDO
SUBJECT: AFI 21-103, Aerospace Equipment Possession Purpose Identifier Code Change Report
Required Information:
1. Serial number of the aerospace vehicle/ICBM.
2. Date of possession PIC change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession PIC from which the aerospace vehicle/ICBM is changing.
9. Type action code (LF).
10. Possession PIC to which aerospace vehicle/ICBM is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message.
Sample Message Body Format Identified Using Numbers:
(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/LF/
(10) (11) (12) (13)
BQ/ACC/REMARKS/NAME OF AVDO, DSN

**Attachment 15****EQUIPMENT STATUS REPORTING FOR AIRFIELD METEOROLOGICAL SYSTEMS**

**A15.1.** All fielded fixed and tactical automated meteorological observing systems (i.e., AN/FMQ-19/22/23 and AN/TMQ-53).

A15.1.1. If the data acquisition unit (data logger) is inoperative, report system NMC (Red).

A15.1.2. If any sensor necessary to report ceilings is inoperable, report the system as NMC (Red).

A15.1.3. If any sensor necessary to report visibility, winds, altimeter setting and/or discontinuity group sensor is inoperable, report the system as PMC (Amber).

A15.1.4. If all system meteorological sensors are inoperative such that the system is not providing any usable data, report system NMC (Red).

A15.1.5. Report FMC (Green) when system is operating normally.

**A15.2.** Tactical weather radars (i.e., AN/TMS-2).

A15.2.1. Radar system is inoperative and unable to detect and display meteorological targets locally, report system NMC (Red).

A15.2.2. Radar system is able to detect and display current meteorological targets locally but cannot transmit imagery or data to other users (i.e., Operational Weather Squadron (OWS)), report system PMC (Amber).

A15.2.3. Report FMC (Green) when system is operating normally.

**Attachment 16****LOADING SERIAL NUMBERS FOR WEATHER SERVICE SYSTEMS**

**A16.1.** AN/FMH-5 Joint Environmental Toolkit (JET) - Use the Asset Part number from the Identaplate tag, (e.g. JETXXXXXX), as the system serial number.

**A16.2.** AN/FMH-5 Sensor Collection Alliance (SCA) - Use the Asset Part number from the system's Identaplate tag, (e.g. JETXXXXXX), as the system serial number.

**A16.3.** AN/FMQ-7 Solar Observing Optical Network (SOON) - Use the serial number affixed to the processor cabinet, as the system serial number.

**A16.4.** AN/FMQ-13V2 Wind Measuring Set - The AN/FMQ-13 does not have a "system" serial number. Use the primary user's RO-558 Recorder serial number as the top level (AA000) system serial number.

**A16.5.** AN/FMQ-19 Automated Meteorological Station - Use the system number (i.e., AMS000) affixed to the upper left corner of the Terminal Data Acquisition Unit (TDAU) cabinet, as the system serial number.

**A16.6.** AN/FMQ-22 Fixed Base System (FBS) - Use the system number (i.e., 000000FMQ220001) affixed to the base plate of the mast, as the system serial number.

**A16.7.** AN/FMQ-23 Fixed Base Weather Observing System (FBWOS) - Use the system number (i.e., 000000FMQ230001) affixed to the CPS cabinet, on the front door threshold, left side, as the system serial number.

**A16.8.** AN/FRR-95 Radio Solar Telescope Network (RSTN) - Use the serial number affixed to the processor cabinet, as the system serial number.

**A16.9.** AN/TMQ-53 Tactical Meteorological Observing System - Use the system or TAC number (i.e., SYSTEM 003 or TAC 003) affixed to AN/TMQ-53 transit cases, as the system serial number.

**A16.10.** AN/TMS-2 Portable Doppler Radar (PDR) - Use the system number (i.e., PDR003) affixed to the PDR server transit case and or bottom of the antenna base plate, as the system serial number.

**A16.11.** AN/UMQ-13 Meteorological Data Station - Use the system number (i.e., 00012) affixed to the server rack as the system serial number. In single server rack configurations it's located on the top of the server rack, for 3 rack systems it's located on the top of rack 2.

## Attachment 17

**AEROSPACE VEHICLE AND TRAINER PURPOSE IDENTIFIER CODES (PIC)**

**Note:** MAJCOMs must utilize all applicable PIC in Attachment 17 for the assigned aerospace vehicles to facilitate standardization of Reporting. Aircraft being reported in a "B" PIC are non-flyable.

