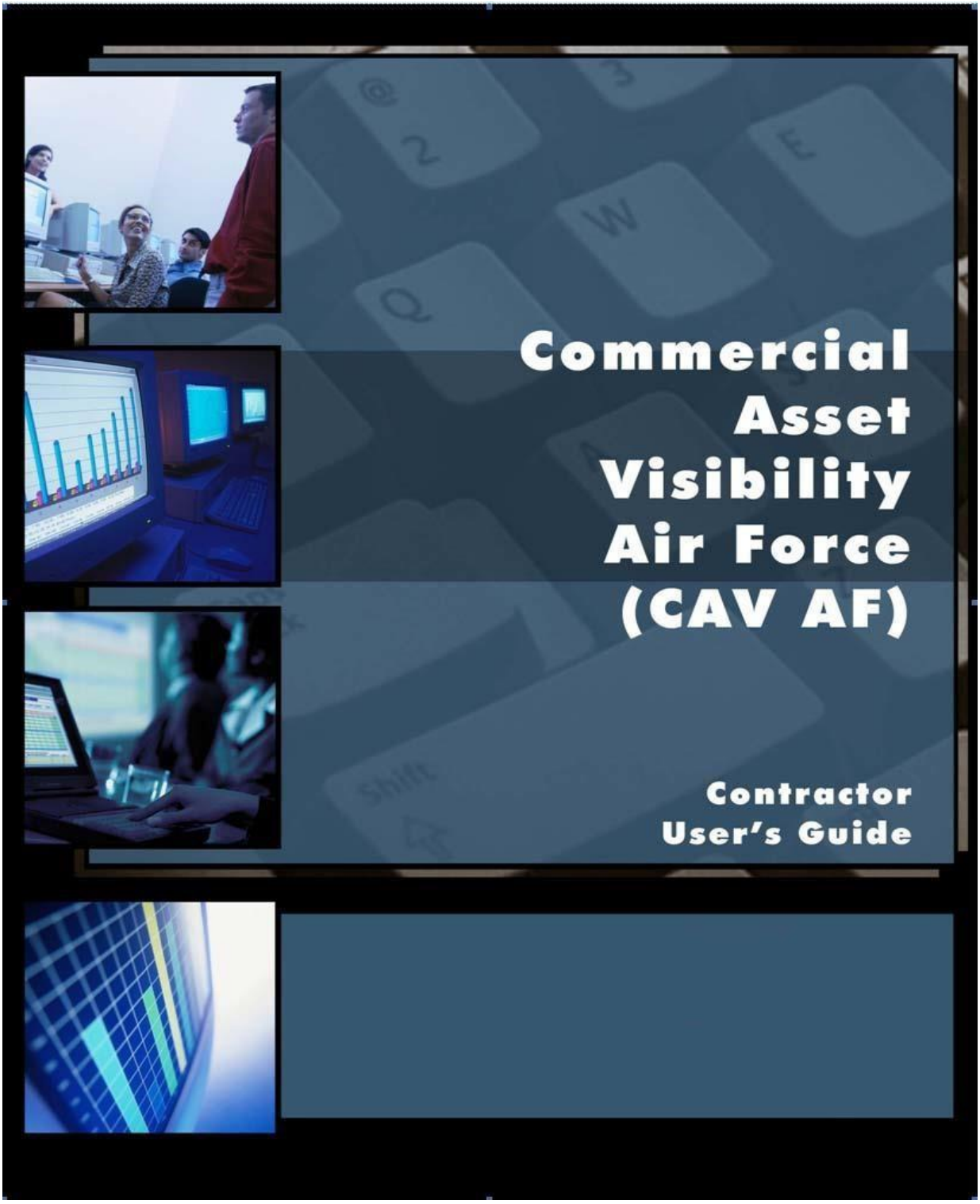
Commercial
Asset
Visibility
Air Force
(CAV AF)
Contractor
User's Guide

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Overview

Purpose of CAV AF

CAV AF is implemented at government and commercial repair sites to monitor and track progress of repair items through the repair process. CAV AF is a World Wide Web based application available to each component's ICPs and accessed through an Internet connection. CAV AF was designed to allow a wide range of transaction reporting, eliminate financial/inventory imbalances, operate in a fully automated mode, and provide specific carcass tracking and accountability while material is at the commercial repair activity. CAV AF also provides the means to track material in transit to and from the contractor's repair site and allow daily transaction reporting while minimizing impact on the commercial repair activity.

User Mission Responsibilities

The CAV AF system is designed to process transactions from the contractor's facility to a government facility. The purpose of these transactions is to allow the Government to maintain asset visibility throughout the repair cycle at a Commercial Repair Facility. **Entering timely and factual data to the system, as well as sending the interface transactions to the Inventory Control Points (ICPs), is the contractual responsibility of the contractor.**

The CAV AF application is utilized by the Air Force Sustainment Center (AFSC) Contract Depot Maintenance (CDM) Offices located at Hill AFB, Tinker AFB and Robins AFB, or Inventory Control Point (ICP), and the respective contractors under their contract depot maintenance (CDM) control. The CAVAF application is also utilized by the NWRM and Cryptologic communities. The application is accessed via the company's Local Area Network (LAN) or through a commercial Internet Service Provider (ISP). Maintenance and application upgrades are accomplished by NAVSUP BSC, the Department of Defense (DoD) management agency. Users will not have to take any unusual actions for these changes to take effect. Upgrades will be transparent to the user and will be maintained by the Air Force Material Command administrator (HQ AFMC/A4NL).

If a user has suggested changes for this User's Guide, submit a completed change request using Air Force Form 847, *Recommendation for Change of Publication* (http://www.e-publishing.af.mil/shared/media/epubs/AF847.xfdl) to the applicable AFSC CDM Office CAV AF Center Representative (CR), who would review the request, and if approved, would sign and forward the form to the HQ AFMC/A4RX CDM Management Office via email. The change request will be evaluated, and if approved, will be incorporated into the next published version of this document.

Tips Repair

- DD250 Number must have either a blank or "Z" in the last position.
- The Repair Cycle Document Number (RCDN) is a sequentially numbered unique document number that has been assigned for EACH repairable received by the contractor. It is comprised of the CAV Reporter's DoDAAC, the Julian Date the document number is produced, and the four digit serial number.

- The transaction repair sequence is programmed to accomplish transactions in the following appropriate order or sequence:
  - Receive
  - Induct
  - Awaiting Parts (if needed)
  - Re-Induct (if needed)
  - Complete
  - Ship

The CAV AF system is designed to process transactions from the contractor's facility to a government facility. The purpose of these transactions is to allow the government to maintain asset visibility throughout the repair cycle at a commercial repair facility. Entering timely and factual maintenance and supply transactions into CAV AF is critical to the management of repair requirements and the management of world-wide asset distribution.

CAV AF transmits data daily to Air Force internal data systems for financial and asset tracking. Inaccurate or lack of reporting will cause significant loss to the Air Force.

Contractor's Primary Responsibilities

The Contractor's primary responsibilities are shown in the order that each task must be performed:

<u>Repair</u>

a) Receive
b) Induct (if applicable)
c) Awaiting Parts (if applicable)
d) Re-Induct (if applicable)
e) Complete (if applicable)
f) Ship

<u>GFM</u>

a) Receive End Item (Repair Side)
b) Induct End Item (Repair Side)
c) Create Requisition
d) Receipt Material
e) Issue Material
f) Transfer Material (if applicable)
g) Turn-In Material
h) Ship Material
i) Complete End Item (Repair Side)
j) Ship End Item (Repair Side)

1. Contractor reporting requirements to CAV AF shall be accomplished daily and/or within 24- hours of a supply or maintenance action occurrence IAW the applicable CAV AF CDRL, CAV AF version 8.0 or higher Contractor Users Guide and applicable references within the contract (i.e., Appendix B). Accurate and timely reporting of maintenance and supply transactions into CAV AF is critical to the management of repair requirements and the

management of world-wide asset distribution. CAV AF transmits daily to Air Force internal data systems for financial and asset tracking. Inaccurate or lack of CAV AF reporting will cause significant loss to the Air

Force. Contractor shall ensure asset record in CAV AF is an accurate reflection of physical asset on hand at all times.

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

a. Receipt Actions: Contractor will use government issued shipment document numbers for CAV AF end item and GFM 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.

When receiving more than requisitioned, process a SF 364, Supply Discrepancy Report (SDR) and return the additional assets.

GFM Transactions (audit trail):

Material Receipt – All GFM requisitions with associated Supply Discrepancy Reports (SDR) shall be receipted with proper discrepancy code, as follows:

i. ‘A‘ – indicates supply system sent an alternate number, however; according to the receiver it was not a suitable substitute. Contractor shall report discrepancy using AF Web Supply Discrepancy Report (SDR).

ii. ‘E’ – received broken or unserviceable.

iii. “F’ – has a quantity shortage.

NOTE: Above actions may constitute increase to Table of Allowance (TOA) based on SDR. Contractor shall contact PMS to ensure TOA increase occurs in timely manner.

CAVAF GFM Requisitions – Contractor is responsible for ensuring all Government shipped GFM requisition shipments are receipted in a timely manner. Action requires continual surveillance of open GFM requisitions every 30-days.

Turn-In Transaction - All GFM Issue transactions of ERRC ‘T’ coded assets require a corresponding GFM Turn-In transaction from repair line to the bond room; for same or alternate NIIN within 30-days for asset accountability and to prevent D035A, Stock Control and Distribution Wholesale, system from generating a false future buy. Turn-in transactions require material condition code status:

i. Consumable Items – must be condition code ‘A’ or ‘H’.

ii. Exchangeable Items – must be condition code ‘A’, ‘F’ or ‘H’.

b. **Shipping Actions**: DD Form 1348-1A shall be used as the shipping document for shipment transactions of all end items and GFM. 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. DD Form 250 or DD Form 1149 are not acceptable or authorized as a shipment document, and shall not accompany any

material shipments on repair contracts. 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. Three (3) copies of the DD Form 1348-1A should be printed. (****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF**.)
Place one copy on the outside of the shipment container, one copy inside the shipment container, and one copy to be kept at the contractor's facility. The printing must occur prior to the shipping button being depressed; this is your only opportunity to print the DD Form 1348-1A. For end item shipments the DD Form 1348-1A shipment document number shall be comprised as one of the following actions:

c. **Back to Depot Shipments:**

(1) For a "single" unit NSN shipment, the default shipment document number will be the CAV AF record control document number (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.

d. **Amended 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.

e. **For GFM shipments**, contractors shall create the shipping document number consisting of the contractor's six-digit 'EZ' DODAAC, four-digit Julian date and four digit serial number.

NOTE: In the event that the CAV AF system is inoperable, a DD Form 1348-1A shall be manually generated (printed) by the contractor. When CAV AF is again operable, the contractor shall complete a DD Form 1348-1A and the shipment process in CAV AF.

GFM transfers to another contract, if done by contractor is one item at a time, however, the Contract Monitor can transfer several NIINs at once. The Contract Monitor can also transfer to a different DODAAC; however, the contractor will need to receive the GFM on the gaining contract under the user id for the new DODAAC. The contractor will get a message on the GFM Contractor Menu telling them they have a DD Form 1348 awaiting printing as indicated in the screen below.

Technical Considerations

1. Contractors accessing CAV AF shall present a valid DoD PKI certificate to log into CAV AF. Contractors working at DoD facilities who have a common access card (CAC), should already have a PKI certificate. Contractors working outside of DoD facilities can purchase a valid DoD PKI certificate through one of three External Certificate Authorities (ECAs). A listing of ECAs and additional information on purchasing a valid DoD PKI can be found at the following web site: http://iase.disa.mil/pki/eca/. Each contractor employee accessing CAV AF will need an Identity Certificate only; an Encryption Certificate is not required.

2. Utilizing subcontractors in the repair of government assets in partnership by the awarded prime contractor shall conform to all applicable reporting requirements contained within this contract. Inherently, the awarded prime contractor shall bear sole responsibility for all reporting actions.

3. CONTRACTOR RESPONSIBILITY OF CAV AF HARDWARE AND SYSTEM

ACCESS: It is the contractor's responsibility to ensure systemic connectivity with CAV AF system is achieved and reporting capability is successful. When contractor experiences connectivity problem after receiving initial contract delivery order they should contact the Inventory Control Point (ICP) CAV AF System Administrator (SA) within 24-hours.

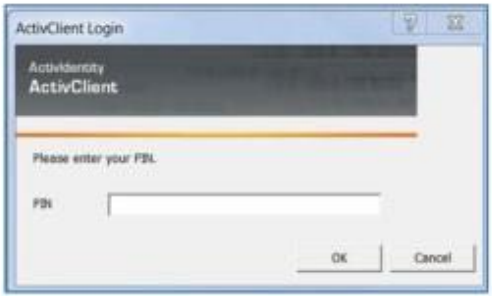
4. ACCESSING PDF FILES CREATED BY CAV AF (e.g., 1348-1, CAV AF Reports, etc.):
a.) Google Chrome - ActiveX Filtering isn't used by default. Chrome uses its own preview instead. Take a look at the settings by clicking those three dots in a row to the far right of the URL address bar. Select Settings from here. Then click on the Privacy and Security link on the left side of the page. Next select the arrow off to the right of Site Settings. Scroll down until you see Content. Select the arrow to the far right of the Pop-ups and Redirects if it says blocked then unblock this if you are able. If you are not able to do this, then select the arrow to the right of the Additional Content Settings. Scroll down until you see PDF documents. Click the arrow to the Right of PDF Documents then turn on the slider to the left of Download PDF files instead of automatically opening them in Chrome. This option will at least let you download the PDF in order to view it. **b.) MS Edge** - First, make sure you've turned off CAVAF opening in Internet Explorer mode. Open your settings menu in an Edge window (the three dots in the top right corner > Settings/gear icon). Go to Default Browser on the left menu. Check if CAVAF is listed in the "Internet Explorer mode pages" section of the page. If so, remove it by clicking the trash can icon. Then go to Cookies and Site Permissions on the left menu. Scroll to PDF Documents. Turn the Always Download PDF Files toggle to ON. Restart your browser. The next time you arrive to a CAVAF page that renders a PDF form, like a DD1348 or Repair Report, the expected behavior is that the page will present an option to download the form. To render PDFs in the browser window, go to Pop-us and Redirects within the Cookies and site permissions section of your browser settings. You can add www.cavaf.com to the "Allow" section though the likelihood is that your organization may manage this browser and will Block all redirects. If both of these Edge options do not work, you can temporarily designate Edge to open CAVAF in Internet Explorer Mode. Open your settings menu in an Edge window (the three dots in the top right corner > Settings/gear icon). Go to Default Browser on the left menu. Click Add next to "Internet Explorer mode pages". Enter this complete URL – do not shorten it: **https://www.cavaf.com**. Click Add. CAVAF will operate in Internet Explorer mode for the next 30 days. **Every 30 days you'll need to repeat this process. On day 31, when users navigate to the site, they will not see an Internet Explorer (IE) banner. The site is no longer loaded in IE mode and the steps above need to be repeated.**

Login Procedures

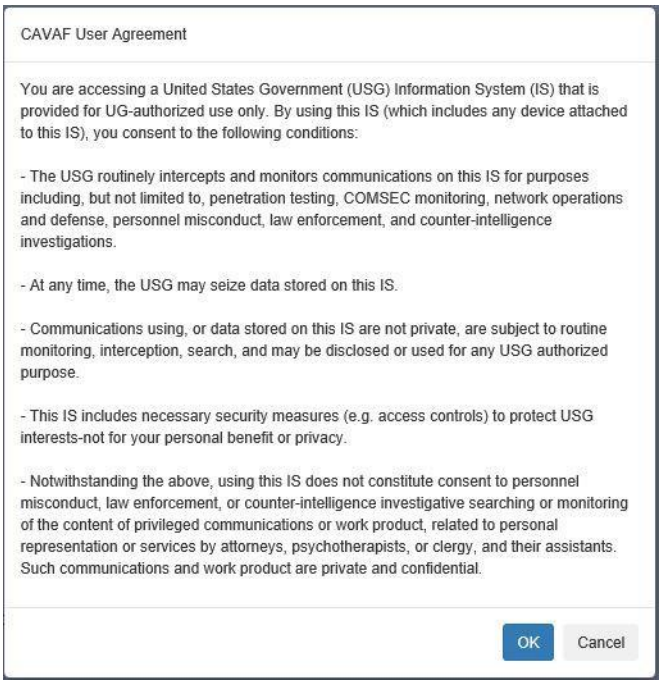
To login to CAV AF:

1. Go to https://www.cavaf.com . A Windows Security window will open presenting the Public Key Infrastructure (PKI) login screen.
2. Select the appropriate certificate and click OK. A prompt for the CAC or ECA PIN will appear.

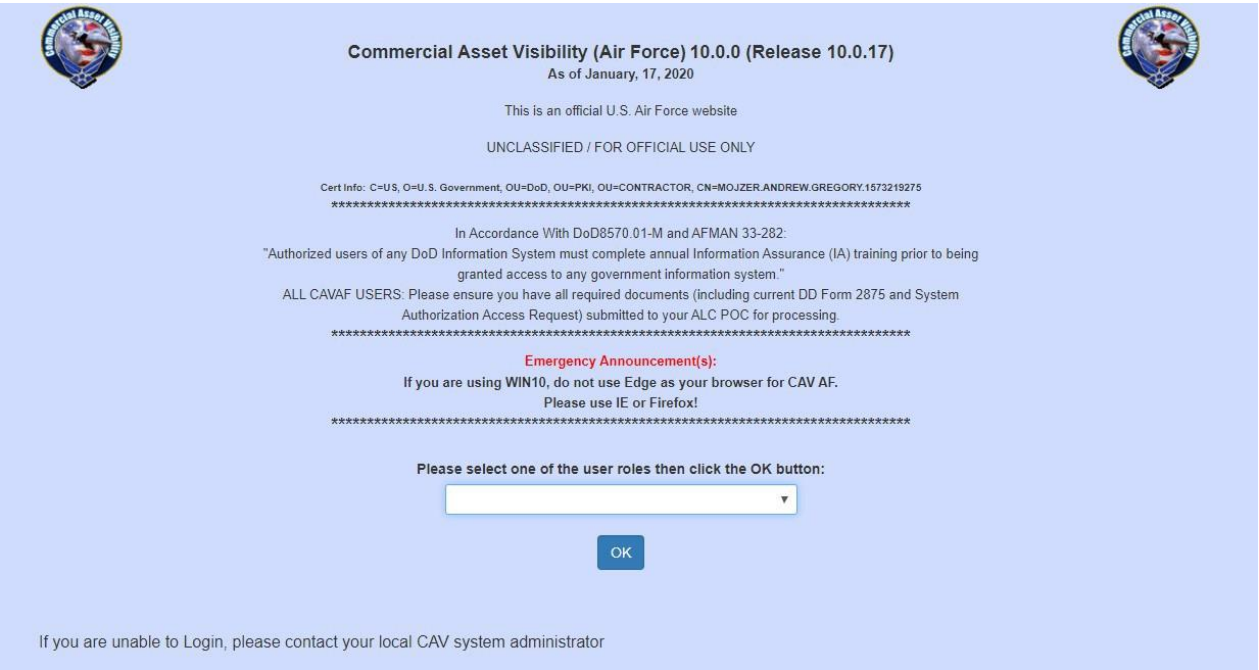
3. Enter the correct CAC/ECA PIN and click OK. ***Note**: If an ECA is required and has not been received, the 'Choose a digital certificate' will appear with no information in the box (i.e., no Name or Issuer). Hit the cancel button and the CAV AF Login page will appear. The non-PKI access to CAV AF will be available for a short transitional period but all users must acquire PKI certification.



4. The Commercial Asset Visibility 10.0.0 Banner appears. Click OK.

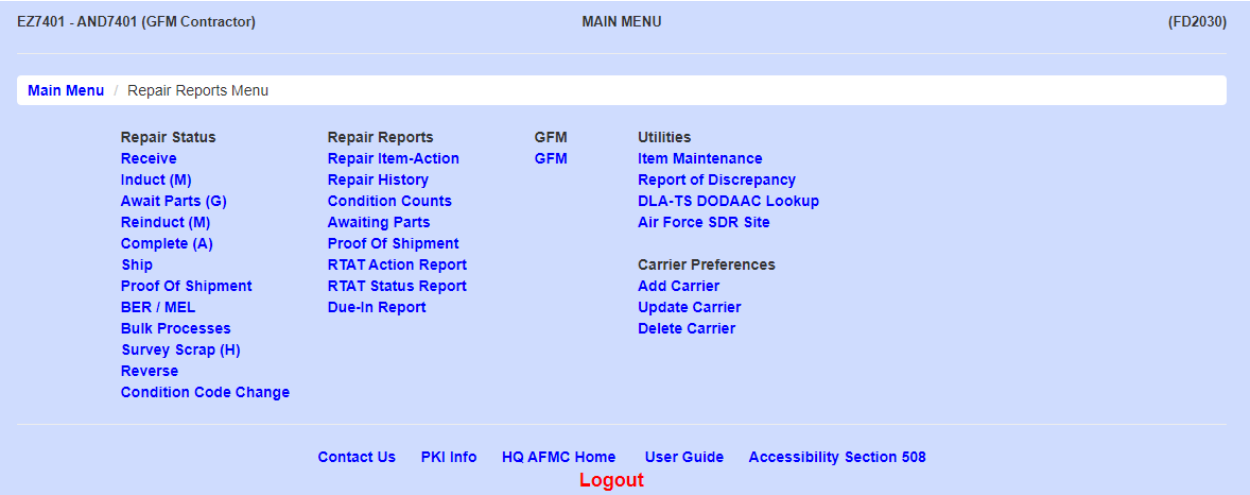


5. The user will be required to select a user role from the dropdown menu. System Administrators assign user IDs for contractors. Select the (GFM) Contractor role and click OK.



Main Menu

The Main Menu provides an overview of the screens available in CAV AF for the Contractor. The remainder of this manual will display each function shown on the menu and indicate how to enter data for each function.



Repair Status

This section contains all the transactions needed to track the repair of an item through the repair cycle, from receipt of the repairable item at the contractor's site to the shipment and proof of shipment of the repaired item from the contractor's site.

Repair Reports

This section contains all reports associated with the Repair Item. The MMD Report and Inventory Labels are directly associated with the receipt of an item into the repair cycle.

Government Furnished Material (GFM)

Government property that may be incorporated into, or attached to, a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

Utilities

This section contains functionality to assist the user in maintaining the system environment and contains useful links to supporting capabilities and information.

Contract Asset Repair

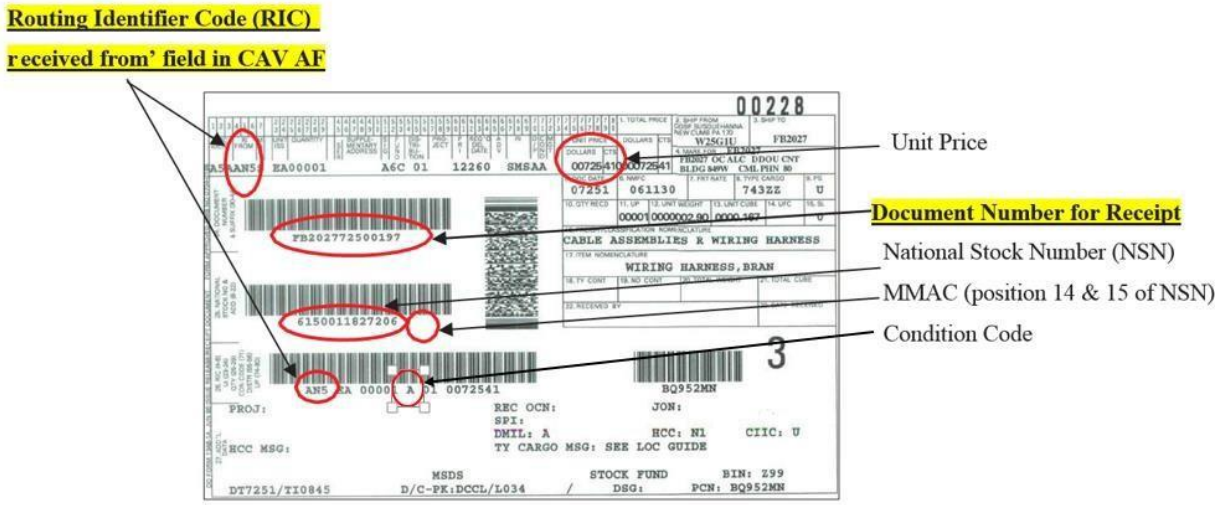
NOTE: WHEN A STAND-ALONE TT&E CLIN (MEANING NO REPAIR CLIN IS LISTED IN THE ORDER) IS INCLUDED IN THE DELIVERY ORDER, RECEIVE ALL ASSETS ON THE TT&E CLIN FIRST. WHEN BOTH TT&E AND REPAIR CLINS ARE LISTED ON THE ORDER, ONLY THE REPAIR CLIN WILL BE ADDED TO CAV FOR THE REPAIR. (SEE INSTRUCTIONS FOR TT&E STAND ALONE CLINS AND REPAIR CLINS FURTHER DOWN IN THIS GUIDE)

Receive – On Contract

This function allows the contractor to report a receipt On Contract. In order for the contractor to receive an item at their facility, these actions must be followed:

1. Remove the DD Form 1348 from the outside of the container. Make a note of the document number, the Routing Identifier Code (RIC), and the NSN. An example of a DD Form 1348 is provided which shows where the document number, the RIC, and the NSN are located on the form.

NOTE: If there is not a DD Form 1348, contact the Production Management Specialist.

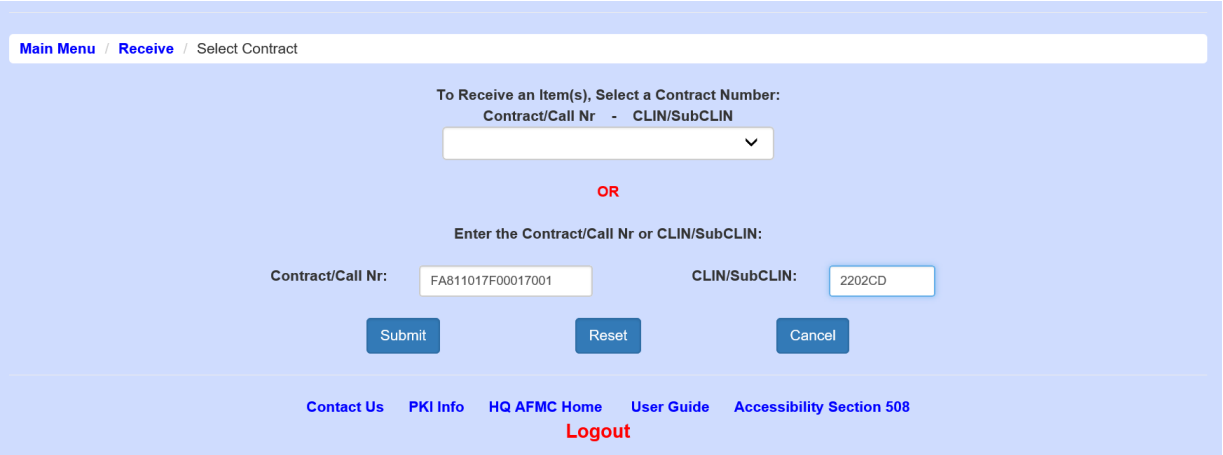


2. Click RECEIVE on the main menu under REPAIR STATUS.

NOTE: All contract exhibit item receipts should be processed against an existing contract CLIN in the appropriate condition code (cc) above the delivery order quantity. If at time of induction an item is to be repaired on a different CLIN a reversal and new receipt should be processed.

3. The RECEIPT MENU screen displays different types of available receipts based on the variables assigned. Click ON CONTRACT if the material is on contract (F Condition). In the majority of cases, this is what the contractor will select.

