BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 21-103

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Maintenance

EQUIPMENT INVENTORY, STATUS, AND UTILIZATION REPORTING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 21-1, ***Managing Aerospace Equipment Maintenance***. It establishes inventory, status, and utilization reporting for selected aerospace vehicles and equipment. It applies to the US Air Force, Air Force Reserve, Air National Guard, and Government plant representatives assigned to commercial contractor facilities. This instruction implements the materiel condition measurement reporting requirements of DoD Instruction 3110.5, Material Condition Reporting for Mission - Essential Systems and Equipment, September 14, 1990. In addition, it provides guidance and direction for managing aircraft and missile equipment throughout the Air Force. Major Commands (MAJCOM) and Field Operating Agencies (FOA) may supplement this instruction or the allied publications according to AFI 37-160V1. Supplements must not deviate from the basic intent of this instruction. Supplements must include unique requirements that are essential to the command. Send one copy of each command supplement to HQ USAF/ILMM, HQ AFMC/LGMM, HQ AFMC/XRWC, ANGRC/LGM, and HQ AFRES/LGM.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This is the first revised publication of AFI 21-103, consolidating and substantially revising AFRs 65-110, ***Equipment Inventory, Multiple Status, Utilization Reporting System (EIMSURS)***, 22 April 1991 and 66-12, ***Aircraft and Missile Equipment Accountability***, 2 August 1982. This revision: Changes references to HQ AFCA and other organizations because of title changes resulting from restructuring. Reassigns responsibilities to various organizations and individuals because of functional changes resulting from restructuring. Adds reporting responsibilities for depots. Clarifies reporting termination of aircraft which do not have engine/s installed. Adds back requirements for gain, loss, and termination messages on trainers. Clarified Maintenance Status Codes and Condition Status Codes usage. Changes references to Military Aircraft Storage and Disposition Center (MASDC) to Aerospace Maintenance and Regeneration Center (AMARC). Refers reader to the Air Force Data Dictionary which is the On-line Computer

Systems Authorization Directory/Air Force Data Dictionary (CSAD/AFDD). Access to the CSAD/AFDD may be requested from HQ AFCA/XP , Scott AFB, IL, DSN 576-8276. Cancels RCS: HAF-LEY(M)7503, Aerospace Vehicle Status Report. Cancels RCS: HAF-LEY(M)7504, Aerospace Vehicle Utilization Report. Cancels RCS: HAF-LEY(M)8509, Aerospace Vehicle and Trainer Status Data. Cancels RCS: HAF-LEY(M)8511, Aerospace Vehicle and Trainer Utilization Data. Cancels RCS: HAF-LEY(D)7502, Aerospace Vehicle Inventory Report. Cancels RCS: HAF-LEY(D)8513, Aerospace Vehicle and Trainer Inventory Report.

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Chapter 1

REPORTING GUIDELINES

1.1. Using Report Information . The Air Force uses the information from reports produced by each reporting system mainly for accounting and analysis. Each reporting system also gives basic historical management information and data on equipment availability and use to all levels of command. Use this information to:

1.1.1. Compute the official Air Force inventory.

1.1.2. Build the Air Force 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 Department of Defense.

1.1.4. Establish mission capability (MC) goals. These goals enable HQ USAF to assess resource allocation funding on a quarterly basis. The MC-rate goals and plans also go into the yearly DoD Materiel Readiness Report to Congress.

1.2. Correct Reporting. Because the Air Force uses reports named in this instruction to develop and defend the US Air Force Plan, Program, and Budget, correct and timely reporting is critical. Errors in reporting can cause the Air Force to lose needed funding, manpower authorizations, and supplies.

1.3. Offices of Responsibility. The office of primary responsibility (OPR) for this instruction is HQ AFMC/LGMM, 4375 Childlaw Rd, Ste 6, Wright-Patterson AFB OH 45433-5006. Offices of collateral responsibility (OCR) are:

- Aerospace Vehicle Inventory - HQ USAF/XPI, 1070 Air Force Pentagon, Washington DC 20330-1070.
- Intercontinental Ballistic Missile Status - HQ AFSPC, 150 Vandenberg St, Ste 1105, Peterson Air Force Base CO 80914-4470.
- Aerospace Vehicle Utilization - HQ USAF/XOFP, 1480 Air Force Pentagon, Washington DC 20330-1480.
- Aerospace Vehicle Status - HQ USAF/ILMM, 1030 Air Force Pentagon, Washington DC 20330-1030.
- Communications-Electronics (CE) Status and Inventory Reporting - HQ AFCA/SYYM, 203 W. Losey St., Room 3065, Scott Air Force Base IL 62225-5234.

1.4. Allied Publications. For personnel to carry out the procedures in this instruction, Functional User manuals must include:

- Detailed rules for filling out the forms.
- Instructions for data entry.
- Report formats.

Chapter 2

AIRCRAFT, DRONE, AND REMOTELY PILOTED VEHICLES (RPVS)INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 2A—Reporting System Overview

2.1. Concepts.

2.1.1. Each aerospace vehicle is the possession of an Air Force unit or depot. The possessing unit or depot reports:

- The hours it possesses the aerospace vehicle.
- Changes in aerospace vehicle possession.
- Status conditions that affect an aerospace vehicle's ability to perform assigned missions.
- Flying hours and sorties.

2.1.2. If a contractor controls or maintains an aircraft that needs inventory, status, and utilization reporting, the administrative contracting officer must 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.

2.2. The Reporting System . Units process inventory, status and utilization data using a Maintenance Management Information System (MMIS). MAJCOMs, Field Operating Agencies (FOAs), HQ AFMC, HQ USAF, and other authorized users of the REMIS database check the data.

2.3. Transmitting Data. Send data collected in the MMIS at specified times over the approved communications network to the REMIS database.

2.4. Security Classification. Aircraft inventory, status, and utilization data reported under this instruction are unclassified. Do not enter classified data into the MMIS or REMIS.

Section 2B—Reporting Responsibilities

2.5. Base and Depot Level Activities. Reporting starts at base or depot level.

2.5.1. Wing/ Group Commanders or depot equivalent responsibilities:

- Ensure that personnel maintain, correct, and report all data using the procedures in AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting, and Termination*** and this instruction.
- Appoint a primary and alternate AVDO to report inventory, status, and utilization for the unit or depot.
- Assign a single Point Of Contact (POC) within Operations to check the unit’s or depot's utilization and to verify flying hour inputs with the proper organization every day.
- Review reported aircraft status with the base supply POC.

2.5.2. Unit and Depot AVDOs:

- Are the primary POCs for aircraft inventory, status, and utilization reporting within their organization.

- Establish and publish procedures for operations and maintenance to verify the unit or depot flying hours and sorties are correct.
- Monitor and/or input data in the MMIS daily.
- Resolve any data reporting problems.
- Ensure equipment loads to MMIS for aerospace vehicles contain current operating time, equal to or greater than REMIS values, prior to performing gain transactions.
- Initiate inventory transactions and movement reports as required.
- Send out messages on time as stated in this instruction and MAJCOM supplements.
- Follow procedures stated in AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination.***
- Ensure DD Form 1149, ***Requisition and Invoice/Shipping Document***, is filled out and sent as required (see attachment 11).
- Distribute assigned aircraft as required.
- Coordinate with depots or contractors to report aerospace vehicle inventory changes.

2.5.3. Wing Data Base Managers:

- Monitor the receipt acknowledgment output transmittal files.
- Establish depot reporting units for depot field team reporting.

2.6. MAJCOM and FOA AVDO Monitors.

2.6.1. Utilization Monitors:

- Ensure utilization data reported by their units is correct and up-to-date.
- Resolve any reporting differences or problems.
- Ensure utilization data is coordinated between Operations and Maintenance.
- Assist MAJCOM agencies extract data from REMIS.
- Represent their MAJCOM or FOA at Headquarters AF utilization meetings.
- Verify REMIS data not later than the 25th day of each month.
- Maintain the REMIS utilization data and Aircraft Utilization/Mission Code Table for their MAJCOM as shown in AFCSM 25-524, Volume IV, ***EIMSURS Users Manual.***

2.6.2. Inventory Monitors (MAJCOM AVDOs):

- Represent their MAJCOM or FOA at AVDO meetings.

2.6.2.1. For aircraft assignment:

- Assign command aircraft based on Major Force Program authorizations.
- Work with other MAJCOM AVDOs, staff agencies, intermediate command headquarters, and specific units in assigning, controlling, and distributing aircraft.
- Assign aircraft within the command by issuing transfer instructions, which are kept on file.
- Follow up in writing any directive issued by telephone.

- Complete aircraft assignments or reassignments no earlier than 30 calendar days prior to the effective date.
- Help MAJCOM agencies extract data from REMIS to assist them in monitoring the Programmed Depot Maintenance (PDM) and modification schedules.
- Serve as the OCR for maintaining the Geographic Location Code Table, Command Code Table, Aircraft Utilization/Mission Code Table, and Organization table in REMIS, as shown in AFCSM 25-524, vol IV.

2.6.2.2. For aircraft transfer, replacement, or disposal:

- Coordinate with other MAJCOMs, Air National Guard Bureau, Air Force Reserve, and non-USAF organizations to move, ship, or transfer vehicles inter-theater and to file applicable movement reports.
- Provide technical help to subordinate AVDOs.
- Provide HQ USAF/XPI, HQ USAF/XPP, and concerned countries assistance in replacing and disposing of aircraft allocated to the Security Assistance Program (SAP).
- Work with transferring units to choose aircraft serial numbers to meet T.O. 00-20-1, ***Preventive Maintenance Program*** configuration requirements.

2.7. HQ AFMC.

- Is the Air Force AVDO.
- Collects and checks data reported under this instruction.
- Keeps the master Air Force assigned aircraft inventory up-to-date as stated in AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination.***
- Is the OPR for REMIS' Geographic Location Code Table, Command Code Table, and Organization Table.

2.8. Contract Administration Activities (Except Contract Field Teams). Report all gains, losses, and terminations as stated in either this instruction, its supplements, or in accordance with maintenance contracts.

Section 2C—Aircraft Inventory Reporting

2.9. Assignment procedure. Inventory reporting starts when an aircraft is accepted according to this section and HQ USAF/XPMP initiates the first assignment procedure according to AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination.***

2.10. Possession Reporting.

2.10.1. What To Report as Possessed Inventory:

- All US Air Force-owned aircraft, including those on loan or leased to agencies outside the US Air Force.
- Non-US Air Force-owned aircraft as directed by HQ USAF.

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

- Start or stop possession reporting.
- Coordinate the gain/loss time of transfer with the reciprocating unit.
- Inform the base/depot engine manager of all aerospace vehicle losses, gains, and terminations.

2.11. Criteria for Gaining or Losing Possession. Possession of an aircraft changes when:

2.11.1. The flight crew of the gaining organization accepts and leaves with the aerospace vehicle unless otherwise stated in an inter-command MOA. The time of possession change is the actual time the aircraft takes off from the losing organization. For aircraft moved in a "PJ" purpose identifier, the possession changes at the time the Traffic Management Office (TMO) of the gaining organization accepts the aircraft.

2.11.2. The flight crew of the losing organization, or a neutral flight crew, delivers the aircraft. The time of possession changes when the engines shut down at the gaining base.

NOTE:

The Air Combat Command Air Operations Squadron ACC/AOS air crew is considered a neutral crew if they do not come from the losing or gaining unit.

2.11.3. An aerospace vehicle is damaged or destroyed. In this event:

- The nearest base with the necessary repair or reclamation capability takes possession. The time of possession change is the time of landing or crash.
- Possession does not change if the parent organization does the repair, reclamation or termination, however the unit AVDO must initiate the proper station location code and possession purpose identifier changes.

2.11.4. A transient aircraft requires maintenance lasting more than 7 calendar days. In this event:

- The organization that does the maintenance gains possession of the aircraft as soon as it's clear that the work cannot be completed in 7 days.
- Do not change possession if the parent organization does the maintenance. The unit AVDO must change the station location code and possession purpose identifier to "BL."
- Do not transfer possession for AMC aircraft in transit at bases where AMC has transient or en-route maintenance responsibility, unless depot assistance is required.
- Do not transfer possession for KC-10 aircraft unless depot assistance is required.

2.11.5. An authorized government representative accepts an aircraft from a contractor on behalf of the Air Force. In this situation:

- HQ AFMC becomes the first possessing activity for new production aircraft. HQ AFMC/LGM-AVDO processes the gain.
- REMIS automatically generates the loss of a new production aircraft in REMIS after it receives the gain transaction.

2.12. Criteria for Terminating Possession. Possession terminates at the time the aerospace vehicle meets the termination requirements of this instruction, AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination***, and the Air Force Data Dictionary. Terminate the aerospace vehicle and cease reporting if it has permanently transferred to non-Air Force activities such as:

- Foreign countries, as applicable.
- Other DoD agencies, such as US Army or US Navy.
- Other Government agencies.

2.13. Criteria for Reporting Aircraft 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 2.13.1 through 2.13.5.

2.13.1. Satellite Operation and Detachment. An aircraft is in a satellite operation or detachment when it is moved to another station but the parent command unit continues to operate and support it.

NOTE:

Do not change possession accountability unless directed by an Operation Plan (OPLAN). The command of possession is that command to which the flying hours are allocated.

2.13.2. Rotations. An aircraft is on rotation when direct responsibility for its operation or support changes between CONUS or overseas activities, commands, or units.

2.13.2.1. Since the flying hours are allocated according to PA documents, MAJCOMs may not change possession accountability unless the host organization is within their own command.

2.13.2.2. When the aircraft 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.

2.13.2.3. Change in station location may be made by MAJCOM option.

2.13.2.4. All reporting is done according to the OPLAN.

2.13.2.5. MAJCOMs must include the time of transfer in the OPLAN describing the movement.

2.13.3. Supporting Exercises.

2.13.3.1. The OPLAN must state possession accountability for aircraft moved to support intra-command, inter-command, or inter-service missions.

2.13.3.2. If the PA document uniquely allocates the flying hours or utilization for the aircraft, the command to which the flying hours are allocated is always the possessing command.

2.13.4. Consolidated or Centralized Repair Activities. When you move an aircraft for corrosion control, refurbishment, or other maintenance, normal reporting procedures apply unless otherwise directed by the MAJCOM AVDO.

2.13.5. Loaned Aircraft. Possession changes to the command and unit having direct responsibility for using and supporting the aircraft. The MAJCOM AVDOs or operational order direct the change.

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

2.14.1. For field teams (depot or contract) performing maintenance or modifications, the unit AVDO reports the possession change.

2.14.1.1. Transfer possession to AFMC in purpose identifier "DJ" when the operating command receives formal AFMC acknowledgment of repair responsibility per T.O. 00-25-107, ***Maintenance Assistance,*** but before the team starts the repair.

2.14.1.2. Change possession to purpose identifier "DM" when the depot field team begins repairing (modifying or doing maintenance on) the aircraft.

2.14.1.3. Change the aircraft possession purpose identifier to "DR" only if an AFMC aircrew will perform a Functional Check Flight (FCF).

2.14.1.4. Possession returns to the proper organization if:

- The aircraft has received all assigned work and the required operational check or FCF (if part of the workload agreement)is accomplished.
- The host or operating organization receives, accepts, and controls the aircraft.
- The host or operating organization will accomplish a permanent inventory loss transaction (“TP”).

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

2.14.2.1. State these responsibilities in the workload agreement.

2.14.2.2. The unit must do the required inventory reporting.

2.15. Notifying MAJCOMs of Possession Changes.

2.15.1. Accurate reporting of possession changes is essential in order for the Air Force to accurately account for the location and use of the aircraft inventory. MAJCOMs determine procedures for reporting changes of possession within the command. Possession change messages are required on aircraft transfers between commands. For transfers between commands the reporting organizations must use the same time and date. Sections 2.15 and 2.16 discuss the procedures to follow.