**A17.1. BI - Aerospace vehicle incident/mishap requiring a Safety Investigation Board (SIB) or Accident Investigation Board (AIB) IAW AFI 51-503.** Use begins when it is determined that a SIB/AIB investigation is required. Aerospace vehicle will remain in this possession PIC until the SIB/AIB releases the aircraft back to maintenance. MAJCOM AVDO approval required.

**A17.2. BJ - Crash/Battle Damage Awaiting AFMC Assistance or Decision.** Aerospace vehicles and trainers for which AFMC assistance has been requested for repair of crash or battle damage and will be effective upon submission of request to AFMC and will apply until actual transfer of possession to AFMC. **Note:** MAJCOMs will determine which codes are applicable for use among their units.

**A17.3. BK - Command Programmed Maintenance.** Aerospace vehicles being processed through a major command directed funded and operated maintenance program (i.e., command central corrosion facility). Not to be used when aerospace vehicles are undergoing unscheduled maintenance, scheduled inspections or TCTOs. Use of this code will be approved by MAJCOM HQs prior to use.

**A17.4. BL - Extended Transit Maintenance.** Applies to aerospace vehicles when transient maintenance requires more than 7 days to repair the transient aerospace vehicle. The gain will be reported by the organization responsible for the maintenance.

**A17.5. BN - Crash Damage Base.** Aerospace vehicles and trainers on which AFMC assistance is not required for repair of crash damage.

**A17.6. BO - Battle Damage.** AFMC assistance not required. Applies to battle damaged aerospace vehicles on which AFMC assistance is not required for repair of the damage.

**A17.7. BQ - Major Maintenance Awaiting AFMC Decision/Action.** Aerospace vehicles and trainers for which AFMC has been requested to provide repair assistance beyond the possessing command's capability. Use will begin when the aerospace vehicle or trainer is no longer usable for its intended purpose and the request for assistance is submitted. The use will continue until the decision is provided, the repair action completed or possession transferred to AFMC. Crash damaged aerospace vehicles will not be reported as "BQ".

**A17.8. BR - Major Maintenance Awaiting Parts (AWP).** Aerospace vehicles and trainers which require major maintenance for which the necessary major components have not been programmed and are not available in AF stocks. Use of this code is restricted to large scale programs i.e., replacement of all T-38 wings and not to single, isolated incidents. Use of the code will be agreed upon by both the operating MAJCOM and the PM. Aerospace vehicles and trainers in "BR" status are not MICAP reportable.

**A17.9. BT - Aerospace Vehicle Transfer.** Applies to aerospace vehicle transfers for the period of time that the aerospace vehicle is not available to accomplish its assigned mission. To be used for reporting during the period of transfer beginning with preparation for transfer and recovery after arrival at the new location. Aerospace vehicles assigned this code will not be considered available for generation during operational readiness inspections (ORIs) and will not be chargeable to unit NMC/PMC rates. Use, and extension of this code beyond 48 hours, will be approved by MAJCOM Headquarters.

**A17.10. BU - Depot Level Maintenance.** Depot level work performed at unit level when AFMC has formally acknowledged acceptance of the responsibility to repair the aerospace vehicle IAW TO 00-25-107 and AF/LCMC has authorized repair by possessing unit. Work is performed by the owning unit to expedite the repair action when the unit possesses the technical expertise support equipment and is qualified to accomplish the repair. Use of this code will be agreed upon by both the operating MAJCOM and the PM. The use of this code will continue until the repair action is complete or the possession is changed to a flyable code.

**A17.11. BW - Weather/Bird Strike Damage Awaiting AFMC Assistance or Decision.** Aerospace vehicle has been requested for repair of damage and will be effective upon submission of request to AFMC and will apply until actual transfer of possession to AFMC. Use of this code will be approved by MAJCOM prior to use.

**A17.12. BX - Weather/Bird Strike Damage Base.** Aerospace vehicles and trainers on which AFMC assistance is not required for repair of aerospace vehicle damage. Use of this code will be approved by MAJCOM Headquarters prior to use.

**A17.13. CA - Combat Support.** Aerospace vehicles assigned or possessed for the primary mission of direct support of units engaged in conflict. Includes: tactical and aeromedical airlift, weather reconnaissance or surveillance, intelligence and security activities, navigation, air refueling, air rescue, airborne warning and control, airborne command post, photo mapping, communications relay, and special operations missions.

**A17.14. CB - Combat Tactics Development and Equipment Evaluation.** Aerospace vehicles assigned or possessed for developing, improving, or evaluating operational employment ability (i.e., OT&E).