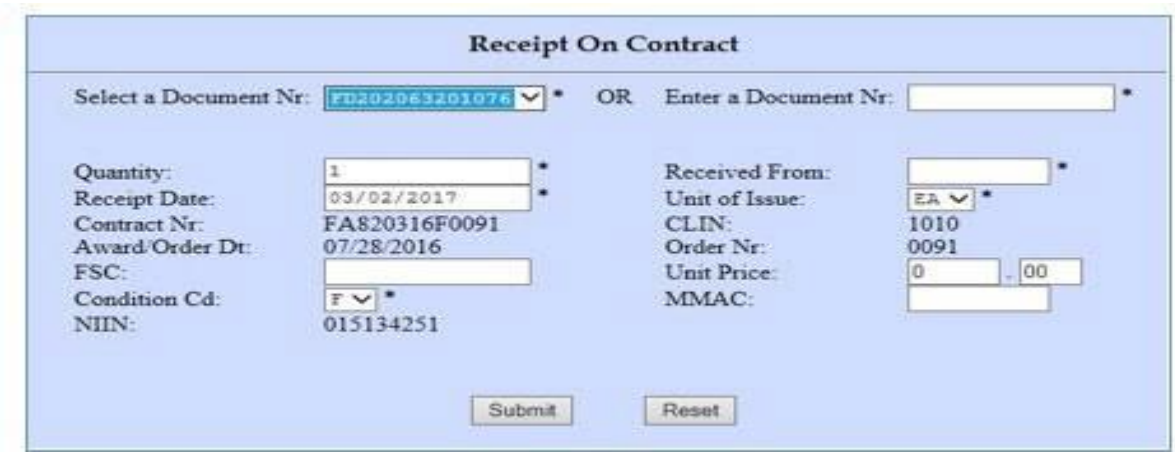
The SELECT CONTRACT screen will appear. Select the CONTRACT NR/CLIN from the dropdown list or enter the information manually before clicking SUBMIT.



4. One of the two RECEIPT ON CONTRACT screens will appear.

<u>If Shipment Notification(s) do not exist:</u>

<u>If Shipment Notification(s) do exist:</u>



Note: This screen image will be updated after the v10.0 release.

Enter the following data taken from the DD Form 1348:

- DOCUMENT NR: FROM THE RECEIPT DOCUMENT, either use the drop down screen to select the document number or type it in depending on the screen option.
- DUPLICATE DOCUMENT NUMBERS ARE NOT PERMITTED. In order to process a document number that has already been submitted, use a suffix at the end of the document number.
- QUANTITY: Enter the quantity being received.
- RECEIVED FROM: Enter the routing identifier.
- RECEIPT DATE: Enter the date the quantity was received.
- UNIT OF ISSUE: Enter the two-letter designation that indicates the count, measurement, container, or form of the item.
- FSC (OGDEN ONLY – MANDATORY FIELD): Although the field is not marked as mandatory, the FSC must be entered in the FSC field.
- Take the first four characters of the NSN and enter them into the FSC field.
- CONDITION CODE: Enter the condition code based on the shipment document received.

Click SUBMIT.

5. Enter REFERENCE NR and/or SERIAL NR as an additional means of tracking. The user may put information which is not necessarily a Reference Nr or Serial Nr. in this field. This will assist the user in identifying the item later. Example, NWRM Information, Workload, Purchase Order #, Job Order #, etc.

NOTE: The number of lines available for entry of the Reference Nr and Serial Nr equal the number of quantity or quantities received.

6. The RECEIVE UPDATE screen appears indicating a successful receipt, listing the assigned Repair Cycle Document Numbers (RCDNs), corresponding Ref #s, and Serial #s. The contractor has the option to print the MMDs or print the Labels for the RCDNs created. ****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**

Receive – Not on Contract

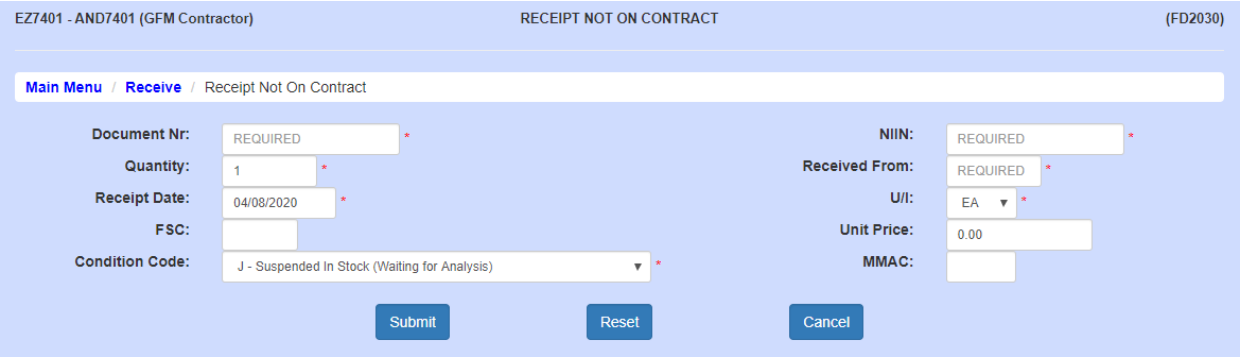
To report the receipt of an item that does not have contractual coverage, follow these steps:

1. Removed the DD Form 1348 from the outside of the container. Make note of the document number, RIC, and NSN.
2. Click RECEIVE on the main menu under REPAIR STATUS.

   NOTE: All contract exhibit item receipts should be processed against an existing contract CLIN in the appropriate condition code (cc) above the delivery order quantity. If at time of induction an item is to be repaired on a different CLIN a reversal and new receipt should be processed.

3. Click NOT ON CONTRACT if the material is not on contract.

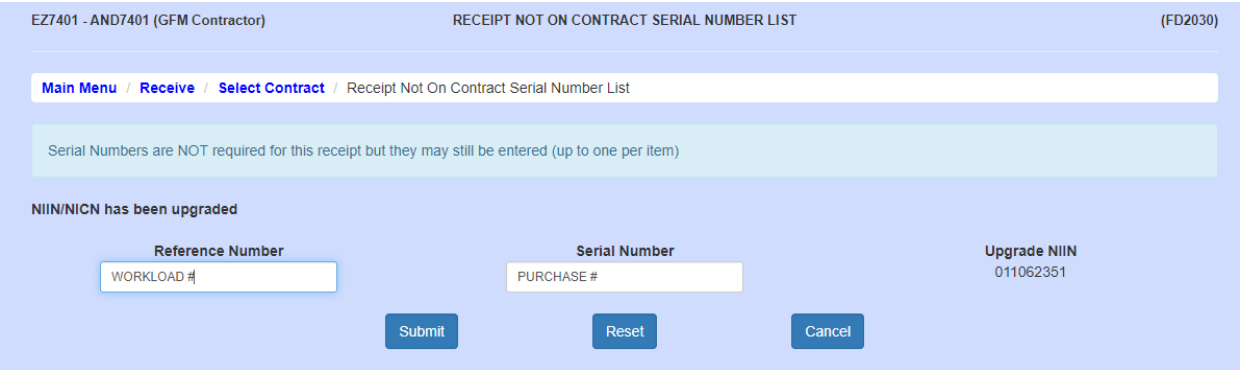
4. The RECEIPT NOT ON CONTRACT screen appears



Enter the following data taken from the DD Form 1348:

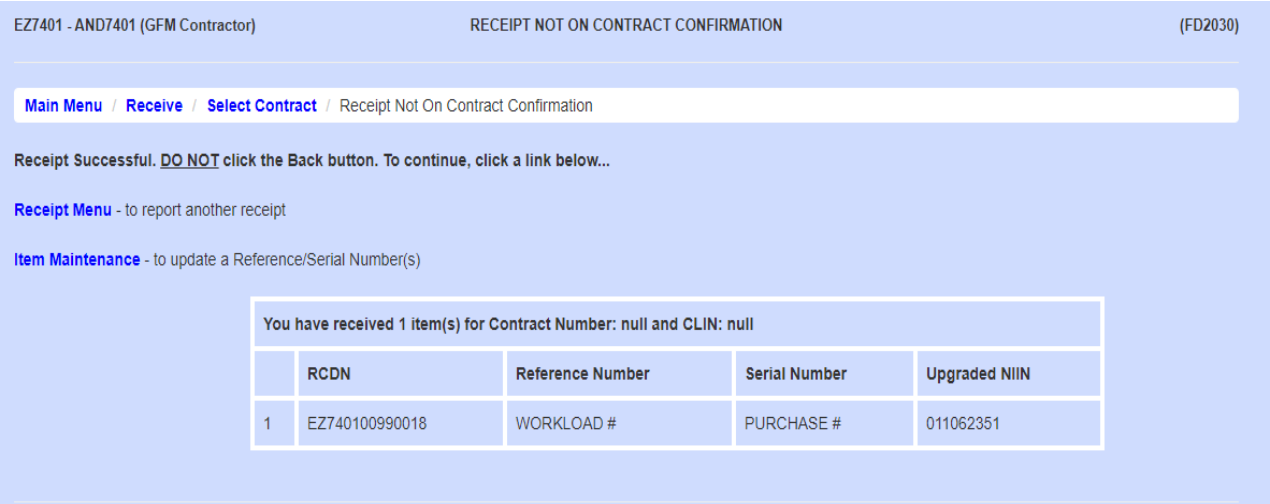
- DOCUMENT NR: The document number
- QUANTITY: Enter the quantity being received
- RECEIPT DATE: Enter the date of the receipt
- NIIN: Enter the nine character number from the NSN. The NIIN is positions five through 13 of the NSN.
- RECEIVED FROM: Enter the routing identifier
- UNIT OF ISSUE: Enter the information from the dropdown box
- CONDITION CODE: Enter the condition code.
- Click SUBMIT

5. The REFERENCE NR – SERIAL NR INPUT screen appears giving the option to enter REFERENCE NUMBERS and/or SERIAL NUMBERS. For instance, the contractor's internal work order or part number may be used in this field. See section 4.1 for more information.



NOTE: The number of lines available for entry on this page is equal to the number of quantity or quantities received.

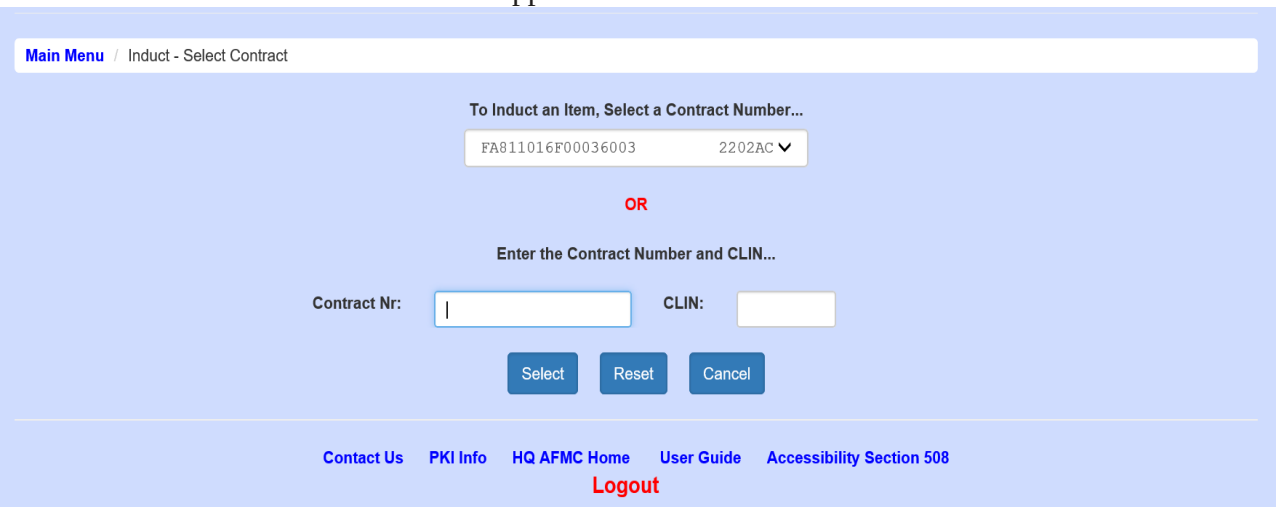
The RECEIVE UPDATE screen appears indicating a successful receipt, listing the assigned RCDNs, corresponding Reference #s and Serial #s.



Induct (M)

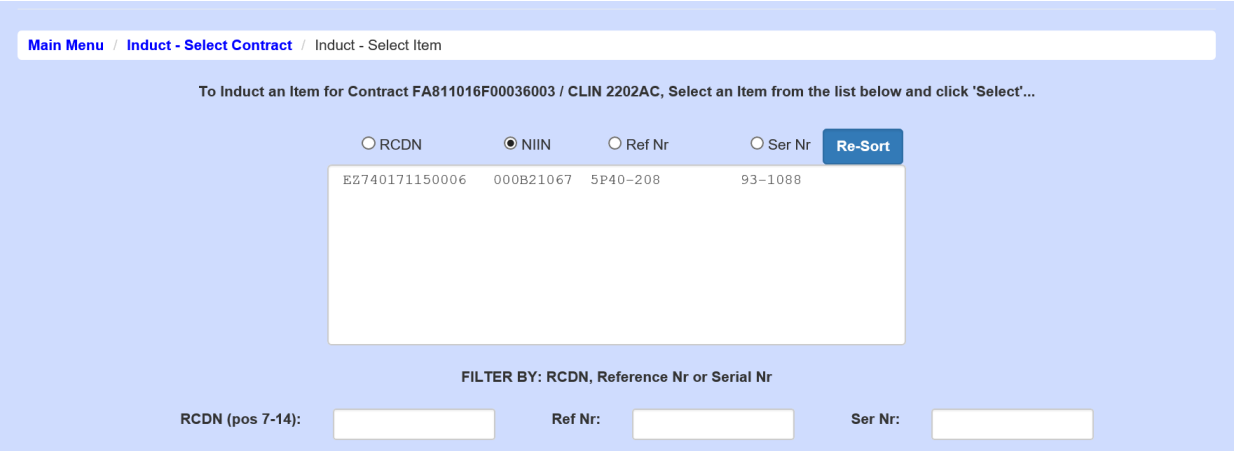
This transaction will move the asset to a Condition Code M. Only items received on contract that are currently in Condition Code F can be inducted. To induct an item, follow these steps:

1. Click INDUCT (M) on the main menu.
2. The SELECT CONTRACT screen appears.

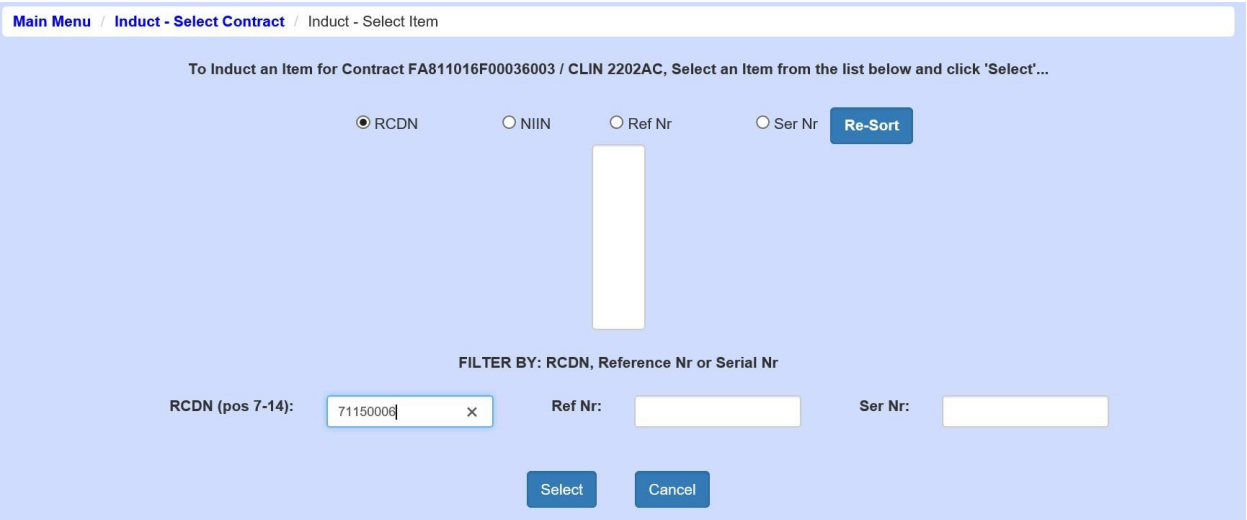


Select the CONTRACT NR/CLIN from the dropdown list or enter the applicable data manually. Click SUBMIT.

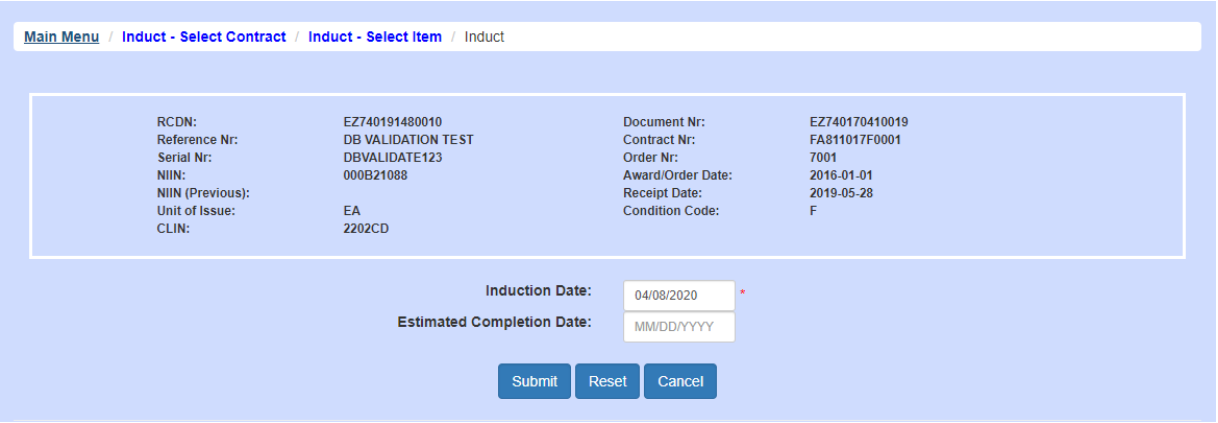
3. The list of RCDNs available appears on the SELECT ITEMS screen.



4. Select RCDN from the list, type in the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR. Click SUBMIT.



5. The INDUCT screen will appear displaying read-only information relating to the item at the top of the screen. **NOTE: The data in this screen images is not same data as the previous screen – For informational purpose only.**



On the lower half of the screen, enter the following information as needed:

- INDUCT DATE: The default value is the current date. If necessary, change this date to reflect the actual date the material was inducted.
- ESTIMATED COMPLETION DATE: This field is optional.

Click SUBMIT.

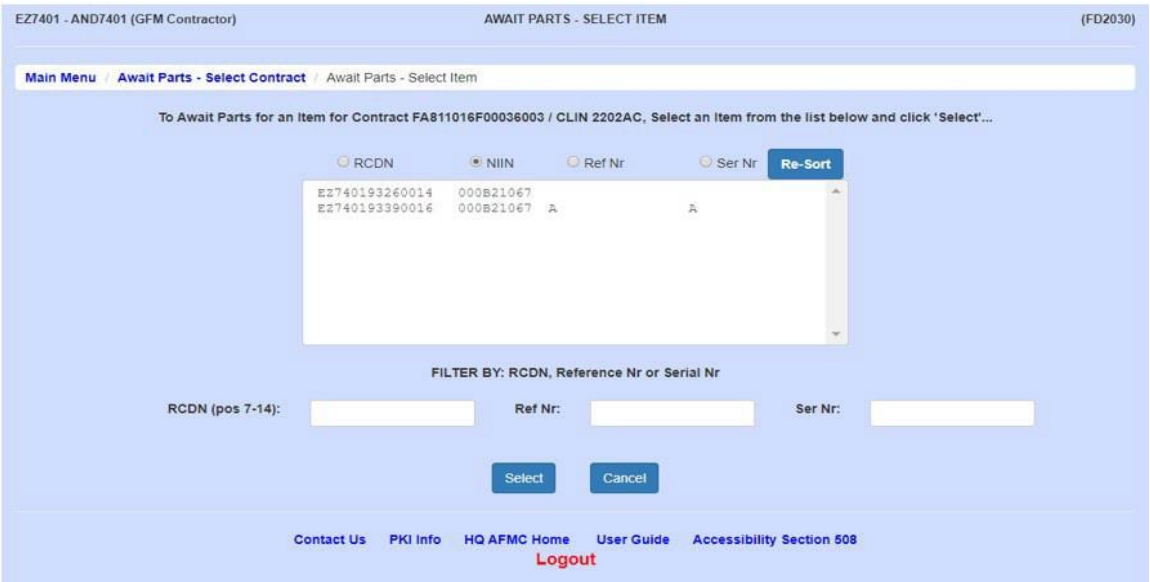
If a successful Induction was accomplished the INDUCT UPDATE screen appears indicating a successful induction.

Awaiting Parts

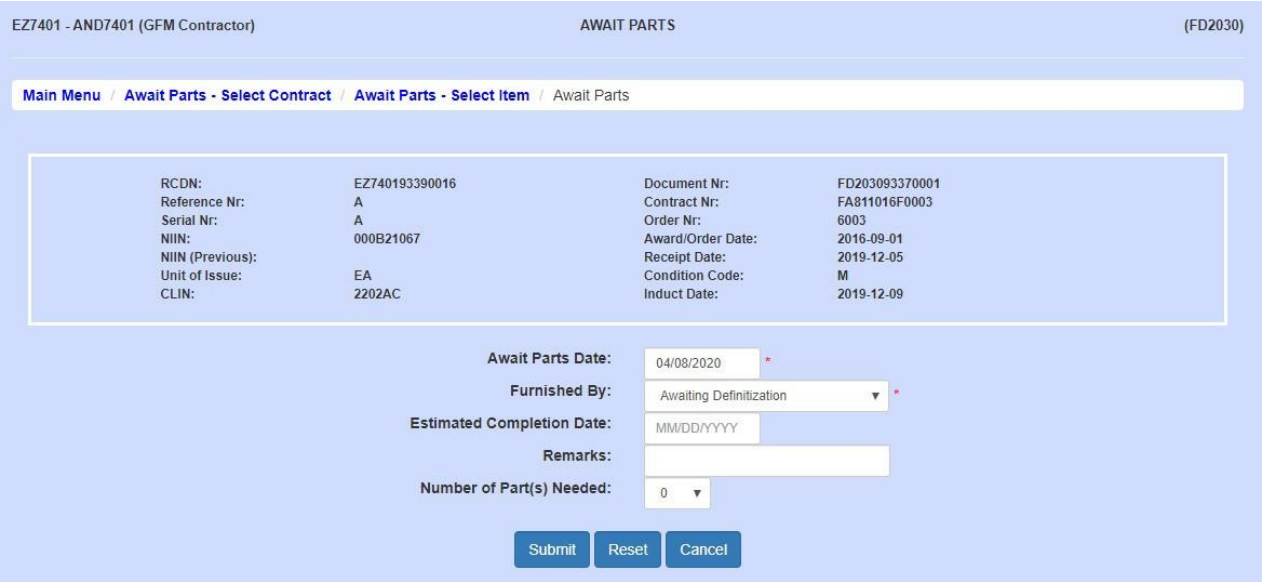
This transaction will move the asset to Condition Code G. If an asset has been inducted and repair parts are not available, it can be placed in Awaiting Parts (G)

1. Select AWAIT PARTS (G) from the MAIN MENU.
2. Select the CONTRACT NR/CLIN from the dropdown list or enter the applicable CONTRACT NR/CLIN and click SUBMIT.

3. Select RCDN from the list or enter the applicable CONTRACT NR/CLIN and click SUBMIT

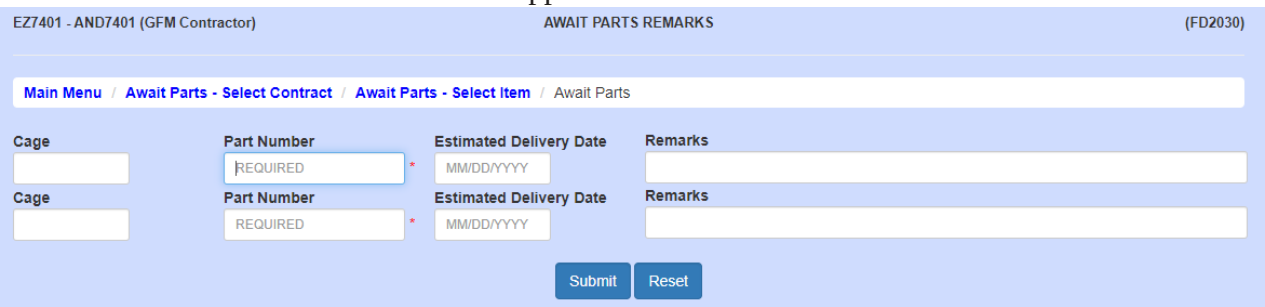


4. The AWAIT PARTS screen appears.



- AWAIT PARTS DATE: Enter the date the part was put into Await Parts.
- FURNISHED BY: Select information from the dropdown list.
- Enter any optional information
- Click SUBMIT

5. The PART INFORMATION screen appears.



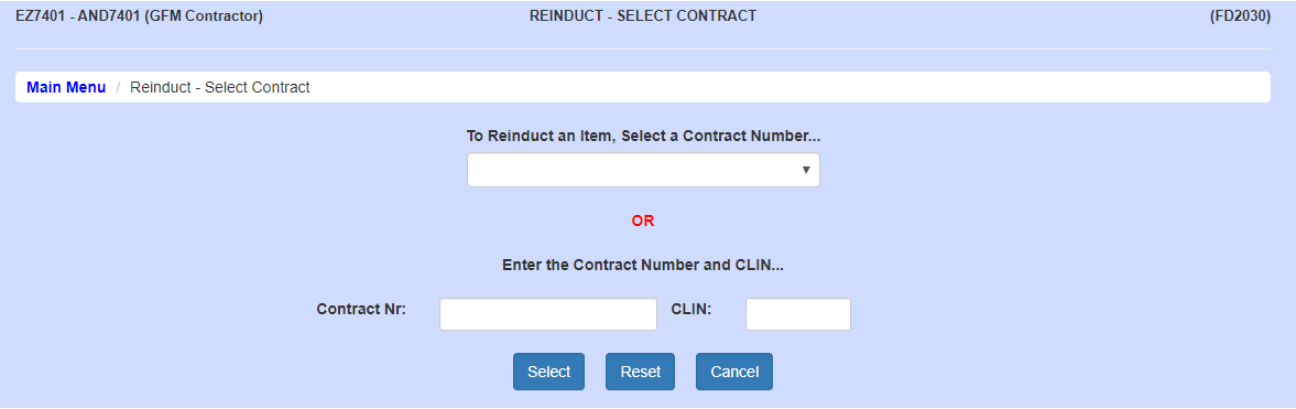
Enter the appropriate information and click SUBMIT. Only a PART NUMBER is required. There is no field for NIIN, but a NIIN can be added in the REMARKS field.

NOTE: When the item becomes supportable, select the REINDUCT (M) transaction. If only some of the parts come in but it is still short, then two transactions are required. REINDUCT (M) the asset then input another transaction for AWAIT PARTS (G) listing only the parts which are short.

Re-Induct (M)

This action reports the re-induction of material into the repair process after being delayed (e.g., awaiting parts). Only items currently in Condition Code G (Awaiting Parts) can be re-inducted and will move the item back to Condition Code M.

1. Select REINDUCT (M) from the main menu. The SELECT ITEM screen appears.



2. Select the CONTRACT NR/CLIN from the dropdown list or enter the applicable CONTRACT NR/CLIN and click SUBMIT.

3. The SELECT ITEM screen appears.

Select the RCDN from the list or enter the last eight digits of the RCDN, REF NR, or the SER NR. Click SUBMIT to continue.

4. The REINDUCT screen appears.

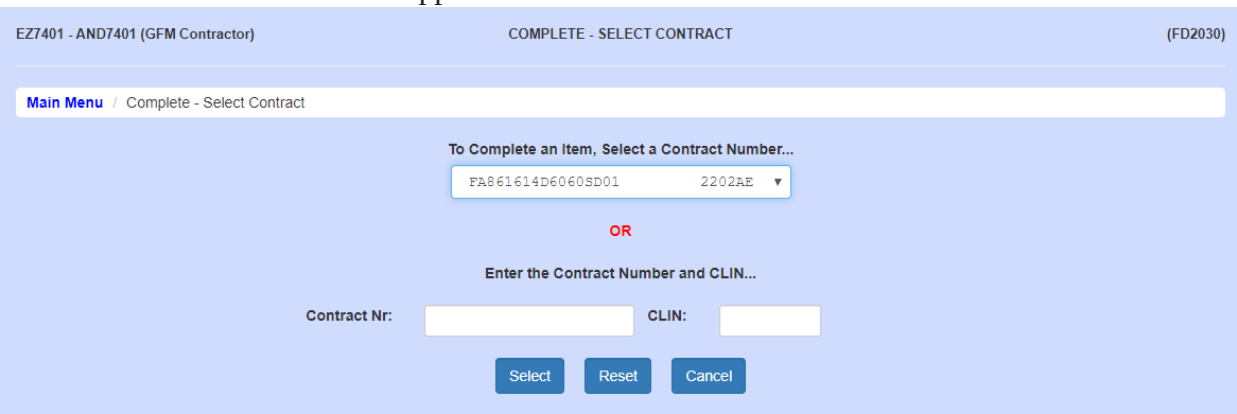
Enter the applicable information:

- REINDUCT DATE: The default value is the current date. If necessary, change this date to reflect the actual date the item was put into the Reinduct status.
- ESTIMATED COMPLETION DATE: If an estimated completion date was entered at Induction or Awaiting Parts, it will carry forward to the REINDUCT screen and cannot be cleared, but it can be revised.
- Click SUBMIT to continue.