2.16. Gain Message (RCS: HAF-LGM(AR)9480, Aerospace Equipment Possession Change Report). The unit or depot AVDO of the organization gaining the aircraft sends a priority gain message not later than the first workday after the possession changes. See attachment 11 for a sample gain message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. 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.

2.17. Loss Message (RCS: HAF-LGM(AR)9480, Aerospace Equipment Possession Change Report). The unit or depot AVDO of the organization losing possession of an aircraft sends a priority loss message not later than the first workday after the possession change takes place. On new production aircraft whose engines are tracked as outlined in TO 00-25-254-1 series publications, the Air Force program office will include engine serial numbers on the loss message. See attachment 12 for a sample loss message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. 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.

2.18. Termination Message (RCS: HAF-LGM(AR)9481, Aerospace Equipment Termination Report). The unit or depot AVDO of the organization losing accountability of an aircraft must send a priority termination message not later than the first workday after it has been decided the aircraft should be terminated. See attachment 13 for a sample termination message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. 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.

NOTE:

If a losing organization has removed the engine/s from an aircraft prior to the termination due to display or storage at Aerospace Maintenance and Regeneration Center (AMARC), then the aircraft termination message must state at item 11 that no engine/s were installed on aircraft. The Engine Manager must continue to report all engines according to AFI 21-104, Selective Management of Selected Gas Turbine Engines and T.O. 00-25-254-1/-2, Comprehensive Engine Management System.

2.19. Possession Purpose Identifier Code Change Message (RCS: HAF-LGM (AR)9482, Aerospace Equipment Possession Purpose Identifier Code Change Report). When changing a possession purpose identifier, the possessing unit or depot AVDO must send a priority message not later than the first workday after the change. See attachment 14 for a sample possession purpose identifier change message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. 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.

2.20. Mission, Design, Series (MDS)/Configuration Identifier Change Message (RCS: HAF-LGM(AR)9483, Aerospace Equipment MDS/Configuration Identifier Change Report). The AVDO of the organization changing the MDS or configuration identifier must send a MDS/configuration identifier change 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 15 for a sample MDS/Configuration identifier change message and instructions for preparing it. This report is designated emergency status code (ESC) C-1. 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.

2.21. How To Determine Codes. Attachment 4 lists the references used in inventory reporting under this instruction.

Section 2D—Aircraft Logistics Status Reporting

2.22. Reporting Maintenance Status. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.*

2.22.1. Use multiple status reporting to the extent practical.

- Multiple Status meaning an aircraft can be broken for more than one condition at the same time.

2.22.2. MAJCOMs may choose which aircraft possession purpose identifiers to use in computing and developing rates and standards for individual organizations.

2.22.3. ALCs do not have to report status.

2.23. Determining Maintenance Status.

2.23.1. Attachment 2 gives a list of maintenance and status codes and their definitions, which are based on DoDI 3110.5. 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:

- The unit's Designed Operational Capability (DOC) statements.
- Unit training syllabuses.
- Test mission requirements.

2.23.2. Report any aircraft that is not Full Mission Capable (FMC) with a maintenance status code determined by the following criteria:

- Report an aircraft that can not do all of its assigned missions as Partial Mission Capable (PMC) or any of its missions for Not Mission Capable (NMC).
- Add the letter M (maintenance), S (supply), or B (both maintenance and supply) to show the reason the aircraft is PMC or NMC.
- Aircraft in codes NMCM and NMCB also show if the needed maintenance is scheduled (S) or unscheduled (U).
- The dual status condition--Not Mission Capable Both (NMCB) or Partial Mission Capable Both (PMCB)--starts when an aircraft requires both maintenance and supplies.
- Change an existing maintenance or supply condition to the dual condition if discovering a second problem. For example, when an aircraft is in NMCM maintenance status code and then you find a supply problem (NMCS), change the reported status to NMCB.
- Change the dual condition when you have rectified either the maintenance or the supply problem. For example, if you fix the maintenance problem before the supply problem, change the NMCB status code to NMCS.

2.23.3. Scheduled or unscheduled maintenance status stops:

- When you finish maintenance according to applicable technical data.
- When you verify that a lack of parts limits the mission.

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

- You find that the aircraft requires an essential part.
- You make a valid demand on supply and/or depot.

NOTE:

When the Engine Manager makes a demand on depot for supported replacement engine to fill an aircraft hole for which no serviceable or repairable asset is available at the unit.

- Maintenance verifies that the part is essential.
- Maintenance and supply work together to verify that no agency on the base has the needed part.

2.23.5. Supply time stops when maintenance receives the parts. If maintenance cannot accept the parts when they are available, the supply status time stops at the time that supply receives the parts.

2.23.6. When you find an aircraft discrepancy during flight, maintenance status starts at the time the aircraft returns to its parking spot/engine shutdown.

2.23.7. When you find an aircraft discrepancy during ground operation, maintenance status starts at the time you found the discrepancy.

2.23.8. When maintenance places an MC aircraft into Planned Scheduled Maintenance, the status changes only if you determine that maintenance can not, and will not return the aircraft to a MC status within 2 hours.

2.23.8.1. For example, if maintenance performs Planned Scheduled Maintenance on an otherwise MC aircraft and can and will return, or is scheduled to return, the aircraft to MC status within 2 hours, do not report it as NMC.

2.23.8.2. As another example, when you find a discrepancy during scheduled maintenance that causes the aircraft to be declared NMC, and maintenance will need more than 2 hours to return the aircraft to MC status, NMC status starts when you find the discrepancy.

2.23.8.3. Aircraft entering phase, periodic, Aircraft Structural Integrity Program (ASIP), or isochronal inspections will be coded NMC using the support general WUC for the inspection. This condition should continue at least through the look phase of the inspection.

2.23.9. 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 appear in attachment 2.

2.24. Pacing Items.

2.24.1. Units will report the WUC for the mission limiting condition which will take the longest for maintenance to correct on an aircraft in PMC and NMC status.

2.25. Minimum Essential Subsystems List (MESL).

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

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

2.25.1.2. The FSL lists all systems and subsystems needed for Full Mission Performance. It lists the essential systems and subsystems that must be working to do all BSL missions (specifically assigned unit wartime, training, or test missions), and other kinds of unit sorties such as Program Depot Maintenance (PDM) delivery flights, aircraft transfer flights, cross-countries, or other training sorties that units fly.

2.25.2. The MESL allows you to compare the aircraft's systems, subsystems, and components, by work unit codes (WUC), against the FSL and BSL across the page. In each column, mark the equipment that must be working with an "X."

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

2.25.3.1. 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 2.25.1.2.

2.25.3.2. 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.

2.25.3.3. If any system or subsystem with an "X" in the FSL column only is not working, put the aircraft in maintenance status code PMC.

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

2.25.5. Determine the adverse impact of non-working 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.

2.25.6. For degraded system performance evaluations, decide whether the overall system or subsystem can still support applicable mission requirements.

2.25.7. Units that possess aircraft 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.

2.26. Developing the MESL. MESLs will be developed in accordance with AFPD 10-9. MAJCOMs must make sure that MESLs list only the minimum essential aircraft systems or subsystems that must be working in order for a unit to accomplish its mission.

2.26.1. 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 that are not specifically assigned to that unit by the DOC, aircrew training, or flight test taskings.

2.26.2. The MESL does not portray the role that 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.

2.26.3. MESL BSL columns show standard mission codes that name the specific wartime, aircrew training, and test missions assigned to a unit. MAJCOMs may build and use additional unique mission codes when needed, as long as the codes are standardized within the MAJCOM. Standard MESL mission codes are listed in attachment 3.

2.26.4. A sample MESL is shown in table 2.1.

Table 2.1. Sample MESL.

F -15 MINIMUM ESSENTIAL SUBSYSTEM LIST (MESL)					
			FSL	**BSL**	
NO.	**WUC**	**SYSTEM/SUBSYSTEM**		**ASY**	**ADC**
1.	11	AIRFRAME	X	X	X

F -15 MINIMUM ESSENTIAL SUBSYSTEM LIST (MESL)					
2.	12	COCKPIT AND FUSELAGE COM-PARTMENTS	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.	44	AEXTERNAL LIGHTING SYSTEM	X2	X9	X9
10.	44	B/EINTERNAL 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
:					
:					
43.	76K	COUNTERMEASURES DISPENSER	X3	X3	X3
44.	91	EMERGENCY EQUIPMENT	X	X	X
45.	97	EXPLOSIVE DEVICES AND COMPO-NENTS	X	X	X

Notes:

1. Rear Cockpit Systems/Subsystems/Components Not Required To Be Operational For BSLs.
2. Manual Mode Only Required.
3. As Required By AFI 11-206, General Flight Rules.
4. When Equipped.
5. Have Quick/Secure Voice Required If Aircraft Is Modify
6. All Eight Aim-7/AIM-9 Stations Required For FMC Any Combination Of Six Required For PMC.
7. Conformal Fuel System Required When Equipped.
8. Excludes Hud Camera - 74KEO.
9. F-15B And F-15D Must Be External ECM Pod Capable.
10. Strip Lighting Required As A Minimum.

2.27. Determining Aircraft Maintenance Status and Capability.

2.27.1. The MESL does not determine airworthiness or "safety-of-flight": Technical data, maintenance crews and aircrew judgment alone determine airworthiness. Do not use the MESL to gauge "go/no-go" decisions.

2.27.2. You may fly an aircraft in maintenance status NMC Airworthy for sorties even if it is not capable of flying any of its BSL missions. (NMCK, NMCL, NMCM, NMCN,or NMCP).

2.27.3. You may deploy an NMC Airworthy aircraft as long as it can be returned to MC status (FMC or PMC) at an employment site.

2.27.4. An aircraft is FMC if:

- All systems, subsystems, and components having an "X" in the FSL column are working (the aircraft can do all missions and sorties).
- 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.

2.27.5. An aircraft is PMC if:

- One or more systems, subsystems, or components are not working and have an "X" in the FSL column only (the aircraft can do all BSL missions but is not fully equipped or capable of full mission performance).
- Systems, subsystems, or components that are not working and are not needed for unit specifically assigned wartime missions but, are needed for safe aircraft operation during peacetime (safety-of-flight discrepancies).
- One or more systems, subsystems, or components are not working and have an "X" in the FSL column and in at least one, but not all, BSL columns (the aircraft can do at least one, but not all, of its BSL missions).
- 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.

2.27.6. An aircraft is NMC if:

- One or more systems, subsystems, or components having an "X" in the FSL column and all BSL columns are not working (the aircraft can't do any BSL missions).
- The aircraft is "grounded" (not flyable).
- The aircraft can not fly any of the unit's BSL missions.

NOTE:

The engineer at the ALC may approve the aircraft for a one time flight to a maintenance facility.

2.27.7. Use the Aircraft Maintenance Status Code Flow Chart in Table 2.2. to help determine the proper aircraft maintenance and condition status codes to report.

Table 2.2. Aircraft Maintenance Status Code Flow Chart.

AIRCRAFT MAINTENANCE STATUS CODE FLOW CHART		
QUESTION	**RESPONSE**	**ACTION**

AIRCRAFT MAINTENANCE STATUS CODE FLOW CHART		
A. Is the aircraft RESTRICTED from use or FLYABLE (Airworthy)?	RESTRICTED FLYABLE	NMC(Restricted - Note 1) 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 NO	Go to question C FMC
C. Is the system/subsystem/component identified on any BSLs	YES NO	Go to question D PMC
D. Is the system/subsystem/component identified on all BSLs	YES NO	Go to question E PMC
E. Is the system/subsystem/component completely inoperative or display degraded performance? (Note 3)	INOP DEGRADED	NMC (Airworthy -Note 2) Go to question F
F. Can the system/subsystem/component still perform at least one wartime/ training/test mission?	YES NO	PMC NMC (Airworthy - Note 2)

Notes:

1. Input maintenance status code NMCM, B or, S and condition status code A through E, as appropriate, into appropriate 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 appropriate maintenance information system.

3. Degraded systems are those systems that are not fully operational but work well enough to perform at least one assigned mission, or part of an assigned mission.

Section 2E—Aircraft Utilization Reporting

2.28. Aircraft Utilization Reporting Concept. Report unit or depot flying hours and sorties by Program Element Code (PEC) and mission symbol for each possessed aircraft. This data helps determine future inspection and modification requirements including the Aircraft Structural Integrity Program (ASIP) and Reliability and Maintainability Programs. CAMS data must be input no later than midnight the forth calendar day of the following month. Any flying time reported after the forth calendar day will be reported in the next months data in CAMS. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

2.28.1. Each MAJCOM's utilization data goes into the REMIS. If the possessing unit is not in the command that was allocated the hours to be flown, the MAJCOM AVDO or the MAJCOM utilization monitor credits the hours to the assigned command by using the "L" (loan) indicator in REMIS.

2.28.2. The reporting period is based on Greenwich Mean Time (GMT). If aircraft take off after 0001Z the first day of the GMT month, report utilization for that month.

2.28.2.1. If the base or MAJCOM is reporting flying hours on aircraft at locations other than where they are possessed, the base or MAJCOM explains how to get the hours to the possessed location. The base or MAJCOM may use interim reporting means such as phone or fax. Avoid duplicate reporting when the aircraft returns to its possessed location and process the original AFTO Form 781, ***AFORM Aircrew/Mission Flight Data Document***, for records update.

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

- A "DR" possession purpose identifier.
- PEC 0702007F.
- Program Element Identification (PEID) "I" (INDIA).
- Command code "MTC" for the field team.
- Field Team organization.

2.28.3. In aircraft movements such as rotations and deployments, the MAJCOM AVDO (or utilization monitor) should consider ease of reporting and flying hour accountability in deciding whether to transfer possession to the operating location.

2.28.3.1. If the movement involves more than one MAJCOM, the AVDOs must agree on the inventory reporting changes to make sure that the utilization is reported to the desired MAJCOM. The MAJCOM AVDO issues inventory reporting instructions before aircraft movement unless the movement is urgent.

2.29. What to Report. Utilization reporting is required for all aircraft except those in possession purpose codes XU, XY, and NY.

Section 2F—Accountability, Termination, and Delivery Procedures

2.30. Aircraft Accountability.

2.30.1. HQ AFMC/LGM-AVDO maintains accountability on AFMC Form 1026, Aircraft Accountability Record, for all Air Force aircraft. The AF AVDO assigns voucher numbers for terminated vehicles and records them on AF Form 3131, ***General Purpose*** (used as a manual register of all assigned voucher numbers).

2.30.2. Accountability begins when DD Form 250, ***Material Inspection and Receiving Report***, is signed.

2.30.3. Account for aircraft as long as they are assigned to an Air Force, Air National Guard, or US Air Force Reserve activity. Accountability ends on receipt of a termination message and/or DD Form 1149, with termination transactions input to the appropriate MMIS.

2.31. Final Termination Accountability.

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

- Loss or disposition is due to crash damage or major maintenance beyond economical repair.
- The Air Force reclaims excess serviceable or economically reparable aircraft and processes them as surplus or foreign excess. Dispose of these aircraft according to AFM 67-1, Volume 6, Chapter 9.

2.31.2. For crash-damaged aircraft, the possessing unit AVDO sends a termination message without waiting for mishap investigation board findings when the Logistics Group Commander, or their equivalent, determines the aircraft is completely beyond repair. If the decision is beyond the Groups capability and the System Program Director's determination is necessary, the AVDO terminates possession when they receive that determination via message. The possessing unit AVDO, citing the Group Commander's decision or the SPD's message, reports using HAF-LGM(AR)9481, Aerospace Equipment Termination Report, along with MMIS input.