**A17.15. CC - Combat.** Aerospace vehicles assigned or possessed for the primary mission of delivering munitions or destructive materials against or engaged in direct contact with enemy forces. Includes: ICBM, strategic or tactical bomber, strategic or tactical reconnaissance, forward air control, tactical electronic warfare, tactical fighter or attack, tactical drone/RPA or fixed wing gunship and special operations missions.

**A17.16. CD - Combat Unit Missiles—Semi-Ready.** Includes: Missiles possessed by missile units in process of being assembled and checked out and missiles which are assigned in excess of the number of launchers available.

**A17.17. CE - Initial Alert Preparation of Ground Launched Missiles.** To be used to report missiles which are mated to launchers during the period between acceptance by the using command and initially being placed on alert. When alert status is assumed the missiles will be identified as "CC".

**A17.18. CF - Combat Auxiliary Support.** Aerospace vehicles assigned or possessed to accomplish essential functions that cannot be performed economically in the primary aerospace vehicles of combat and combat support units. Includes: Radar site evaluation and support, target support range, support missile site support, and traffic control and landing system inspection missions.

**A17.19. CR - Combat Unit Missiles--Crated.** Missiles possessed by missile units that are crated or in unassembled storage.

**A17.20. DJ - Depot Level Maintenance Possession--Depot Level Work.** Applies to aerospace vehicles awaiting depot level work either at a depot a contract facility or the base organization location (To be performed by DFT or CFT) or awaiting shipment to the appropriate repair facility. To be used when AFMC assistance has been requested and AFMC has formally acknowledged acceptance of the responsibility to repair the aerospace vehicle IAW TO 00-25-107.

**A17.21. DK - Contract Work.** Aerospace vehicles and trainers on contract to a civilian repair facility (Domestic or Foreign) for the performance of Programmed Depot Maintenance (PDM) repair, modification, modernization, instrumentation, TO compliance, or reconditioning. Aerospace vehicles receiving maintenance as "DK" will be reported as possessed by AFMC.

**A17.22. DL - Depot Delivery Flight.** For use by AFMC flight test activities for aerospace vehicle delivery to or from depot facilities. Includes: Training flights prior to input into the work facility.

**A17.23. DM - Depot Level Maintenance Possession--Depot Level Work by DFT/CFT.** Aerospace vehicles undergoing maintenance beyond organizational/intermediate level capability. Includes: Depot level work being performed at the base organization location by Depot or Contract field teams.

**A17.24. DN - Depot Level Assignment--Depot Level Work Resulting in MDS Change.** Aerospace vehicles in USAF depots (Domestic or Foreign) or contract facilities for the performance of maintenance modification modernization technical order compliance or reconditioning of a magnitude that results in a Mission Design Series (MDS) change. Aerospace vehicles in this category will be reported as both assigned and possessed by AFMC.

**A17.25. DO - Depot Level Maintenance Possession--Depot Work.** Aerospace vehicles and trainers at USAF depots (domestic or foreign) undergoing programmed depot maintenance (PDM), repair, modification, modernization, time compliance technical order, instrumentation or reconditioning.

**A17.26. DR - Post Depot/Contractor Maintenance.** Applies to aerospace vehicles after depot work ("DO" or "DN"), contract work ("DK"), or DFT/CFT ("DM") maintenance has been completed and the vehicle is in preparation for Functional Check Flight (FCF) or delivery to the organization that will possess it. To be used from the time when the aerospace vehicle has been released for FCF, during FCF, and the maintenance required after the FCF.

**A17.27. DT - Depot Possessed Test.** Aerospace vehicles provided to AFMC for government or contractor-performed ground and flight test activities for complete system evaluation of new or modified systems or subsystems to improve weapon system capabilities. This code typically applies when an AFMC test unit is collocated at a contractor depot facility.

**A17.28. EB - Contractor Test/Test Support.** Aerospace vehicles provided to contractors as government furnished property (GFP) in support of a prime AF contract. These aerospace vehicles will be utilized for complete system evaluation testing to improve the capabilities of the designated aerospace vehicle, support of specific test programs, or production support.

**A17.29. ED - Prototype Test.** Unaccepted prototype experimental or preproduction aerospace vehicles procured and utilized in support of a prime AF contract when conditions of acceptance are contingent upon contractor achievement of a specified milestone. Aerospace vehicles in this category are assigned for overall inventory accounting purposes only. Assignment action does not affect contractors or program management. Reporting requirements applicable to accepted aerospace vehicles do not apply.