Complete (A)

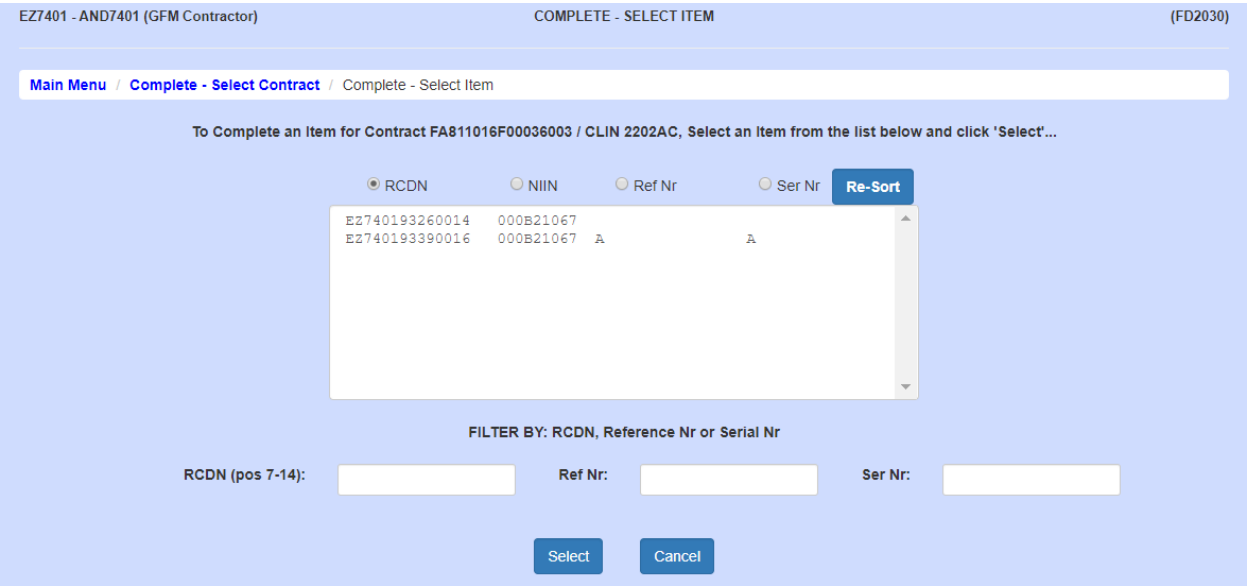
Only items currently in Condition Code M (Inducted) can be completed. This transaction will move the item from Condition Code M to Condition Code A. To complete an item, follow these steps:

1. Click COMPLETE (A) on the main menu.
2. The SELECT ITEM screen appears.

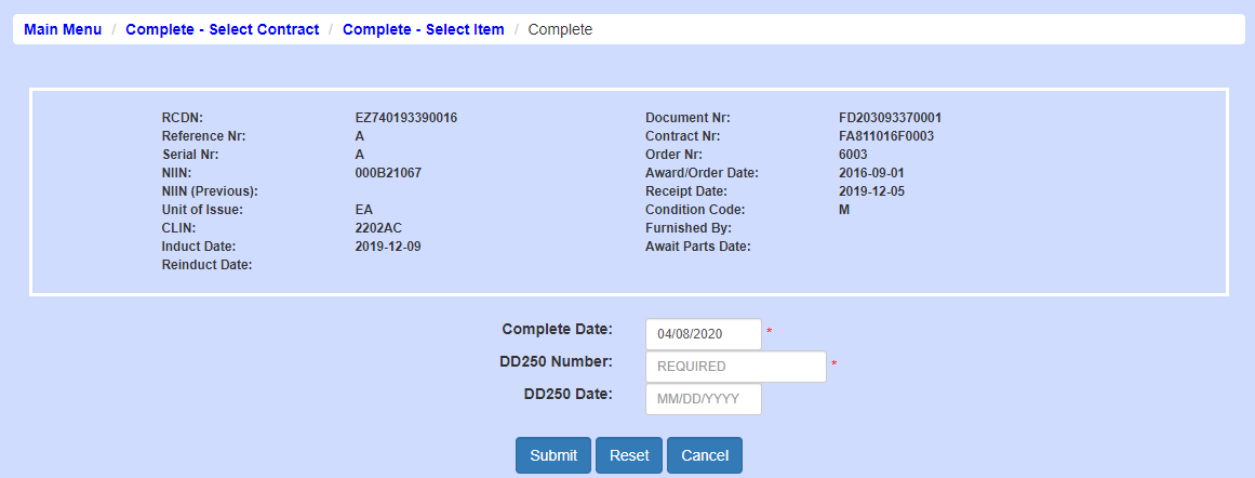


Select the CONTRACT NR/CLIN from the dropdown menu or enter the data manually and click SUBMIT.

3. To complete an item, select the item from the list, type in the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR and the click SELECT.



The COMPLETE screen appears displaying data in read-only format on the upper portion of the screen.



The lower portion of this screen allows the user to enter the following information as needed:

- COMPLETE DATE: The default value is the current date. Accept the default or enter the actual date the item was completed.
- DD250 NUMBER: DD250 NUMBER and DD250 DATE must be entered.

NOTE: The repair NIIN may be changed (upgraded) upon completion of the repair process. Select the 'upgrade NIIN' or leave blank, this is only available if the Contract Monitor has authorized the use of an upgrade NIIN.

4. Click SUBMIT

NOTE: The DD250 NUMBER and DATE blocks must be filled in with correct information.

Instructions for TT&E Stand Alone CLINs

Perform "Receive" transaction on the TT&E CLIN. Use the shipping document number received with the asset **(ASSETS WILL STAY IN RECEIPT UNTIL TT&E IS COMPLETE)**

When TT&E is accomplished and a repair CLIN is added, ship in place using the contractors EZ DODAAC to the appropriate repair CLIN.

- Wait one day for transactions to process in D035, then receive on the appropriate repair CLIN using the RCDN shipping document number.
- Once assets are on the appropriate repair CLINs, the contractor can Induct, Complete and Ship.
- If no assets will be repaired due to No Fault Found (NFF) or Beyond Economical Repair (BER), ensure TT&E costs are on the TT&E CLIN. The asset will either ship in place using the contract administrative 'FA' DODAAC, or ship back to the government, depending on the disposition of the asset.

NOTE: The government ensures the TT&E costs are amortized on all repair CLINs when possible.

Instructions for TT&E CLINs (when repair CLINs are listed in the order)

When a contract/delivery order requires TT&E for repair CLINs, contracting usually requires the highest repair CLIN is funded along with the TT&E CLIN. In this case, the following process will be followed:

The contractor will:

- Receive ALL assets under the funded **REPAIR CLIN**. **TT&E CLINs will not be added to CAV for this process**. All assets will sit in receipt until a modification is completed showing the results of the TT&E. At that point, other repair CLINs may be added to CRMS and CAV. The contractor will ship the assets in place to the appropriate repair CLIN using the contractors EZ DODAAC. Wait one day for transactions to process in D035, then receive on the appropriate repair CLIN using the RCDN shipping document number.
- Once assets are on the appropriate repair CLINs, the contractor can Induct, Complete and Ship.

NOTE: The government ensures the TT&E costs are amortized on all repair CLINs when possible.

If an asset is determined to be No Fault Found (NFF) or Beyond Economical Repair (BER) during TT&E, the asset will stay on the original repair CLIN it was received under. The asset will either ship in place using the contract administrative 'FA' DODAAC, or ship back to the government, depending on the disposition of the asset.

Ship

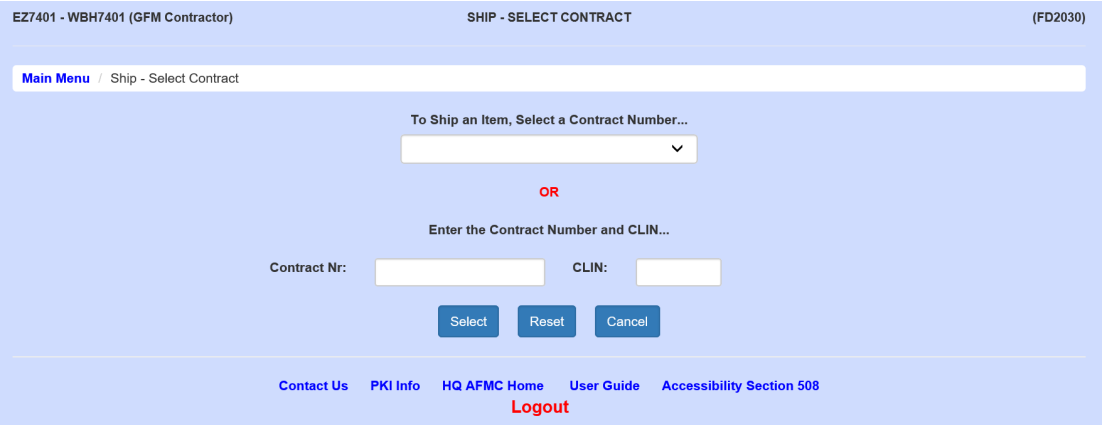
Note: In the event where no contract directed disposition is provided; when shipping an asset directly to a specific base, other than the depot, the contractor must request

government provided individual disposition instructions. The PMS / IMS will provide disposition instructions that will include the appropriate FB#### shipping document number for use. *The RCDN, using the contractors EZ#### will not be used as the shipping document number for this type of transaction!*

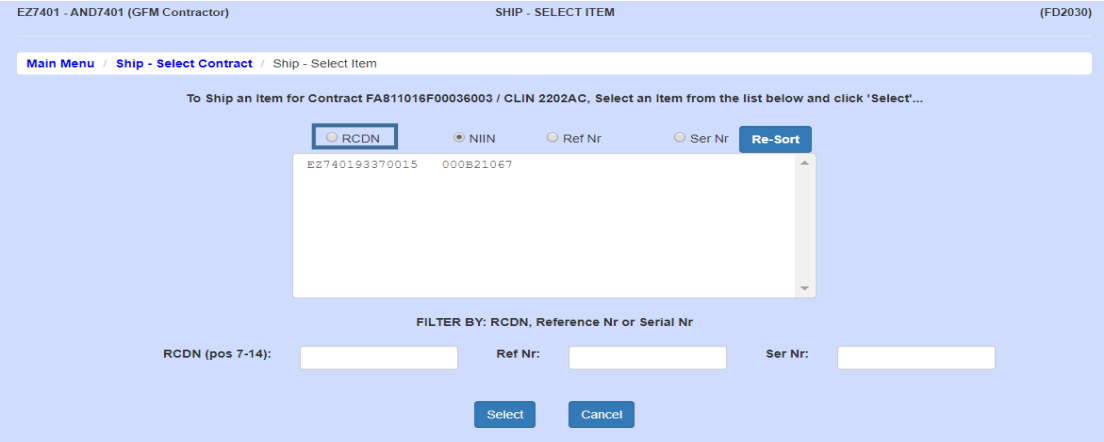
NOTE (additional): In the situation where an asset is condemned at a contractor's facility and will not be returned to the government, the contractor will ship the asset in place using the Contract Administrative 'FA' DODAAC in the "Ship To" block. When creating the DD1348-1 Shipping document, use the RCDN as the Shipping Document Number. This will alleviate any intransits from occurring.

Ship records the shipment of an item back to the Government. Items currently in F, J, H, or A Condition Codes can be shipped. In order to ship an asset, follow these steps:

1. Click SHIP on the main menu.
2. The SELECT CONTRACT screen appears

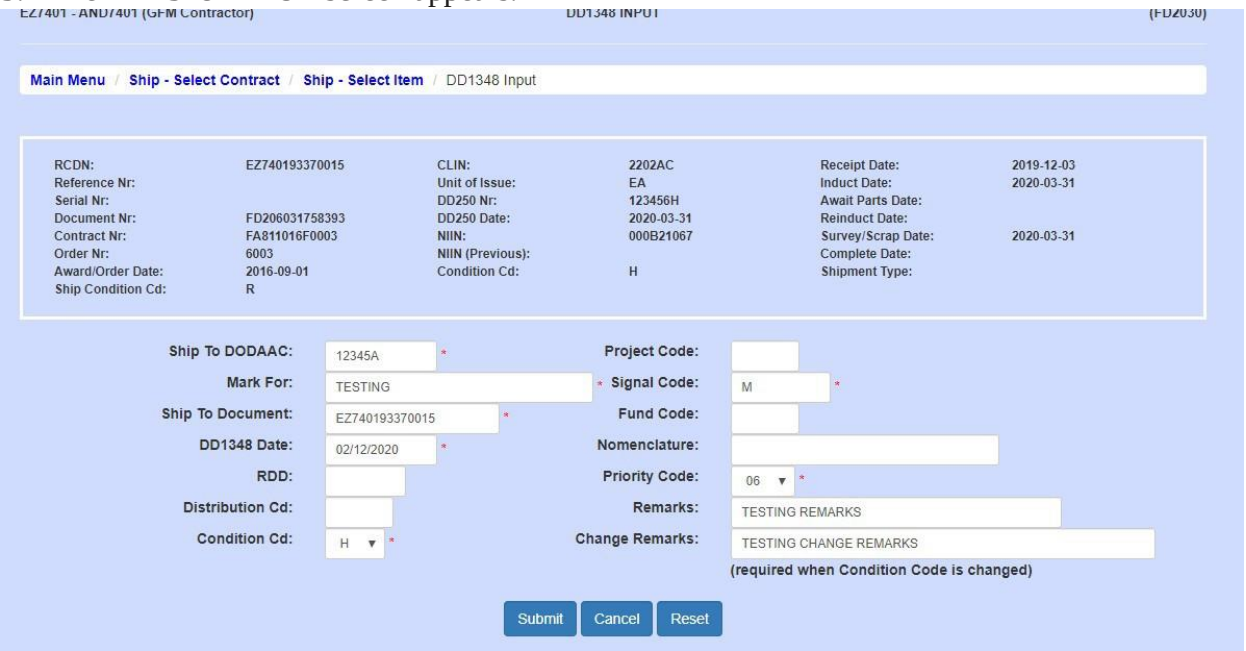


Select from the dropdown list of CONTRACT NR/CLIN or enter the applicable data manually and click SELECT.



To ship an item, select the RCDN from the list, type the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR and click

3. The DD1348 INPUT screen appears.

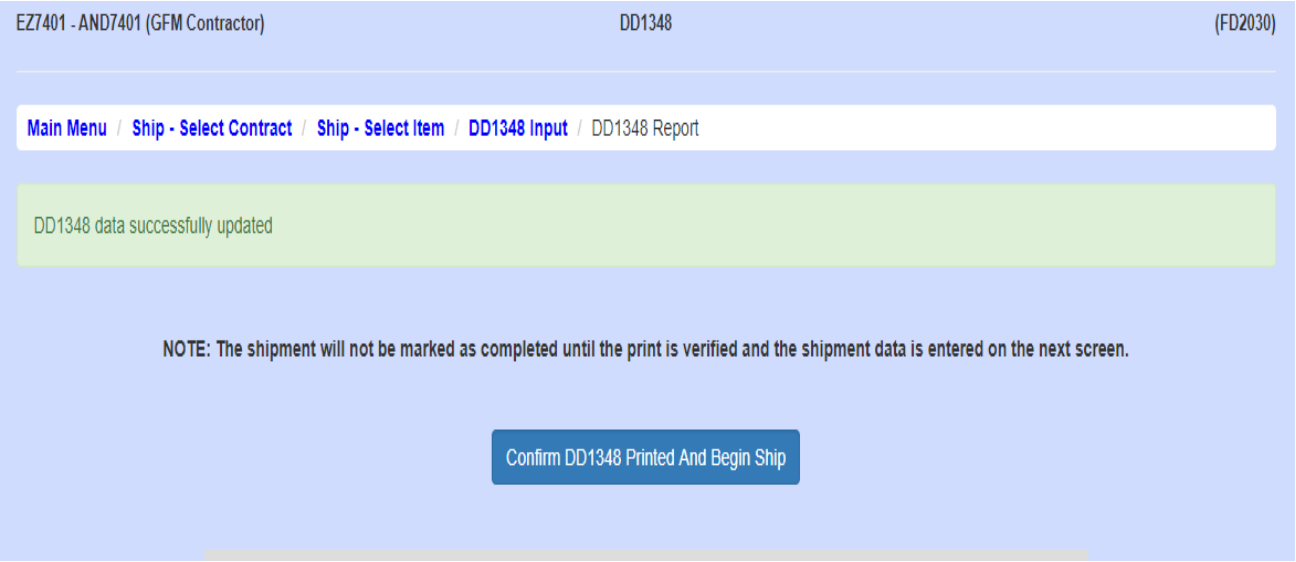


A DD1348-1 Shipment Document is required prior to shipping the item. Read-only data will be populated at the top of the screen. The lower portion allows the Contractor to enter the following information as needed:

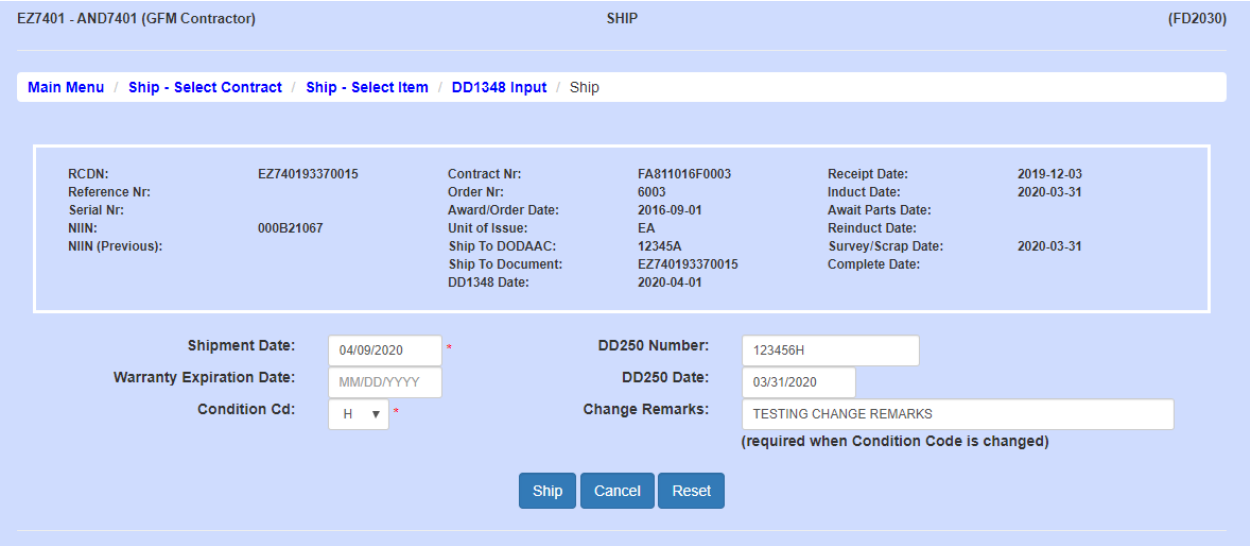
- SHIP TO DODAAC: Required field enter the six position DODAAC of the activity to receive the shipment.
  Note: When processing a shipment of a scrapped asset, where the asset will be scrapped at the contractor's facility, change the "Ship to" address to the contract administrative 'FA' DoDAAC. When creating the DD 1348-1 shipping document use the RCDN as the shipping document number.
- PROJECT CODE: Conditional field; enter as instructed in contract or by government direction.
- CONDITION CODE: Required field; if changed, Condition Cd Change Remarks is required.
- MARK FOR: Required field; enter plain text of where item is going (e.g., Ogden ALC Hill AFB UT) or as instructed in contract.
- SIGNAL CODE: Required Field; enter the one digit code that identifies the "ship to" and "bill to" activities. Accept the default value ('M') unless provided a different Signal Code.
- SHIP TO DOCUMENT: Required field; value is alphanumeric and must be at least fourteen positions and is generally constructed using the DoDAAC of the shipping activity (6), a Julian date (4), and a document serial number (4). For 'single' shipped items the default value is the RCDN of the item being shipped. For 'bulk' shipments the default value is blank. It is recommended that the RCDN of the lead item of the shipment be used for bulk shipments. A one character alpha suffix code (the fifteenth position) may be used if required to ship the same NIIN of a CLIN.

- FUND CODE: Conditional Field.
- CONDITION CODE CHANGE REMARKS: Required field if Condition Code is changed.
- DD1348 DATE**:** Required Field; the default value is the current date.
  NOTE**:** The value cannot be a future date or predate the previous repair action.
- NOMENCLATURE: Optional Field; may be left blank.
- RDD (REQUIRED DELIVERY DATE): Conditional field; enter as instructed in contract or by government direction.
- PRIORITY CODE Required Field, accept the default or click the dropdown arrow to choose other codes.
- DISTRIBUTION CODE: Conditional field; enter as instructed in contract or by government direction.
- REMARKS: Optional Field; may be left blank.

4. The DD1348 SCREEN appears with a .pdf rendered that the Contractor may print. Once the form has been printed, click the button that reads "Confirm DD1348 Printed and Begin Ship". ****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**



5. The SHIPMENT screen appears



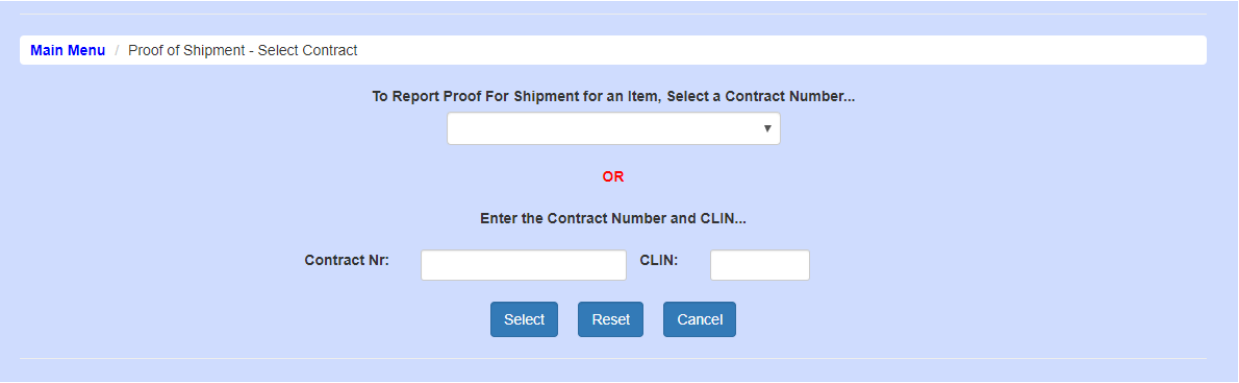
Enter the shipment date (required), DD250 Number, Warranty Expiration Date, DD250 Date, Condition Code (required) and any change remarks. The shipment date defaults to the current date. If the Condition Code is changed, Change Remarks are required. Click SHIP when ready.

NOTE: The shipment transaction will ONLY be produced if the SHIP button is clicked and the final screen is submitted

Proof of Shipment

If the Contractor wishes to assign a transporter to the shipment, select PROOF OF SHIPMENT from the main menu.

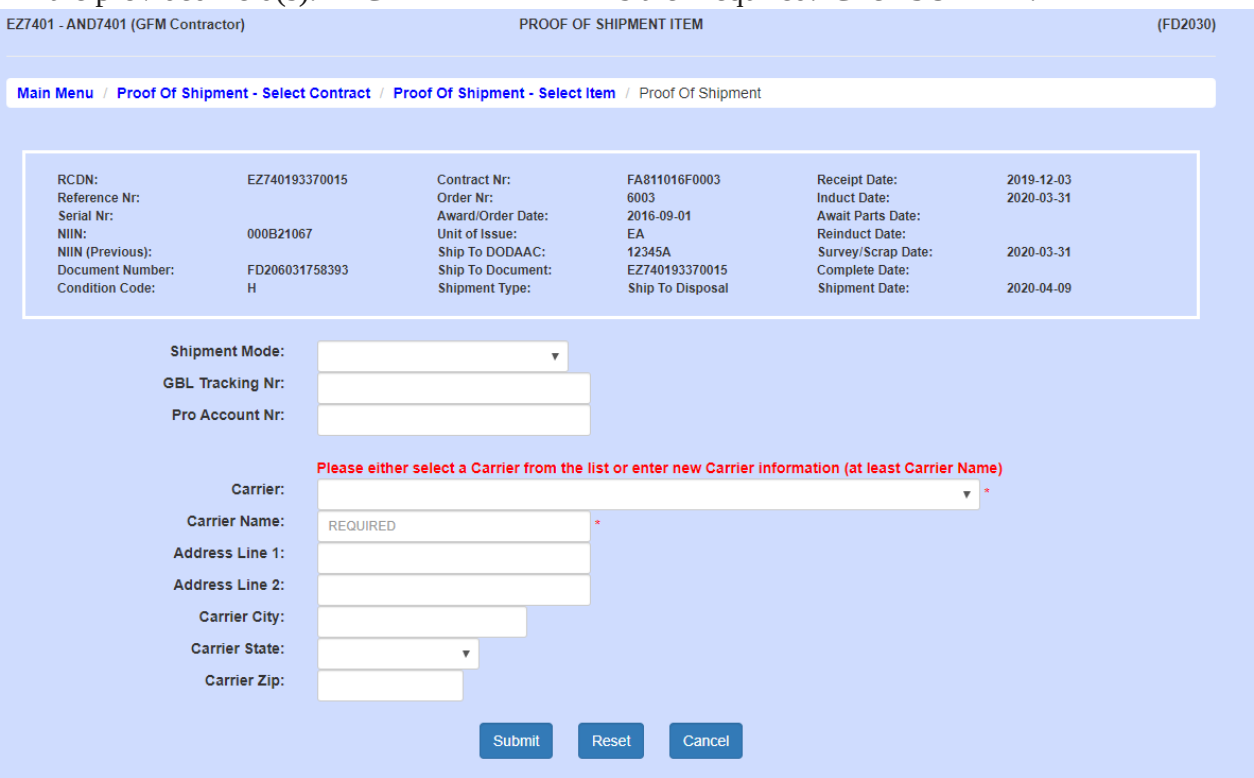
1. The SELECT CONTRACT screen appears



Select from the dropdown list of CONTRACT NR/CLIN or enter the applicable data manually and click SELECT.

2. Select the RCDN from the list, type the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR and click SELECT.

3. The next screen will prompt to select a CARRIER from a dropdown list. If you are not using a carrier listed in this dropdown, you are required to enter new carrier information in the provided field(s). A CARRIER NAME is then required. Click SUBMIT.



Beyond Economic Repair (BER/MUL)

- From the MAIN MENU, select BER/MEL process, click SUBMIT.
- Choose a CONTRACT NR from the dropdown list or enter the CONTRACT NR/CLIN manually and click SELECT.
- Choose the RCDN from the list, click SELECT.
- Enter the BER/MEL DATE (default is today's date), click SUBMIT.

NOTE: This transaction does not have any effect on reports and does not change the condition code.

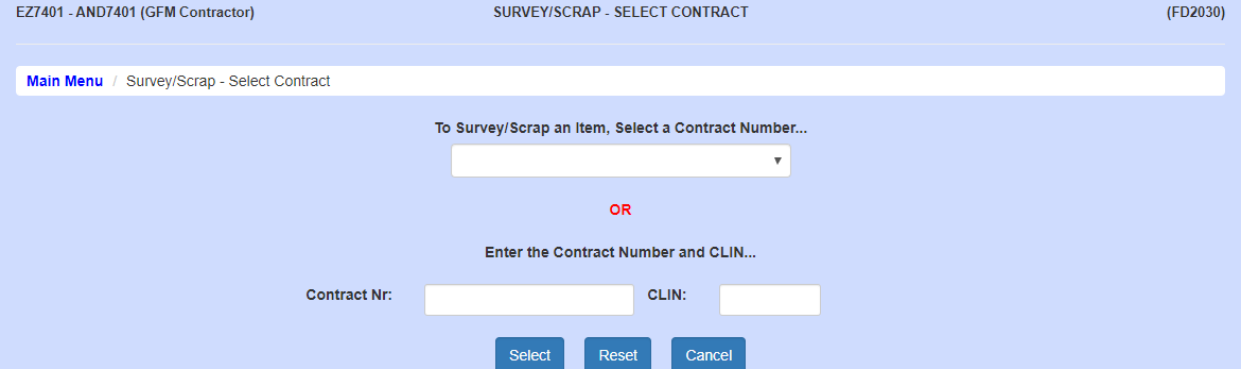
Survey/Scrap (H)

NOTE: WHEN PROCESSING A SHIPMENT OF A SCRAPPED ASSET, WHERE THE ASSET WILL BE SCRAPPED AT THE CONTRACTOR'S FACILITY, CHANGE THE "SHIP TO" ADDRESS TO THE CONTRACT ADMINISTRATIVE 'FA' DoDAAC. WHEN CREATING THE DD1348-1 SHIPPING DOCUMENT USE THE RCDN AS THE SHIPPING DOCUMENT NUMBER.