NOTE:

Prior to terminating an Aerospace Vehicle from the MMIS archive all records.

2.31.2.1. Report aircraft wreckage that has been abandoned to the nearest Defense Reutilization Marketing Office for sale or formal abandonment.

2.31.3. The AVDO sends a copy of the termination message to the unit engine manager that has responsibility for the engines. This message gives the engine manager the authority to dispose of the engines according to AFI 21-104, ***Management of Propulsion Programs***.

2.31.3.1. After the engine manager has disposed of or terminated the engines, the unit AVDO terminates the aircraft using the applicable termination code as described in the Air Force Data Dictionary.

2.31.4. Sometimes HQ USAF authorizes the termination of aircraft that cannot be terminated using standard procedures. In such cases, the possessing unit processes the termination. Be sure to cite the HQ USAF notification as authority.

2.31.5. Disposition of aircraft historical records: After release of aircraft historical records by the accident investigating board and/or terminated from the Air Force Inventory, retain the records for three months then destroy IAW 37-139, Records Distribution Schedule, Table 21-6, Rule 3.

2.32. Delivering Aircraft to Agencies Outside the Air Force.

2.32.1. Start these assignments according to AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination***. Fill out DD Form 1149 as shown in attachment 10.

2.32.2. Have the recipient sign the completed DD Form 1149 as soon as the aircraft is picked up/ delivered. Distribute the number of copies as shown in Table 2.3. within 10 calendar days.

Table 2.3. DD Form 1149 Distribution Chart.

For aircraft going to:	HQ AFMC/LGM LGM-AVDO WPAFB, OH	Copies to accompany aircraft forms binder	Totals
Foreign Countries	**Signed original**	**4**	**5**
Non-USAF activities	Signed original	2	3

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

2.33.1. Use AFTO Form 290 as a record of selected equipment that will be transferred with the aircraft. The form:

- Is not required if aircraft are moved by airlift or surface transportation.
- Is used in addition to the DD Form 1149.
- Gives the delivery pilot, transporter, or recipient organizations a complete list of items they must check.

2.33.2. Use AFTO Form 290 as:

- An aircraft receipt for delivery pilots or transporters.
- A receipt for selected equipment for aircraft and as a paperwork checklist.

2.33.3. 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:

- The aircraft or missile model and serial number.
- Account or contract number.
- Project and priority.
- Flight Transportation Order Number when known.
- Receiving organization (organization to which the aircraft will be delivered).
- Released by (the releasing organization's unit, base, and command).
- Delivery Point (point and date of release).
- Numbers Placed on Aircraft or Missile by Releasing Organization, column B (the numbers of listed items placed on each aircraft).

NOTE:

List all Confidential or Secret equipment installed on the aircraft in the space provided. Enter "none" in the "classified materiel installed on aircraft" block of AFTO Form 290 if the aircraft has no classified materiel installed.

2.33.3.1. The authorized representative at the delivering organization accepts the aircraft from delivery and accepts responsibility for paperwork and equipment listed in column B of the checklist by signing the delivery receipt in the space provided. The representative checks each item

received in column C. When the check is complete, the representative initials the bottom of the column.

2.33.3.2. The delivery organization must not accept the aircraft until the items listed in column B match those on the aircraft.

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

2.33.3.4. Delivery control or transportation officers at factories or modification centers must check the items listed and sign AFTO Form 290.

2.33.4. At factories or modification centers, the delivery control or transportation officer may not have guards to keep close watch over received aircraft. Instead, a contractor, or other agency provides these services.

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

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

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

2.33.5.1. If the aircraft makes more than three intermediate stops, the pilot or transporter uses an additional set of forms and attaches them to the first form.

2.33.5.2. At these intermediate activities, the commanders or their authorized representatives take responsibility for the items after check-in.

2.33.5.3. The authorized activity representative and the pilot or transporter check the items immediately after the aircraft arrives.

2.33.5.4. If all items in column B match those on the aircraft, the activity representative checks the first open intermediate activity check-in column and initials the bottom of the column.

2.33.5.5. If an item is missing, the representative enters the correct figure in the check-in column. The pilot or transporter initials the corrected figure and explains the discrepancy in the remarks section of the form. After all items are checked, the activity commander is responsible for the equipment and papers.

2.33.5.6. The pilot or transporter checks the items in the checklist before the aircraft leaves. The pilot or transporter checks the proper intermediate activity check-out column and initials the bottom of the check-out column. The activity representative also initials the column. The activity representative must explain any discrepancy in the remarks section of the form, giving his or her grade and signature.

2.33.6. When the aircraft arrives, if the items in column B match those on the aircraft, the authorized representative of the recipient organization checks column J and initials the bottom of the column.

2.33.6.1. If an item is missing, the representative enters the corrected figure in column J and the pilot or transporter initials the corrected figure and explains in the remarks section of the form.

2.33.6.2. The authorized representative of the recipient organization then signs the receipt in the space provided on the form.

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

- Copy 1 -- home station.
- Copy 2 -- pilot or transporter.
- Copy 3 -- recipient.
- Copy 4 -- releasing organization.
- Copy 5 -- Defense Plant Representative Office (DPRO) where the contractor facility is located, marked for the property administrator (if aircraft are delivered to the contractor facility).

2.33.8. The commands should work together to reduce the number of copies needed.

Section 2G—Reporting Assigned and Possessed Drones and Remotely Piloted Vehicles (RPVs)

2.34. Possession Reporting. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.5 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Drone and RPV reporting begins when a drone or RPV is accepted according to this section and after HQ USAF/XPI starts assignment action by sending AF Form 913, ***Aerospace Vehicle Project Action***, and an Air Force Project Number to the Air Force AVDO at HQ AFMC/LGM-AVDO. (See AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination***.) The Air Force AVDO sends the information to the MAJCOM AVDO. Either HQ USAF or the MAJCOM gives assignment changes to the Air Force AVDO (according to program documents) as they happen. HQ AFMC sends MAJCOM assignment changes to HQ USAF.

2.34.1. The unit gains possession of a drone or RPV when:

2.34.1.1. They move in a "PJ" purpose identifier. The possession changes at the time the Traffic Management Office (TMO) of the gaining organization accepts the drone or RPV.

2.34.1.2. An authorized government representative accepts the drone or RPV from a contractor on behalf of the Air Force. HQ AFMC becomes the first possessing activity for a new production drone or RPV at the time it is accepted. The gain is processed by AFMC/LGM-AVDO.

2.34.2. An organization loses possession of a drone or RPV when AFMC/LGM-AVDO computer-generates the loss of a new production drone or RPV for HQ AFMC. After the organization processes the loss transaction, it updates the REMIS inventory database.

2.34.3. Termination of possession starts at the time of transfer to the non-Air Force activity on the date that the drone or RPV meets termination requirements.

2.34.3.1. A drone or RPV is terminated and no longer needs to be reported if the drone or RPV is lost from the Air Force inventory or has been assigned (permanent transfer) to non-Air Force activities such as:

- Foreign countries.
- Other DoD and government agencies.

2.35. Notification Procedures.

2.35.1. Notification procedures are the same for drones and RPVs as previously outlined for aircraft in paragraphs 2.15 through 2.21.

Chapter 3

INVENTORY AND STATUS REPORTING OF MISSILES

Section 3A—Reporting Intercontinental Ballistic Missiles (ICBMs)

3.1. Types of Reporting.

3.1.1. Inventory and Status Reporting. ICBM reporting includes inventory and status reporting on Minuteman and Peacekeeper ICBMs. Reporting covers ICBMs assigned to operational units by HQ USAF and MAJCOM for specific missions. Reporting begins when:

- The missile is accepted according to this section.
- HQ USAF/PED initiates the first assignment action by sending mission design series (MDS), command of assignment, missile and purpose identifier, program element code (PEC), and assignment project to the Air Force AVDO. (See AFI 16-402, ***Aerospace Vehicle Assignment, Distribution, Accounting and Termination***.)

3.1.1.1. The AVDO records this information and sends it to the MAJCOM. Either HQ USAF or the MAJCOMs provide changes to assignment data to the Air Force AVDO (according to program documents) as they occur.

3.1.1.2. HQ AFMC/LGM-AVDO sends HQ USAF assignment changes to the MAJCOM.

3.1.2. Possession Reporting. Possession is the actual acceptance or designation of responsibility for a missile. When the unit takes possession of an ICBM, the unit starts reporting according to this instruction and applicable systems instructions.

3.1.2.1. Units input all ICBM missile gains and losses into MMIS. Perform a semi-annual reconciliation of MMIS with REMIS.

3.1.2.2. Units will update the MMIS database even if they also use the Improved Maintenance Management Program (IMMP).

3.1.2.3. The unit processing the ICBM will report the gain as required.

EXCEPTION: For ICBMs transferred to Vandenberg AFB for follow-on operational test and evaluation (FOT&E) launch ("Glory Trip"), the assigned unit retains possession. The station location code is Vandenberg's (XUMU). Process a change in Geographic Location (GEO LOC) when the task force arrives and takes control of the missile.

3.2. Possession Gain and Loss Criteria.

3.2.1. An organization gains possession of a missile when the gaining organization accepts the missile.

3.2.2. An organization loses possession of the missile when the gaining organization accepts possession of the missile.

3.2.3. For missiles moved in PJ code, possession changes when the Traffic Management Office (TMO) of the gaining organization accepts the vehicle.

3.3. Notification Procedures. Use the same reporting procedures for ICBM possession changes as those spelled out for aircraft outlined in paragraphs 2.15 - 2.21. You may include more than one transaction in the same notification message.

EXCEPTIONS: Gaining possession messages must be sent and released the same duty day that possession changes. No airframe hours are required.

3.4. ICBM Accountability.

3.4.1. HQ AFMC/LGM-AVDO maintains accountability for ICBMs on the AFMC form 1026. The AVDO assigns voucher numbers for terminated ICBMs and records them on AF Form 3131, ***Aerospace Vehicle Voucher Register***.

3.4.2. For all missiles assigned to an Air Force activity, accountability begins when the DD Form 250, ***Material Inspection and Receiving Report***, is signed.

3.4.3. Accountability ends on receipt of a termination message and DD Form 1149 when applicable.

3.5. ICBM Condition Status Reporting.

3.5.1. Report ICBM condition status through, RCS: HAF-LGM(M)7142, ICBM Condition Status Report. Transmit this report on the tenth working day of each month. This report is designated emergency status code (ESC) C-1. 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. Use the Improved Maintenance Management Program (IMMP) to record the cause and duration of every ICBM status condition

3.5.2. Report the condition status on the entire ICBM site, including:

- The missile.
- Real property installed equipment (RPIE).
- Support equipment (SE).
- Any other equipment needed for launch.

3.5.2.1. The missile launch facility designator is the governing identifier for this system.

3.5.3. Condition statues are:

3.5.3.1. FMC - Fully Mission Capable. The ICBM is capable of doing its mission (effective launch).

3.5.3.2. NMCM - Not Mission Capable Maintenance. The ICBM is not capable of launching effectively because it is awaiting or undergoing scheduled or unscheduled maintenance.

3.5.3.3. NMCS - Not Mission Capable Supply. A valid NMCS condition exists according to AFM 67-1 and maintenance work stops.

3.5.3.4. PMC - Partially Mission Capable. The missile site is capable of doing some, but not all, of its mission: It cannot achieve or maintain the full range of designed launch capability over the designed period of time, and within the designed hardness, survivability, and operational parameters.

3.6. NMCM and NMCS Time.

3.6.1. NMCM time starts when you realize that an NMC condition exists. The time stops when either maintenance finishes the repair and the missile achieves strategic alert, or when you find a verified NMCS condition. NMCM time resumes when the required supply items arrive.

3.6.2. NMCS time starts when all of these conditions exist:

- When a parts requirement affects Single Integrated Operational Plan (SIOP) capability or launch capability.
- Maintenance makes a valid demand on supply.
- Maintenance verifies the impact of the needed part.
- Maintenance and supply together verify that the needed part (serviceable or reparable and not awaiting parts) is not available on base.
- Maintenance stops work on a system, subsystem, or component because the base lacks a needed part.

3.6.2.1. The NMCS time stops when maintenance receives the supply item or items.

3.6.2.2. If maintenance can't take delivery of the item when it becomes available, the NMCS time stops at the time supply received the part.

Section 3B—Air Launched Missiles

3.7. Air Launched Missile Reporting. Only report inventory and status (gains, losses, terminations). Use the same procedures as those for ICBMs in paragraph 3.1. and 3.2. Semi-annual reconciliation of MMIS missile inventories is required. Accomplish reconciliation per paragraph 3.1.2.1.

Chapter 4

TRAINER INVENTORY, STATUS, AND UTILIZATION REPORTING

4.1. Trainers Covered Under This Instruction. Air Force, Air Reserve, and Air National Guard units must report on the status, utilization and inventory of trainers listed in Air Force Data Dictionary, with ADE AE-625, ***Aerospace Trainer Reporting Designator.*** The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

EXCEPTION: Only report the inventory of training devices maintained and supported by Contractor Logistics Support (CLS), Total Contract Training (TCT), and Air Crew Training System (ATS) concepts. Also, only report inventory of technical trainers such as Maintenance Training Sets (MTS), and Resident Training Equipment (RTE).

4.1.1. Report trainer inventory and status through the MMIS.

4.2. Responsibilities.

4.2.1. Base Activities. Units that have trainers must prepare trainer information according to appropriate MMIS users manuals and this AFI. Possessing units include maintenance, operations, Air Education Training Command (AETC) field training detachments (FTDs). The possessing unit:

- Reports inventory, status and utilization of trainers in accordance with MMIS users manuals.
- Reviews the data and corrects the errors.

4.2.2. MAJCOMs, NGB, AFRES:

- Monitor the inventory.
- Decide whether maintenance, operations, or FTD should input the data into the maintenance information system.
- Appoint a command OPR for the reporting system who ensures the data reported is correct and up-to-date and corrects any reporting discrepancies or problems.
- At their option, use the trainer allocation subsystem to manage the command training programs.
- Make sure all command staff agencies responsible for training use their trainers according to command directives.
- Get command staff agencies to reallocate improperly used trainers to other units in the command that have a valid need.
- When the command no longer needs trainers under HQ USAF/XOOT control, request disposition instructions according to AFM 67-1, Volume I, Chapter 3, and this instruction.

4.2.3. HQ AFMC**:** HQ AFMC makes sure that the contracting documents state that the contractor must assign serial numbers to all trainers per AFM 23-110 and T.O. 43-1-1, ***Maintenance, Inspection, Storage, Shipment and Serialization - -Training Devices and Trainer Maintenance Parts Maintained by Depot***.

4.3. Trainer Equipment Designators (EQD). See the Air Force Data Dictionary, for a list of trainer EQDs.

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:

- The F-15A mission simulator, type A/F 37AT49, , as 1BN000.
- The LGM-25C missile guidance subsystem trainer, type AN/GSM-T7 as 2NV000.
- The C-141 maintenance trainer as 40C141T.

4.3.1.2. Report trainers that do not have a related system as "multi"; for example, report instrument trainer, type A/F37AT40, as 1MULTI. Use the appropriate group of the trainer in the first digit, as shown below:

- Group 1: Aircrew trainers (instrument, flight, and mission simulators), not including cockpit procedure trainers and egress procedures trainers built by MAJCOMS other than AFMC.
- Group 2: Missile trainers (ballistic and nonballistic).
- Group 3: Navigation and electronics trainers.
- Group 4: Technical trainers such as Maintenance Training Sets (MTS) and Resident Training Equipment (RTE).

