Commercial Asset Visibility Air Force
CAV AF REPORTING REQUIREMENTS

The purpose of this attachment is to provide Contract Depot Maintenance (CDM) guidance for contractor technical responsibilities and reporting requirements of the CAV AF system. CAV AF is the mandated *primary system of record* for providing daily status of all Government owned assets located at contractor repair facilities. Reporting within CAV AF is not limited to end items subject to repair but includes assets stored within a contractor Inventory Control Point (ICP). CAV AF system down-time will be identified on the CAV AF home page banner. Contractors are responsible for ensuring the most current Contractor User Guides are utilized by their assigned reporters.

NOTE:
Contractor User's Guide can be accessed from the CAV AF homepage.

CAV AF FAMILIARIZATION TRAINING:

1. Familiarization training for CAV AF reporting can be requested by the contractor via the applicable ICP CAV AF system administrator (SA). For assistance, guidance, general questions or specific contract transactional reporting requirements can be addressed to the CAV AF contract monitor (CM). ICP CAV AF (SA and/or CM) points of contact (See Contractor Responsibility **Item #4**).

CONTRACTOR RESPONSIBILITY:

1. Contractor shall ensure asset record in CAV AF is an accurate reflection of physical assets on hand at all times. This shall be accomplished via CAV AF reporting daily and/or within one (1) business day of a maintenance action occurrence IAW the applicable CAV AF CDRL.

NOTE:
A valid PKI is required prior to accomplishing # 2 and #3 of contractor responsibilities

2. Each CAV AF reporter shall submit a completed *System Authorization Access Request*, DD Form 2875, per instructions within 10 days after contract award date. All DD Form 2875(s) shall be digitally signed. There **must be two CAV AF reporters assigned** to ensure contractual reporting requirements do not experience a lapse in reporting coverage.

3. Reporter(s) shall complete initial and refresher (as required) DoD Information Assurance (IA) Cyberawareness Challenge training and submit a course completion certificate with the completed DD Form 2875.

a. Reporter(s) can access IA training on the CyberAwareness Challenge website, using the following website: https://iase.disa.eta/cyberchallenge/launchPage.htm

b. Department of Defense Employees section

c. click hyperlink; "Launch New CyberAwareness Challenge Department of Defense Version"

d. First time CAV AF Reporter(s) will email initial IA CyberAwareness Challenge course completion certificates, AF Form 4394, AF User Agreement Statement, and completed DD Form 2875 to point of contact at applicable ICP **(see item #4).**

e. All follow on refresher course completion certificates shall be completed before lapse in certification occurs and will be emailed to respective ICP identified in paragraph 4a, 4b, and 4c below.

f. Cyber Awareness Challenge course completions are a contractual requirement and the contractor must comply. Contact your loca CAV AF SA if you experience technical difficulties.

4. Reporters requiring the default password or password resets should contact their applicable ICP CAV AF System Administrator POC listed below:

a. Robins AFB, GA, call (478) 327-6602 or 327-6603, or send email request to: 406scms.cav.af.ar@us.af.mil
b. Hill AFB, UT, call (801) 586-3736, or send email request to: 420scms.cdm@us.af.mil
c. Tinker AFB, OK, call (405) 739-3229, or send email request to: 420.scms.tinker.cdm.workflow@us.af.mil

5. To access the CAV AF system, contractor and subcontractor reporters shall follow "initial log-in procedures" as prescribed within the Contractors User's Guide.

6. Contractor shall ensure accountability of all Government Furnished Property (GFP) within their Enterprise Resource Planning (ERP) or Commercial Off-the-Shelf (COTS) system, which must be reported accurately for same GFP records within CAV AF at all times.

7. Contractual Induction-at-Risk of end items is prohibited on all repair contracts.

8. Contract/Delivery Order Closure Disposition– Government will provide disposition instructions to contractor's reporter. Contractor shall begin shipping assets within 10 days of receiving government disposition instructions and have completed all shipping actions 30 days thereafter. Contractor shall be fully responsible to ensure all corresponding CAV AF reporting actions associated with disposition occur within one (1) business day of related shipment action.

9. All NSNs identified as Nuclear Weapon Related Materiel (NWRM) shall require contractor CAV AF reporting for production management, to track and report NWRM end items in repair with Serial Number identification within one (1) business day for asset visibility and serial number tracking. When receipted, Contractor's reporter shall capture each NWRM asset's Serial Number when reparable is received. Contractors shall follow all NWRM management requirements outlined in AFI 20-110, *NWRM Management*, to include, but not limited to packaging, marking, labeling, storage, transportation and receipt of all NWRM assets, with emphasis on Positive Inventory Control (PIC) and records management by the contractor and government to assure compliance. The successful application of these procedures requires the full cooperation of all personnel associated with the storage, shipping, transshipping and receiving of all NWRM assets.