This transaction will move the item into Condition Code H. While this transaction must be done to condemn an asset, the asset must be shipped out after this transaction has been

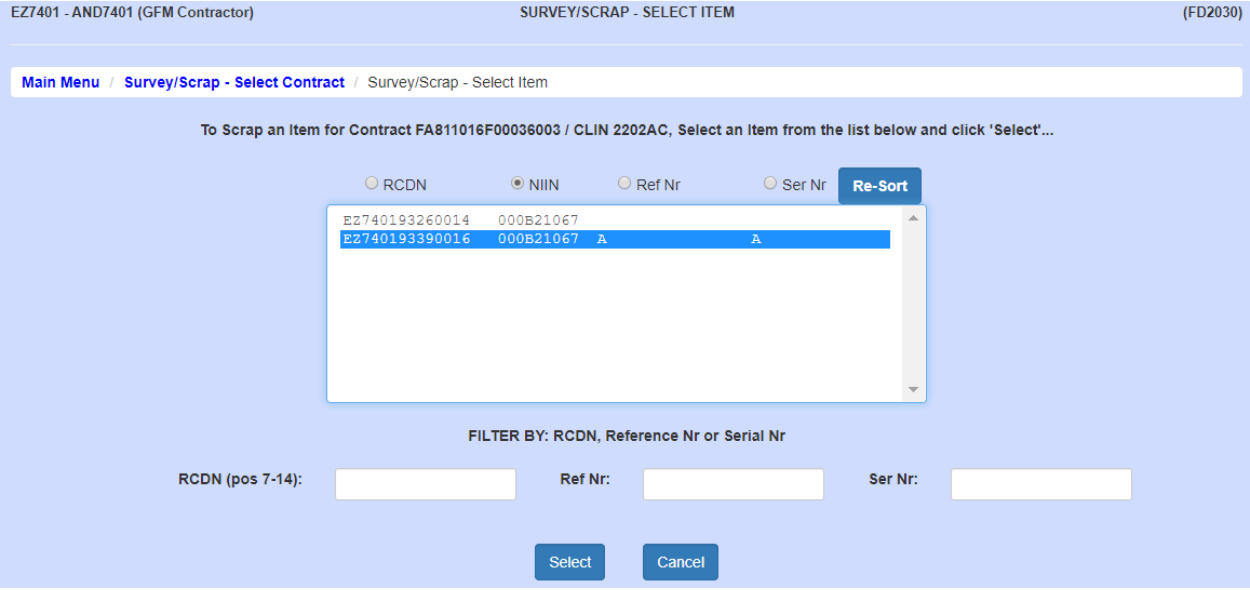
performed. In most cases, the contractor will have to get disposition from the Production Management Specialist (PMS) before performing the shipping transaction. Once disposition instructions have been received the contractor should refer to the shipping section of this manual to ship the item. To condemn an asset, follow these steps:

1. From the main menu, click SURVEY/SCRAP (H) under the Repair Status column.
2. The SELECT ITEM screen appears.

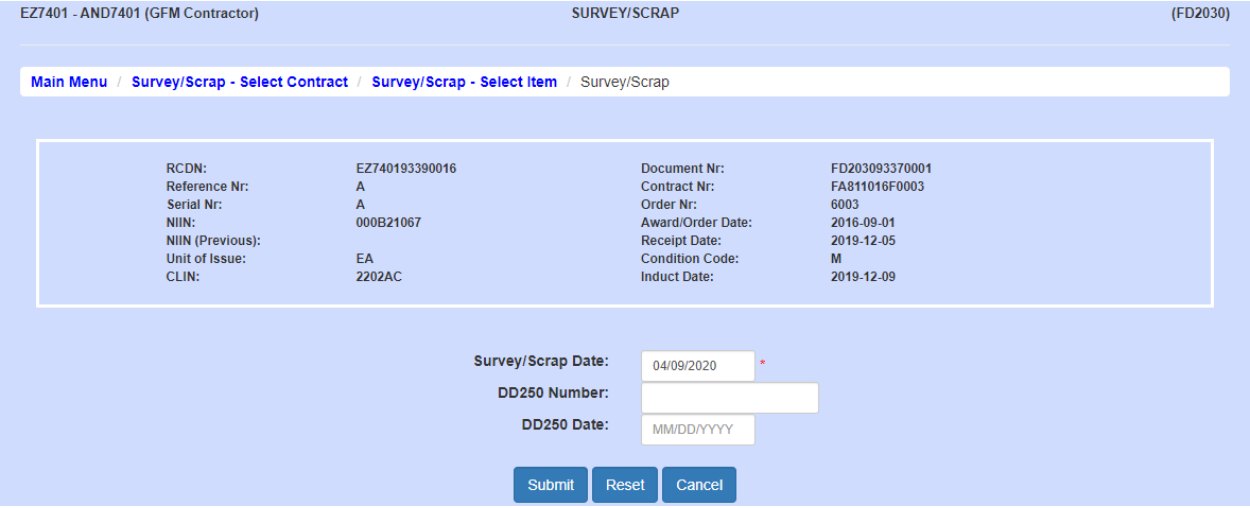


Choose a CONTRACT NR from the dropdown list or enter the CONTRACT NR/CLIN manually and click SELECT.

3. Select the RCDN from the list, type the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR and click SELECT.



4. The SURVEY/SCRAP screen appears.



- SURVEY SCRAP DATE: Accept the default date or enter the actual date of the condemnation.
- DD250: DD250 NUMBER and DD250 DATE must be entered (if condemnations are billed).

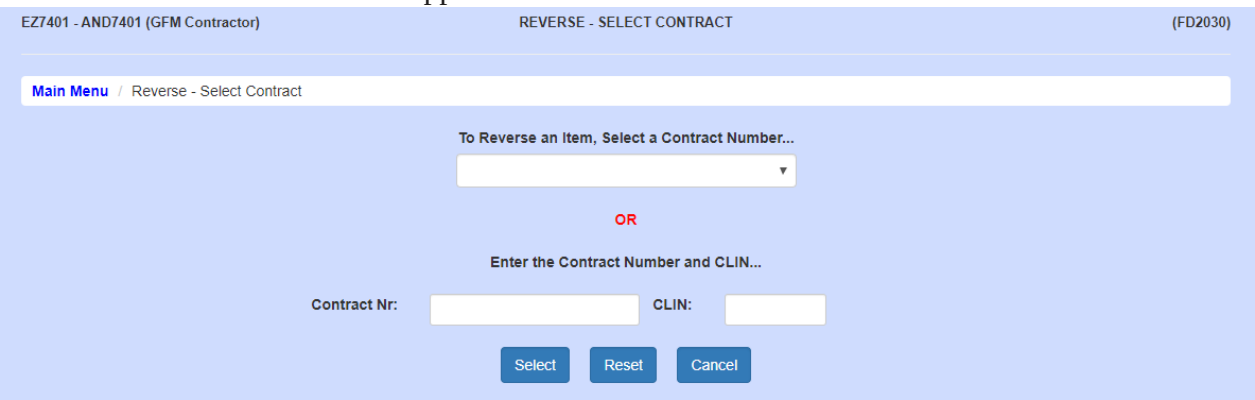
Click SUBMIT.

NOTE: The DD250 NR and DD250 DATE blocks must be filled-in with the correct information if condemnations are billed per contract specifications.

Reverse

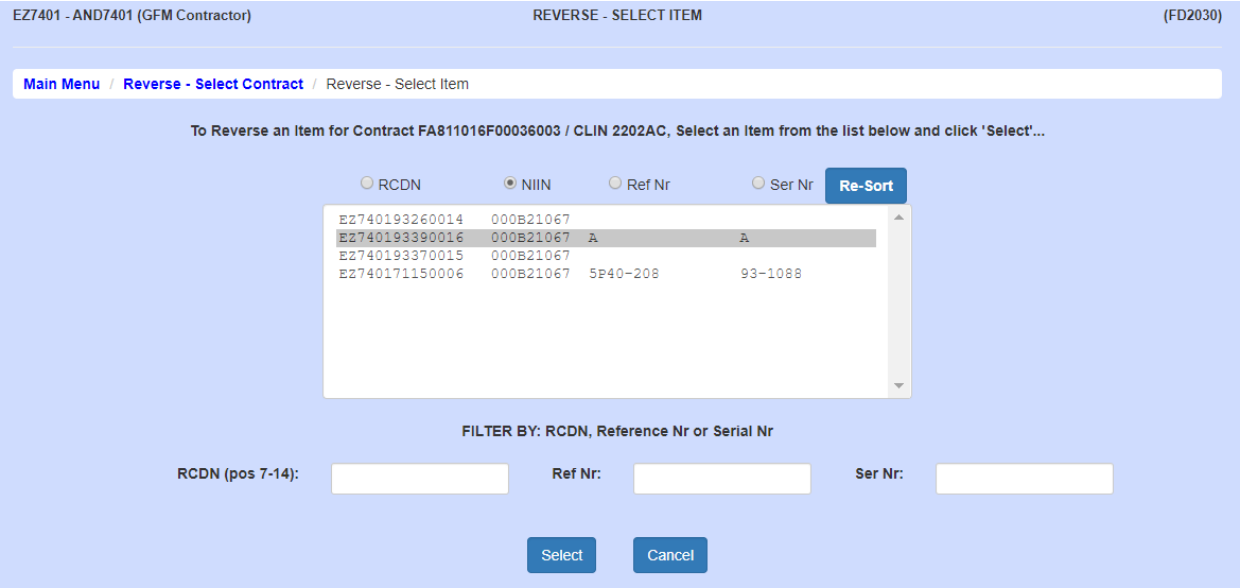
This transaction will reverse the most recent transaction for the item chosen and move it to its previous status. If a receipt is reversed, the RCDN will be permanently deleted from the contractor's visibility. To reverse a previously reported action, follow these steps:

1. Click REVERSE under the Repair Status in the main menu
2. The SELECT ITEM screen appears.



Select the CONTRACT NR from the dropdown menu or enter the CONTRACT NR/CLIN manually. Click SELECT.

3. Select the RCDN from the list, type the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR and click SELECT.

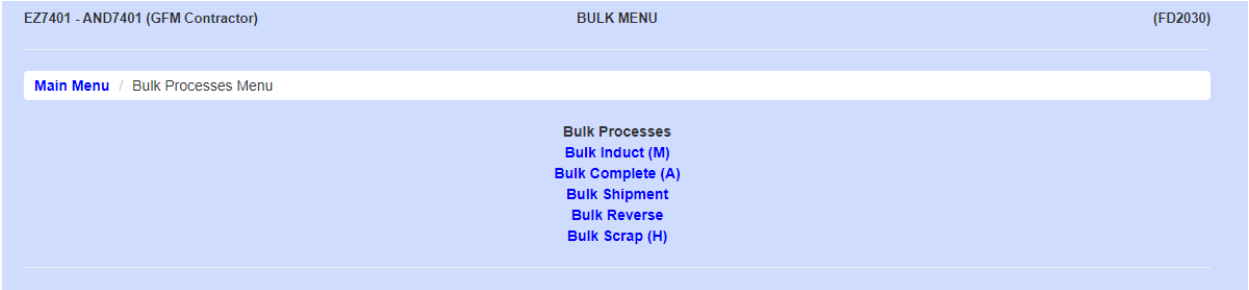


4. Under the Reversal screen the specific action to be reversed will be displayed on the 'To reverse line' above the read-only information. The RCDN, Reference Nr, and Serial Nr will be displayed as well as all applicable action dates.

To finalize the Reversal, click REVERSE.

Bulk Processes

To complete actions on multiple items at once, it may be necessary to complete a BULK PROCESS. To access these processes, click BULK PROCESSES under REPAIR STATUS in the main menu. The BULK PROCESSES menu screen will appear.



Bulk Induction (M)

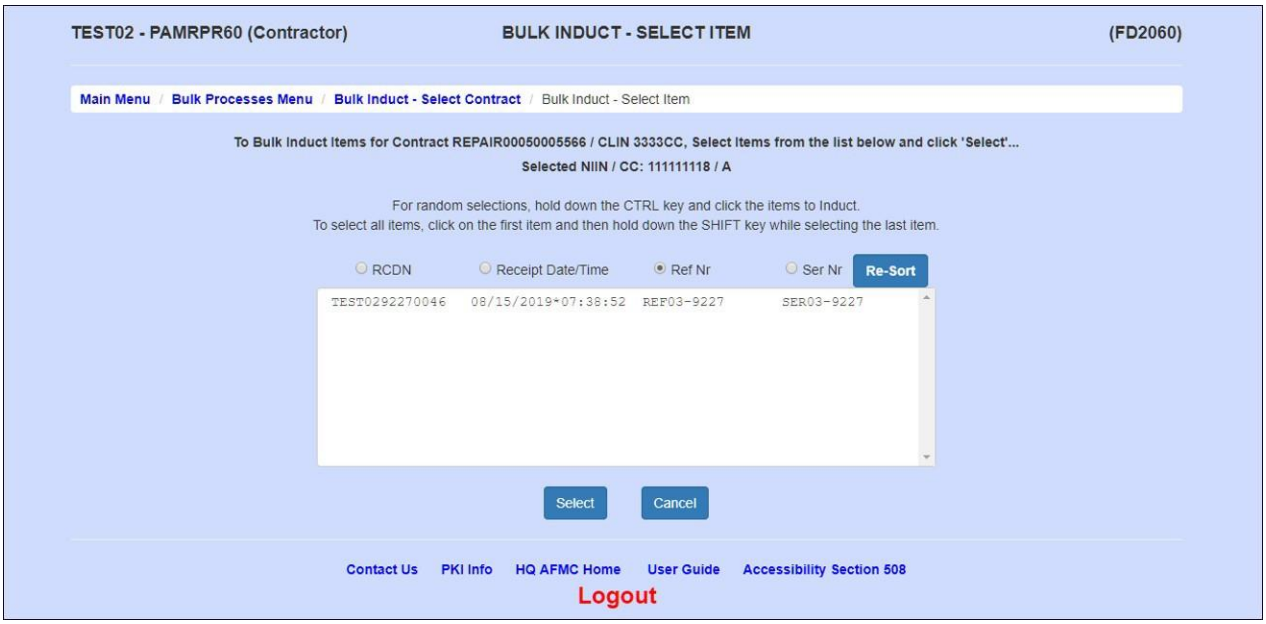
If the contractor has several of the same NSNs to induct under the same contract delivery order, the user may Bulk Induct. To bulk induct follow these steps:

1. Click on BULK Processes from the MAIN MENU under Repair Status.
2. Click on BULK INDUCT (M).
3. The BULK INDUCT - SELECT CONTRACT Screen appears. Select the CONTRACT NR from the dropdown menu or enter the CONTRACT NR/CLIN manually and click SUBMIT.

4. The BULK INDUCT - SELECT ITEM screen appears. Select the applicable NIIN/CC from the dropdown list and click SUBMIT.

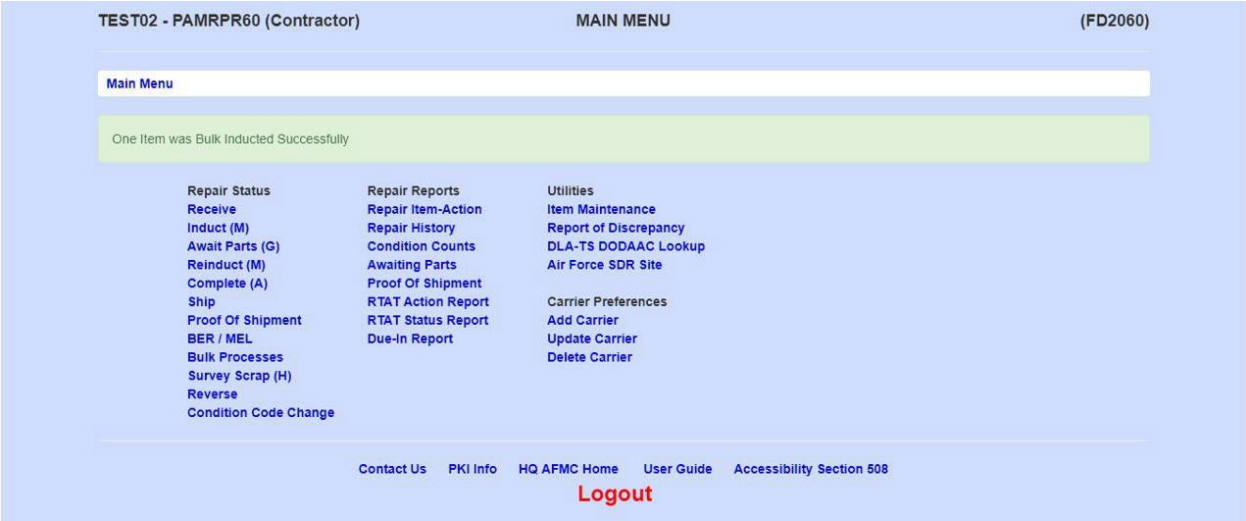
When the selected range of items to Bulk Induct shows on the screen, the Contractor must confirm that this is the range to be inducted. If correct, click SUBMIT to confirm the induction.

5. Select all the RCDNs or a portion of the RCDNs listed and click SUBMIT.



6. The BULK INDUCT CONFIRM QUANTITY screen appears. Select Estimated Completion Date in click on SUBMIT.

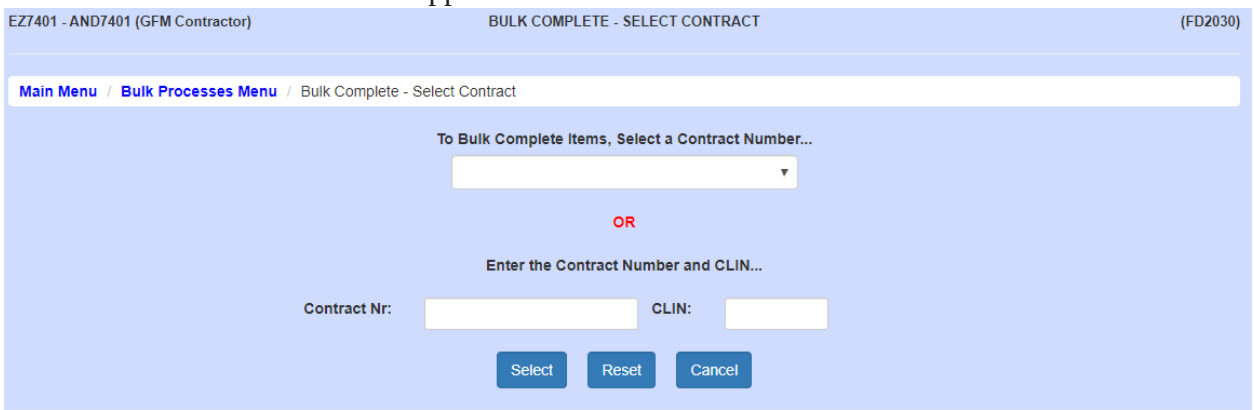
7. When the BULK INDUCT CONFIRM QUANTITY is successful, the One or Multiple was Bulk Inducted Successfully message will appear on the MAIN MENU.



Bulk Complete (A)

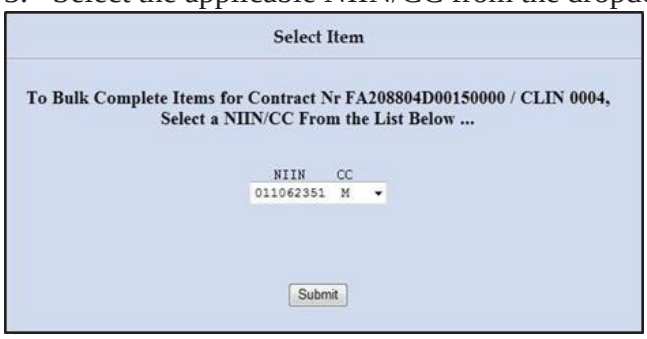
If the contractor has several of the same NSNs to complete under the same contract delivery order, the user may Bulk Complete. To bulk complete follow these steps:

1. Click on BULK COMPLETE (A)
2. The SELECT ITEM Screen appears.



Select the CONTRACT NR from the dropdown menu or enter the CONTRACT NR/CLIN manually. Click SELECT.

3. Select the applicable NIIN/CC from the dropdown list



Note: This screen image will be updated after the v10.0 release.

Click SUBMIT.

4. Select all the RCDNs or a portion of the RCDNs listed and click SUBMIT.

Note: This screen image will be updated after the v10.0 release.

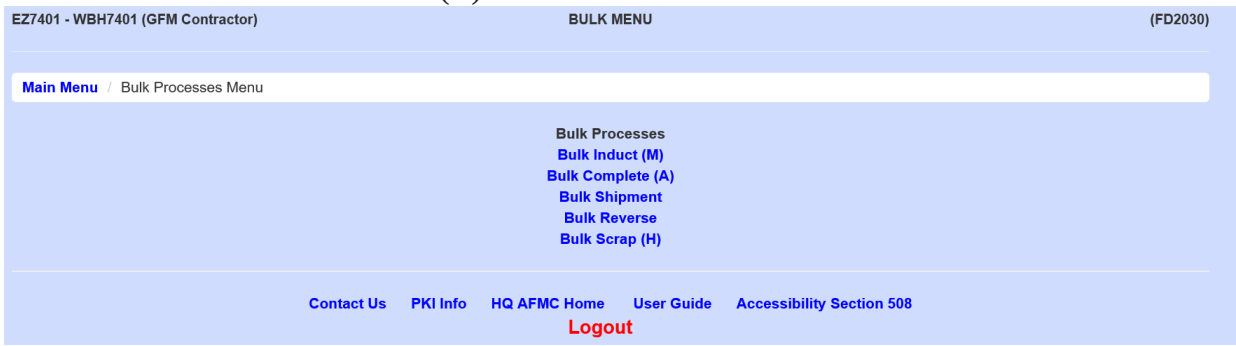
5. The BULK COMPLETE CONFIRM QUANTITY screen appears. When the selected range of items to Bulk Complete by NIIN shows on the screen, the user must confirm that this is the range to be completed.
    - DD250: DD250 NUMBER and DD250 DATE must be entered.
    - The repair NIIN may be changed (upgraded) upon completion of the repair process. Select the 'Upgrade NIIN' or leave blank, this is only available if the Contract Monitor has authorized the use of an upgrade NIIN.
    - If correct, click SUBMIT to confirm the completion.

NOTE: The DD250 Nr and Date blocks must be filled-in with the correct information.

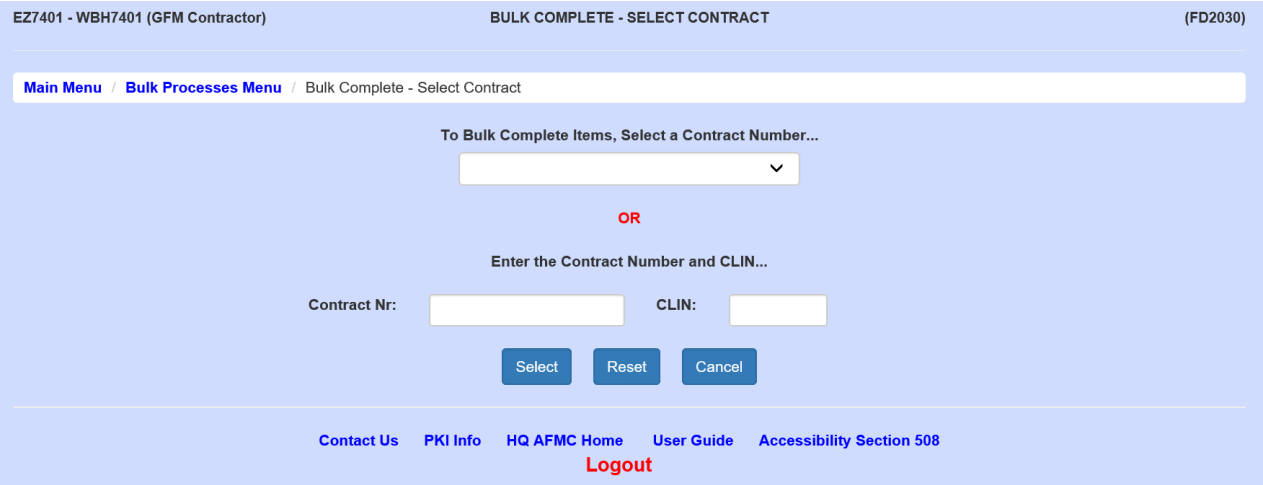
<u>Bulk Shipment</u>

If the contractor has several of the same NSNs to ship under the same contract delivery order, the user may Bulk Shipment. To bulk ship, follow these steps:

1. Click on BULK COMPLETE (A)

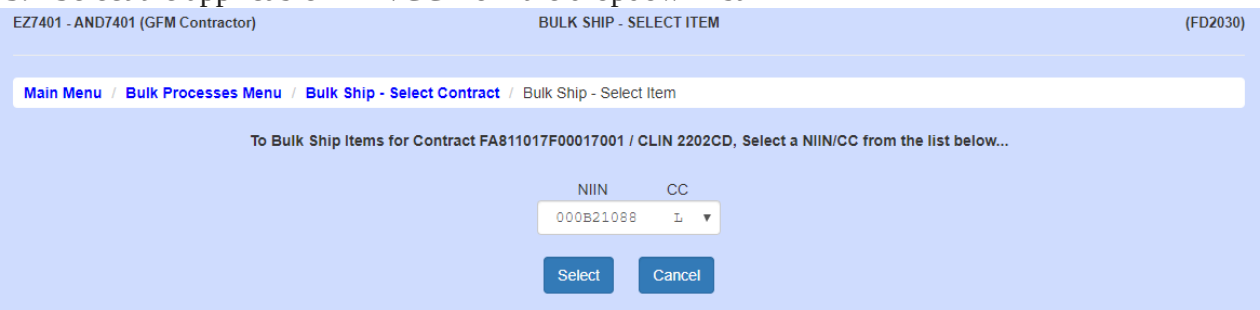


2. The BULK SHIP - SELECT CONTRACT Screen appears.

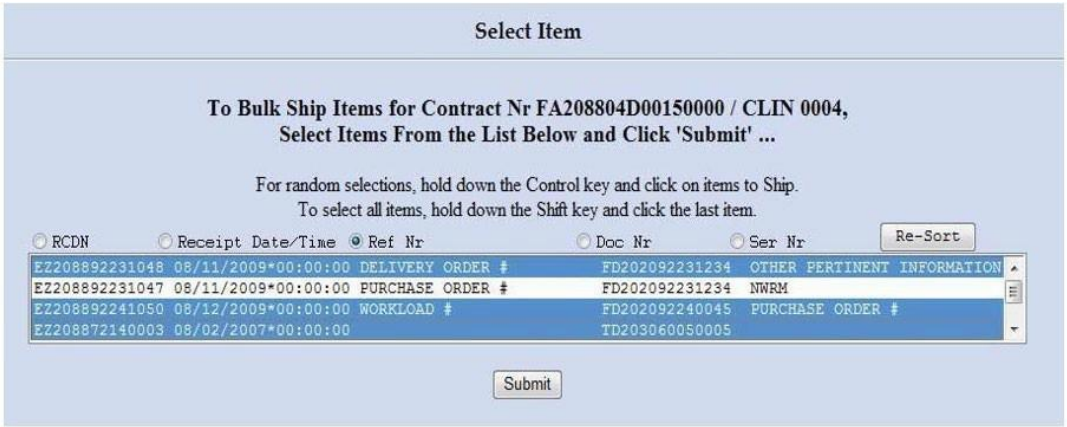


Select the CONTRACT NR from the dropdown menu or enter the CONTRACT NR/CLIN manually. Click SELECT.