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 that apply.

4.4.2. AFMC assigns the last six digits of the serial number as directed in AFM 23-110 and T.O. 43-1-1, ***Maintenance, Inspection, Storage, Shipment and Serialization - - Training Devices and Trainer Maintenance Parts Maintained by Depot***.

4.4.3. A cross-reference list for group-4 trainer serial numbers assigned AF ID numbers is in T.O. 43-1-1, ***Maintenance, Inspection, Storage, Shipment and Serialization - -Training Devices and Trainer Maintenance Parts Maintained by Depot,*** table 10-1.

4.5. Reporting Criteria. Report on base-level trainers identified in Air Force Data Dictionary, ADE AE-625. Use the procedures outlined in the appropriate MMIS users manuals.

4.5.1. Units report the inventory of all groups of trainers even if they are under CLS, TCT, or ATS.

4.5.2. The basic possession purpose code for all trainers is TJ. Change the possession purpose code of a trainer in pipeline, storage, or modification, according to Air Force Data Dictionary, ADE-AE-630. Use these codes to show the status of the trainer. For example, use BT code if a trainer is:

- Being made ready for transfer.
- In transit.
- Being assembled for operation.

4.5.3. The Air Force unit monitoring trainer modification or trainers provided as either Government-Furnished Property (GFP) or on loan must report the inventory of trainers physically located at the contractor's facilities.

4.5.3.1. The Government plant representative must send a routine message to the responsible reporting unit to let them know that the contractor facility has received or shipped the trainers. Include EQD, nomenclature, serial number, and date the action took place in the message.

4.5.4. The assigned unit reports trainers that are:

- GFP.
- On loan.
- Located at a contractor's facility.
- Located at an Air Force site to support contract training programs.

NOTE:

Report only inventory while it is at a contractor's facility.

4.6. Possession Gain.

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

4.6.2. Gain Message (RCS: HAF-LGM(AR)9480, Aerospace Equipment Possession Change Report). Report with a Gain Message as called out in area 2.16.

4.7. Possession Loss.

4.7.1. Lose trainers that you're transferring to another unit on the applicable date and input the loss into the appropriate MMIS.

4.7.2. Loss Message (RCS: HAF-LGM(AR)9480, Aerospace Equipment Possession Change Report). Report with a Loss Message as called out in area 2.17.

4.8. Possession Termination.

4.8.1. Terminate trainers as they occur and input the termination into the appropriate MMIS. Use Air Force Data Dictionary, ADE AE-710, to choose the correct possession purpose code.

4.8.2. Termination Message (RSC: HAF-LGM(AR)9481, Aerospace Equipment Termination Report). Report with a Termination Message as called out in area 2.18.

4.9. Utilization Reporting.

4.9.1. Report utilization data for appropriate active trainers into the MMIS.

EXCEPTION: Don't report utilization on trainers under CLS, TCT, or ATS.

4.9.2. Report utilization on multistation trainers for crew stations only. Use the mission symbols listed in Air Force Data Dictionary, ADE MI-750, to report trainer utilization.

4.9.3. The utilization time may be greater than power-on time.

4.9.4. Report only one type of training for a given time period. When you use the trainer for more than one type of training at a time, report the training that is most important. Report trainer utilization

for groups 1 through 3 according to their use as stated by command directives, course control documents, or specified training plans.

4.10. Condition Status Reporting.

4.10.1. Report status changes for appropriate trainers through the MMIS.

EXCEPTION: Don't report status on trainers under CLS, TCT, MTS, RTE, or ATS).

4.10.2. Each trainer is considered fully mission capable during any 24-hour possessed time period, unless reported otherwise.

4.10.3. Report the condition status of trainers using the status codes in attachment 2.

4.11. Audit Requirements.

4.11.1. At base level, the reporting unit must review the on-line audit-error reports and listings and correct the errors on-line within the specified time period.

4.11.2. At command level, the command OPRs must validate trainer data and work with the reporting units to make sure that they correct errors reported in the data system.

Chapter 5

AEROSPACE VEHICLE MOVEMENT REPORTS

5.1. What To Report. Report the movement of aircraft between units and depots or manufacturers

5.2. How to Report. Use the Aerospace Vehicle Movement Report, RCS: HAF-LGM(AR)8003, to report aircraft movements. Attachment 6 gives a sample report, filled out according to the instructions in this chapter. The addressees and information vary depending on the reason for the report. This report is designated emergency status code (ESC) C-1. 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. Use Table 5.1. to assist in the preparation of the report. If information is not required under a column heading, place an X in that column. Column headings and entries are:

- Column 1--AVP. Enter vehicle project.
- Column 2--MDS. Enter Mission Design Series (MDS).
- Column 3--VSN. Vehicle serial number.
- Column 4--EAV. Estimated availability date.
- Column 5--LOC. Present Location (Base name).
- Column 6--PUP. Pickup point (Base name).
- Column 7--DES. Destination/command.
- Column 8--DEP. List serial numbers of vehicles that have departed since the last report.
- Column 9--WDA. List serials numbers of vehicles that will not be available within 2 days of the earlier estimated availability date, including those released to a contractor at production facilities to fill a bailment or test requirement. Give a new estimated availability date and the reason for the delay.
- Column 10--ARR. List serial numbers of vehicles that arrived after the last report.
- Column 11--BAC. Backlog. List serial numbers of vehicles listed as available in column 4 but not departed in column 8 or not reported withdrawn in column 9.
- Column 12--TOD. List total number of vehicles departed to date on the project.
- POC-- Name, grade, and DSN.

Table 5.1. Requirements for RCS: HAF-LGM(AR)8003.

LINE	A	B											
		Required Entries											
	Type of movement/ reporting activity	AVP	MDS	VSN	EAV	LOC	PUP	DES	DEP	WDA	ARR	BAC	TOD
1	AFMC for new production & HQ USAF allocation projects	X	X	X	X				X	X	X		
2	AFMC Thursday Report	X	X	X	X				X	X	X	X	X

3	Movement between overseas & PDM	X	X	X	X	X		X					
4	Movement between PDM & bases	X	X	X	X	X	X	X					
5	Aircraft left at en route bases for maintenance	X	X	X	X		X						

5.3. When and Where to Report.

5.3.1. Send a routine message 14 workdays before departure for vehicles that you will ship or flight-deliver to or from overseas bases.

5.3.2. Send a routine message 7 workdays before departure date for vehicles that you will ship or fly between CONUS locations.

5.3.3. Send a priority message 3 workdays before departure for vehicles that are ready for delivery as last reported.

5.3.4. Send an information copy report to the gaining organization.

5.4. Reporting for New Production Vehicles and HQ USAF Allocation Projects. ALCs, contractor representatives, and officers in charge at vehicle plants and missile site installation checkout offices must send vehicle movement reports.

5.4.1. Number the reports in order, beginning with "01" for each calendar year. Place this number in the title after the RCS. Report each Thursday.

5.5. Reporting Aircraft Movement Between Overseas Bases and Program Depot Maintenance (PDM) Facilities.

5.5.1. The Air Combat Command Air Operations Squadron ACC/AOS, Langley AFB, delivers some aircraft between overseas units and depots or contract facilities in CONUS, for PDM, according to AFI 10-1101***, Operations Security (OPSEC) Instructions***.

5.5.2. Overseas MAJCOMs must report the estimated date that vehicles will be available for delivery to AFMC depots or contract facilities in CONUS to meet the next month's input schedule. Send the report by the 25th of the month to the ALC specified in T.O. 00-25-115, ***Logistics/Maintenance Engineering Management Assignment***.

5.5.2.1. The ALC must verify the CONUS destination and notify the ACC/AOS.

5.5.3. The overseas base must notify the ACC/AOS and the ALC by message as spelled out in paragraph 5.3

5.6. Reporting Aircraft Movement Between PDM Facilities and Bases. After completing PDM or other maintenance, vehicle repair depots and Air Force contract administrators at contract facilities must report the estimated availability date of vehicles.

5.6.1. Submit the reports by message to the unit and MAJCOM AVDO where the vehicle is assigned.

5.6.1.1. For contractors, show the ALC as an information addressee.

5.6.1.2. If the vehicle is assigned to an overseas MAJCOM, send a copy of the report to the ACC/AOS.

5.7. Notice of Delivery Crews' Arrival. The delivery crews must notify the releasing activity by telephone of their estimated time and date of arrival. Include the name, grade, and security clearance of each crew member. Send this notice before the delivery crew leaves for pickup.

5.8. Movement Delays.

5.8.1. Releasing activities must send a follow-up message to the unit responsible for delivery (see AFI 10-1101, ***Operations Security (OPSEC) Instructions***) and send an information copy to their MAJCOM if:

- Delivery crews have not arrived within 3 workdays after the reported aircraft availability date.
- The aircraft reported earlier as available will not be available. Report the change immediately by telephone or priority message to the unit responsible for delivery. Follow-up phone calls with a message. Send a new availability date as soon as you have one.

Chapter 6

COMMUNICATIONS-ELECTRONICS (C-E) STATUS AND INVENTORY REPORTING

6.1. Purpose.

6.1.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.3 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Base activities enter transactions via CAMS and transmit them to the REMIS on a near real-time basis.

6.1.2. REMIS provides managers with worldwide information and the capability to extract data on in-use Air Force systems. This management information system (MIS):

- Helps managers identify trends and clear up problems.
- Helps in developing replacement systems, spare parts, and equipment modifications.
- Ensures that managers know the status on critical C-E equipment.

6.2. What is Reportable. Report all C-E equipment that is assigned a standard reporting designator (SRD) beginning with 1 through 8, B, C, E, F, J, K, Q, and U, as listed in the CAMS/REMIS SRD Table (TRIC QBC, Program NFSU10). This requirement exists even when bases are undergoing closure, systems will be reported until deactivated or the base is closed.

6.2.1. Report inventory for all equipment assigned an SRD. Exemption from maintenance data collection (MDC) requirements does not exempt the inventory requirement (CAMS reporting level P or Y).

6.2.2. Report status for all equipment (including in-garrison deployable equipment) that is authorized Mission Capability (MICAP) as indicated in the (CAMS reporting level Y).

6.2.2.1. Equipment used for Air Logistics Centers or Central Repair Activities mockups or AETC technical maintenance training is inventory reportable only (CAMS report level T) and reported as inactive.

6.2.2.2. MAJCOM or FOA supplements may require reporting on additional equipment.

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

6.2.3. MAJCOMs, FOAs, or higher headquarters determine what mission reporting is required (CAMS reporting level Y). MAJCOM or FOA supplements define specific reporting and non-reporting requirements. See AFM 66-279, volume V, for loading procedures.

6.2.4. You may report local status only on nonreportable equipment or missions, provided that the reporting level is set to local only (CAMS reporting level R).

6.2.5. Report red and amber status of lowest level SRDs and equipment Ids. Do not downgrade status of work unit coded associated equipment if maintenance is not required for higher or lower assemblies. Refer to MAJCOM supplement of mission reporting requirements for associated equipment status reporting.

6.3. Status Definitions.

6.3.1. Green (Fully Mission Capable (FMC): Equipment/system functioning as required in T.O. specifications and capable of supporting its mission requirements.

6.3.2. Amber (Partial Mission Capable (PMC)): System or equipment functioning is such a way that it can perform at least one, but not all, of its missions/functions. (Impaired but usable.) Equipment must be at least amber when you order parts partially mission capable supply.

6.3.3. Red (Not Mission Capable (NMC)): The system or equipment doesn't meet the T.O. specifications; therefore, cannot accomplish its assigned mission or function. Unusable (neither in use nor available for use). The equipment must be red when you order parts not mission capable supply.

6.3.4. Mission status, if used, is defined in a MAJCOM or FOA supplement.

6.4. Security Exemption.

6.4.1. Do not enter classified status, equipment, or locations into unclassified data systems. Report as directed by the maintaining command.

6.4.2. Report AIA Command Mission Equipment (SRD category Q) as directed by AIA.

6.4.3. Report only inventory for COMSEC equipment (SRD category U). (CAMS report level P)

6.5. Responsibilities.

6.5.1. Communications Unit:

- Set up a CAMS Point Of Contact (POC) within the C-E organization to communicate between the unit, CAMS Host Data Base Manager (HDBM) and MAJCOMs or FOAs Data Base Administrators on CAMS/REMIS support issues.
- Provide assistance to the unit on all CAMS related issues IAW AFI 21-116, ***Maintenance Management of Communications-Electronics***.
- Accounts for or removes from supply records all reportable equipment end items before reporting them as gains or losses in CAMS.
- Reports status and inventory changes as quickly as possible after each event and processes them in accordance with AFM 66-279, Volume V.
- Checks the REMIS error correction file at the end of each shift and makes necessary corrections according to AFM 66-279, volume V and corresponds with MAJCOM POC on up channel reporting errors.
- Sends any REMIS errors that indicate duplicate serial number problems to the MAJCOM DBA unless otherwise stated in a MAJCOM supplement (see TABLE 6.1).
- Processes the monthly summary report (TRIC SSR, format 1, Program NFS090) monthly to avoid losing the local summary data.
- Requests the NFS5B0 reconciliation program, AFM 66-279, Vol V be run quarterly (in demand type: @START PECLAG054-EL.RUN5B0). The exact date and time must be coordinated with the HDBM and MAJCOM DBA. Contact MAJCOM DBA when non-auto correctable errors are encountered and are beyond your capabilities to fix.

- Sets up contingency procedures to track equipment status while CAMS isn't working (downtime, communications outages, or system errors).
- When CAMS processing capability returns, updates the system on all status changes that occurred during the outage.

NOTE:

The unit and MAJCOM or FOA set up rules for reporting when CAMS is down.

6.5.2. The CAMS HDBM:

- Transmits C-E inventory, status, and utilization data to REMIS.
- Forwards REMIS error notices to the appropriate unit for correction.
- Provides assistance and training as needed.
- Runs NFS5B0 program when requested.

6.5.3. MAJCOM/FOA DBAs:

- Give direction and guidance as needed to ensure correct and consistent reporting.
- Maintain the portion of the REMIS organization table for their command.
- Help maintain the Air Force master inventory.
- Help units to correct duplicate serial number problems (see table 6.1.).
- Help units to identify and resolve REMIS error notices.
- Hold monthly reviews of downtime and delay code usage to ensure accuracy, prevent abuse, and identify new codes.
- Monitors the 5B0 transactions as they transfer to REMIS.
- Provides training to MAJCOM equipment managers on the information available in REMIS and how to extract that data themselves.
- Provides data from REMIS for special studies or assessments as requested by MAJCOM equipment managers.

Table 6.1. Codes for the First Two Positions of a Duplicate Serial Number.

AIA	UA-U0
AFMC	FA-F0
AFRES	MA-M0
AFSOC	VA-V0
AETC	JA-J0, KA-K0
AMC	QA-Q0
ACC	SA-S0, TA-T0
ANG	ZA-Z0
AFSPC	CA-C0
PACAF	RA-R0
USAFE	DA-D0

6.5.4. AFMC:

- Ensures that C-E equipment designators are compatible with AFM 66-279 and consistent with MIL-STD 196D.
- Maintains the Air Force master inventory of serial controlled equipment.
- Notifies MAJCOMs and FOAs on changes and deletions to C-E equipment designator records.

6.5.5. AFCA:

- Acts as the Air Force focal point for C-E reporting policy and procedures.
- Helps MAJCOMs to integrate their unique reporting requirements into the Air Force System.
- Annually reviews usage of downtime and delay codes.

6.6. Status Reporting Procedures.

6.6.1. Follow the instructions for TRIC COX, Screen 996, Program NFSJR0 and TRIC EUC, Screen 997, Program NFSJQ0, in AFM 66-279, volume V. Use local time (24-hour clock) for start and stop times.