SPECIFIC CAV AF CONTRACTOR TRANSACTIONAL REPORTING REQUIREMENTS:

1. **"Not-on-Contract"** (NOC) receipt transactions apply to assets which are associated to a contractor facility DoDAAC and not an active contract delivery order. Regardless of asset condition code status, Not-on-contract shall be used for the following reporting actions:

a. Discrepancy Items – Are identified as misrouted shipments, misidentified shipments, or damaged end items. Contractor's reporter will verify resolution weekly to acquire resolution to discrepancy within 30-days of receipt transaction. The contractor shall comply with disposition instructions provided by the Government within 10-days and complete all associated reporting actions within same period. Contractor reporting actions shall be resolved using reversals of individual Record Control Document Numbers (RCDN) or may be accomplished utilizing a 'bulk' shipment action of RCDN.

b. Inventory Control Point Items – are identified as assets stored at contractor facility and are not repair end items or discrepancies items. Movement of assets from "Not-on-Contract" category shall be resolved using reversals of individual RCDN or may be accomplished utilizing a 'bulk' shipment action of RCDN.

NOTE: Contractor is responsible for all "Not-on-Contract" assets ensuring physical asset balances are reflected and CAV AF reporting actions occur within one (1) business day of occurrence.

2. CAV AF receipt or reporting actions **will not** be utilized for Quality Deficiency Report (QDR) items, as there is a separate process and tracking mechanism for them.

3. All Contract Line Item Number (CLIN) repairable assets shall be receipted in CAV AF under Receipt Type: On Contract. CAV AF generates a RCDN for each unit receipted and allows the reporter to assign a reference or serialization number for tracking purposes. Where no reference or serialization numbers are utilized,the oldest RCDNs (listed first) shall always be processed first. Any reversal actions shall be accomplished using the last RCDNs processed.

4. The "Complete Date" entered into CAV AF cannot be dated prior to the DD250 date entered in the same screen. Contractor will validate that the DD250 shipment number and date entered into CAV AF are accurate. This requirement is also applicable to Condition Code H (Condemned) only when specifically directed by the contract.

5. Proper usage of DD Form 1348-1A, *Issue Release/Receipt Document* in relation to CAV AF reporting requirements.

a. Receipt Actions: Contractor's reporter will use government issued shipment document numbers for CAV AF end item receipt transaction reporting only in the absence of missing DD Form 1348-1A or shipment document number. **Contractors are not authorized to generate pseudo shipment document numbers for receipt transactions because this creates disconnects in shipment tracking within government inventory systems.** Note: If the DD Form 1348-1A is missing or no shipment document number is

available, contractors are to immediately contact Production Management Specialist (PMS), who will acquire government issued shipment document number from the Inventory Management Specialist (IMS).

b. Shipping Actions: DD Form 1348-1A shall be used as the shipping document for shipment transactions of all end items. A DD Form 1348-1A is also applicable to all Consolidated Serviceable Inventory/Consolidated Reparable Inventory (CSI/CRI) assets regardless of tracking or reporting purposes. **A *Material Inspection and Receiving Report*, DD Form 250 or *Requisition and Invoice/Shipping Document*, DD Form 1149 are not authorized as a shipment document, and shall not accompany any material shipments on repair contracts.** CAVAF provides a DD Form 1348-1A in a Portable Document Format (PDF). DD Form 1348-1A shipping documents will be prepared for each NSN shipment from contractor's facility, regardless of destination. The entire form, complete with bar coding, will be printed on a laser printer as specified under technical considerations. It is recommended the PDF be saved at the contractor's facility prior to printing **(note: The DD1348-1A forms are not saved/stored in CAV AF and cannot be reproduced by the system).** The Contractor shall print three copies as required for shipping. Place one copy on the outside of the shipment container, one copy inside the shipment container, and retain the third copy for the contractor's records. For end item shipments the DD Form 1348-1A shipment document number shall be comprised as one of the following actions:

i. Back to Depot Shipments:

(1) For a "single" unit NSN shipment, the default shipment document number will be the CAV AF RCDN of item being shipped.
(2) For "multiple" quantity shipments, it is recommended the CAV AF RCDN of the lead item of the shipment be used as the shipment document number.

ii. Ammended Shipping Instructions (ASI): Are used to divert material that is due-in from a contractor to a requisitioner. Government disposition instructions will provide a shipment document number to the contractor to be utilized for CAV AF shipment transaction reporting and the DD Form 1348-1A.

c. In the event CAV AF system is inoperable or is on a scheduled downtime:

i. The DD Form 1348-1A shall be manually completed and generated (printed) by contractor, using the AFPUBS website.

ii. When CAV AF is again operational, the contractor shall resume with transactional reporting actions in a timely and accurate manner, including completing a DD Form 1348-1A (printing not required if manual DD1348-1A PDF file utilized) and the shipment process in CAV AF.