3. Select the applicable NIIN/CC from the dropdown list



4. Select all the RCDNs or a portion of the RCDNs listed and click SUBMIT.

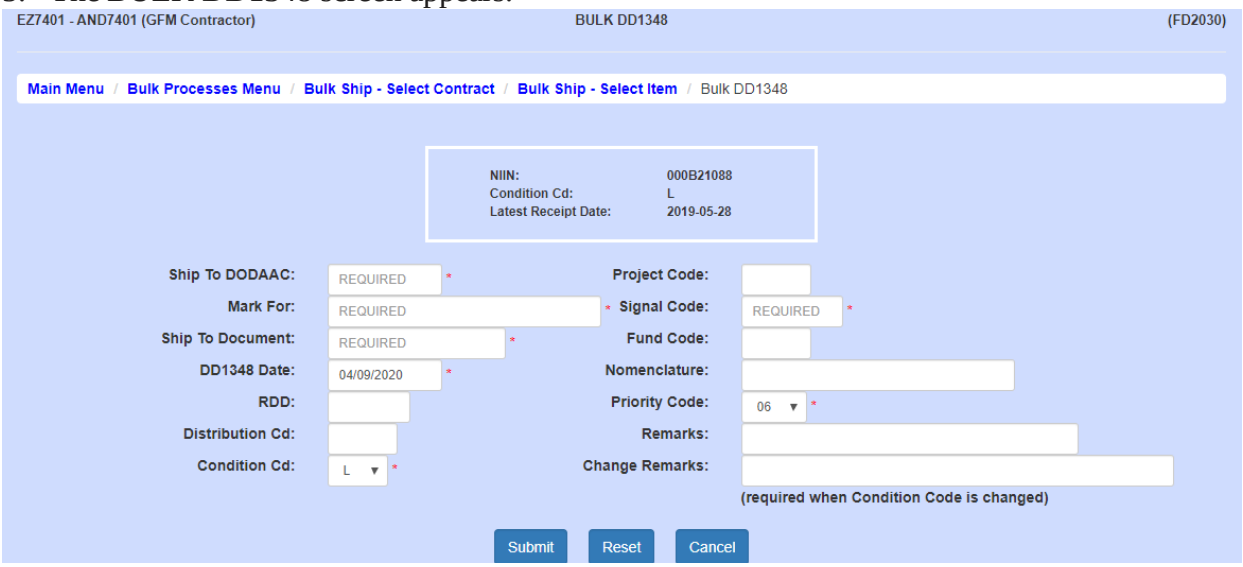


Note: This screen image will be updated after the v10.0 release.

The BULK SHIP CONFIRM QUANTITY screen appears. When the selected range of items to Bulk ship by NIIN shows on the screen, the user must confirm that this is the range to be completed.

Note: This screen image will be updated after the v10.0 release.

5. The BULK DD1348 screen appears.



NOTE: Each item to be shipped under the bulk process must be going to the same place.

Fill in the DD Form 1348 with the following:

- SHIP TO DODAAC: Required field; enter the six position DODAAC of the activity to receive the shipment.
- MARK FOR: Required field; enter plain text of where item is going (e.g., Ogden ALC Hill AFB UT) or as instructed by contract/order.
- SIGNAL CODE: Required Field; enter the one digit code that identifies the "ship to" and "bill to" activities. Accept the default value (‘M’) unless provided a different Signal Code.
- SHIP TO DOCUMENT: Required field; value is alphanumeric and must be at least fourteen positions and is generally constructed using the DoDAAC of the shipping activity (6), a Julian date (4), and a document serial number (4). For ‘single’ shipped items the default value is the RCDN of the item being shipped. For ‘bulk’ shipments the

default value is blank. It is recommended that the RCDN of the lead item of the shipment be used for bulk shipments. A one character alpha suffix code (the fifteenth position) may be used if required to ship the same NIIN of a CLIN. DO NOT reuse or duplicate Ship to Document Numbers on different NIIN/CLINs.

- DD1348 DATE: Required Field; the default value is the current date. NOTE: The value cannot be a future date or predate the previous repair action.
- PRIORITY CODE Required Field; accept the default or click the dropdown arrow to choose other codes.
- CONDITION CODE: Required field; if changed, Condition Cd Change Remarks is required.
- DISTRIBUTION CODE: Conditional field; enter as instructed in contract or by government direction.
- REMARKS: Optional Field; may be left blank.
- CHANGE REMARKS: Required if the Condition Cd is changed.

6. The BULK DD1348 SCREEN appears displaying the printable DD1348. Select to EDIT, SHIP, or PRINT the DD1348. ****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**

7. The ship selection will result in the BULK SHIPMENT screen appearing displaying data in read-only format on the upper portion of the screen. The lower portion of this screen allows the user to enter the following information as needed:

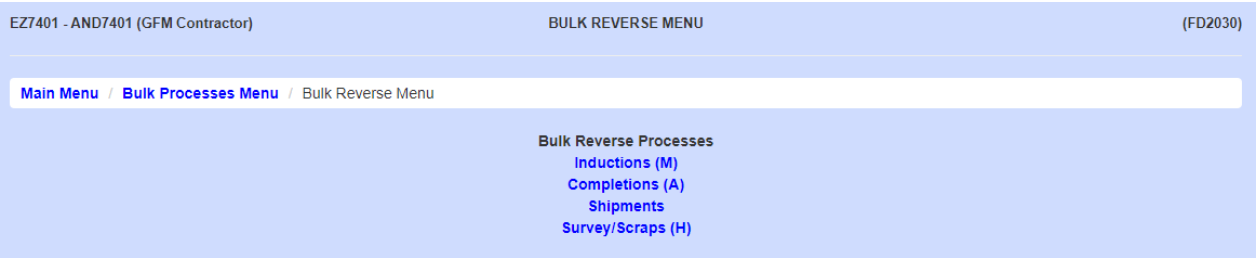
- SHIPMENT DATE: The default value is the current date. If necessary, change this date to reflect the actual date of shipment.
- DD250: DD250 NUMBER and DD250 DATE must be entered (if it wasn't automatically entered from completion).
- Click SUBMIT.

Note: The DD250 Nr and Date blocks must be filled-in with the correct information.

Bulk Reverse

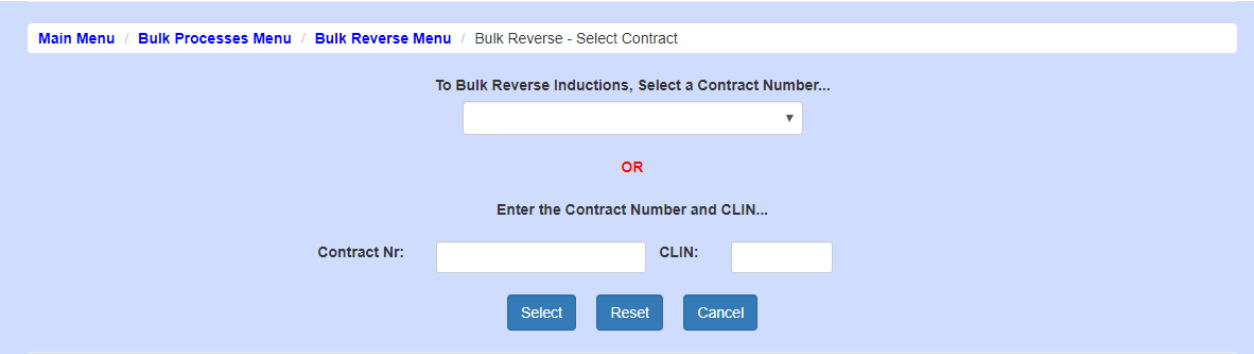
This transaction will bulk reverse the most recent transaction for the item chosen and move it to its previous status. To perform a bulk reversal on multiple items, those items must share the same most recent action. If a receipt is reversed, the RCDN will be permanently deleted from the contractor's visibility. To reverse a previously reported action, follow these steps:

1. Click on BULK REVERSE
2. The BULK REVERSE MENU Screen appears.



Choose the action you wish to reverse (Inductions, Completions, Shipments, Survey/Scraps)

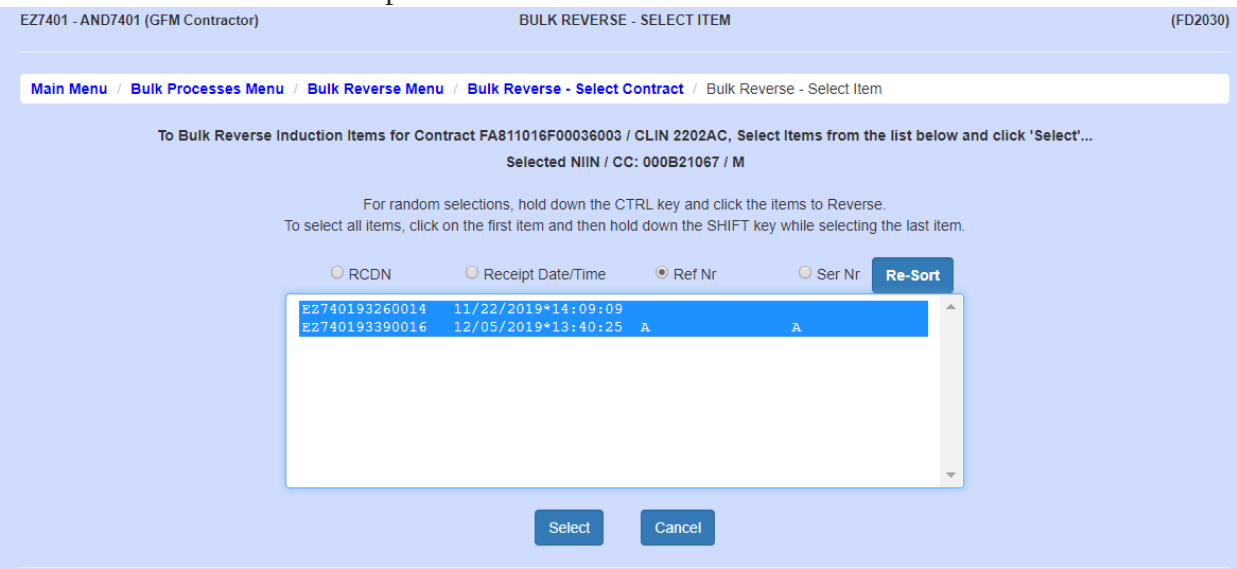
3. The BULK REVERSE - SELECT CONTRACT screen appears



Select the CONTRACT NR from the dropdown menu or enter the CONTRACT NR/CLIN manually. Click SELECT.

4. If you are prompted to specify a NIIN/CC, select the option from the dropdown list on the following screen and click SELECT.

5. Select all the RCDNs or a portion of the RCDNs listed and click SUBMIT.



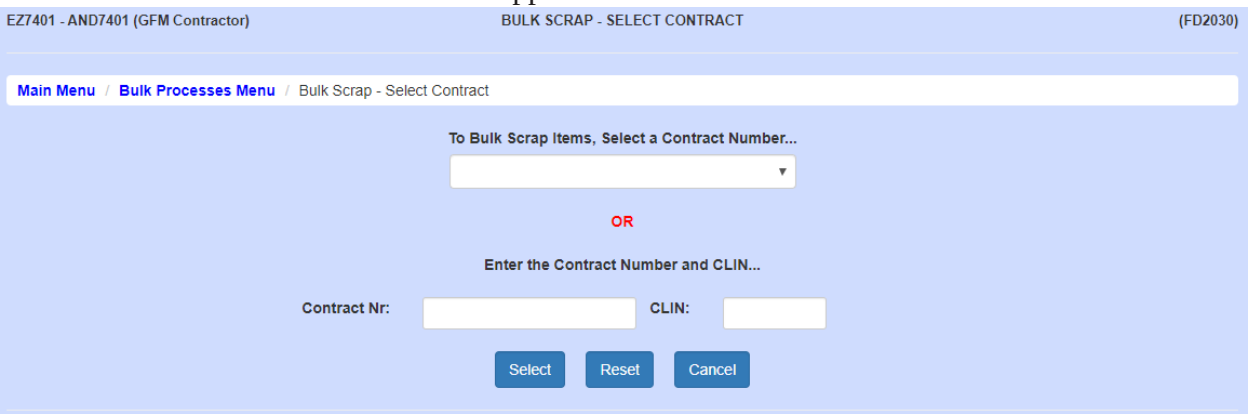
6. The BULK REVERSE CONFIRM QUANTITY screen appears.

When the selected range of items to Bulk ship by NIIN shows on the screen, the user must confirm that this is the range to be completed. To finalize the reversal, click SUBMIT.

Bulk Scrap

This transaction will move items into Condition Code H. While this transaction must be done to condemn assets, the assets must be shipped out after this transaction has been performed. In most cases, the contractor will have to get disposition from the Production Management Specialist (PMS) before performing the shipping transaction. Once disposition instructions have been received the contractor should refer to the shipping section of this manual to ship the item. To condemn assets, follow these steps:

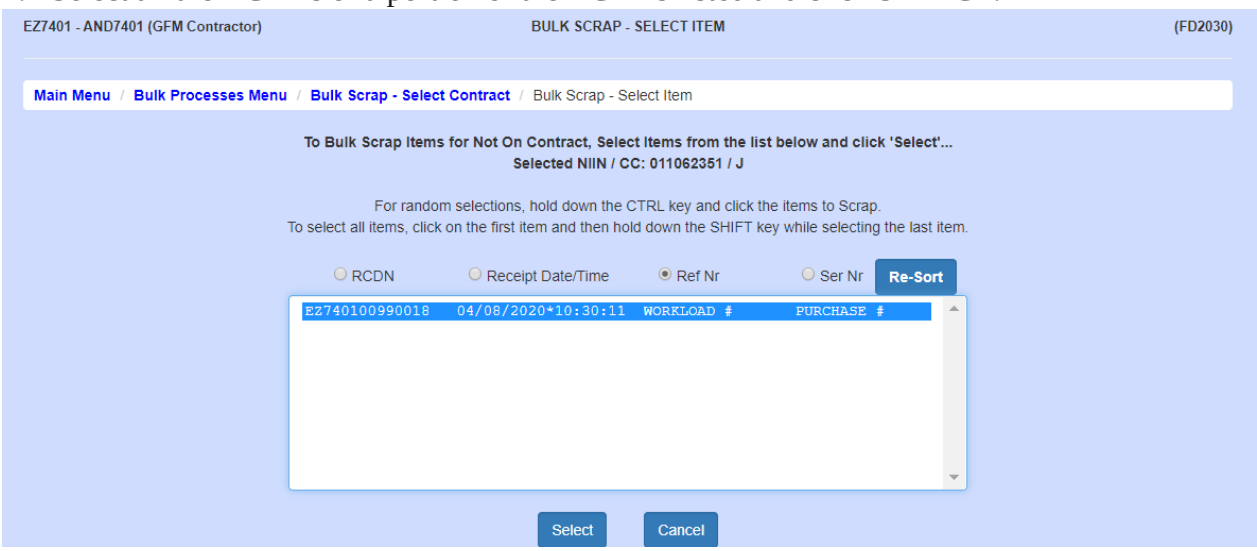
1. Click on BULK SCRAP
2. The SELECT CONTRACT screen appears



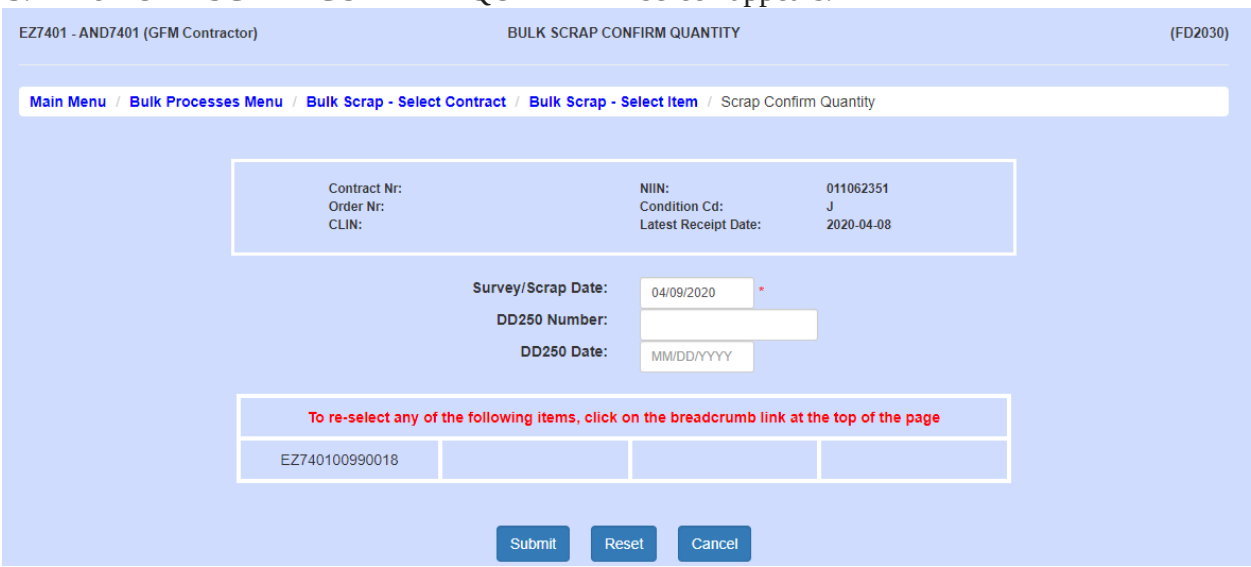
Select the CONTRACT NR from the dropdown menu or enter the CONTRACT NR/CLIN manually. Click SELECT.

3. Select the applicable NIIN/CC from the dropdown list.

4. Select all the RCDNs or a portion of the RCDNs listed and click SELECT.



5. The BULK SCRAP CONFIRM QUANTITY screen appears.



- SURVEY SCRAP DATE: Accept the default date or enter the actual date of the condemnation.
- DD250: DD250 NUMBER and DD250 DATE must be entered (if condemnations are billed).

Click SUBMIT.

NOTE: The DD250 NR and DD250 DATE blocks must be filled-in with the correct information if condemnations are billed per contract specifications.

Condition Code Changes

To change the condition code on an item, follow these steps:

1. Click CONDITION CODE CHANGES under REPAIR STATUS in the main menu
2. The SELECT CONTRACT screen appears.

Select the CONTRACT NR/CLIN from the dropdown list or enter the applicable CONTRACT NR/CLIN and click SELECT.

3. Select RCDN from the list, type in the last eight digits of the RCDN, type in the complete REFERENCE NR, or type in the complete SERIAL NR. Click SUBMIT.

4. The CHANGE CONDITION CODE screen appears.

The Contractor will be prompted to select a new CONDITION CODE from the dropdown menu. If the CONDITION CODE is NOT changed to A or F, CONDITION CODE CHANGE REMARKS are required. When ready, click SUBMIT.

Repair Reports

Repair Reports are located on the **Main Menu:**

Repair Item-Action

Report by CLIN listing all CAV AF transaction details. Selecting the Display Option of "NOT SHIPPED" will print a current status of an asset and list the dates of every transaction that has been input for a RCDN that is still on hand. Clicking the box to Remove Page Breaks will shorten the length of this report. ****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**

Repair History

This report provides a detailed snapshot of each transaction, sorted by CLIN. The data can be filtered to include specific Doc Id, NIIN, RCDN, Transmitted, Untransmitted, and Transaction Dates.

Condition Counts

Listed by contract, this report identifies the number of assets in each phase of production.

Awaiting Parts

This report can only be viewed if an asset is in AWP for a specific CLIN.

Proof of Shipment

By CLIN, lists all items with a Proof of Shipment.

RTAT Reports

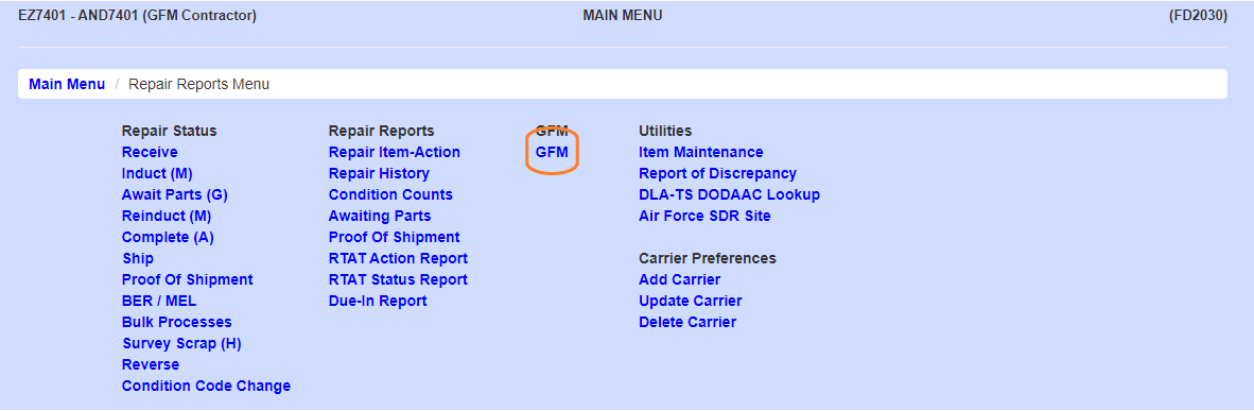
Repair Turnaround Time – counts the number of assets for a specific category and reports an average flow days.

Due-In Reports

This report provides visibility of repair asset shipments to the repair contractor DoDAAC and the applicable shipment status.

Government Furnished Material (GFM)

The GFM functionality of CAV AF is designed to manage, control, and report assets that are used or consumed in the repair process. If the Contractor is authorized GFM, the GFM option will appear on the Main Menu.



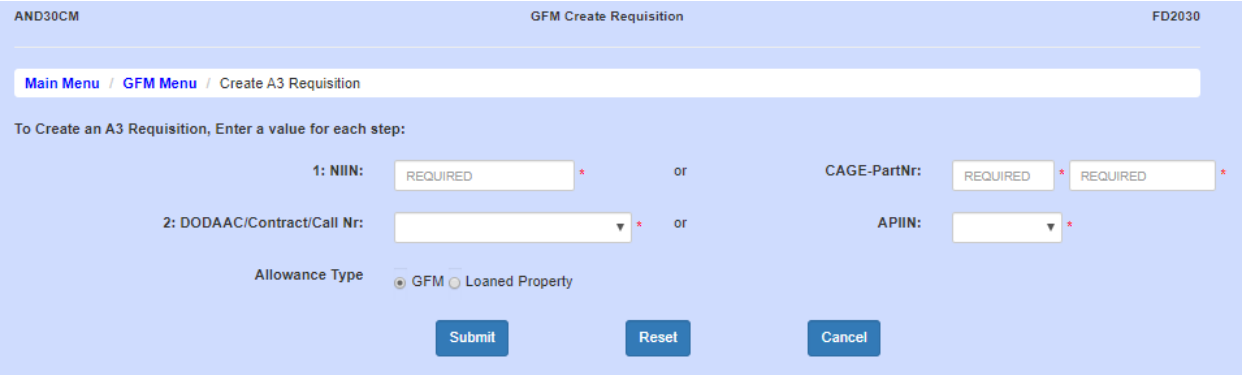
GFM Menu page is broken down to seven categories (Requisition, Material Distribution, Issue, Turn-in, Shipping, Condemnation, Loaned Material Utilities, and Utilities). Each category comes with functions users can utilize relating to the categories.

Requisition

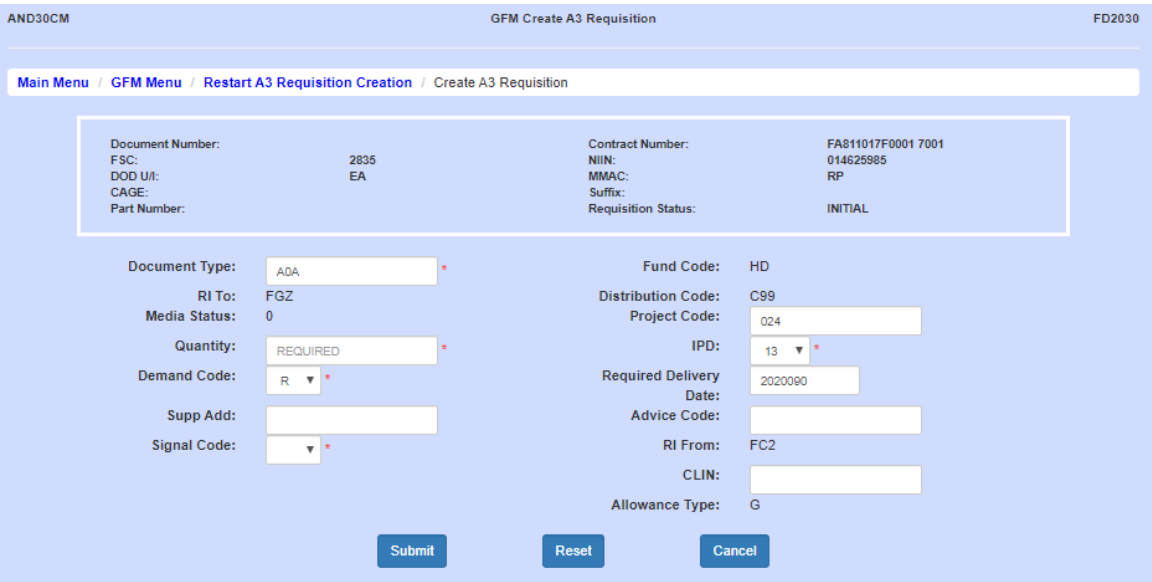
The requisition column allows the user to Create, Modify, Cancel, and Follow-up a GFM Requisition. Before a requisition can be created the Contract Monitor must have built an allowance table in CAV AF for each NIIN authorized on appendix B of the contract.

Create A3

This function is accessed from the GFM Menu by clicking on the ***Create*** link under Requisition.



1. Enter NIIN or CAGE-PART NR.
2. Select DoDAAC/CONTRACTNR or enter APIIN.
3. Designate an Allowance Type
4. Click SUBMIT to continue or RESET to start over.



5. Fill in the applicable information
6. Click SUBMIT to continue or RESET to start over.

DOCUMENT TYPE:

1. A0A: Domestic Ship with NSN.
2. A01: Overseas Shipment with NSN.
3. A3A: CM Requisition Domestic Shipment with NSN.
4. A31: CM Requisition Overseas Shipment with NSN.
5. A0D: Domestic Shipment with Other (Parts Kit).
6. A04: Overseas Shipment with Other (Parts Kits).
7. **RI (ROUTING IDENTIFIER) TO**: Defaults to the Routing Identifier RIC of managing SOS (determined by SOS for NSN from DO43).

8. **MEDIA STATUS**: "0" *[Pre-populated Field]*.
9. **QUANTITY**: quantity to be requisitioned.

10. **DEMAND CODE**: "R" default value.
11. **SUPPLEMENTARY ADDRESS/SIGNAL CODE**:
    a. MSD (AF) Material (other than Budget Code 9)
        i. Ship to Requisitioner: Supplementary Address – Blank; Signal Code 'C' (bill fund code).
        ii. Ship to Subcontractor: Supplementary Address – EZ DoDAAC of a Subcontractor; Signal Code 'L' (bill fund code).
    b. GSD (Non-AF) Material (Budget Code 9).
        i. Ship to Requisitioner: Supplementary Address – FB2391, Signal Code 'B' (bill supplementary address).

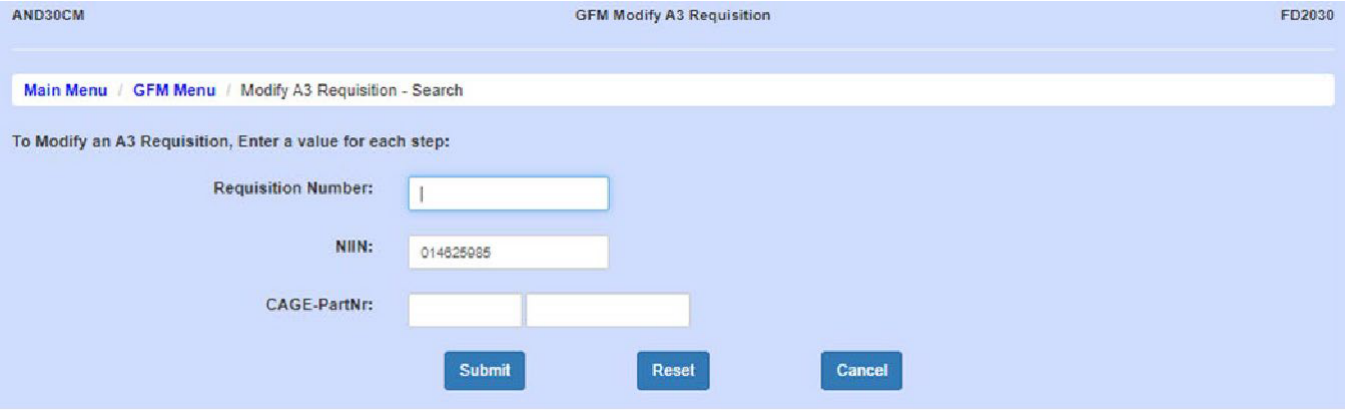
12. **FUND CODE**: *[Pre-populated Field]*.
    a. DO35A managed material. Determined by the ALC responsible for the originating the CDM contract (NOT the SOS of the NIIN).
    b. FD2020 (FGZ) – "GD".
    c. FD2030 (FHZ) – "HD".
    d. FD2060 (FLZ) – "LD".
    e. Non DO35A managed material.
    f. 6C (Determine by Budget Code "9").