6.6.2. Unless specified in a MAJCOM supplement, you do not need to report:

- Any outage of less than 5 minutes.
- Frequency changes, crypto reset, or runway change outages that last less than 15 minutes.
- Amber conditions for scheduled maintenance.
- Adjustments or alignments performed during scheduled maintenance.

6.6.3. Use the downtime codes listed in attachment 7 to describe the reason for the outage. See table 6.2 for a summarized breakdown of all downtime codes.

6.6.4. Use the delay codes listed in attachment 8 to describe any maintenance delay that is keeping the equipment from being returned to operational status. See table 6.2 for a summarized breakdown of delay codes.

Table 6.2. Downtime and Delay Code Summary

-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
--Maintenance Downtime:
A, B, C, D, E, F, I, M, R, U
--Scheduled Maintenance
A, B, C, D, E, I
--Unscheduled Maintenance
F, M, R, U
--Other Downtime:
G, H, J, K, L, N, O, P, Q, S, T, V, W, X, Y, Z
-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
--Other Delay:
B, D, F, G, H, I, K, O, T, U, V, W, X, Z
--Supply Delay:
J, L, M, N, P, Q, R, Y
---Backorder:
L, M, N
---Local:
J, P, Y
---Other:
Q, R

6.6.5. Use ESR sequence codes to upgrade or downgrade status. 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.

6.6.6. Input the lowest level work unit code (WUC) to identify specific components causing equipment downtime.

6.7. Organization Record.

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

6.7.1.1. The 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 DBA before making the change.

6.7.1.2. The CAMS organization is used for local identification. In most cases the CAMS and 21-103 organizations should be the same.

6.7.2. Assign a 4 digit organizational identification (ORG ID) only to actual units, detachments, and OLs. Report equipment and missions at unmanned sites and locations under the organization that has maintenance responsibility. You need not lose and regain the inventory to change the organization record.

6.7.2.1. 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.

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

6.7.2.3. 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."

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

6.8. Organization Changes.

6.8.1. The MAJCOMs or FOAs must make organization changes in REMIS prior to any 21-103 organization change made in CAMS to avoid up channel reporting errors in CAMS notify your MAJCOM or FOA prior to loading..

6.8.2. Make organization changes in CAMS using TRIC OGT, Program NFSD80.

6.9. Inventory Records. Follow the instructions for TRICs CEL, Program NFSE20 and MCR, Program NFSK60; in AFM 66-279, volume V.

6.9.1. Gain equipment (enter it into the inventory) when your unit accepts maintenance responsibility. Be sure to enter the applicable status (active or inactive).

6.9.2. Lose equipment (place it in "loss status") when your unit no longer has maintenance responsibility.

6.9.3. When adding reportable equipment and missions to the inventory, make sure you have the right data elements and codes. These data elements are important for status and inventory reporting.

6.9.3.1. Equipment Designator: Use the equipment designator as indicated on the CAMS/REMIS SRD Table. The system won't accept equipment designators that differ from the CAMS/REMIS SRD table.

6.9.3.2. Serial Number: Use the actual equipment serial number from the equipment data plate. If the number is longer than six characters, use the last six. If the equipment has no serial number, assign one in accordance with AFMAN 23-110. If you find a duplicate serial number, verify your number and contact your MAJCOM for assistance.

6.9.3.3. Requiring Command: Enter the MAJCOM that the equipment supports. This is the command that is the customer for the equipment. See AFM 66-279, volume I, attachment 1, for a list of command codes.

6.9.4. Report red (NMC) or amber (PMC) capability impact conditions when equipment is in either active or inactive status.

6.9.4.1. Active Equipment: Equipment installed and commissioned to perform an operational mission or requirement. (Does not include cold spares or off-line equipment.)

6.9.4.2. 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.

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 in accordance with paragraph 2.11.3 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections.* Report ATE through the appropriate MMIS. Data is maintained in REMIS.

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

- Test stations.
- 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 don't have manual back-up.

7.2. Basic Reporting Concept.

7.2.1. Each item of ATE is possessed by an Air Force training or maintenance organization (that is, it is organizational, intermediate, or depot-level).

7.2.2. The possessing unit reports:

- Possession and changes in possession.
- Conditions that change the ability of the ATE to do its mission (condition status).
- Configuration.
- Daily utilization.

7.3. Contractor Reporting. For contractor-controlled or maintained equipment, report the inventory, status, utilization, and configuration on ATE Government-furnished equipment (GFE) 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.

7.4. The Reporting System. Data is processed at the unit level and at the REMIS processing sites. MAJCOMs, HQ AFMC, HQ USAF, and other authorized users of the REMIS database monitor the data.

7.4.1. Units collect and input the data as shown in the applicable MMIS users manual. Send this data at specified times over the Defense Data Network (DDN) to the REMIS database.

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.

Section 7B—Reporting Responsibilities

7.6. Unit-Level Activities. All reporting starts at unit level.

7.6.1. Maintenance makes sure that ATE inventory, status, and utilization reporting is accurate and timely.

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

- Ensures that the unit correctly maintains inventory, maintenance status, utilization, and configuration data.
- Ensures that the unit reports data on all ATE at their work center (using the procedures in this instruction), including
- Initial station or equipment inventory or changes.
- Initial TRU inventory or changes.
- Station or equipment status changes.
- Station or equipment utilization time
- Checks the error file daily and corrects all ATE errors with help from the unit or host database manager (DBM) as needed.
- Works with MAJCOMs, ALCs, or contractor field teams to verify inventory, status, and utilization reporting.

7.6.3. Units without access to an automated MMIS work with their command headquarters to determine alternative procedures.

7.7. MAJCOMs:

- Work with other MAJCOMs, ANG, Air Force Reserve, and non-USAF organizations to move, ship, or transfer ATE and send applicable movement reports.
- Make sure that ATE chosen for transfer meets the desired configuration requirements and is made ready for transfer in accordance with T.O. 00-20-1, ***Preventive Maintenance Program*** and other transfer inspection requirements, as applicable.
- Help MAJCOM agencies in pulling ATE inventory, status, and utilization data from the REMIS database.
- Appoint an ATE POC to their units and send the POC's name to HQ AFMC/LGMM.

7.8. MAJCOM POCs:

- Check their reporting units to make sure that ATE inventory, status, utilization, and configuration appear in the REMIS database.
- Make sure that units take action to correct any reporting discrepancy or problem.
- Work together with the units as stated in paragraph 7.6.1 of this instruction.

Chapter 8

SPACELIFT INVENTORY, STATUS, AND UTILIZATION REPORTING

Section 8A—Spacelift Reporting

8.1. What to Report. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.5 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*. Each Spacelift wing reports on their spacelift vehicles and equipment through CAMS. The possessing unit reports the inventory and status of those assets. Space Launch Squadron (SLS) maintenance personnel will collect and process the information at base level.

8.2. Reporting Accuracy. Reports specified in this procedure are the basis for justifying and defending AFSPC plans, programs, and the budget. Accurate and timely reporting is critical. Errors in reporting can result in the loss of required funding, manpower authorizations, and supplies.

8.3. Inventory Reporting. Inventory reporting begins with assignment of a spacelift asset to a launch base. Assignment is the allocation of a spacelift system for a specific mission.

8.3.1. Reporting Possession. Possession takes place when the asset arrives at the launch base, and includes assets under contractor control. SLSs must report on assets IAW this instruction and applicable HQ AFSPC Space Instructions.

8.3.2. Possession Gain and Loss Criteria. Possession of an asset changes when the gaining SLS accepts the asset from the losing organization. Systems will be accounted for as long as they are assigned to an Air Force activity under Air Force operational control.

8.4. Status Reporting. Status reporting applies to systems, subsystems, and component modifications, and support general work.

8.4.1. SLS Maintenance personnel will report mission capability status on all systems, subsystems, and components.

8.4.2. All system, subsystem, or component degradation will be reported.

8.4.3. Maintenance status codes will be used to report launch operations capability IAW HQ AFSPC Space Instruction 21-103.

Section 8B—Spacelift Responsibilities

8.5. HQ AFSPC/LGM:

8.5.1. Establish requirements and procedures for reporting inventory and status of Spacelift assets.

8.5.2. Function as the ALC for the following.

- Developing and publishing Spacelift -06 Work Unit Code Manuals.
- Maintaining the Spacelift -06 Work Unit Code Manual database.
- Appoint a HQ AFSPC Spacelift Status Manager (SSM) to manage the reporting process.

8.6. Spacelift Wings (SW):

8.6.1. Appoint a wing level SSM who:.

- Ensures the SLSs appoint a squadron level SSM.
- Acts as the focal point for SLS reporting.
- Consolidates and sends reports as specified in this and supplemental instructions.

8.7. Notification Procedures. Notification of initial possession, or change in possession will be done IAW paragraph 2.15. Message tailoring will be IAW HQ AFSPC Space Instruction 21-103.

Chapter 9

AIRCRAFT AND MISSILE EQUIPMENT ACCOUNTABILITY PROGRAM

Section 9A—General Information

9.1. What This Program Covers.

9.1.1. The reporting requirements in this section are exempt from licensing in accordance with paragraph 2.11.10 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*.

9.1.2. The Air Force maintains a program for MAJCOM headquarters and their units to manage and control aircraft and missile assets (those assets listed in the -21 Technical Order [TO]).

9.1.3. The owning MAJCOM headquarters manages these assets.

9.1.4. The unit inspects, maintains, and controls these assets.

9.1.5. MAJCOM headquarters must supplement this instruction in order to guide 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 MAJCOMs and HQ AFMC to control -21 items. MAJCOMs and HQ AFMC need this control to meet normal peacetime operations and to make sure that the Air Force can meet contingency plan reallocations from home to overseas.

9.2.2. MAJCOMS and HQ AFMC must 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 must ensure that base-level units account for -21 TO items to meet daily peacetime, war, and mobilization plan requirements.

9.3. Aircraft and Missile Equipment Inventory.

9.3.1. The -21 TO lists all items authorized for each aircraft 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 MAJCOM and AFMC Program Manager approval.

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

- Section I, Maintenance Safety and Protection Equipment (MSPE) used to protect the aircraft or missile from damage or to make it safe for maintenance.
- Section II, Alternate Mission Equipment (AME), used to configure an aircraft or missile for one of its operational missions. It can be installed and removed quickly.
- [2]Section III, Crew and Passenger Support Equipment (CPSE), used for life support and comfort of crew and passengers.

9.3.4. At unit level, automated products usually control inventories, divided into custody accounts. To build these accounts add selected items listed in the -21 TO and command supplements into Tables of Allowance (TA).

9.3.5. Use manual records (AF Form 2691, ***Aircraft/Missile Equipment Property Record***) for some items, such as communications security (COMSEC) equipment, prototypes, or specialized equipment too few in number to be listed in automated products (see attachment 9).

9.4. MAJCOM Supplements to -21 TOs and This Instruction.

9.4.1. MAJCOMs supplement weapons system -21 TO to show items that are unique to an MDS and MAJCOM, such as specialized communications, reconnaissance, weapon delivery, and guidance systems.

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

9.4.2.1. List standard configuration items that may be removed for alternate missions in the MAJCOM supplement to the -21 TO as AME. When you treat standard configuration items as AME, the number per aircraft authorized is the largest number that can be installed.

9.5. Equipment Not Included in -21 T.O.s. These items are not included in -21 TOs:

- Fixed or installed components that are part of the basic vehicle and needed for normal operation.
- Consumable items other than safety items (such as publications, forms, or relief bags).
- Maintenance and servicing equipment in the TA or the -4 TO.

9.6. Asset Categories.

9.6.1. The -21 TO lists all assets authorized to an aircraft or missile MDS. Items are defined and coded (using expendability, recoverability, and repairability category [ERRC] codes) as either:

- Equipment.
- Reparable items.
- Expendable items.

9.6.1.1. The MAJCOMs, AFMC Logistics Centers or Product Centers, or Defense Logistics Agency (DLA) that have management responsibility for the item determine its definition.

9.6.2. The management and control method is different for each category of items.

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

9.6.3. MAJCOMs and AFMC Centers identify items that are managed and controlled as equipment (ERRC NF/ND).

9.6.3.1. Mark the -21 TO or the command supplement to show the TA where to list the equipment.

9.6.3.2. The maintenance activity uses the management and control methods of the Air Force Equipment Management System (AFEMS).

9.6.3.3. The record vehicles are the Custody Account (CA) or Custody Receipt Listing (CRL) and AF Form 601, ***Equipment Action Request***.

9.6.4. MAJCOMs or AFMC Centers identify items that are managed and controlled as repairables (ERRC XD and XF).

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

9.6.4.2. The maintenance activity uses the management and control methods of the Air Force Recoverable Assembly Management Process (RAMP).

9.6.4.3. Send a Special Purpose Recoverables Authorized to Maintenance (SPRAM) listing to the appropriate workcenter to identify numbers on-hand.

9.6.4.4. The record vehicle is DD Form 1348-1A, ***DoD Single Line Item Release/Receipt Document***, or AF Form 2692, ***Aircraft/Missile Equipment Transfer, Shipping Listing***.

9.6.5. MAJCOMs, AFMC Centers or DLA identify items that are managed and controlled as expendables (XB3).

9.6.5.1. Mark the -21 T.O. to show that the maintenance activity must manage the items as expendables.

9.6.5.2. As a rule, maintenance does not manage or control these item once they've been issued.

9.6.5.3. Some items defined as expendables may require specific management procedures. For example, maintenance must have the right number of cables on-hand for ejector racks operation. MAJCOMs may choose to manage these items like the end item they are used with.

Section 9B—Responsibilities

9.7. Using Command. Each MAJCOM supplements this instruction or the -21 TO for assigned weapon systems or both, or issues separate command instructions. The using command:

- Sets up an OPR to focus management attention to -21 assets and informs the HQ AFMC/LGMM OPR.
- Sets up a control system to make sure base-level accounting of items is accurate and tailored to unique MAJCOM requirements. Authorized -21 levels must not be greater than the number of assigned aircraft without prior MAJCOM and AFMC approval (refer to paragraph 9.11).
- Works with HQ AFMC/Program Manager (PM) to identify -21 TO items that must be controlled and reported by AFEMS (see AFM 67-1, volume II, part 2, chapter 22) or by SPRAM (AFM 67-1, volume I, part 1, chapter 11).
- Reallocates -21 items within the command.
- Works with program and item managers and gaining commands to reallocate -21 items as part of inter-command aircraft transfer.
- Identifies the base-level organization that will oversee daily asset management and control.
- Works with subordinate units and other MAJCOM headquarters to resolve equipment shortages according to paragraph 9.14 or to locate equipment removed from transient aircraft according to paragraph 9.15.

- Annually reviews -21 TO 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:

- Fulfills using command responsibilities (paragraph 9.7).
- Develops control procedures for items not intended for -21 TO (such as prototypes under development, test, and evaluation).
- 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. Through program and item managers, uses yearly reviews to:

- Keep -21 TO up-to-date in coordination with MAJCOMs.
- Ensure that equipment listed in aircraft and missile -21 TOs (and the MAJCOM supplements) include all items that MAJCOMs and HQ AFMC must oversee.
- Validate MAJCOM -21 levels and make changes as needed.
- Maintain Air Force oversight of -21 item inventory and locations to help determine necessary replacement buys, war and mobilization planning, and war reserve materiel (WRM) stockage objectives.
- Keep enough stock of listed equipment to fulfill daily requirements and wartime taskings.
- Check that equipment listed in the -4 TO both as basic airframe equipment and as AME (for example, missile launch rails for F-16) is listed as AME in the -21 TO.