6. Upon contract expiration and/or becoming production complete, the contractor will complete a 100% physical inventory inspection. Any assets remaining at the facility within 30-days must be noted in an email request to the Contracting Officer (CO) and Production Management Specialist (PMS) for disposition instructions by the government. If none is provided, assets are to be returned to the depot and reported within CAV AF, shipping to the following addresses according to each National Stock Number (NSN) inventory management location by Source of Supply (SOS) code:

a. FHZ – Tinker AFB, the ship for disposition address to SW3211:

TYPE/CODE: A SW3211
DEF DISTRIBUTION DEPOT OF OKLAHOMA
CEN REC 3301 F AVE
BLDG 506, DR 22
TINKER AFB, OK, 73145-8000

b. FGZ – Ogden AFB, the ship for disposition address to SW3210:

TYPE/CODE: A SW3210
DLA DISTRIBUTION DEPOT HILL
7537 WARDLEIGH RD
BLDG 849W
HILL AFB, UT 84056-5734

c. FLZ – Robins AFB, the ship for disposition address to SW3119:

TYPE/CODE: A SW3119
DLA DISTRIBUTION WARNER ROBINS
455 BYRON STREET
BLDG 376
ROBINS AFB, GA 31098-1887

7. Systemic data problems created by contractor's failure to report data accurately or in a timely manner are subject to immediate Program Management Review (PMR). Examples of documented system data problems include but are not limited to:

a. Timely reporting means compliance with 24 hour requirement for all contractor CAV AF reporting of maintenance transactions. Actual date information is required for all reporting actions. Contractor's are not authorized to report all receipt, induction, complete and ship transactions the same day to 'catch-up' due to periodic reporting. This affects government inventory management systems and balances creating D035 Stock Control Supply System (SCSS) controlled exceptions (associated with same day reporting issue).

b. Contractors not using government issued DD Form 1348-1A document numbers on CAV AF contractor reporting on end item receipt transactions. This creates a data variance disconnect with government inventory D035 SCSS. Contractors are required to use DD

Form 1348-1A document numbers for end item receipt transactions. **NOTE:** If the DD Form 1348-1A is missing or no shipment document number is available, contractors are to immediately contact assigned PMS and acquire government issued shipment document number from Inventory Management Specialist (IMS).

c. Overages and shortages, for items which are part of this contract shall be reported by the contractor into CAV AF as received "On-Contract" with actual quantities received. Any items which are not part of this contract shall be receipted as "Not-on-Contract", which represents misdirected or misidentified assets.

8. RCDNs are systemically generated in CAV AF and should not be duplicated or fabricated with a suffix for shipment document numbers. RCDN is comprised of the CAV AF Contractors DoDAAC, the Julian date the RCDN was produced, and a four digit serial number (begins with 0001 each day). This affects government inventory management systems D035 SCSS controlled exceptions.

DISCREPANCIES INCIDENT TO SHIPMENT

1. There are transportation and item discrepancies, each having different reporting requirements. Detailed information for each report is in the pertinent service publications.

2. Discrepancies incident to shipment include misidentified items, variations in quantity, non-requisitioned items, lost or damaged parcel post, and items in dubious condition. These discrepancies shall be reported and resolved using the DoD web-based application WebSDR link is https://www2.transactionservices.dla.mil/websdr/home.asp This system of reporting a Supply Discrepancy Report (SDR), formerly called Report of Discrepancy (ROD), has been developed in compliance with DoD regulations 4140.1-Vol 6 and DLM 4000.25, Vol 2, Ch 17 which requires automated SDR processing. In those situations where the SDR initiator is unable to gain access to the AF WebSDR, continued use of manual forms is permitted. A copy of the form will be forwarded through the CAO and Quality Assurance (QA) activity for corrective action.

3. Transportation discrepancies and item transaction discrepancies shall be coordinated with the Defense Contract Management Agency (DCMA) Property Administrator and Administrative Contracting Officer (ACO) immediately upon discovery for corrective action in addition to AF WebSDR submittal.

4. Contract line items received with missing components (Missing On Induction, (MOI)) the contractor shall process a SDR (SF Form 364) immediately upon discovery in accordance with AFJMAN 23-215 and provide a copy of submitted MOI SDR form to the ACO within 2 days of discovery.

5. All misdirected shipments of GFP shall be reported to the assigned PMS via email notification within three work days. The PMS will consult with issue appropriate disposition instructions for the misdirected items.

6. Overages, shortages, and misidentified items which are part of this contract and received by the contractor shall be reported into CAV AF with the actual received quantity and with the

correct NSN. An SDR shall be processed in accordance with standard procedures identified above for these overages, shortages, and misidentified items.

GENERAL INFORMATION

Initial CAV AF training will be provided by the contracting ICP. Any follow up training will be the responsibility of the contractor. Training request and/or questions on CAV AF, please contact CAV AF System Administrators (SA) for contracts issued by respective ICP, from one of the following areas:

a. Robins AFB, GA, call (478) 327-6602 or 327-6603, or send email request to: 406scms.cav.af.ar@us.af.mil
b. Hill AFB, UT, call (801) 586-3736, or send email request to:
c. 420scms.cdm@us.af.mil
d. Tinker AFB, OK, call (405) 739-3229, or send email request to: 420.scms.tinker.cdm.workflow@us.af.mil

    i. Tinker AFB, OK, Contractor furnished material (CFM) contracts call; (405) 736-7171 or (405) 736-2046
    ii. Tinker AFB, OK, Government furnished material (GFM) contracts call: (405) 739-7329 or (405) 736-7362