13. **DISTRIBUTION CODE:** "C99" [*Pre-populated Field*].
14. **PROJECT CODE**: Enter appropriate code or leave blank.
15. **IPD**: "06" or as directed by contract.
16. **REQUIRED DELIVERY DATE**: Enter appropriate Julian date, "999" if authorized, or leave blank.
17. **ADVICE CODE**: Enter as appropriate or leave blank.
18. **RI FROM**: "FC2" *[Pre-populated Field]*.
19. **CLIN**: Not mandatory and can be left blank.

Modify A3

This function is accessed from the GFM Contract Manager Menu by clicking on the ***Modify*** link under Requisition.

Only four fields can be modified after a requisition has been submitted: Project Code, IPD, Requisition Delivery Date, and Advice Code. The entire receipt may be reversed or information about the receipt may be modified (TCN, Date, RI From, Unit Price). This function requires the Contractor to enter a REQUISITION NUMBER, NIIN, or CAGE-PARTNR and click on SUBMIT to search a requisition to modify.



Modify A3 Requisition screen appears.

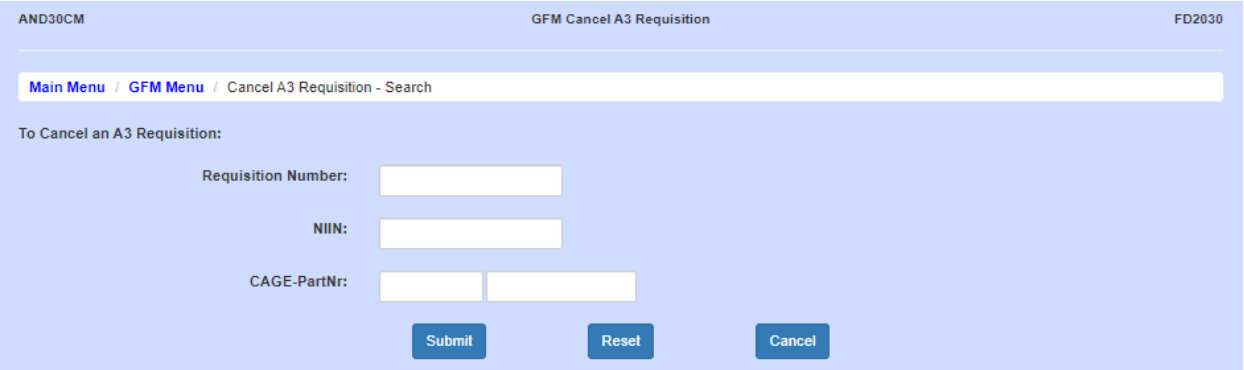
Cancel A3

This function is accessed from the GFM Contractor Menu by clicking on the ***Cancel*** link under Requisition.

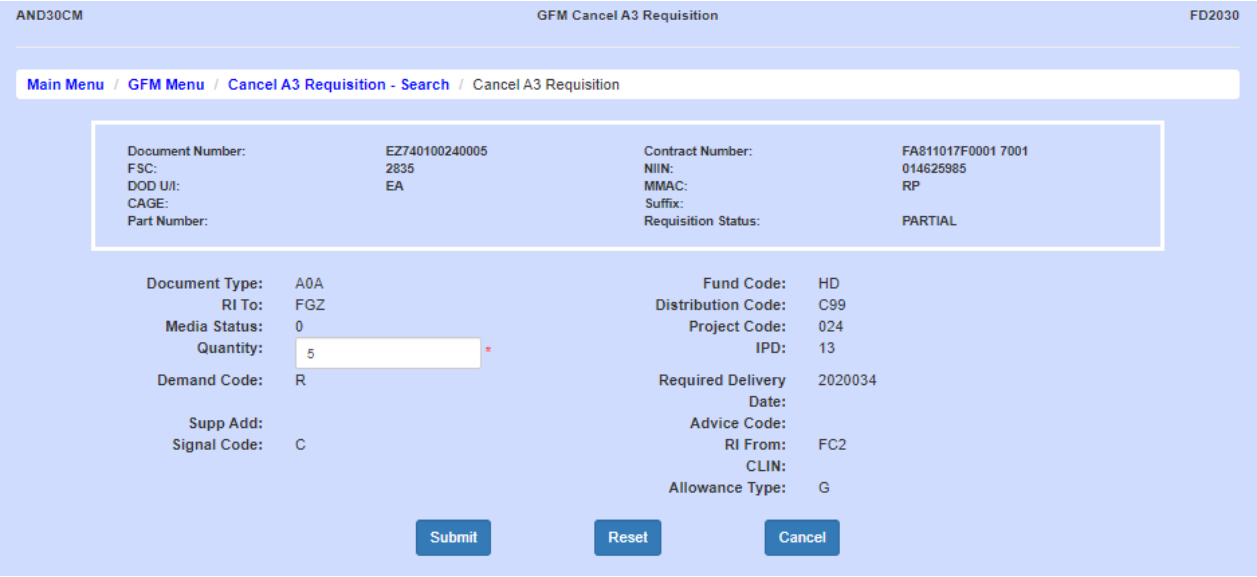
The Contractor can submit a cancellation request to cancel partial or full quantity from an existing A3 requisition.

NOTE: Do not process a cancellation for a requisition that you have received an AS3 (shipment validation) for but have not received the asset. Instead, a receipt with a Receipt Discrepancy code 'F – Shortage' should be processed along with a Supply Discrepancy Report (SDR).

This function requires the Contractor to enter a REQUISITION NUMBER, NIIN, or CAGE-Part Nr.



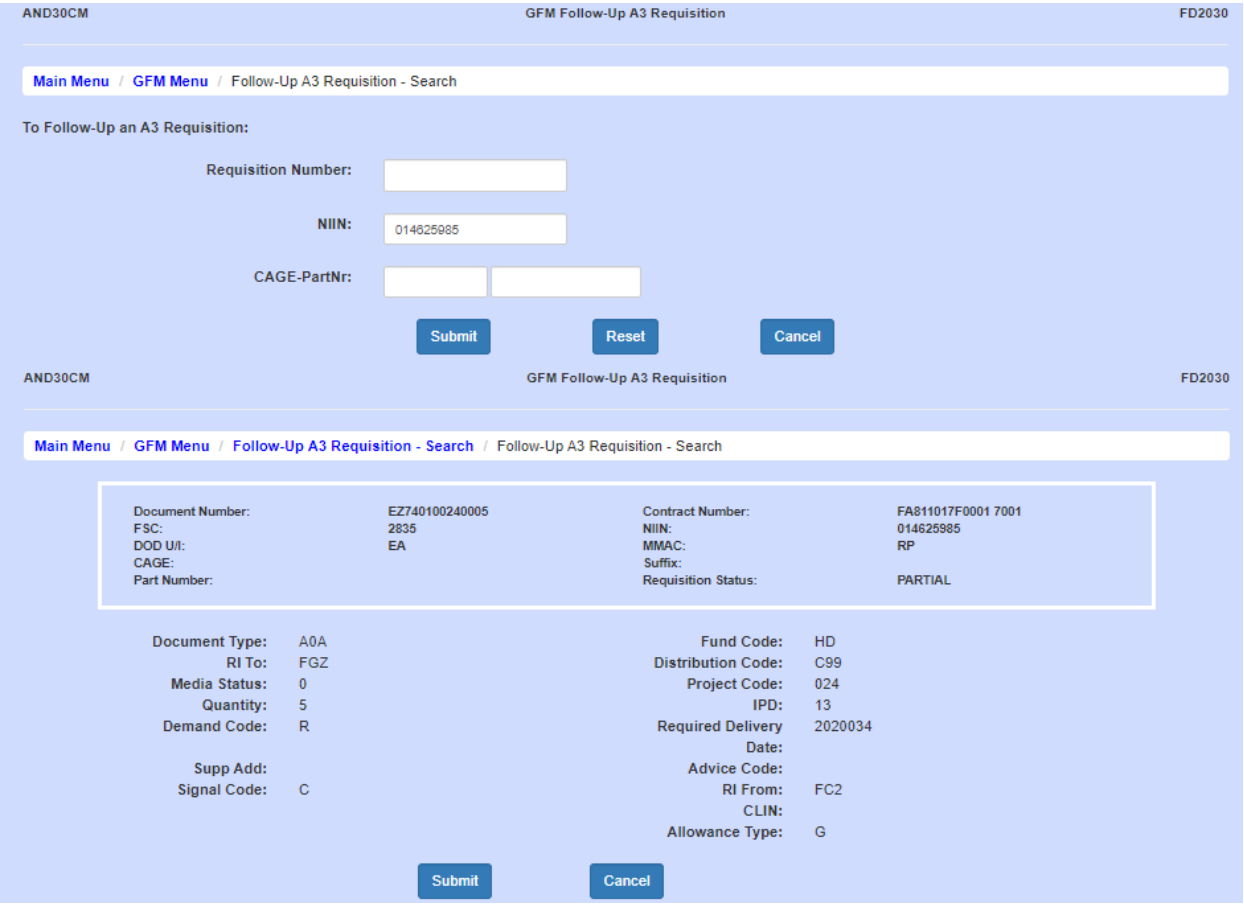
Cancel A3 Requisition screen appears



Follow-Up A3

This function is accessed from the GFM Contractor Menu by clicking on the ***Follow-up*** link under Requisition.

The Contractor can also manually generate a follow-up on an existing A3 requisition. This function requires the Contract Manager to enter a REQUISITION NUMBER, NIIN, or CAGE-Part Nr.

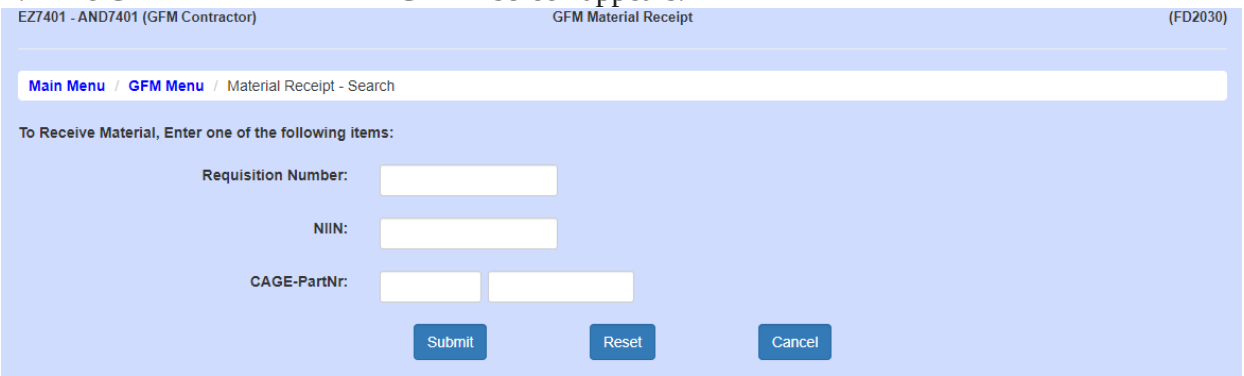


Material Distribution

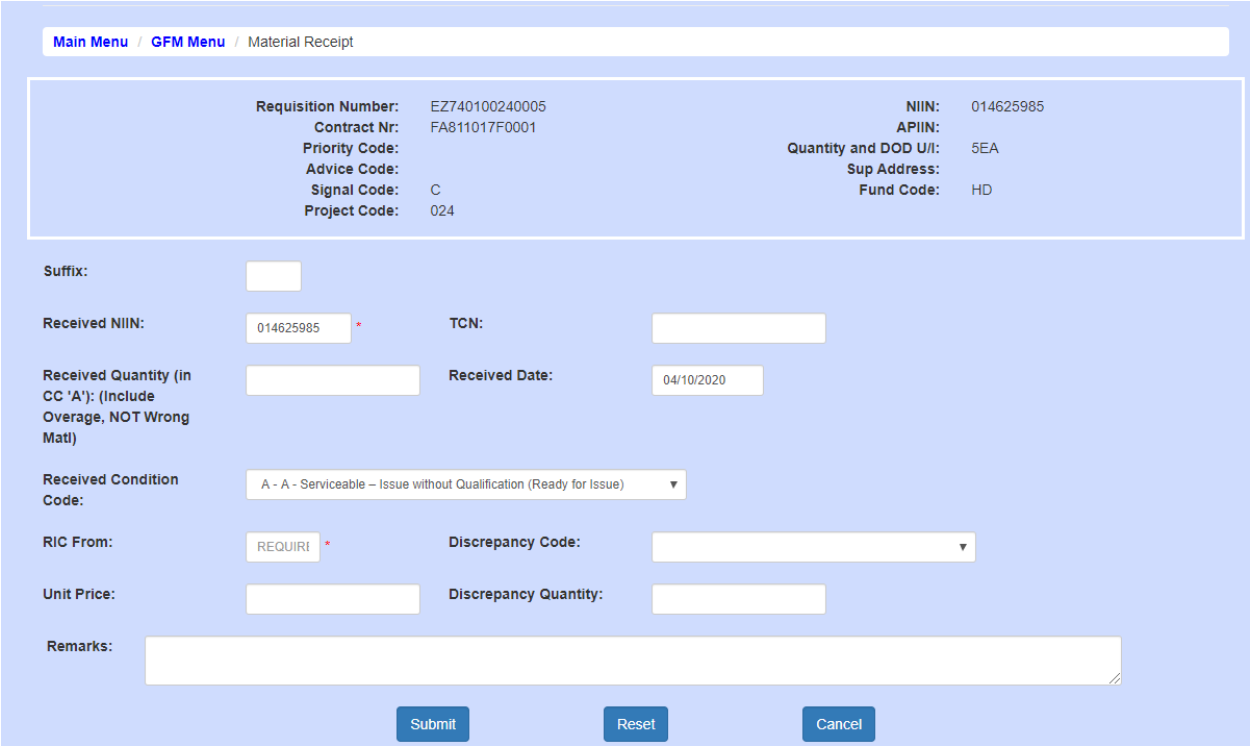
Material Receipt

This function is used to receive GFM into the Bondroom at a contractor site. NOTE: If it is a partial shipment, the user must enter the Document Suffix and hit SUBMIT. If the user receives more than what was requisitioned, then the user will need to return the assets on a SF 364, Supply Discrepancy Report (SDR).

1. The GFM MATERIAL RECEIPT screen appears.



Enter the REQUISITION NR, NIIN or CAGE-PART NR and click SUBMIT.



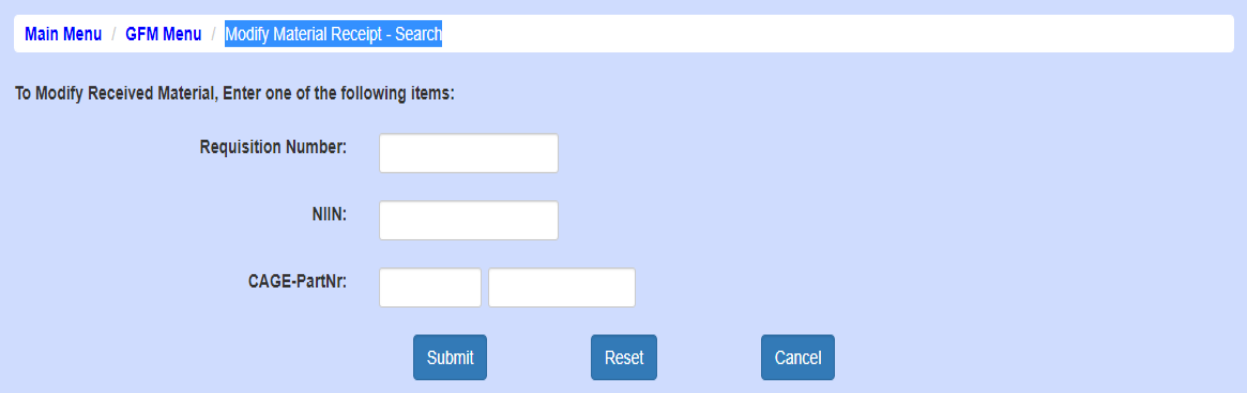
2. Fill in the required information:
    - NIIN of the material received in RECEIVED NIIN.
    - If material received is a partial receipt, enter the SUFFIX CODE from the incoming DD1348 in the SUFFIX field and enter the quantity received in the RECEIVED QUANTITY (CC A) field.
    - If overage of material is received, enter the quantity received including the overage in the RECEIVED QUANTITY (CC A) field. Submit a Supply Discrepancy Report (SDR) as directed by the contract.
    - If there is discrepancy in the material receipt, select the appropriate Discrepancy Code and enter the Discrepancy Quantity:
        - A – Wrong material received (excludes shortages).
        - E – Unserviceable/broken upon receipt. (NOTE: quantity of receipt in 'A' condition is entered in the Received Quantity (CC A field).
        - F – Shortage; total or partial non-receipt. Submit a Supply Discrepancy Report (SDR) as required by contract.
        - NOTE: Above actions may constitute increase to Table of Allowance (TOA) based on SDR. Contractor shall contact PMS to ensure TOA increase occurs in timely manner.
    - Routing Identifier Code (RIC): enter the information from which the material was received.
    - Received Date: defaults to current date and can be changed to an earlier date.
    - TCN: optional entry

3. Click SUBMIT to complete the process.

Modify/Reverse Material Receipt

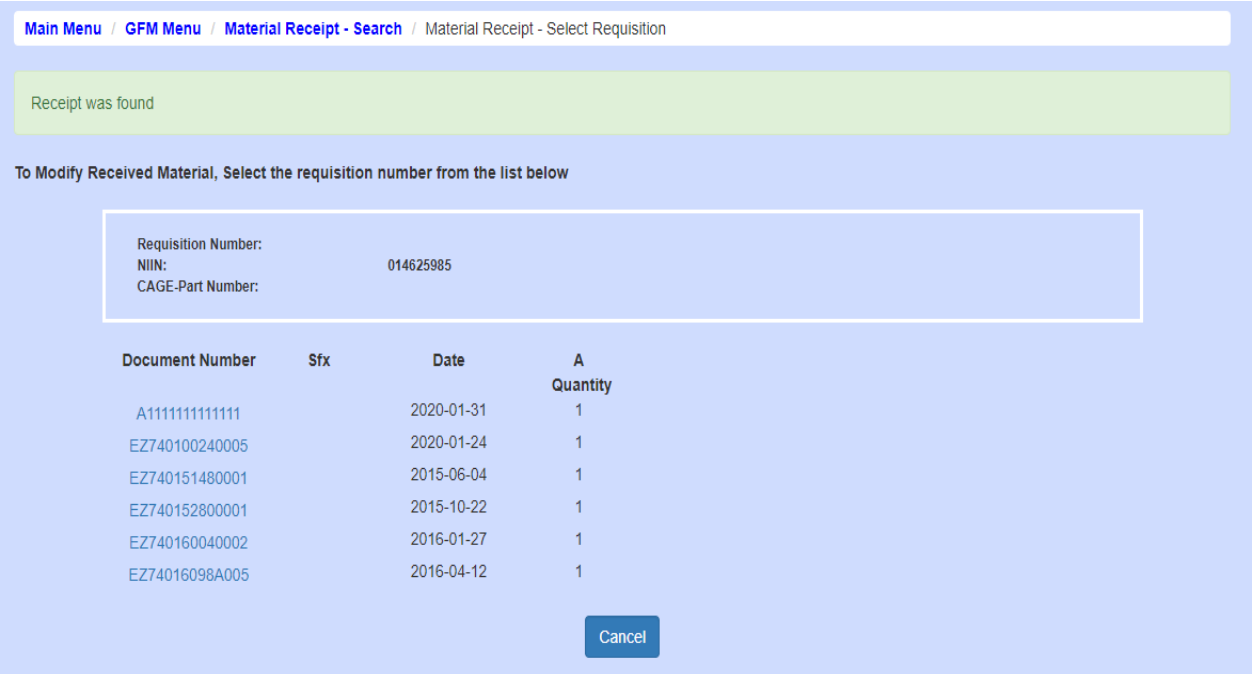
The option to Modify or Reverse a Material Receipt screen appears under Material Distribution in the GFM menu. To Modify or Reverse a Material Receipt, follow these steps:

1. The GFM Modify Material Receipt - Search screen appears:

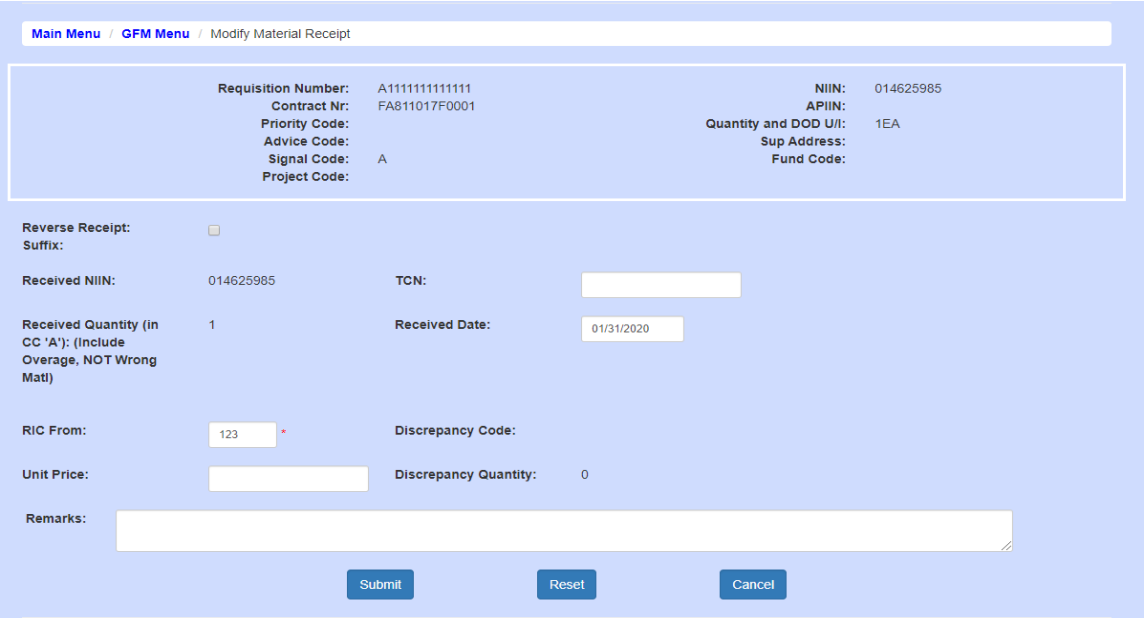


Enter the REQUISITION NR, NIIN or CAGE-PART NR and click SUBMIT.

2. The SELECT REQUISITION screen appears if there are any document numbers coinciding with the information provided on the previous screen.



Click on the appropriate DOCUMENT NUMBER to go to the MODIFY RECEIPT screen.

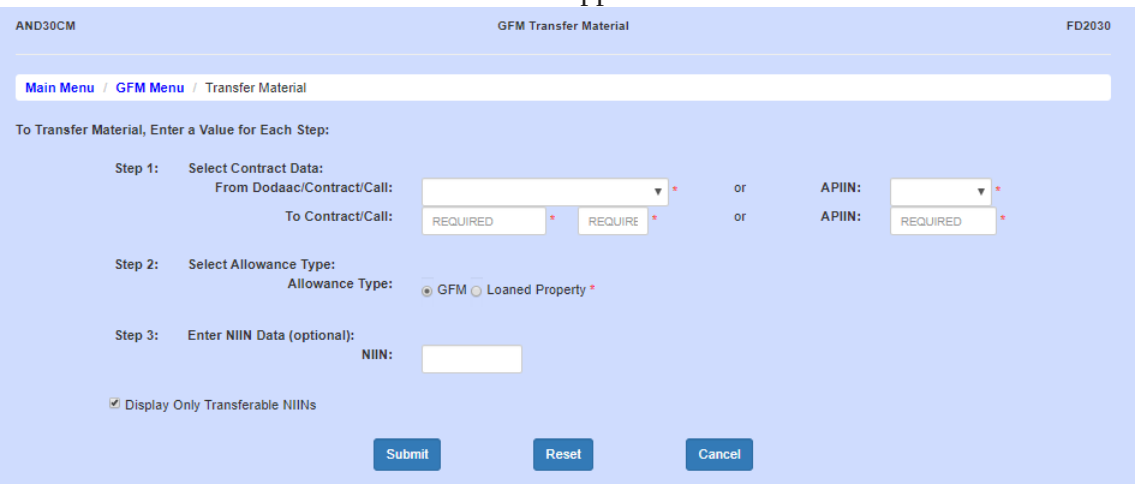


3. Some information from the Requisition will be pre-populated and is read-only.
    - If the Receipt is to be Reversed, click the REVERSE RECEIPT checkbox
    - The Received Date defaults to the existing Receipt date. This can be changed to any date in the past.
    - Routing Identifier Code (RIC): The previous RIC is pre-populated and is still a required field. Enter the information from which the material was received.
    - TCN, UNIT PRICE, and REMARKS are optional.
4. Click SUBMIT.

Transfer Material

This function is accessed from the GFM Contract Manager Menu by clicking on the Transfer Material link under Maintenance. There may be a need to transfer material from one contractor to another.

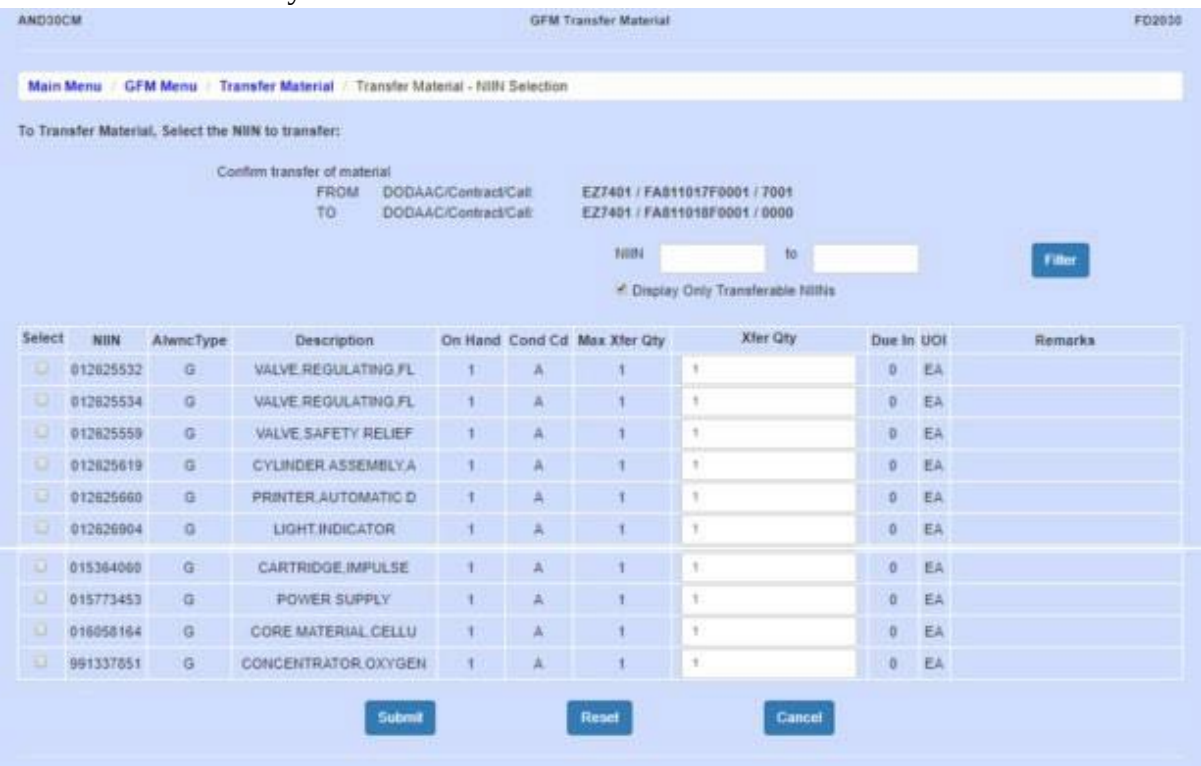
The GFM TRANSFER MATERIAL screen appears.



- Enter FROM DoDAAC/CONTRACT/CALL NR or APIIN.
- Enter TO DoDAAC.
- Enter TO CONTRACT/CALL NR or APIIN.
- Select ALL NIINS check box or enter from SINGLE NIIN to NIIN.
- Click SUBMIT to continue or RESET to start over.

NOTE: Only NIINs on contracts meeting the following criteria are considered for the Transfer Material process:

- Received contract must have an allowance.
- Can only transfer Condition Code A material.