**A17.30. EH - Test Support.** Aerospace vehicles assigned or possessed for participation in test programs. Includes: PACE CHASE Test Bed Range and Test Pilot Training Support.

**A17.31. EI - Test.** Aerospace vehicles assigned or possessed for complete system evaluation or for testing to improve the capabilities of the aerospace vehicle designated.

**A17.32. EJ - Ground Test.** Aerospace vehicles assigned or possessed for non-flying ground testing and evaluation of the aerospace vehicle or systems.

**A17.33. IF - Industrial Fund.** Aerospace vehicles assigned to or possessed by AMC for the accomplishment of single manager operations for airlift service. Includes: Aerospace vehicle assigned to or possessed by strategic airlift, tactical airlift, domestic aeromedical, or airlift units.

**A17.34. NY - Non-Appropriated Fund.** Aerospace vehicles or trainers on loan to USAF non-appropriated funded activities i.e., aero clubs.

**A17.35. PJ - Enroute Aerospace Vehicles or Trainers--Other Than Delivery Flight.** Aerospace vehicle and trainer transfers involving the disassembly, crating, or preparation for means other than flight. To be used for reporting during the period of preparation for transfer and reassembly or check upon arrival at the new location.

**A17.36. PL - Enroute Aircraft--Delivery Flight.** Applies to all aerospace vehicle transfers accomplished by a neutral flight crew (Crew not under the control of the losing or receiving command). Used for reporting from the time of acceptance by the flight crew to the time of delivery to the receiving organization.

**A17.37. PM - Security Assistance Program (SAP) Aerospace Vehicles Temporary Diverted to USAF.** Aerospace vehicles programmed for delivery and assignment to foreign countries under SAP which have been temporarily diverted to USAF for any purpose.

**A17.38. PN - Other Than SAP.** Aerospace vehicles temporarily possessed by USAF for any purpose for delivery and assignment to recipients other than SAP countries (i.e., United States Navy (USN), United States Army (USA), Other National Agency (ONA), Air Force Museum (AFM), etc.).

**A17.39. PP - New Production.** To be used only by government plant representatives to indicate aerospace vehicles which have been accepted but have not been reported/released to intended recipient.



**A17.40. PR - Flyable Storage.** Aerospace vehicles which are not currently used for accomplishment of any USAF mission involving flight but which are maintained in readiness for flight IAW technical orders. (Note: See [paragraph 2.11.3.6.](#))

**A17.41. TA - Training Aid Aircraft Inactive.** Aerospace Vehicle normally with a T prefix permanently assigned or possessed for ground training objectives. Non-flyable aerospace vehicle that, at a minimum, utilizes the fuselage of an aircraft that was in the AF Inventory to accomplish training objectives. Minimal maintenance is required for the systems and subsystems.

**A17.42. TB - Operational Readiness Training (ORT).** Missiles which have been excused from EWO alert requirements for the purpose of accomplishing operational readiness training.

**A17.43. TF - Training:** Aerospace vehicles assigned or possessed to accomplish student training combat crew training or dissimilar air combat training or combat crew training.

**A17.44. TJ - Ground Instruction Active.** Trainer and temporarily possessed aerospace trainers and temporarily assigned aerospace vehicles used for ground instruction purposes.

**A17.45. TX - Ground Instruction Inactive.** Aerospace vehicles normally with a "G" prefix permanently assigned or possessed for ground instructional purposes.

**A17.46. VJ - Contract Work (AFMC only).** Aerospace vehicles or trainers on contract to a civilian contractor (domestic or foreign) for the performance of modification maintenance or instrumentation not funded by AFMC. To be reported as possessed by the contractor at the physical location of the vehicle or trainer (contractor facility or base).

**A17.47. VN - Contract Work Resulting in MDS Change.** Aerospace vehicles on contract to a civilian facility for the performance of vehicle modification or instrumentation resulting in Mission Design Series (MDS) change. Aerospace vehicles in this category will be reported as both assigned and possessed by AFMC.

**A17.48. XC Congressional Abeyance.** Aerospace vehicles or trainers restricted from use due to congressional action. XC is used for situations when otherwise serviceable aerospace vehicles or trainers cannot be utilized due to the lack of funding or qualified personnel. (e.g., Sequestration). MAJCOMS in conjunction with lead commands will request the applicable Program Office provide minimum sustainment requirements and compliance intervals necessary to sustain a predetermined aerospace vehicle recoverability time-line for return to service established by the SECAF unless otherwise determined by law (example: operational status within 10 days of notification). The processing vehicles will be maintained in a recoverable condition and will not be cannibalized.