9.8.2.1. Program and Item Managers manage inter-command reallocation of items that result from aircraft transfer or changing mission requirements.

9.8.2.2. Program and Item managers give disposition instructions for -21 items that are declared excess as a result of aircraft retirement or mission changes (usually warehoused and stored as WRM until clearly obsolete).

9.8.2.3. Program and Item managers release excess items for sale through Defense Reutilization and Marketing Office (DRMO) channels, when approved by MAJCOMs and HQ USAF (see also paragraph 9.11).

9.9. Base Activities.

9.9.1. Units must set up procedures and assign responsibilities to:

- Provide accurate accounting, oversight, and daily control of items.
- Provide item inventory and location information to MAJCOM headquarters and to system or item managers.

9.9.2. MAJCOMs decide which workcenters have accounting responsibilities for the items listed in the -21 TO.

9.9.3. Base Supply Equipment Management Element is the contact for items controlled under AFEMS and SPRAM.

9.9.4. The workcenter, designated by their MAJCOM, maintains the items inventory (CA/CRL or SPRAM listing or both).

9.9.4.1. As new items arrive or are transferred, update the inventory listing using AF Forms 601, 2005, ***Issue/Turn-In Request***, 2692, or DD Form 1348-1A, depending on how the items were moved (see paragraphs 9.13 through 9.18).

9.9.4.2. The custodian keeps a record copy of the input documents.

9.9.4.3. Inventory and reconcile the account upon change of custodian and/or:

- Host MAJCOM determines if frequency of CA/CRL account is more often.
- Inventory SPRAM account at least annually.

9.9.5. The -21 Support Function:

- Monitors the movement of -21 items.
- Coordinates the gathering, packing, and shipping of -21 items when aircraft are transferred.
- Notifies the designated workcenter of the number of items to be shipped.
- Reconciles shortages with gaining or losing organizations and sends copies of correspondence to gaining and losing MAJCOM headquarters.
- Forwards AF Form 2692 to PS&D.

Section 9C—Managing -21 Assets

9.10. Transferring Aircraft or Missile -21 Assets.

9.10.1. MAJCOM headquarters must manage the reallocation of aircraft or missile -21 items after transfer decisions have been made.

9.10.1.1. For intra-command reallocations, the MAJCOM headquarters:

- Sends the transfer directives to subordinate units.
- Coordinates the movement.
- Notifies HQ AFMC program and item managers of item inventory and location information.

9.10.1.2. For inter-command or inter-theater movement, MAJCOMs coordinate the transfer directives with HQ AFMC as well as with the gaining command.

9.10.2. Transfer directives must:

- Identify the base-level functions that coordinate the preparation, gathering, and shipping of -21 items.
- Identify which items will be transferred aboard the aircraft and which items will be shipped separately.

9.10.3. If an aircraft or missile is transferred to a depot or contractor facility and will return to the same unit, the transferring unit keeps equipment that the depot does not need. Use AF Form 2692 to transfer installed equipment.

9.10.4. If aircraft 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 sends the rest to the gaining unit no later than 30 days before the completion date.

9.10.5. For transfers through Military Assistance Program or donations and sales to agencies outside the Air Force, HQ AFMC decides what equipment to transfer.

9.10.6. All requests to remove assets from AMARC storage code STT (FMS) aircraft are sent to SAF/IA and HQ USAF/XPP with information copy to HQ USAF/ILM.

9.11. Disposing of Excess Assets.

9.11.1. Authorized -21 levels must not be greater than the number of assigned aircraft unless MAJCOM and AFMC approves the excess.

9.11.2. Sometimes the number of -21 items on hand may exceed authorized levels because of aircraft loss, discontinuance of a specific mission, and aircraft retirement.

9.11.2.1. In these cases, the owning MAJCOM headquarters works with program and item managers to put together disposition instructions.

9.11.3. In the event of aircraft 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, or to add them to WRM.

9.11.3.2. Adjust the inventory to reflect items that were lost with the aircraft, using DD Form 200, ***Financial Liability Investigation of Property Loss***.

9.11.4. When the Air Force discontinues a specific mission or combat capability, the owning unit usually warehouses and manages the assets as WRM.

9.11.4.1. Only HQ USAF/XPP through HQ USAF/XPI issues authorization for aircraft disposition through the DRMO.

9.11.5. When aircraft are retired in other than inviolate (XS) or Security Assistance Program (SAP) (XT) storage, HQ AFMC reallocates items that may be used on other aircraft (for example, racks, adapters, and cargo handling equipment).

9.11.6. When aircraft or missile items are being retired, HQ USAF/XPP will recommend appropriate disposition, such as for spares, training (ground maintenance/ABDR), and AF Museum.

9.12. Increasing Authorized Levels.

9.12.1. Unit-level requirements above the number of assigned aircraft are approved only after:

- The MAJCOM headquarters OPR approves the unit-level request.
- The Program manager agrees with the MAJCOM request.
- A source for the item has been identified (MAJCOM redistribution, WRM, or other source).

9.12.2. Items sourced from WRM require HQ USAF/ILSP/ILMY approval.

9.12.3. MAJCOM funded items (such as missile launchers) require no further approval. Units must 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.

9.12.4. The program manager approves the requirements after these criteria have been met.

9.12.5. Refer unresolved disagreements to HQ AFMC/XRW/LGS for resolution.

9.13. Arrival of New Equipment.

9.13.1. MAJCOM headquarters puts together and sends out to gaining units directives that specify:

- Which base level organization controls the various -21 items.
- Which account system (AFEMS, RAMP, SPRAM) to use.
- Which expendable items the unit must manage and control.

9.13.1.1. Coordinate these directives with the contractor, the losing command, or HQ AFMC so that the shipper knows the correct address and "mark for" information.

9.13.1.2. List all items that are installed on, delivered with, or carried onboard the aircraft or missile on AF Form 2692.

9.13.1.3. In all cases, the total amount of -21 equipment must equal the PMD requirements for the weapon system.

9.13.1.4. List any assets that are delivered separately on DD Form 1149 or DD Form 1348-1A.

9.13.2. The designated workcenter works with base supply (equipment management or materiel management) to load the authorized quantities into the account system. As new equipment arrives, use the shipping document (AF Form 2692, DD Form 1149, or DD Form 1348, ***DoD Single Line Item Requisition System Document***) as the input and record copies to adjust the on-hand quantities.

9.13.3. Wing PS&D must tell the applicable maintenance organizations and the life support function when the aircraft is to arrive so they can meet the aircraft and to inventory the items.

9.13.3.1. Designated workcenters (if appropriate) remove and store items and update on-hand quantities.

9.14. Adjusting for Shortages.

9.14.1. Shortages found during acceptance inventories: will be identified to the losing unit (or SPD for new weapon systems) within 24 hours. Send a copy of the notification to MAJCOM headquarters.

9.14.2. MAJCOM headquarters must resolve shortages that cannot be corrected quickly. If no accountable individual can be identified for shortages found during acceptance inventories, handle them according to AFM 67-1, volume I, part 1, and volume IV, part 1. Handle accountability for equipment lost during flight, damaged, or destroyed according to AFM 67-1, volume 1, part 1.

9.15. Removing Assets From Transient Aircraft.

9.15.1. List equipment removed and not replaced on AF Form 1297, ***Temporary Issue Receipt***. A designated representative of the transient activity completes and signs this form in three copies and :

- Mails one copy to the PS&D section or equivalent at home station.
- Keeps one copy and places one copy in AFTO Form 781 series binder before the aircraft leaves.

9.15.2. The LG, or equivalent of the base where the aircraft is transient ensures that the removed equipment is returned to the owning base within 30 days.

9.15.2.1. Send the transportation control number (TCN) to the owning unit as soon as it is known.

9.15.2.2. If the inventory is not correct, the owning unit takes action according to procedures in paragraph 9.14.

9.16. Managing Deployed Assets.

9.16.1. The owning MAJCOM and the deployed unit retain accountability for -21 items that are deployed for exercises and contingencies. MAJCOM headquarters must review base mobility plans and supported OPLANs at least once a year and when taskings change, to make sure that equipment lists include the proper numbers and types of -21 items.

9.16.2. MAJCOM headquarters must make sure that deploying units identify:

- Items that are deployed on or with the aircraft or missile.
- Items that are sent through normal transportation channels.
- Items that are deployed by dedicated support aircraft.
- The account system (automated or manual) used to control assets.
- The function or individual who is responsible for controlling items.
- Any -21 shortages or authorization changes identified during contingencies.

NOTE:

Identify shortages or authorization changes to the deployed combat Headquarters LG for prioritization and resolution.

9.17. Transferring Assets.

9.17.1. The PS&D or equivalent is the focal point for transferring aircraft, missiles, and associated assets. This office must notify the maintenance squadrons and the life support function of the transfer date.

9.17.2. Each accountable workcenter prepares items for transfer.

9.17.2.1. If shipping the item on or with the aircraft or missile, list it on AF Form 2692. See attachment 10 for instructions on filling out this form.

9.17.2.2. If shipping the item separately, list it on AF Form 60l, DD Form 1149, or DD Form 1348-1A. Use one copy of the form to adjust inventory records.

9.17.3. The -21 Support Function or equivalent compiles this information and prepares a "master" AF Form 2692 for all items to be transferred on or with the aircraft or missile. Then the -21 Support Function or equivalent prepares a listing of other items to be transferred (including date, mode of shipment, and transportation control numbers) and sends it to the gaining organization. Send copies of these lists to MAJCOM headquarters.

9.18. Changing the Accountable Individual.

9.18.1. When you have to change the custodian of a -21 items account, proceed as you would for other types of accounts.

9.18.2. The new account custodian must be eligible according to published MAJCOM directives and must have attended custodian training.

9.18.3. Inventory the account, reconcile differences, and have both individuals sign a statement to the effect that the account is true.

9.19. Forms Prescribed. AF Form 2691, **Aircraft/Missile Equipment Property Record** and AF Form 2692, **Aircraft/Missile Equipment Transfer/Shipping Listing.**

William P. Hallin, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

Abbreviations and Acronyms

ACI—Analytical condition inspection

ACP—Allied communications publication

ADE—Automated data element

ADP—Automatic data processing

AFCA—Air Force Communications Agency

AFDSDC—Air Force Data Systems Design Center

AFEMS—Air Force Equipment Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFR—Air Force Regulation

AGE—Aerospace Ground Equipment

ALCM—Air Launched Cruise Missile

AMARC—Aerospace Maintenance and Regeneration Center

AME—Alternate Mission Equipment

AMMIS—Aircraft Maintenance Manpower Information System

ASIP—Aircraft Structural Intregity

ATE—Automatic Test Equipment

ATE-MIS—Automatic test equipment - management information system

AVDO—Aerospace Vehicle Distribution Officer

AVP—Aerospace vehicle project

AWM—Awaiting maintenance

AWP—Awaiting parts

BAC—Backlog

BSL—Basic system list

CA—Custody account

CAMS—Core Automated Maintenance System

CDB—Centralized database

CLS—Contractor logistics support

CND—Cannot duplicate

COMSEC—Communications security

CONUS—Continental United States

CPSE—Crew and passenger support equipment

CRL—Custody receipt listing

DDN—Defense Data Network

DEP—Departed

DES—Destination

DLA—Defense Logistics Agency

DoD—Department of Defense

DPI—Data processing installation

DRMO—Defense Reutilization and Marketing Office

EAV—Estimated availability (date)

EDD—Estimated delivery date

ERRC—Expendability, recoverability, and repairabilty category code

FCF—Functional check flight

FMC—Fully mission capable

FMS—Foreign military sales

FOA—Field Operating Agency

FSL—Full system list

FTD—Field training detachment

GFP—Government-furnished property

GMT—Greenwich Mean Time

ICBM—Intercontinental Ballistic Missile

ID—Identification

IM—Inventory manager

IMMP—Improved Maintenance Management Program

INW—In work

ITA—Interface test adapter

JCS—Joint Chiefs of Staff

LOC—Location

LRM—Line replaceable module

LRU—Line replaceable unit

MAAG—Military Assistance Advisory Group

MAJCOM—Major command

MATE—Modular automatic test equipment

MDS—Mission, design, and series

MESL—Minimum essential subsystem list

MMIS—Maintenance Management Information System

MOA—Memorandum of Agreement

MRA—Mission ready available

MSPE—Maintenance safety and protection equipment

MTS—Mobile training sets

NMC—Not mission capable

NMCB—Not mission capable, both (maintenance and supply)

NMCM—Not mission capable, maintenance

NMCS—Not mission capable, supply

NRTS—Not repairable this station

OCR—Office of Collateral Responsibility

OPR—Office of Primary Responsibility

PA—Program Aerospace Vehicles and Flying Hours

PDM—Programmed Depot Maintenance

PEC—Program element code

PEID—Program element identification

PMC—Partial mission capable

PMCM—Partial mission capable, maintenance

PMCS—Partial mission capable, supply

PS&D—Plans, scheduling, and documentation

PUP—Pickup point

RAM—Rapid area maintenance

RAMP—Air Force Recoverable Assembly Management Process

RCN—Reports control number

RCS—Reports control symbol

REMIS—Reliability and Maintainability Information System

RPIE—Real property installed equipment

RTE—Resident training equipment

RTOK—Retest okay

SAP—Security Assistance Program

SIOP—Single integrated operational plan

SLS—Space Launch Squadron

SM—System manager

SOA—Separate operating agency

SPD—System program director

SPRAM—Special purpose recoverables authorized to maintenance

SRAM—Short Range Attack Missile

SRD—Standard reporting designator

SRU—Shop replaceable unit

SSM—Spacelift Status Manager

STEP—Special training equipment program

TA—Table of allowances

TCT—Total contract training

TCTO—Time Compliance Technical Order

TMA—Test module adapter

TMO—Traffic Management Office

TO—Technical order

TPS—Test program set

TRAP—Tanks, racks, adapters, and pylons

TRIC—Transaction identification code

TRU—Tester replaceable unit

VSN—Vehicle serial number

VSND—Vehicle serial number, delayed

WRM—War Reserve Materiel

WUC—Work unit code

Terms

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 and selected missiles and drones (ADM, AGM, AQM, BQM, CIM, CQM, LGM, PQM, and RPV).

Aircraft Inventory Categories—Inventory is divided into two distinct and separate areas: assignment and possession. Assignment and possession are further identified by purpose codes. Current approved purpose codes are identified in the Air Force Data Dictionary.

Amber Condition—(Partial Mission Capable (PMC)). System or equipment functioning in such a way that it can perform at least one, but not all, of its missions/functions. (Impaired but usable) Equipment must be at least amber when you order parts partially mission capable supply.

Assignment—Assignment is the allocation of an aircraft by HQ USAF to MAJCOMs for the purpose of carrying out assigned wartime, training, and/or test missions. Specific purpose identifier codes are used for assignment.

Capability Impact Code—A code used to indicate a degraded C-E equipment or mission condition (A-Amber) or nonoperational condition (R-Red). (See the Air Force Data Dictionary for directions to access).

C-E Functional Component Groups—C-E components that are not aligned under end-items or systems and that perform a stand-alone function.

Condition status—A term describing an aerospace vehicle's ability to perform its assigned missions.

Delay Code—An alpha code used to indicate why a piece of C-E equipment has not been returned to an operational status. (See Air Force Data Dictionary for directions to access)

Downtime Code—An alpha code used to indicate why a piece of C-E equipment is not operational. (See Air Force Data Dictionary for directions to access)

Equipment Status Report (ESR) Number—A number reporting an individual downtime event in the C-E Status and Inventory Reporting System. Same as the job control number.

Gain—The assumption of possession and responsibility for an item by a unit.

Green Condition—(Fully Mission Capable (FMC)) Equipment/system functioning as required in T.O. specifications and capable of supporting its mission requirements.