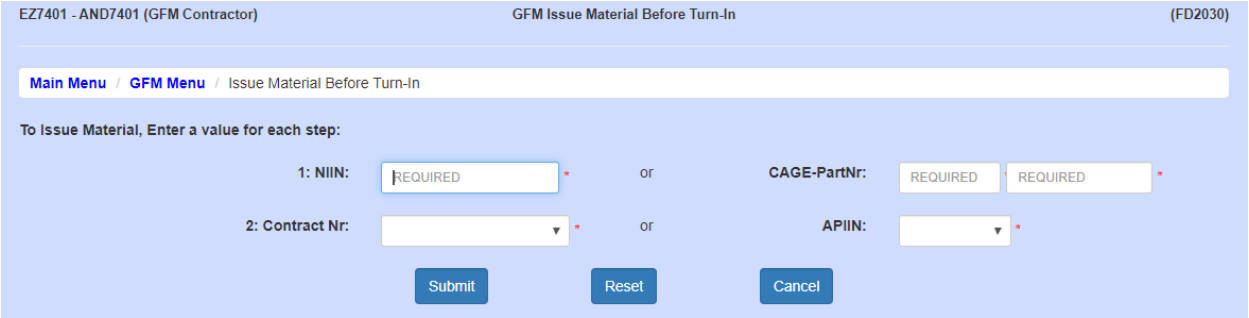


- Check Bond Room Inventory to verify the number on hand and enter the ADJUSTMENT
  QUANTITY.
- Click SUBMIT to confirm or CANCEL to cancel the transfer.

<u>Issue Before Turn-In</u>

Issue Material Before Turn-In

1. The GFM ISSUE MATERIAL screen appears. You will need to know the CLIN before it can be entered in this screen.

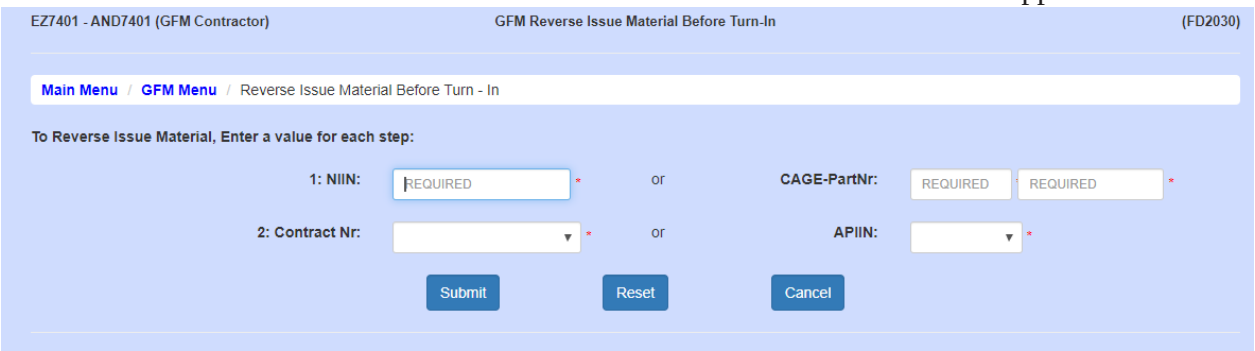


Enter a NIIN or CAGE-PART NR, but not both. Then enter either a CONTRACT NR or an APIIN, but not both. Click SUBMIT.

2. Enter the required information (CLIN and QUANTITY) on the next page. Click SUBMIT.

Reverse Issue Before Turn-In

1. The GFM REVERSE ISSUE OF MATERIAL BEFORE TURN-IN screen appears.

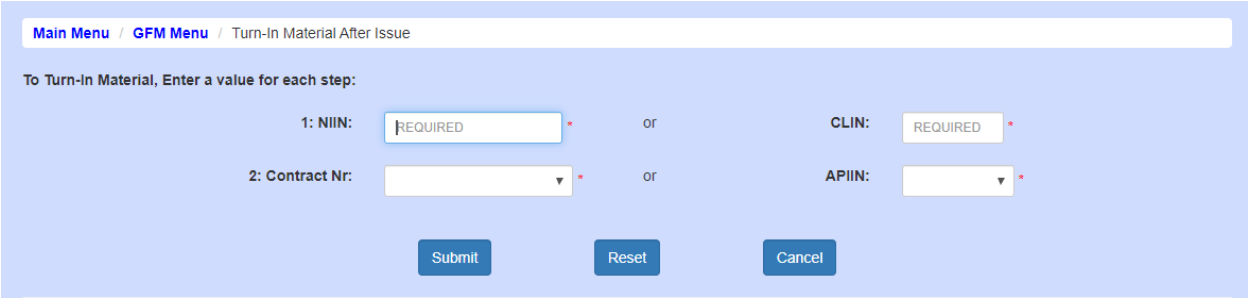


Enter a NIIN or CAGE-PART NR, but not both. Then enter either a CONTRACT NR or an APIIN, but not both. Click SUBMIT.

2. Select the Issue Document that you want to Reverse
3. On the next screen, enter REMARKS if applicable. Click SUBMIT to finalize the Reversal.

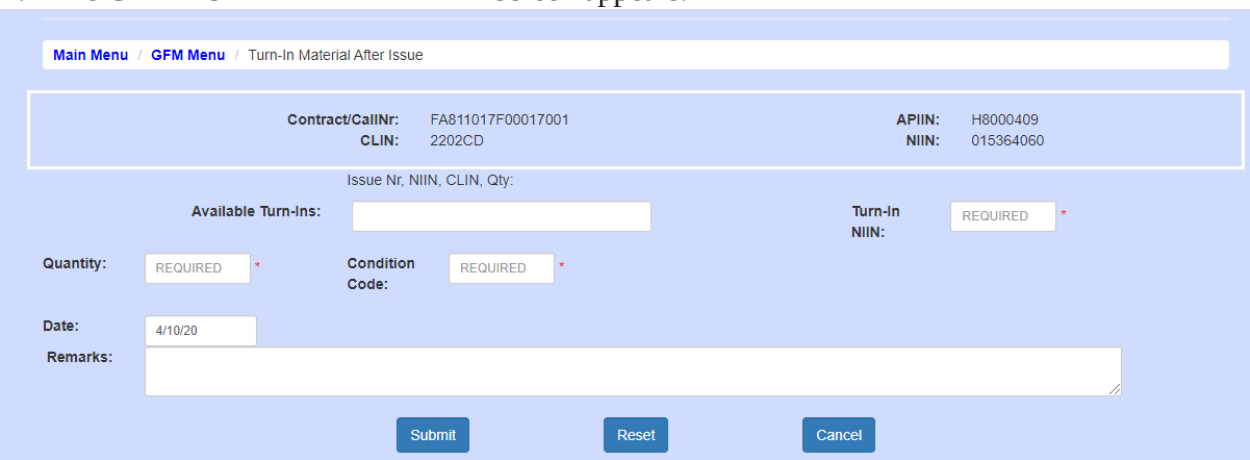
Turn-In Material After Issue

1. The GFM TURN-IN MATERIAL screen appears. Material must have been issued in order to turn it on.



Enter a NIIN or CLIN. Then enter a CONTRACT NR or APIIN and click SUBMIT.

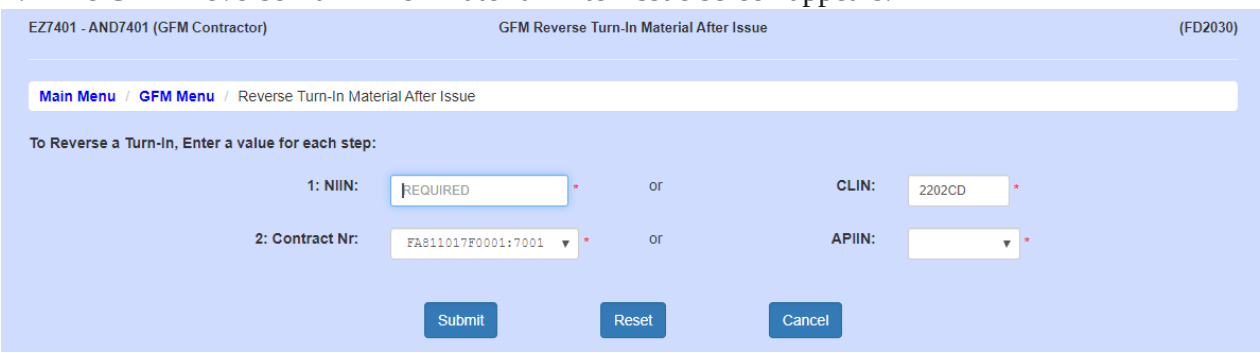
2. The GFM TURN-IN MATERIAL screen appears.



- Select the ISSUE NR, NIIN, CLIN, and QTY AVAILABLE TO TURNIN from the dropdown box.
- Enter a TURN-IN NIIN, QUANTITY, and applicable CONDITION CODE.
- The DATE field defaults to the current date. Make changes if needed and any applicable remarks and then click SUBMIT.

Reverse Turn-In After Issue

1. The GFM Reverse Turn-In of Material After Issue screen appears.



Enter a NIIN or CLIN. Then enter a CONTRACT NR or APIIN and click SUBMIT.

2. A list of all available Turn-Ins will populate. Select the DOCUMENT NUMBER to REVERSE.

3. A read-only page will appear. Review the TURN-IN's information and click SUBMIT when ready.

Turn-In Before Issue

Turn-In Material Before Issue

1. The GFM TURN-IN MATERIAL screen appears. Material must have been issued in order to turn it in. Enter a combination of Contract Number and CLIN or CLIN and APIIN.

Enter a NIIN or CLIN. Then enter a CONTRACT NR or APIIN and click SUBMIT.

2. Select the ISSUE NR, CLIN, and QUANTITY AVAILABLE TO TURN IN from the dropdown menu.

Enter the QUANTITY (required). Then enter the applicable CONDITION CODE and any necessary REMARKS. Click SUBMIT.

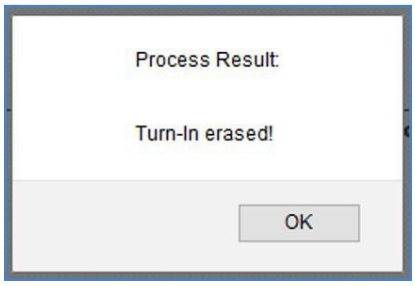
Turn-in created successfully screen appears.

Reverse Turn-In Before Issue

1. From GFM menu, under Turn-in Before Issue section, click the "Reverse Turn-in Before Issue" link.
2. The **Reverse Turn-In Before Issue** screen appears.

3. Enter the **NIIN** and select the applicable **CONTRACT NR** or the **APIIN**.
4. Click **SUBMIT** to continue or **RESET** to start over.
5. Select the Issue Document that you wish to Reverse.
6. On the next screen, enter 'Remarks' is applicable.

7. The following message will be displayed.

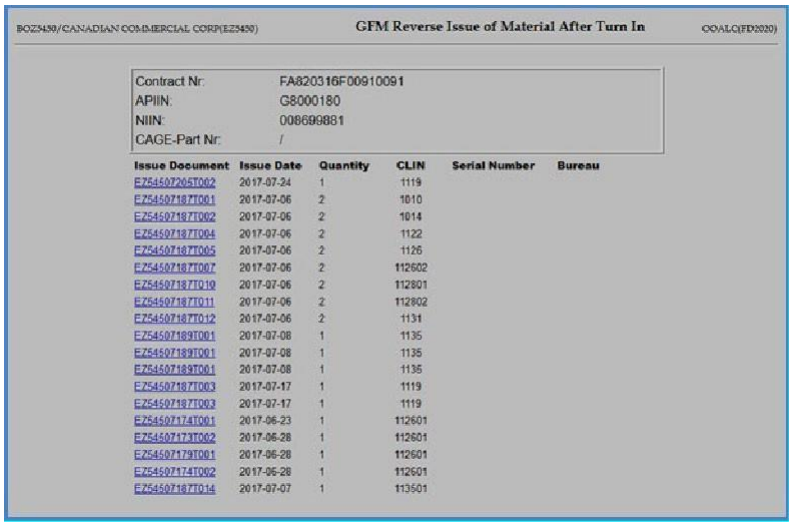


Note: This screen image will be updated after the v10.0 release.

Reverse Issue After Turn-In

1. From GFM Main menu click on **Reverse Issue of Material After Turn In.**
2. Enter the **NIIN or CAGE - PART NR** and select the applicable CONTRACT **NR** or the **APIIN** and click on SUBMIT button.

3. Click SUBMIT to continue or RESET to start over.
4. Select the issue Document that you want to reverse (screen shot not available).



BOZ5450/CANADIAN COMMERCIAL CORP(EZ5450) **GFM Reverse Issue of Material After Turn In** OOALQ(FD2020)

Contract Nr:	FA820316F00910091
APIIN:	G8000180
NIIN:	008699881
CAGE-Part Nr:	/

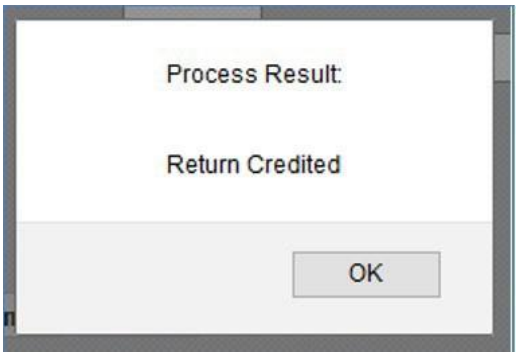
Issue Document	Issue Date	Quantity	CLIN	Serial Number	Bureau
EZ5450T205T002	2017-07-24	1	1119		
EZ5450T187T001	2017-07-06	2	1010		
EZ5450T187T002	2017-07-06	2	1014		
EZ5450T187T004	2017-07-06	2	1122		
EZ5450T187T005	2017-07-06	2	1126		
EZ5450T187T007	2017-07-06	2	112602		
EZ5450T187T010	2017-07-06	2	112801		
EZ5450T187T011	2017-07-06	2	112802		
EZ5450T187T012	2017-07-06	2	1131		
EZ5450T189T001	2017-07-08	1	1135		
EZ5450T189T001	2017-07-08	1	1135		
EZ5450T189T001	2017-07-08	1	1135		
EZ5450T187T003	2017-07-17	1	1119		
EZ5450T187T003	2017-07-17	1	1119		
EZ5450T174T001	2017-06-23	1	112601		
EZ5450T173T002	2017-06-28	1	112601		
EZ5450T179T001	2017-06-28	1	112601		
EZ5450T174T002	2017-06-28	1	112601		
EZ5450T187T014	2017-07-07	1	113501		

Note: This screen image will be updated after the v10.0 release.

5. On the next screen, enter 'Remarks' as applicable (screen not available).

   NOTE: Image not available until after v10.0 release.

6. Click SUBMIT to continue or RESET to start over.
7. The following message will be displayed (old screen).

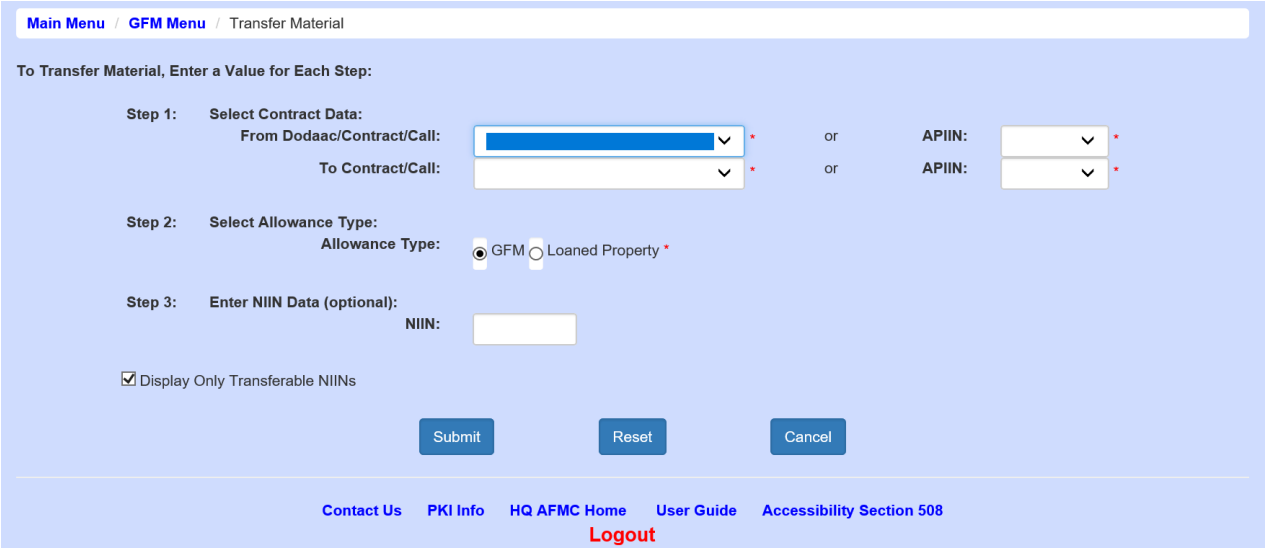


Note: This screen image will be updated after the v10.0 release.

Transfer

1. From GFM Main menu click on **TRANSFER MATERIAL** under **Material Distribution** section. The Transfer Material screen appears.

2. Select a FROM DoDAAC/Contract/Call from the dropdown box, enter an APIIN or enter a To Contract/Call or an APIIN. Entering a NIIN is optional.



3. Click SUBMIT to continue or RESET to start over.

NOTE: If the property to be transferred requires shipment to another contractor DODAAC, the transfer must be initiated by the Contract Monitor.
NOTE: Since the contractor initiated the transfer from one contract to another, no shipping document is created.

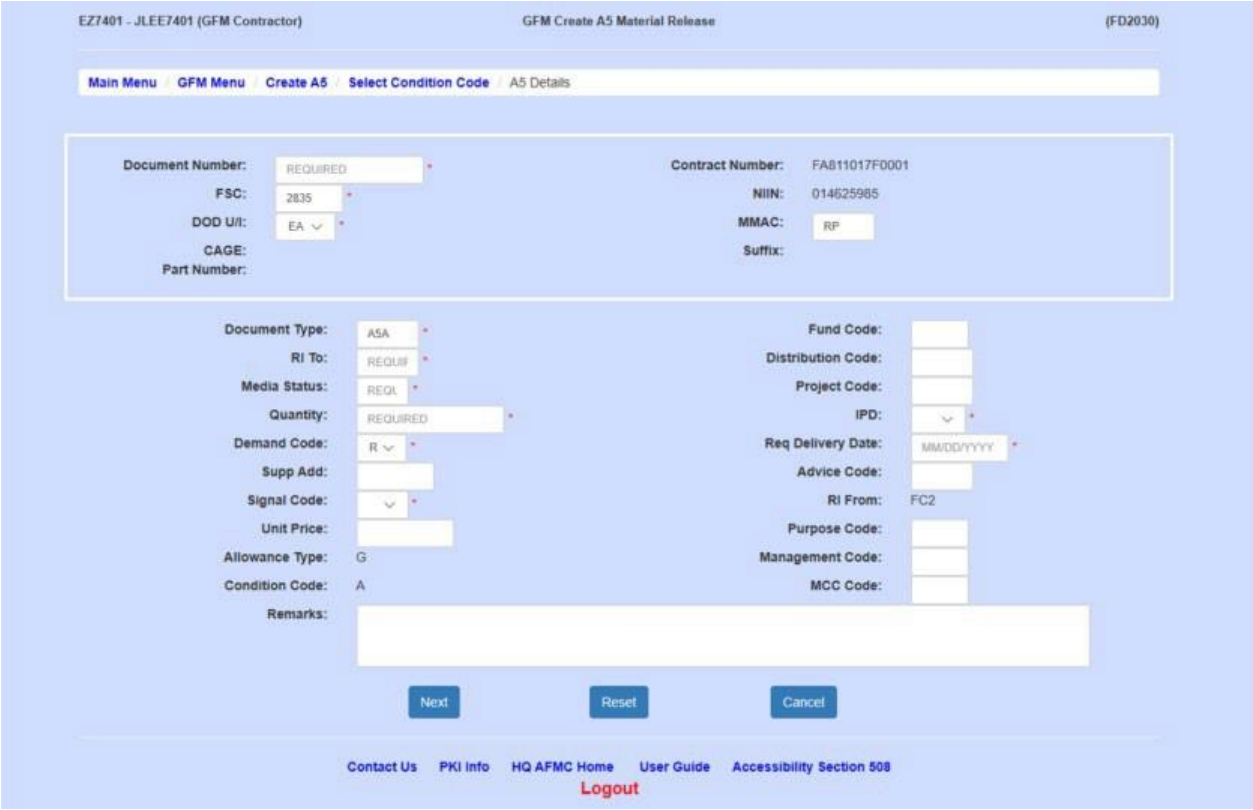
Ship

From GFM Main menu click on **CREATE A5 MATERIAL RELEASE** under **Shipping** Under the **Shipping** column, there is the option to create an A5 shipping transaction, save it, then process the A5 later. The DD1348 Shipping Document may be created, printed and reprinted if necessary or complete the entire process at the same time (Create A5, Process A5, Create and Print the DD1348). The A5 shipping transaction may also be reversed by utilizing the 'Reverse A5' link.
****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**

1. Section menu options. The **create A5** screen appears.
2. Enter the NIIN and Contract Nr or NIIN and APIIN.

3. Select **SUBMIT** to continue or **RESET** to start all over.
4. After selecting the Submit button the following screen appears.

5. Select condition code and click on the SUBMIT, RESET, or CANCEL button. When Condition Code is selected and Submit button is clicked, the following screen appears.

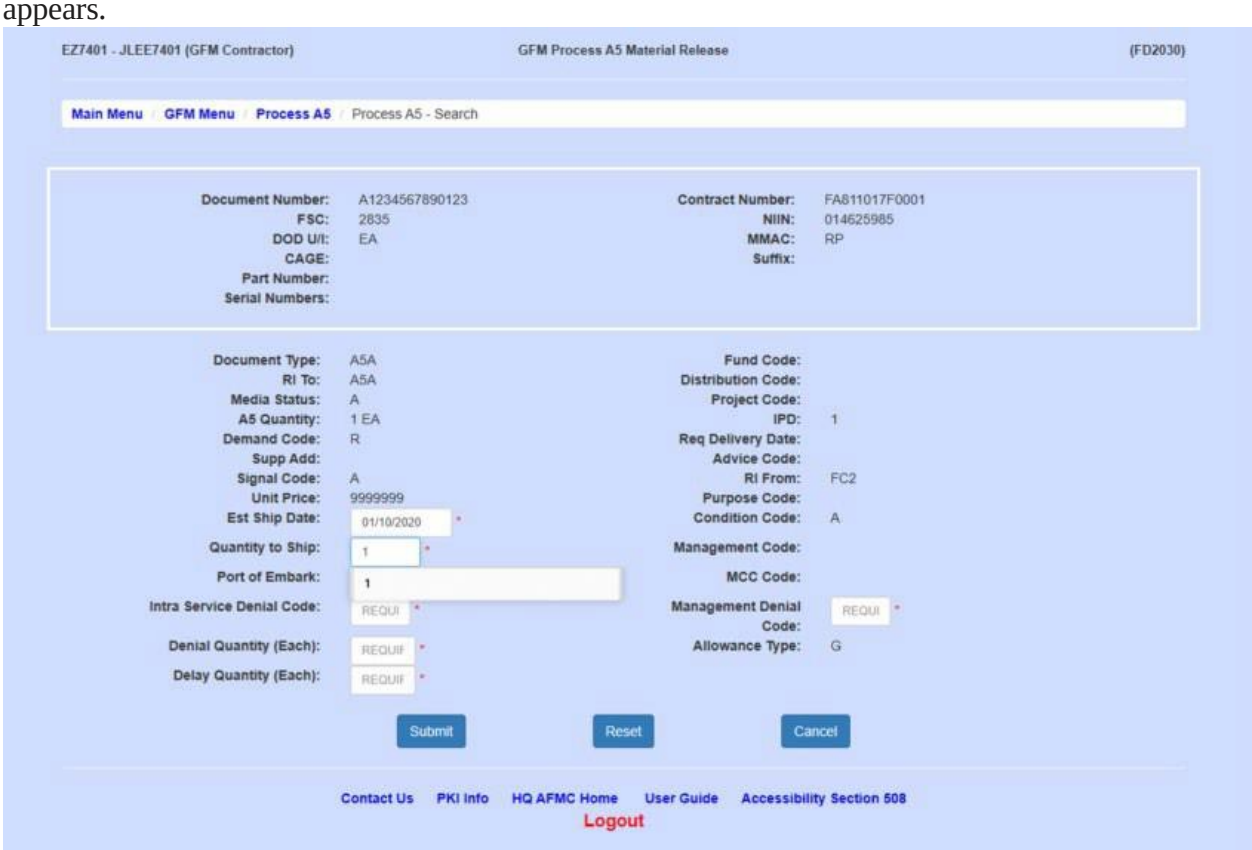


The following data entries are required to effect CAV GFM shipments for the Air Force (not all are currently designated by an * in the CAV AF program).

- **SHIPPING DOC NR**: Enter shipping document number consisting of the contractor's 6-digit 'EZ' DODDAC, 4-digit Julian date and 4-digit serial number.
- **FSC**: Leave default value.
- **DOD U/I**: Leave default.
- **DOCUMENT TYPE**: Leave default value 'A5A' for shipping Condition Code 'A' and 'F' material. Change to 'A5J' for shipment of condemned Condition Code 'H' material.
- **RI TO**: Enter Routing Identifier of activity to receive shipment.
- **MEDIA STATUS**: Recommend 'Y' (exception supply/shipment status to Distribution Code) unless otherwise directed.
- **A5 QUANTITY**: Enter quantity to be shipped.
- **DEMAND CODE**: Leave default value 'R' unless otherwise directed.
- **SUPPLEMENTARY ADDRESS (REQUIRED FIELD):** Enter DODAAC of 'Ship to' activity.
- **SIGNAL CODE**: Enter 'M' (ship to Supp Add, no billing required).

- **FUND CODE**: Enter CDM Fund Code assigned to the contracting ALC used in the original GFM requisitions:
  - OO-ALC: 'GD' MSD for material or '6C' for GSD material.
  - OC-ALC: 'HD' MSD for material or '6C' for GSDmaterial.
  - WR-ALC: 'LD' MSD for material or '6C' for GSDmaterial.
- **DISTRIBUTION CODE**: Enter 'C99'.
- **IPD**: Recommend select '13' from dropdown unless otherwise directed.
- **REQUIRED DELIVERY DATE**: Leave at default value unless otherwise directed.
- **RI FROM**: Enter 3-digit routing identifier assigned to the shipping contractor (e.g., 'FIE').
- **CONDITION CODE**: Enter 'A', 'F', or 'H' as appropriate.

6. Click **NEXT** from the previous screen opens **PROCESS A5 MATERIAL RELEASE** screen appears.



7. Fill in the appropriate field.
   - Quantity to Ship.

8. Click **SUBMIT** to continue or **RESET** to start over.

9. The GFM Create DD1348 screen appears after you hit **SUBMIT** button.

10. Fill in the appropriate fields.
    - Mark for
    - Ship to DoDAAC.

11. Click SUBMIT to continue or RESTART to start all over.

12. The **GFM DD1348 UPDATE** screen appears. **EDIT, PRINT and SHIP** are options on this screen. If Ship is selected, the system will ask if the Print was successful. This is a reminder that the DD1348 needs to be printed, otherwise, just say yes. **NOTE: Image not available at this time.**

    ****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**

13. The **GFM DD1348 UPDATE** screen appears. **EDIT, PRINT and SHIP** are options on this screen. If Ship is selected, the system will ask if the Print was successful. This is a reminder that the DD1348 needs to be printed, otherwise, just say yes.

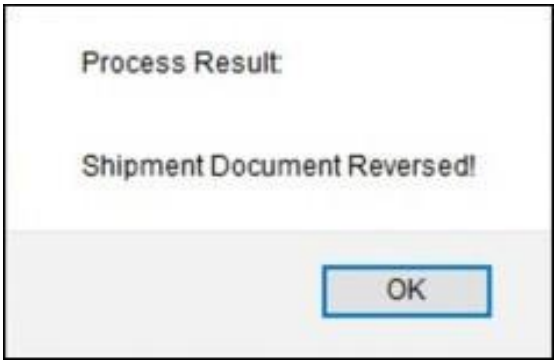
NOTE: DD Form 250 or DD Form 1149 are not acceptable or authorized as a shipment document and shall not accompany any material shipments on repair contracts.

<u>Reverse a GFM Shipment ('Reverse A5' link).</u>

1. The **GFM Reverse A5 Material Release** screen appears.
2. Fill in the appropriate fields:
    a) NIIN or CAGE- Part Nr.
    b) AND DoDAAC/Contract Nr. Or APIIN.

3. Select GFM or Loaned Property.
4. Click SUBMIT to continue or RESET to start over.
5. Select the Shipment Document Number Suffix that you would like to reverse.

6. The following message will be displayed.



Note: This screen image will be updated after the v10.0 release.