**A17.49. XJ - Excess to Command.** Aerospace vehicles or trainers which have been reported to SAF/FMP as excess to the requirements by the assigned command or vehicles designated by HQ USAF as not currently required by a command and on which the possessing command is awaiting disposition instructions. The processing vehicles will be maintained in a serviceable condition and will not be cannibalized.

**A17.50. XD – Excess Disposal.** Inactive aerospace vehicles which are excess to all DOD needs with no preservation of airframe and engines (309 AMARG 4000 type storage). Aircraft will be reclaimed upon designation to XD, unless programmed reclamation was previously accomplished, normally upon placement into XX or unless the Air Force Reclamation Program

Manager waives reclamation. Weapon System PM can direct priority reclamation, as required. Components and repair parts are not excess until DOD programmed reclamation requirements have been satisfied. After programmed reclamation, the aircraft will be processed for disposal.

**A17.51. XK - Inactive-Standby.** Trainers in a standby status until required to meet a projected training requirement. Standard modification procedures will apply while the trainer is in a standby status.

**A17.52. XR - Inactive Aerospace Vehicles Awaiting Final Disposition.** This code will not be issued or withdrawn without an approved AF Form 913. The assigned command will determine how these aerospace vehicles will be used however, no change in external configuration is authorized and disposal requires HQAF approval.

**A17.53. XS - USAF type 1000 Storage.** Aerospace vehicles stored in anticipation of specific future AF operational requirements. Parts may only be removed with approval of AF/A4L and only if serviceable replacement parts are ordered. If parts are removed, the Weapon System PM and engine PM will take concurrent action to acquire serviceable replacements, which need not be reinstalled but will be earmarked for the specific aerospace vehicles from which removed (parts will be collocated at the installation the aerospace vehicle is stored). AF/A4L is the approval authority for any parts not stored at 309 AMARG. If it is not feasible to acquire replacement parts, the Weapon System PM will submit a waiver request to AF/A4L or a request to reclassify the aerospace vehicle to another storage category to AF/A4LM. Aerospace vehicles or trainers will not be moved to "XS" until all replacement parts are acquired to restore the aerospace vehicle to a flyable condition. Aerospace vehicles are under the authority of HQ USAF.

**A17.54. XT - Security Assistance Program (SAP) Hold Storage.** Inactive aerospace vehicles or trainers stored in anticipation of specific future SAP requirements for transfer to foreign governments either as a FMS or at no cost as EDA. Aerospace vehicles and trainers in this category are excess to DOD needs as flyable aerospace vehicles but may not be excess to DOD spare parts or component requirements.

Aerospace vehicles in this category will normally be prepared for storage period in excess of 90 days and in a manner which will provide maximum aerospace vehicle preservation (AMARG 1000 type storage). The PM may initiate selected parts removal on input to storage and priority parts removals during storage without action to acquire or replace the removed parts. Since SAF/IA expects aerospace vehicles and trainers made available for sale will usually be whole, the PM will coordinate parts removal actions with SAF/IA and through AF/A4LM. Acquisition of replacement parts will be initiated if the aerospace vehicle is reclassified to "XS" or designated for withdrawal in other than "as is" condition. Before aerospace vehicles and trainers in this category may be offered for transfer as EDA (i.e., Foreign Assistance Act Section 516517519, etc.). AF/A4LM shall coordinate with AF/A4L to determine if DOD spare parts or components will be removed to support DOD needs as required by Federal Property Management Regulations (41 CFR 101-43.102) and DOD 4160.21-M, Defense Materiel Disposition Manual.

**A17.55. XU - Contractor Other.** Aerospace vehicles or trainers provided to approved USAF contractors as government furnished property for other than RDT&E purposes.

**A17.56. XV - USAF type 2000 Storage.** Inactive aerospace vehicles or trainers stored to provide spare parts and components for the remaining operational mission aerospace vehicles. Aerospace vehicles and trainers in this category will normally be prepared for a storage period in excess of 90 days and preserved in a manner that will minimize expenditure of resources while maintaining components and parts in a reclaimable condition (AMARG 2000 type storage). The weapon system PM may direct selected parts removal on input to storage and priority removals during storage with no parts re-procurement or replacement action required unless the aerospace vehicle is re-categorized to "XS" or designated for withdrawal in other than "as is where is" condition. Aerospace vehicles or trainers in this category are not excess to DOD requirements.