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.

Neutral Flightcrew—A crew not from the gaining or losing commands.

Possession—Possession is the actual acceptance, operational use (utilization), or designation of responsibility for an aircraft. Data collection is described in the appropriate users manual.

Red Condition—(Not Mission Capable - (NMC)). The system or equipment doesn't meet the T.O.

specifications; therefore unable to perform any of its assigned missions or functions. Unusable (neither in use nor available for use). The equipment must be Red when you order parts Not Mission Capable Supply.

Requiring Command—The command that has most of the requirements for use of the equipment under consideration.

Termination—The deletion of an aerospace vehicle from the Air Force Inventory because any of these apply:

- It is transferred to a non-Air Force activity.
- It is damaged beyond economical repair.
- It is destroyed.

Trainer—Equipment designed and procured specifically for formal training programs. For this regulation, only trainers listed in Air Force Data Dictionary are reportable.

Attachment 2

MAINTENANCE STATUS CODES AND CONDITION STATUS CODES

NOTE: These codes are reported through the MMIS to REMIS and re available to all REMIS users.

A2.1. FMC - Full Mission Capable. The aircraft is capable of doing all of its assigned missions.

A2.2. PMC- Partial Mission Capable. Material condition of an aircraft or training device indicating that it can perform at least one, but not all of its missions.

A2.2.1. PMCB- Partial Mission Capable Both Maintenance and Supply (Condition Status Code F). The aircraft can do at least one, but not all, of its assigned missions because of maintenance and supply.

A2.2.2. PMCM- Partial Mission Capable Maintenance (Condition Status Code G). Material condition of an aircraft or training device indicating that it can perform at least one, but not all, of its missions because of maintenance requirements existing on the inoperable subsystems(s).

A2.2.3. PMCS- Partial Mission Capable Supply (Condition Status Code H). Material condition of an aircraft or training device indicating that it can perform at least one, but not all of its missions because maintenance required to clear the discrepancy cannot continue due to a supply shortage.

A2.3. NMC - Not Mission Capable. The aircraft can't do any of its assigned missions.

A2.3.1. NMCA- Not Mission Capable Airworthy. The aircraft can't do any of its assigned missions. The aircraft can fly (not restricted from use).

A2.3.2. NMCB - Not Mission Capable Both Maintenance and Supply. The aircraft can't do any of its assigned missions because of maintenance and supply. The aircraft can't fly (restricted from use).

A2.3.2.1. NMCBA- Not Mission Capable Both Maintenance and Supply Airworthy. The aircraft can't do any of its assigned missions because of maintenance and supply. The aircraft can fly (not restricted from use).

A2.3.2.2. NMCBS- Not Mission Capable Both Maintenance and Supply Scheduled (Condition Status Code B) The aircraft can't do any of its assigned missions because of supply and unfinished required inspections or scheduled maintenance. The aircraft can't fly (restricted from use).

A2.3.2.3. NMCBU-Not Mission Capable Both Maintenance and Supply Unscheduled (Condition Status Code A). The aircraft can't do any of its assigned missions because of supply and unfinished repair or reinstallation. The aircraft can't fly (restricted from use).

A2.3.2.4. NMCBSA- Not Mission Capable Both Maintenance and Supply Scheduled Airworthy (Condition Status Code L) The aircraft can't do any of its assigned missions because of supply and unfiinshed required inspections or scheduled maintenance. The aircraft can fly (not restricted from use).

A2.3.2.5. NMCBUA-Not Mission Capable Both Maintenance and Supply Unscheduled Airworthy (Condition Status Code K). The aircraft can't do any of its assigned missions because of supply and unfinished repair or reinstallation. The aircraft can fly (not restricted from use).

A2.3.3. NMCM-Not Mission Capable Maintenance. The aircraft can't do any of its assigned missions because of maintenance. The aircraft can't fly (restricted from use).

A2.3.3.1. NMCMA-Not Mission Capable Maintenance Airworthy. The aircraft can't do any of its assigned missions because of maintenance. The aircraft can fly (not restricted from use).

A2.3.3.2. NMCMS- Not Mission Capable Maintenance Scheduled (Condition Status Code D). The aircraft can't do any of its assigned missions because of unfinished required inspections or scheduled maintenance. The aircraft can't fly (restricted from use).

A2.3.3.3. NMCMU-Not Mission Capable Maintenance Unscheduled (Condition Status Code C). The aircraft can't do any of its assigned missions because of unfinished, unscheduled maintenance. The aircraft can't fly (restricted from use).

A2.3.3.4. NMCMSA-Not Mission Capable Maintenance Scheduled Airworthy (Condition Status Code N). The aircraft can't do any of its assigned missions because of unfinished required inspections or scheduled maintenance. The aircraft can fly (not restricted from use).

A2.3.3.5. NMCMUA-Not Mission Capable Maintenance Unscheduled Airworthy (Condition Status Code M). The aircraft can't do any of its assigned missions because of unfinished, unscheduled maintenance. The aircraft can fly (not restricted from use).

A2.3.4. NMCS-Not Mission Capable Supply (Condition Status Code E). The aircraft can't do any of its assigned missions because of supply. The aircraft can't fly (restricted from use).

A2.3.4.1. NMCSA-Not Mission Capable Supply Airworthy (Condition Status Code P). The aircraft can't do any of its assigned missions because of supply. The aircraft can fly (not restricted from use).

A2.4. TNMC - Total Not Mission Capable. NMCS, NMCSA, NMCMU, NMCMS, NMCMUA, NMCMSA, NMCBS, NMCBU, NMCBUA, and NMCBSA added together equal TNMC. The aircraft can't do any of its assigned missions. Same as NMC.

A2.4.1. TNMCS - Total Not Mission Capable Supply. NMCS, NMCBU, NMCBS, NMCSA, NMCBUA and NMCBSA added together equal TNMCS. The aircraft can't do any of its assigned missions because of supply.

A2.4.2. TNMCM - Total Not Mission Capable Maintenance. NMCMU, NMCMS, NMCBU, NMCBS, NMCMUA, NMCMSA, NMCBUA, and NMCBSA added together equal TNMCM. The aircraft can't do any of its assigned missions because of maintenance.

A2.4.3. TPMCS - Total Partial Mission Capable Supply. PMCS and PMCB added together equal TPMCS. The aircraft can do at least one, but not all, of its assigned missions because of supply.

A2.4.4. TPMCM - Total Partial Mission Capable Maintenance. PMCM and PMCB added together equal TPMCM. The aircraft can do at least one, but not all, of its assigned missions because of maintenance.

A2.4.5. TNMCA - Total Not Mission Capable Airworthy. NMCBA, NMCMA, NMCSA, NMCBUA, and NMCBSA, NMCMUA, and NMCMSA added together equal TNMCA. Same as NMCA.

A2.4.6. Total Flyable (TF) FMC, PMC and NMCA added together equal TF. The aircraft can fly.

Attachment 3

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

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

REFERENCES FOR CODES USED IN AIRCRAFT REPORTING

Serial Number. AFMAN 23-110, Vol 2

Mission, Design, and Series (MDS). Air Force Data Dictionary

Aircraft Configuration Identifier. Air Force Data Dictionary

Organization. Air Force Data Dictionary

Command. Air Force Data Dictionary

Station Location Code. Air Force Data Dictionary

Possessed Purpose Code. Air Force Data Dictionary

Local time of Change. Air Force Data Dictionary

Type Action.

- Gain-- Air Force Data Dictionary
- Loss-- Air Force Data Dictionary
- Termination-- Air Force Data Dictionary

Date:

- Year. Air Force Data Dictionary
- Consecutive julian day (self-explanatory).

Command of Assignment. Air Force Data Dictionary
Assignment Purpose Code. Air Force Data Dictionary.
Program Element Code. Air Force Data Dictionary

Attachment 5

SAMPLE MOVEMENT REPORT

UNCLASSIFIED

01 01 xxxxxxZ OCT 96 RR RR UUUULGMW

FROM: SM-ALC MCCLELLAN AFB CA//LABR//

TO: HQ AFMC WRIGHT PATTERSON AFB OH//LGM-AVDO//

INFO: (GAINING COMMAND/LOSING COMMAND AS APPLICABLE)

UNCLAS

SUBJ: AEROSPACE VEHICLE MOVEMENT REPORT RCS: HAF-LGM(AR)8003, REPORT NO. 01

AVPMDSVSNEAVLOCPUP
ACC5F61B-52H60-0000401 FEBXX
60-00005629JANXX
60-0000445 FEBXX
60-00005530 JANMINOT AFBX
60-00004710 JANXX
ACC5F61F-4D65-1249629 JANXMCCLELLAN AFB
65-1248010 FEBXX

DESDEPWDAARRBACTOD
X60-000028X60-000043XX
X60-00005860-000035
X60-000031
X65-1224265-1222565-12444XX

X65-1262365-12352
65-1234665-12278
65-12472

POC (NAME, GRADE, AUTOVON)
PATRICIA A. SHEPPARD, LABR
71431, 18 OCT 96
UNCLASSIFIED

Attachment 6

DOWNTIME CODES FOR C-E EQUIPMENT

NOTE: The codes listed here give the reasons for C-E equipment downtime, for use in reporting status and inventory. See chapter 6 of this instruction.

A6.1. A - Retrofit or Modification. Use when you need to remove an active equipment item from its assigned mission for the field or depot to perform a modification such as a TCTO, Class I modification, or antenna change out. State the TCTO number, modification performed, antenna replaced, and performing activity in a comment.

A6.2. B - Depot Maintenance Scheduled. Use for scheduled Air Logistics Center (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.

A6.3. C - Test (Orientation or Other). 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.

A6.4. D - Reserved for (Scheduled Maintenance).

A6.5. E - Preventive Maintenance. Use when the C-E equipment or channel is red or amber in its assigned mission because of scheduled PMIs required by Air Force, MAJCOM, or FOA directives. For deferred or incomplete PMIs, see downtime code "V". For discrepancies discovered during a PMI use downtime code "M". Comments are not required.

A6.6. F - Failed Flight Check or Operational Systems Check. 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 JCNs 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.

A6.7. G - Vehicle Out of Commission. Use when a vehicle that is an integral part of a C-E system is out of commission.

A6.8. H - Host Base Action. Use for reasons such as runway construction, building repair, and snow removal. State the specific action in a comment.

A6.9. I - Scheduled Maintenance. Use for scheduled maintenance not covered by other downtime codes. Add a comment to state the type of scheduled maintenance.

A6.10. 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.

A6.11. 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.

A6.12. 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"). Do not report circuit or distant end outages. Identify the equipment causing the outage in a comment.

A6.13. M - Equipment Malfunction. 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.

A6.14. 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.

A6.15. O - Scheduled Software Maintenance. Use for scheduled downtime for software change, maintenance, or testing.

A6.16. P - Environmental Control. Use for failure of temperature, humidity, and dust control equipment (air conditioning) that is not part of the end item.

A6.17. Q - Cable Out. Use for downtime due to defective or cut cable. For a cable cut, use comments to describe the incident.

A6.18. R - Emergency Maintenance. Use when equipment doesn't meet technical order standards and you need to request outside assistance. Use a delay code until maintenance is actually being performed. Enter the WUC of the affected component or sub-system. State the type of assistance required in a comment.

A6.19. 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 you're sure that deficiencies in the operational program are causing the problem.

A6.20. T - Training. Use for downtime due to on-the-job training as approved by the Chief of Maintenance, Systems Flight Commander, or equivalent representative.

A6.21. U - Unknown. Use for initial reporting of suspected equipment failure or malfunction. Change to a more specific code when you determine the nature of the outage. Use this code also for equipment failure or malfunctions that you can't duplicate or clear while checking. Add comments to describe the reported symptoms or events. WUC is not required for this code.

A6.22. V - Military Priority. Use when equipment must be shut down due to safety hazard, interference with other equipment, or direction from higher headquarters. 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.

A6.23. 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.

A6.24. X - Jamming - Intentional/Unintentional. Use for downtime due to interfering electrical signals. Report only unclassified information in the comments.

A6.25. 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.

A6.26. Z - Frequency Change. Use for downtime due to a frequency change of more than 15 minutes.

Attachment 7

DELAY CODES FOR C-E EQUIPMENT

A7.1. 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 operation.

A7.2. 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.

A7.3. C - Awaiting Technical Assistance from MAJCOM or FOA, AFMC, AFC SC, or Contractor. Used when you've requested technical assistance from an activity. Stops when the assistance arrives at the site. Indicate the type of assistance in a comment.

A7.4. D - Lack of Funds. Use when you lack organizational funds to order parts.

A7.5. E - Shift Change. Use when work stops due to shift changes that exceed 30 minutes.

A7.6. F - Flight Check. Use to record the time required to perform an official certification flight check.

A7.7. G - Awaiting System Check. Use when awaiting quality control check, 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.

A7.8. H - Parts Awaiting Transportation. Use when parts are awaiting transportation from maintenance control or are enroute to a remote maintenance detachment or location.

A7.9. I - Parts Research. Use when work stops due to research exceeding 30 minutes.

A7.10. J - Supply Processing. Use for on-base supply processing time. Starts when the work center or maintenance control logs in the requisition to the standard base supply system (SBSS) and stops when supply issues the parts or SBSS notifies maintenance control or the unit representative that the base doesn't have the parts. Also use this code when components are in the Reparable Processing Center and are needed to clear an equipment malfunction.

A7.11. 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.

A7.12. L - Reserved for Backorder Supply.

A7.13. M - Supply, MICAP Backorders. Use when base supply notifies maintenance that they must go to the ALC or lateral for parts identified as MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the off-base requisition number, 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.

A7.14. N - Supply, Other Backorders. Use when supply notifies maintenance that they must go to the depot or lateral for parts on non-MICAP requirements. Stops when the part arrives at base supply. Indicate in comments the off-base requisition number, NSN or part number, part name, supply status code, estimated shipping date, and whether it went to depot or lateral.

A7.15. O - Host Base Support. Use when you've requested support from an on-base activity, such as civil engineers. Stops when the assistance arrives at the site. Indicate the type of support in a comment.

A7.16. P - Supply, Local Purchase. Use when you obtain parts 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.

A7.17. Q - Supply, Non-DoD. Use when a non-DoD activity, such as 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.

A7.18. 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.

A7.19. S - Skill Not Available. Use when qualified maintenance personnel are not available to perform the required maintenance. Don't use this code when delay code "A" or "C" applies. Indicate in a comment why the required personnel aren't available.

A7.20. 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.

A7.21. U - Tools, Test Equipment, and Technical Data Not Available. Use when maintenance doesn't have the tools, test equipment, or technical data needed to perform maintenance. State the tool, test equipment, or publication needed in a comment.

A7.22. V - Military Priority. Use when restoration of equipment to operational status is prevented by a directive of high military priority. Enter the directing authority in the "remarks" section.

A7.23. W - Delay For Weather. Use when you can't restore equipment due to weather conditions. Specify the weather conditions in a comment.

A7.24. 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.

A7.25. Y - Supply, Delivery Time. Use for a significant delay in delivery of parts from base supply to maintenance.

A7.26. Z - Other. Use when you encounter a delay that isn't covered by any other delay code. State the cause of the delay in a comment.

Attachment 8

HOW TO USE AF FORM 2691, AIRCRAFT/MISSILEEQUIPMENT PROPERTY RECORD

A8.1. Column A. Enter the julian date when the transaction is posted.

A8.2. Column B. Enter the supply account number followed by the request number from the custodian request log.

A8.3. Column C. Enter the quantity authorized, calculated by multiplying the quantity authorized by the number of aircraft or missiles.