**A17.57. XW - Awaiting Determination.** Aerospace vehicles lost as a result of a flying accident awaiting determination of applicable termination code (5, 6, or 7).

**A17.58. XX - USAF type 4000 Storage.** Inactive aerospace vehicles or trainers placed in short term economical storage with no preservation of airframe and engines (309 AMARG 4000 type storage). AF/A4LM will ensure aerospace vehicles in this category are excess to DOD operational needs and place them on a reclamation project upon transfer to this storage category. After reclamation the Weapon System PM will direct item be placed into Reclamation Insurance Type (RIT) or processed for disposal. The PM may direct selected parts removal upon input to storage and priority removals during RIT storage with no parts procurement or replacement action required unless the aerospace vehicle is re-categorized to "XS" or designated for withdrawal in other than "as is, where is" condition. Components and repair parts are not considered as excess until DOD reclamation requirements have been satisfied. Aerospace vehicles will remain in this category until AF/A4LM or the Weapon System PM directs disposal or other disposition.

**A17.59. XY - Lease Loan.** Aerospace vehicles or trainers on lease to commercial agencies or loaned to other governmental agencies for accomplishment of tests or other projects.

**A17.60. XZ - Lost or Missing.** Aerospace vehicles missing in flight to be used when an aerospace vehicle fails to arrive at its destination due to an enroute mishap (Combat loss or other). Its location and condition may be known but physical verification cannot be made or official termination requirements have not been completed. Missiles will be reported in this category when destroyed by any means but have not been terminated from the inventory.

**A17.61. YZ - National Museum of the United States Air Force, ABDR, and Non-USAF (Note: REMIS Accountability Only).** Aerospace vehicles assigned to the National Museum of the United States Air Force (NMUSAF), Aircraft Battle Damage Repair (ABDR), non-USAF agencies (i.e., USA, USN, FMS, ONA). Not to be used for foreign government owned aerospace vehicle under USAF operational control.

**A17.62. ZA - Special Activity.** Aerospace vehicles assigned or possessed to accomplish special mission. Includes: Aerial Demonstration Attaché MAAG Military Group and other special missions.

**A17.63. ZB - Operational Support.** Aerospace vehicles assigned or possessed to perform AF directed support airlift during peacetime contingencies and wartime. These missions include priority movement of personnel and cargo with time place or mission sensitive requirements.

## Attachment 18

SAMPLE AFI 21-103 ICBM AND RSLP ASSET POSSESSION CHANGE REPORT,  
GAIN

TO: Losing Organization

INFO:

Losing command HQ and intermediate command HQ, Gaining command HQ, and intermediate command HQ, Appropriate AFLCMC Program Manager (PM), HQ AFMC, AF-AVDO, Transportation Management Specialist (for IMDB update).

SUBJECT: AFI 21-103 ICBM or RSLP Asset Possession Change Report, GAIN. Required Information:

1. Serial number of the ICBM or the RSLP.
  2. Date of gain (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time of change shown in the loss and gain messages must agree.
  3. MDS and configuration identifier (if applicable).
  4. Assigned command.
  5. Assignment purpose identifier.
  6. Gaining organization.
  7. Gaining organization station location code.
  8. Gaining organization possession PIC.
  9. Type action code. (GB for a gain)
  10. Losing organization station location code and command.
  11. Command gaining ICBM or RSLP.
  12. Date of next major scheduled inspection due (time/date and type, i.e., phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used).
  13. Reason for movement, i.e., assignment change, PDM, ACI, etc.
  14. Name and DSN telephone number of AVDO initiating message. Sample Message Body Format Identified Using Numbers:
- (1) (2) (3) (4) (5) (6) (7) (8) (9)  
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/GB/ (10)  
(11)  
(12) (13) (14)  
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

## Attachment 19

## SAMPLE ICBM AND RSLP ASSET LOSS MESSAGE

TO: Gaining organization. INFO:

Gaining command HQ and intermediate command HQ Losing command HQ and intermediate command HQ Appropriate LCMC Program Manager (PM) HQ AFMC//AF-AVDO// Transportation Management Specialist (for IMDB update)

Subject: AFI 21-103, ICBM or RSLP Asset Possession Change Report, LOSS. Required Information:

1. Serial number of the ICBM or RSLP.
2. Date of loss (last two digits of year plus Julian date) and local time of change (followed by date and Zulu time). Dates and Zulu times of change shown in the loss and gain messages must agree.
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Losing organization.
7. Losing organization station location code.
8. Losing organization possession PIC.
9. Type action code ("LB" for a loss).
10. Gaining organization station location code and command.
11. Command losing ICBM or RSLP.
12. Date of next major scheduled inspection due (time/date and type, i.e., phase, periodic, major or minor isochronal, etc.), (MAJCOM option, leave blank if not used).
13. Reason for movement (assignment change, PDM, ACI, and so on).
14. Name and DSN telephone number of AVDO who is initiating the message. Sample Message Body Format Identified Using Numbers:

(1) (2) (3) (4) (5) (6) (7) (8) (9)

8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/LB/ (10)

(11)

(12) (13) (14)

MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

## Attachment 20

## SAMPLE ICBM AND RSLP ASSET TERMINATION MESSAGE UNCLASSIFIED

TO: HQ AFMC WRIGHT-PATTERSON AFB OH/AF-AVDO INFO:  
Possessing and assigned command HQ and, if applicable, intermediate command HQ,  
AF/A4LM, Appropriate AF/LCMC Program Manager (PM)  
HQ AFMC/AF-AVDO//  
Transportation Management Specialist (to updated IMDB) SUBJECT: AFI 21-103, ICBM or  
RSLP Asset Termination Report Required information:

1. Serial number of the ICBM or RSLP.
2. Date of termination (last two digits of year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Possessing organization station location code.
8. Possession PIC.
9. Type termination code for ADN message.
10. Possessing command.
11. Name and rank of Operations Group Commander or designated representative. Sample  
Message Body Format Identified Using Numbers:

(1) (2) (3) (4) (5) (6) (7) (8) (9)  
8100000022/961422400(961430300Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/T5/ (10)  
(11)

## Attachment 21

**SAMPLE POSSESSION PURPOSE IDENTIFIER CODE CHANGE MESSAGE  
UNCLASSIFIED**

TO: MAJCOM AVDO/Office symbol CC:  
Intermediate command HQ/Office symbol Appropriate LCMC Program Manager (PM) HQ  
AFMC/AF-AVDO  
Transportation Management Specialist (to update IMDB)  
SUBJECT: AFI 21-103, ICBM or RSLP Asset Possession Purpose Identifier Code Change  
Report  
Required Information:

1. Serial number of the ICBM or RSLP.
2. Date of possession PIC change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time).
3. MDS and configuration identifier (if applicable).
4. Assigned command.
5. Assignment PIC.
6. Possessing organization.
7. Station location code.
8. Possession PIC from which the ICBM or RSLP is changing.
9. Type action code ("LF").
10. Possession PIC to which ICBM or RSLP is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message. Sample

Message Body Format Identified Using Numbers:  
(1) (2) (3) (4) (5) (6) (7) (8) (9)  
8100000022/961421307(961421507Z)/F015C/ACC/CC/0001FTRWG/MUHJ/CC/LF/ (10)  
(11)  
(12) (13)  
BQ/ACC/REMARKS/NAME OF AVDO, DSN

## Attachment 22

**SAMPLE CONFIGURATION IDENTIFIER CHANGE MESSAGE UNCLASSIFIED**

TO: MAJCOM AVDO//OFFICE SYMBOL

CC: Intermediate command HQ; HQ AFMC/AF-AVDO; Appropriate LCMC PM

SUBJECT: AFI 21-103, ICBM or RSLP Configuration Identifier Change Report Required Information:

1. Serial number of the ICBM or RSLP.
2. Date of change (last two digits of the year plus consecutive Julian date) and local time of change (followed by date and Zulu time) which must equal 2400Z.
3. Old configuration identifier.
4. Assigned command.
5. Assignment PIC.
6. Possessing organization.
7. Station location code.
8. Possession PIC.
9. Type action code (LC).
10. New configuration identifier.
11. Possessing command.
12. Name and DSN telephone number of AVDO who is initiating the message. Sample

Message Body Format Identified Using Numbers:

(1) (2) (3) (4) (5) (6) (7) (8) (9)

8100000022/961421300(961422400Z)/F015E/ACC/CC/0004FTRWG/VKAG/CC/LC/ (10)

(11)(12)

F015EP S/ACC/NAME OF AVDO, DSN



## Attachment 23

**SAMPLE ICBM AND RSLP RELOCATION MESSAGE UNCLASSIFIED**

TO: Depot AVDO

CC: Transportation Management Specialist (to update IMDB)

SUBJECT: AFI 21-103 ICBM or RSLP Asset Change Report, RELOCATION Required Information:

1. Serial number of ICBM or RSLP booster or motor
2. Date of relocation (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time
3. MDS
4. Owning organization station and command
5. Old location (uses Missile support Base (MSB) for main base, identify launch facility (LF) by wing designator and LF Designator)
6. New location (uses MSB for main base, identify LF by wing designator and LF designator)
7. Reason for relocation (modernization program, scheduled, or unscheduled maintenance)
8. Name and DSN telephone number of AVDO initiating message

**Attachment 24****SAMPLE ICBM AND RSLP CONDITION CODE MESSAGE UNCLASSIFIED**

TO: Depot AVDO

CC: Transportation Management Specialist (to update IMDB)

SUBJECT: AFI 21-103 ICBM or RSLP Asset Change Report, CONDITION CODE

Required Information:

1. Serial number of ICBM or RSLP booster or motor
2. Date of condition code change (last two digits of year plus consecutive Julian date) and local time of change, (followed by date and Zulu time) date and Zulu time
3. MDS
4. Owning organization station and command
5. Current location (uses MSB for main base, identify launch facility (LF) by wing designator and LF Designator)
7. Reason for condition code change (i.e., found unserviceable, repaired-serviceable, obsolete- terminated or destroyed, etc.)
8. Name and DSN telephone number of AVDO initiating message

## Attachment 25

## AIRCRAFT AVAILABILITY STANDARD CALCULATION

**NOTE:** MAJCOMs will use the following equation to calculate Aircraft Availability Standard. (Equation 1 N/A to Mobility Aircraft. For Mobility Aircraft units, Mobility Capability Requirements Study (MCRS) requirement = Operational Requirement (OR).

$$\left[ \frac{(S_o)}{F_{do}} \right] + \left[ \frac{(S_t)}{F_{dt} \times T_u \times (1 - a)} \right] + G + S + A + R = OR$$

**Equation 1 - Operational Requirement Equation**

The following is a list of terms and their definitions:

Sorties/Missions required by Ops (contingency and training) – (So), (St). These are the number of sorties established by A3 needed to complete all aircrew contingency (So) and training (St) mission requirements for a given time period. Sortie requirements may also be alternatively calculated by dividing given Flying Hours (FH) by the established Programmed Average Sortie Duration (ASD).

Flying Hours (contingency and training) – (FHo), (FHt). These are the number of hours, established by A3, needed to complete all aircrew contingency and training mission requirements for a given time period.

Programmed Average Sortie Duration (contingency and training) – (ASDo), (ASDt). These are the average number of expected flying hours consumed during each contingency and training sortie.

Days Available to Fly (operational/contingency and training) – (Fdo), (Fdt). These are the number of days available during the FY to execute the flying training mission.

Turn Rate – (Tu): calculated by dividing the total number of flying sorties for a given flying period by the number of "first go" lines on the flying schedule.

Attrition Rate – (a): expected rate of mission losses for a given year, expressed as a percentage of total flying hours/sorties.

Ground Schedule Requirement – (G): number of aircraft required for executing any ground training or static mission requirements (i.e., firefighter, maintenance, weapons load training or static displays).

Spare Requirement – (S): number of aircraft required by wing level or higher plans to provide backup to the schedule mission lines for the flying window.

Alert Requirement – (A): number of aircraft required to meet any mission alerts.

ARC Requirement – (R): number of aircraft to meet the mission requirements of reserve/guard units, who fly active unit possessed aircraft.

Aircraft Tail Requirement – (ATo), (ATt): number of individual aircraft needed to complete all aircrew (contingency and training) mission requirements. If this variable is used in place of sorties or flying hours, the Days Available to Fly variable is set to 1 day.

The resulting AA standard would be:

$$\frac{OR}{TAI} = AA_{std}$$

### Equation 2 - Aircraft Availability Requirement Equation

The OR equation is primarily derived using projected sorties (missions). Flying hours can also be used if that is the data projected by the applicable unit. The projected flying hours are converted into projected sorties by dividing by programmed average sortie duration as seen in Equation 3 below. This is done for both projected operational and training hours.

$$\frac{FH_o}{ASD_o} = S_o \quad \frac{FH_t}{ASD_t} = S_t$$

### Equation 3 - Flying Hour to Sortie Conversion

The distribution of the variables  $S_o$  and  $S_t$  can vary, depending on the forecasted operational requirements for the given time period. Maximum or Peak AA requirements can be determined calculating the maximum number for  $S_o$  and  $S_t$  as defined by the A3 community.