A8.4. 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 canceled, enter the quantity canceled in column D preceded by the abbreviation "Canx", and adjust the balance in column E.

A8.5. 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.

A8.6. Column F. Enter the quantity received from any source.

A8.7. Column G. Enter the quantity turned in or transferred.

A8.8. Column H. Enter the quantity on hand. Enter a zero if there is none on hand. Make changes to this column when you receive, turn in, transfer, or terminate accountability for equipment 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.

A8.9. 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.

A8.10. Block 1. Enter the part number.

A8.11. Block 2. Optional. Enter the Expendability, Repairability, Recoverability and Category (ERRC) Code or leave blank.

A8.12. 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.

A8.13. Block 4. These numbers correspond with -21 line numbers.

A8.14. Block 5. Enter the stock number of the item.

A8.15. Block 6. Enter a descriptive nomenclature to identify the item. If the item is classified, enter the word "Classified" after the nomenclature.

A8.16. Block 7. Enter the unit of issue (for example, "pair," "set," or "each").

A8.17. Block 8. Optional. Enter the unit price or leave blank.

A8.18. 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. (For example, if 18 F-16As and 36 F-16Cs are possessed, enter F-16C in this block and F-16A in block 3.)

Attachment 9

HOW TO USE AF FORM 2692, AIRCRAFT/MISSILE EQUIPMENT

Section A9A--Parts of the Form

A9.1. Box 1. Enter the organization title and the address of the activity initiating the transfer.

A9.2. Box 2. Leave blank.

A9.3. Box 3. Enter the MDS.

A9.4. Box 4. Leave blank.

A9.5. Box 5. Enter the organization title of the receiving activity. Also enter this note: "Aircraft/Missile Equipment for (MDS and serial numbers)."

A9.6. Box 6. Enter the authority for transfer.

A9.7. Box 7. Enter request number from AF Form 126.

A9.7.1. Column A . Enter the item number (1, 2, 3, and so forth).

A9.7.2. Column B. Enter stock or part number and nomenclature.

A9.7.3. Column C. Enter quantity authorized in the -21 TO per aircraft or missile.

A9.7.4. Column D. Enter the quantity installed or aboard the aircraft.

A9.7.5. Column E. Enter quantity shipped separately through transportation.

A9.7.6. Column F. The organization receiving the equipment enters the quantity received.

A9.7.7. Column G. Enter the reason or authority for shortages, if required (see paragraph 9.14.).

A9.8. Box 8. Signature of official tasked to perform the final verification before the aircraft departs.

A9.9. Box 9. Enter the date of verification.

A9.10. Box 10. Signature of the official tasked to perform the acceptance inventory.

A9.11. Box 11. Enter the date of the acceptance inventory.

A9.12. 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 A9B--Steps in Preparing and Processing AF Form 2692

A9.13. Accountable -21 Support Function:

- Prepares five copies of AF Form 2692.
- Keeps copy 5 in suspense file and destroys it when PS&D returns copy one.
- Sends copies 1 through 4 to PS&D.

A9.13.1. -21 Support Function Project Personnel:

- Verify that all equipment authorized in the -21 TO, or all equipment specified in the transfer directive, is listed on AF Form 2692.
- Task the maintenance officers of accountable functions to make an inventory at least 1 day before the scheduled departure of the aircraft. The maintenance officer will:
- Verifies that all equipment on AF Form 2692 is installed or aboard.
- After verifying that the equipment being transferred is installed or aboard, signs all fourcopies.
- Return copy 1 to the accountable function.
- Mail copy 2 to the PS&D of the gaining organization.
- Place copy 3 in the aircraft records binder for the aircraft being transferred.
- Hold copy 4 for 30 days in case the gaining organization needs to resolve discrepancies found during the acceptance inventory.

A9.13.2. Gaining Organization:

- Uses copy 2 or 3 of AF Form 2692 to conduct the acceptance inventory.
- If there are shortages, reviews AFTO 781-series forms to determine if the missing equipment was removed en route.
- If the equipment was removed at an en route base (the transferring organization didn't ship it), requests assistance from their MAJCOM headquarters in resolving the shortage.
- Adjusts AF Forms 2691 to show the equipment that it gained in the transfer.

Attachment 10

HOW TO USE DD FORM 1149, REQUISITION AND INVOICE/SHIPPING DOCUMENT

Section A10A--Parts of the Form

A10.1. Box 1. Enter organization e.g. MAJCOM and base, Defense Plant Representative Office (DPRO), etc., possessing the aircraft..

A10.2. Box 2. Enter HQ AFMC LGM-AVDO, Wright Patterson AFB, OH 45433.

A10.3. Box 3. Enter the name and address of the recipient indicated in the assignment directive.

A10.4. Box 4. Enter Foreign Military Sales (FMS) case designator, grant aid Reports Control Number (RCN), etc., if known.

A10.5. Box 5, 6, ,7 and 8. Leave blank.

A10.6. Box 9. Enter HQ USAF project number e.g., FMS 9F-35 or MAP9T-47 and the assignment directive number e.g., 79-635.

A10.7. Box 10. If shipment is by airlift or surface, make sure the person shipping the aircraft signs. Otherwise leave blank.

A10.8. Box 11a. Leave blank.

A10.9. Box 11b. Leave blank.

A10.10. Box 12. For shipment by airlift or surface, enter the date of shipment. Otherwise leave blank.

A10.11. Box 13. Indicate airlift or surface. Otherwise leave blank.

A10.12. Box 14. For shipment by airlift or surface, enter the initial bill of lading or manifest number.

A10.13. Box (a). Leave blank.

A10.14. Box (b). Enter MDS and serial number. If being ferried, enter the signature block of the ferry pilot and date of signature.

A10.15. Box (c) - (i). Leave blank.

A10.16. Box 15 - 17. Leave blank.

A10.17. Box 18. Self-Explanatory. Use is optional.

A10.18. Box 19. Leave blank.

Section A10B--Preparing and Processing DD Form 1149, Requisition and Invoice/Shipping Document

A10.19. Accountable Officer:

- Makes enough copies of DD Form 1149 to complete all steps.
- Sends all copies to the transportation office with the items being shipped.

A10.19.1. Transportation Officer:

- Assigns transportation control numbers (TCN) and signs all copies of DD Form 1149.
- Sends appropriate copies to the gaining traffic management office with the equipment being shipped.
- Returns three copies to the accountable officer.

A10.19.2. Accountable Officer:

- Sends two copies to the PS&D.
- Keeps one copy in suspense.

A10.19.3. Plans & Scheduling and Documentation (PS&D):

- Sends one copy to the PS&D of the gaining unit.
- Holds one copy for 60 Days in case the gaining unit needs help finding the equipment in transportation channels.

Attachment 11

SAMPLE AIRCRAFT GAIN MESSAGE

UNCLASSIFIED

01 01 101331Z JUN 96 PP RR UUUU ZYUW
FROM 142 FIG PORTLAND OR//MAMP//
TO 1OSS LANGLEY AFB VA//OSOS//
INFO HQ ACC LANGLEY AFB VA//LGQP AVDO//
HQ AFMC WPAFB OH//LGM-AVDO//
ANGRC ANDREWS AFB MD//LGM-AVDO//
9AF SHAW AFB SC//LGMQ//
WR-ALC ROBINS AFB GA//LBPL//LFOS//

UNCLAS

SUBJ: AFI 21-103, Aerospace Equipment Possession Change Report, HAF-LGM (AR)9480: GAIN.

(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/GB/

(10) (11) (12)(13)(14) (15)
MUHJACC/ANG/019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

SAMPLE AIRCRAFT GAIN MESSAGE (SEE PARAGRAPH 2.16)

INSTRUCTIONS

Addressees:

TO: Losing Organization

INFO: Losing command HQ and intermediate command HQ. Gaining command HQ and intermediate command HQ. Appropriate Air Logistics Center (ALC) System Program Director (SPD) and HQ AFMC/ LGM-AVDO.

SUBJECT:

AFI 21-103 Aerospace Equipment Possession Change Report, HAF-LGM (AR)9480: GAIN.

Required Information:

1. Serial number of the aircraft.

2. Date of gain (last two digits of year plus consecutive julian day) 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 purpose identifier.

9. Type action code. (GB for a gain)

10. Losing organization station location code and command.

11. Command gaining aircraft.

12. Airframe hours.

13. 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).

14. Reason for movement, i.e., assignment change, PDM, ACI, etc.

15. Name and DSN telephone number of AVDO initiating message.

Attachment 12

SAMPLE AIRCRAFT LOSS MESSAGE

UNCLASSIFIED

01 01 101331Z JUN 96 PP RR UUUU ZYUW

NO

FROM 1OSS LANGLEY AFB VA//OSOS//

TO 142 FIG PORTLAND OR//MAMP//

INFO HQ ACC LANGLEY AFB VA//LGQP-AVDO//

HQ AFMC WPAFB OH//LGM-AVDO//

ANGRC ANDREWS AFB MD//LGM-AVDO//

9AF SHAW AFB SC//LGMQ//

WR-ALC ROBINS AFB GA//LBPL//LFOS//

UNCLAS

SUBJ: AFI 21-103 Aerospace Equipment Possession Change Report, HAF-LGM (AR)9480: LOSS.

(1) (2) (3) (4) (5) (6) (7) (8) (9)
8100000022/961421307(961421507Z)/F015C/ANG/CC/0142FINGP/TQJF/CC/LB/

(10) (11) (12) (13) (14) (15)
MUHJACC/ANG019755/22 MAY 96/ASSIGNMENT CHANGE/NAME OF AVDO, DSN

SAMPLE AIRCRAFT LOSS MESSAGE (SEE PARAGRAPH 2.17)
INSTRUCTIONS

Addressees:

TO: Gaining organization.

INFO:

- Gaining command HQ and intermediate command HQ.
- Losing command HQ and intermediate command HQ.
- Appropriate ALC system program manager (SPD)
- HQ AFMC//LGM-AVDO//

Subject

AFI 21-103, Aerospace Equipment Possession Change Report, HAF-LGM (AR)9480: LOSS.

Required Information:

1. Serial number of the aircraft.

2. Date of loss (last two digits of year plus julian day) 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 purpose identifier.

9. Type action code ("LB" for a loss).

10. Gaining organization station location code and command.

11. Command losing aircraft.

12. Airframe hours.

13. 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.

14. Reason for movement (assignment change, PDM, ACI, and so on).

15. Name and DSN telephone number of AVDO who is initiating the message.

Attachment 13

SAMPLE AIRCRAFT TERMINATION MESSAGE

UNCLASSIFIED

01 01 101331Z JUN 96 PP RR UUUU ZYUW

NO

FROM 1OSS LANGLEY AFB VA//OSOS//

TO HQ AFMC WPAFB OH//LGM-AVDO//

INFO HQ ACC LANGLEY AFB VA//LGQP-AVDO//

HQ AFMC WPAFB OH//LGM-AVDO//

9AF SHAW AFB SC//LGMQ//

WR-ALC ROBINS AFB GA//LBPL//LFOS//

OC-ALC TINKER AFB OK//TISC//

HQ USAF WASH DC//PED//

UNCLAS

SUBJ: AFI 21-103 Aerospace Equipment Termination Report, HAF-LGM(AR)9481.

(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 OG/CC

SAMPLE TERMINATION MESSAGE (See paragraph 2-18)

INSTRUCTIONS

Addressees:

TO: HQ AFMC WRIGHT-PATTERSON AFB OH/ LGM-AVDO

INFO:

- Possessing and assigned command HQ and, if applicable, intermediate command HQ.
- HQ USAF/PED.
- Appropriate ALC System Program Director (SPD).
- Comprehensive Engine Management System (CEMS) Office, OC-ALC/MMDC
- HQ AFMC/LGM-AVDO//

SUBJECT:

AFI 21-103, Aerospace Equipment Termination Report, HAF-LGM(AR)9481.

Required information:

1. Serial number of the aircraft.
2. Date of termination (last two digits of year plus consecutive julian day) and local time of change which equals (2400Z).
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 purpose identifier.
9. Type termination code for ADN message.
10. Possessing command.
11. Serial number(s) of primary propulsion engine(s) installed on terminated aircraft.
12. Name and rank of Operations Group Commander or designated representative.

Attachment 14

SAMPLE POSSESSION PURPOSE IDENTIFIER CODE CHANGE MESSAGE

CLASSIFIED

01 01 101331Z JUN 96 PP RR UUUU ZYUW

NO

FROM 1OSS LANGLEY AFB VA//OSOS//

TO HQ ACC LANGLEY AFB VA//LGQP-AVDO//

INFO 9AF SHAW AFB SC//LGMQ//

HQ AFMC WPAFB OH//LGM-AVDO//

WR-ALC ROBINS AFB GA//LBPL//LFOS//

UNCLAS

SUBJ: AFI 21-103 Aerospace Equipment Possession Purpose Identifier Code Change Report, RCS: HAF-LGM(AR)9482.

(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

SAMPLE POSSESSION PURPOSE IDENTIFIER CODE CHANGE MESSAGE

(See paragraph 2.19)

INSTRUCTIONS

Addresses:

TO: MAJCOM AVDO/Office symbol

INFO:

- Intermediate command HQ/Office symbol.
- Appropriate ALC System Program Director (SPD).
- HQ AFMC/LGM-AVDO

SUBJECT:

AFI 21-103, Aerospace Equipment Possession Purpose Identifier Code Change Report, RCS: HAF-LGM(AR)9482.

Required Information:

1. Serial number of the aircraft.
2. Date of possession purpose identifier change (last two digits of the year plus consecutive julian day) 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 purpose identifier from which the aircraft is changing.
9. Type action code ("LF").
10. Possession purpose identifier to which aircraft is changing.
11. Possessing command.
12. Remarks: Reason for change.
13. Name and DSN telephone number of AVDO initiating change and message.

Attachment 15

SAMPLE MDS/CONFIGURATION IDENTIFIER CHANGE

UNCLASSIFIED

01 01 101331Z JUN 96 PP RR UUUU ZYUW

NO

FROM 4OSS SEYMOUR JOHNSON AFB NC//OSOS//

TO HQ ACC LANGLEY AFB VA//LGQP-AVDO//

INFO 9AF SHAW AFB SC//LGMQ//

HQ AFMC WPAFB OH//LGM-AVDO//

OO-ALC HILL AFB UT//LACS//LAMPB//

UNCLAS

SUBJ: AFI 21-103, Aerospace Equipment MDS/Configuration Identifier Change Report, RCS: HAF-LGM(AR)9483.

(1) (2) (3) (4) (5) (6) (7) (8) (9)

8100000022/961421307(961421507Z)/F015E/ACC/CC/0004FTRWG/VKAG/CC/LC/

(10) (11) (12)

F015EP S/ACC/NAME OF AVDO, DSN

SAMPLE OF MDS CONFIGURATION CHANGE MESSAGE (See paragraph 2.20)

INSTRUCTIONS

Addressees:

TO: MAJCOM AVDO//OFFICE SYMBOL

INFO:

- Intermediate command HQ.
- HQ AFMC/LGM-AVDO.
- Appropriate ALC System Program Director (SPD).

SUBJECT:

AFI 21-103, Aerospace Equipment MDS/Configuration Identifier Change Report, RCS: HAF-LGM(AR)9483.

Required Information:

1. Serial number of the aircraft.
2. Date of change (last two digits of the year plus consecutive julian day) and local time of change (followed by date and zulu time).
3. Old MDS/configuration identifier.
4. Assigned command.
5. Assignment purpose identifier.
6. Possessing organization.
7. Station location code.
8. Possession purpose identifier.
9. Type action code (LC).
10. New MDS/configuration identifier.
11. Possessing command.
12. Name and DSN telephone number of AVDO who is initiating the message.