Condemn

Exchangeable items in the Bond Room in condition 'A' or 'F' may be condemned. Consumable items in the Bond Room may be condemned only when required by DEMIL Code. 'H' condition consumables or an exchangeable may be turned-in from the repair line.

1. The **GFMCONDEMN AN ITEM** screen appears.

2. Enter a **NIIN** or **CAGE -PART NR**.
3. Select a **DODAAC/CONTRACT NR** from the dropdown list or enter an **APIIN**.
4. Click SUBMIT to continue or RESET to start over.
5. The GFM CONDEMN AN ITEM screen appears.
6. Fill in the appropriate information:
   - a Quantity
   - b Condemn Date
   - c Remarks

7. Click **SUBMIT** to continue or RESET to start over.

GFM Reports

Before entering multiple transactions, the user may want to print the reports for a quick reference; each report has pieces of information that may be required during inputs. ****Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF.**

Contract Allowance Report

Lists all NIINs and the Allowance Quantity. Columns to the right of the Allowance Qty are data used by other services.

Bondroom Inventory

Provides the available on hand and the due-in amounts – be sure to look at all condition codes. Selecting "All" Condition Codes will summarize all A, F, and H together as one total.

Bondroom Issuance

Provides total quantity issued and the number of issue transactions.

Zero Issued NIINs

Lists the NIINs of material with zero issues.

Source of Material

Shows RIC for GFM receipted on requisitions and materiel that was transferred from another contractor.

Requisition Report

By selecting Contract, NIIN, and Status of Open, this report displays outstanding GFM requisitions.

Requisition History

This report displays the history for a specific Requisition Document Number, NIIN, or CAGE/Part Number.

Loaned Property

Perhaps the most significant functionality change in CAVAF v8.0 was the modification to Loaned Property procedures (formerly referred to as GFE). Effectively the CAVAF GFM process now has two subdivisions: GFM and Loaned Property.

The loaned property management capability in CAVAF has been modified so that ERRC 'S', 'U', 'T' 'C' and 'P' assets may be managed as either GFM or Loaned Property or both. 'GFM Maintain Allowance' page identifies a NIIN as either GFM (allowance type 'G') or Loaned Property (allowance type 'L').

When a requisition is created the user must select the allowance type (GFM or Loaned Property) of the item is being requisitioned.

Attributes applicable to Loaned Property include:

- Issue to the repair line NOT permitted.
- Transfer to another contract permitted.
- Shipment upon the completion of a contract/use.
- Shipment back in 'F' condition permitted; condemnation not permitted.
- Separate bond room inventory reports.
- MCA AX1/AX2 requisition validation process applies.
- Requisition defaults to blank fund code.
- Purpose code defaults code 'K' (rp 70 in Rqn, D6N, D7N, DFN).
- Management code defaults to 'L' (rp 72 in Rqn, D6N, D7N, DFN).
- Output D6N upon receipt.
- Output D7N and DFN upon shipment.

From a user standpoint, the following screen prints illustrate the pertinent changes which the ALC's CAVAF Contractor Monitor (CM) and the contractor GFM/Loaned Property user should be familiar.

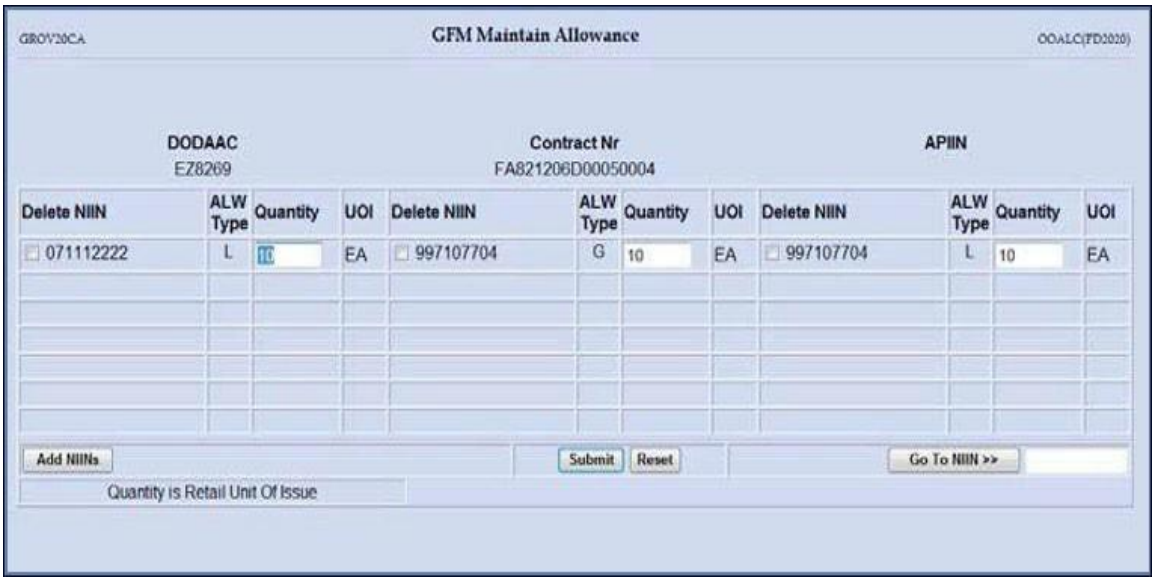
GFM/Loaned Property Allowances

When the CM establishes an allowance on the 'GFM Maintain Allowance' page, he/she must identify the allowed NIIN as either GFM (allowance type 'G') or Loaned Property (allowance type 'L') in the Allowance Type block.

Following rules apply:

8. Allowances for ERRC 'S' and 'U' NIINs may be loaded as GFM or Loaned Property.

9. Allowances for ERRC ‘T’, ‘C’, and ‘P’ NIINs may be loaded as GFM or Loaned Property.
10. Allowances for ERRC ‘S’ and ‘U’ NIINs may be loaded as GFM or Loaned Property.
11. Allowances for ERRC ‘T’, ‘C’, and ‘P’ NIINs may be loaded as GFM or Loaned Property.
12. Allowances for ERRC ‘N’ NIINs may be loaded only as GFM.
13. ERRC ‘S’, ‘U’, ‘T’, ‘C’ and ‘P’ NIINs may be entered twice to permit circumstances when both GFM and Loaned Property allowances are required.



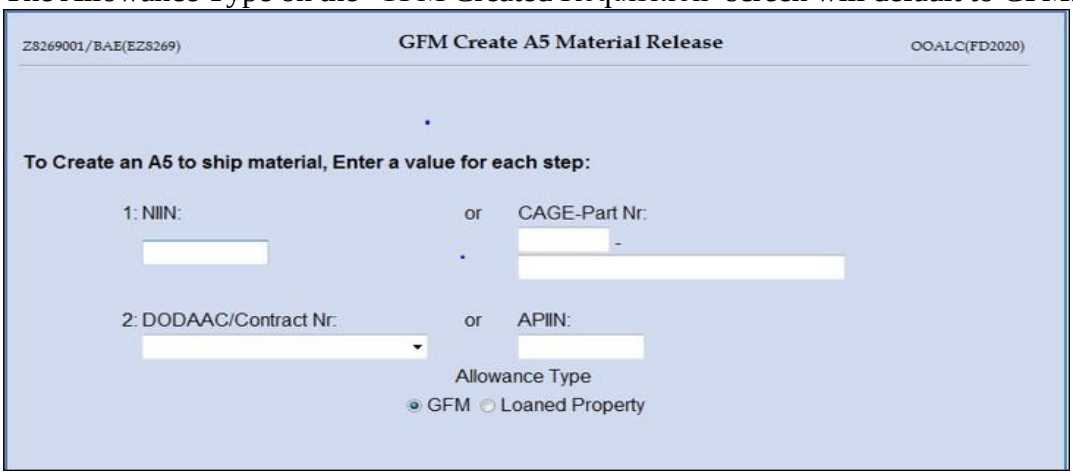
Note: This screen image will be updated after the v10.0 release.

NOTE: A NIIN may be established as both GFM and Loaned Property.

Creating GFM/Loaned Property Requisitions

When a new requisition is created the requistioner must designate the Allowance Type of the material being ordered. The requisition will be created only if the CM has created an allowance for the type selected.

The Allowance Type on the 'GFM Created Requisition' screen will default to GFM.

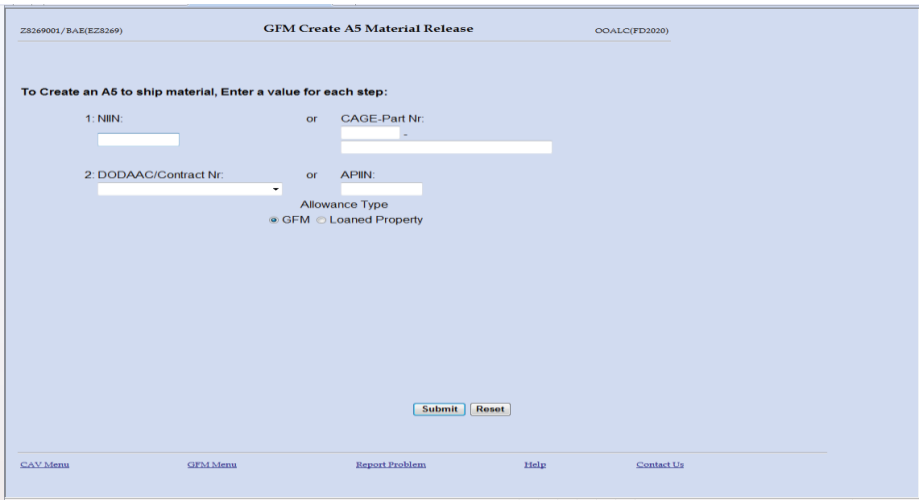


Note: This screen image will be updated after the v10.0 release.

If Loaned Property is being requisitioned, the radio button 'Loaned Property' must be selected. An error message will appear if the radio button is selected for a NIIN/allowance type that has not been established on the TOA by the ALC CM.

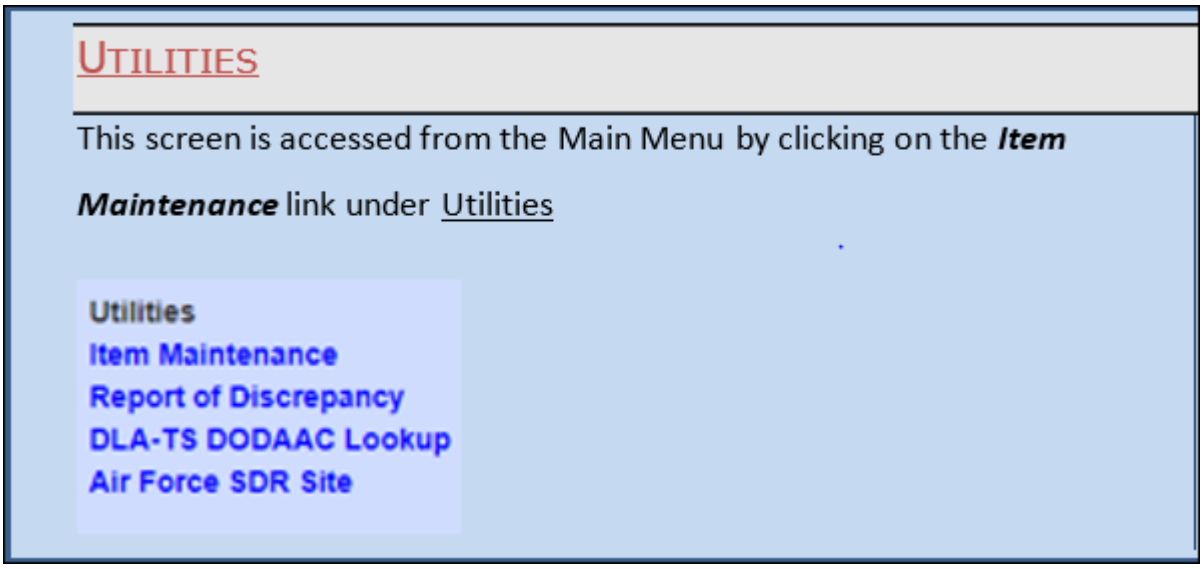
Shipments and Transfers

Likewise, when material is selected for shipment or transfer the allowance type of the material must be selected.



Note: This screen image will be updated after the v10.0 release.

<u>Utilities</u>

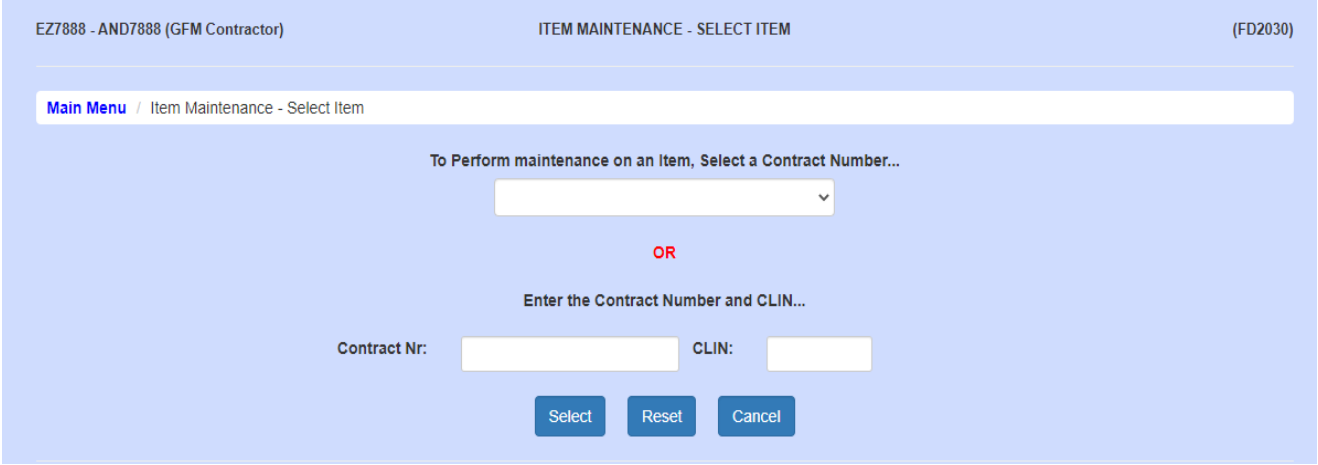


Utilities - Item Maintenance Screen:

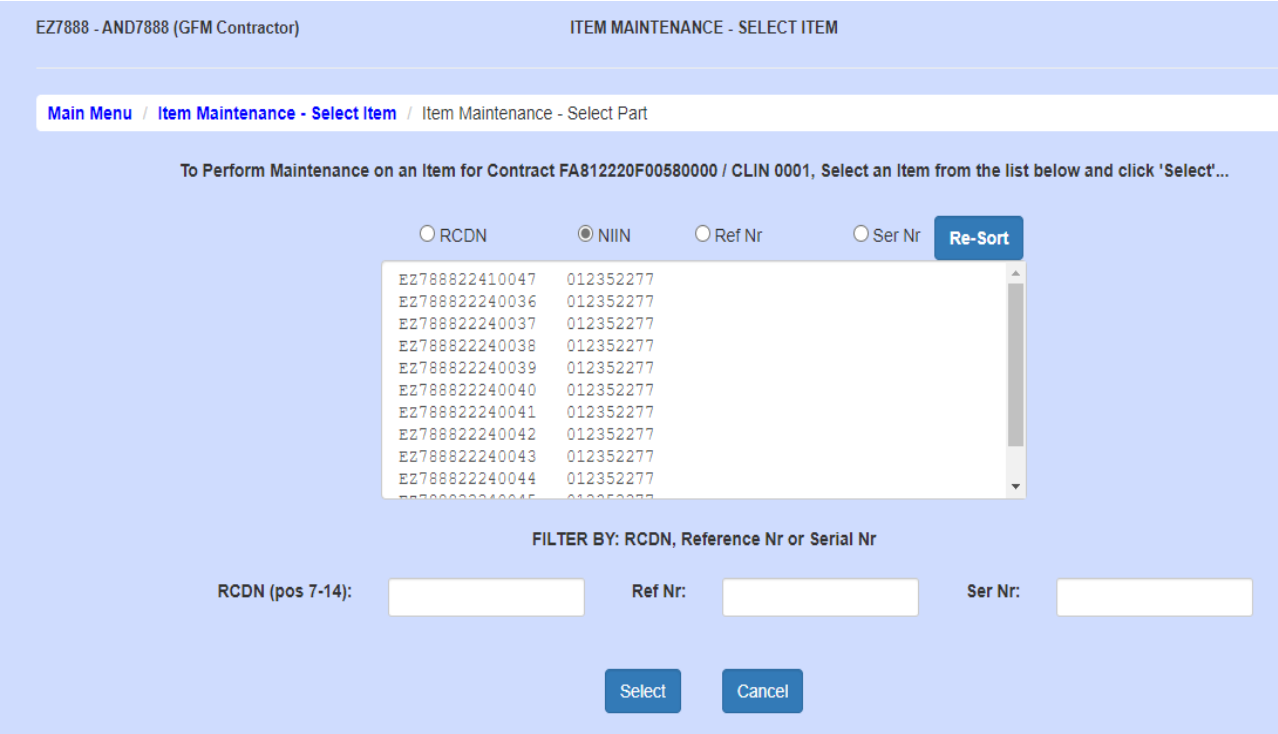
This screen is accessed from the Main Menu by clicking on the ***Item Maintenance*** link under Utilities.

This function provides the capability to modify certain fields for a specific RCDN in repair status. The **SELECT ITEM** screen appears.

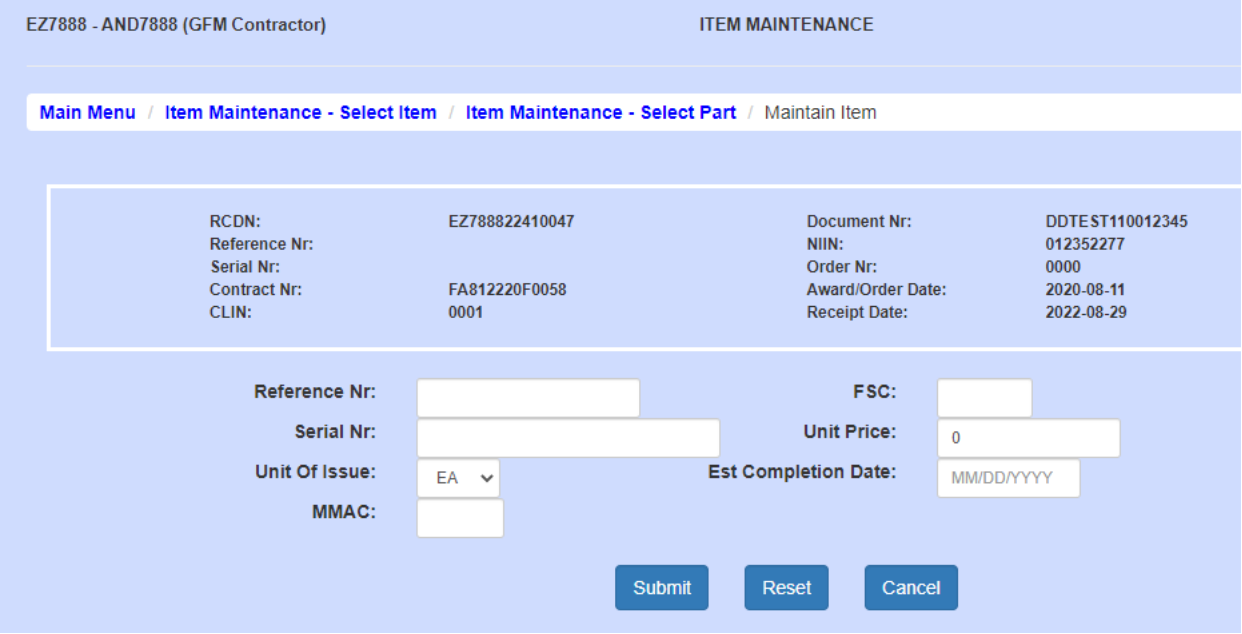
- Select a **CONTRACT NR/CLIN** from the dropdown list or enter a **CONTRACT NR/CLIN**.
- Click **SUBMIT** to continue. The **SELECT ITEM** screen appears.



The **SELECT ITEM** screen appears.



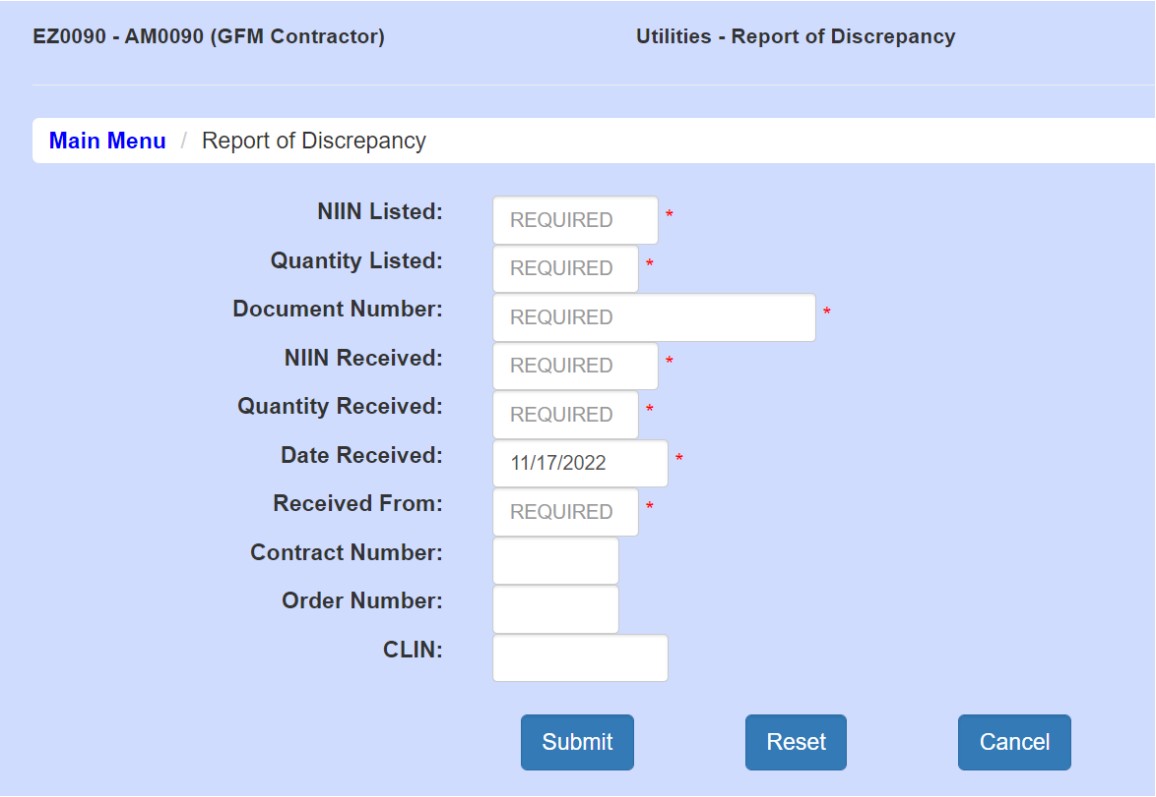
- Select the RCDN from dropdown list or enter eight of the RCDN, Reference Number or the Serial Number.
- Maintain Item screen appears. Enter data and click Submit



Utilities - Report of Discrepancy Screen:
This screen is accessed from the Main Menu by clicking on the ***Report of Discrepancy (ROD)*** link under Utilities menu.

This is an Internal Report only. This records the ROD which contractors have submitted to the ICP.

The ROD screen appears.



Fill in the appropriate information:

- **NIIN Listed**: Enter which was to be received.
- **Quantity Listed**: Enter the quantity which was to be received.
- **Document Number**: Enter the Document Number.
- **NIIN Received**: Enter the actual NIIN which was received.
- **Quantity Received**: Enter the actual quantity which was received.
- **Date Received**: Enter the date the 'NIIN Received" was received.
- **Received From**: Enter the RIC.
- **Contract Number**: Enter the Contract Number.
- **Order Number**: Enter the Order Number.
- **CLIN**: Enter the CLIN.

Click on **Submit** to continue or **Reset** to start over.

DLA-TS DoDAAC Lookup:

This screen is accessed from the Main Menu by clicking on the DLA-TS DoDAAC Lookup link under Utilities menu.

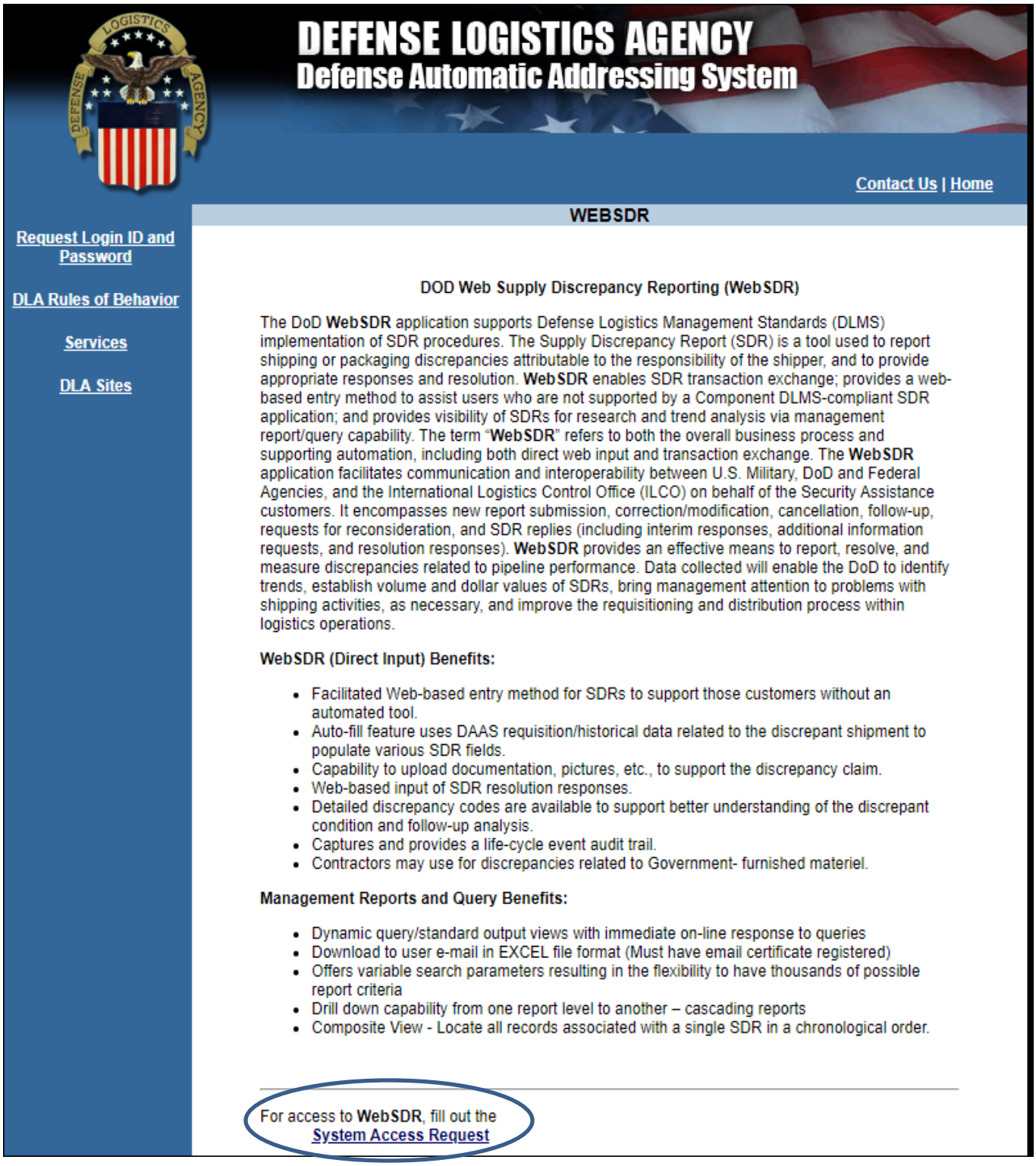
This is a link to the DLA DAASINQ website (https://home.daas.dla.mil/daasinq/default.asp) where the user can perform queries to identify a DoDAAC, NIIN or RIC data.

Air Force Supply Discrepancy Report (SDR) site:

User must be registered to access this site via DLA Transactions Services site.

Users can submit SDR report once access is granted.

Go to https://home.daas.dla.mil/daashome/websdr.asp request access.



DEFENSE LOGISTICS AGENCY
Defense Automatic Addressing System

Contact Us | Home

Request Login ID and Password

DLA Rules of Behavior

Services

DLA Sites

WEBSDR

DOD Web Supply Discrepancy Reporting (WebSDR)

The DoD **WebSDR** application supports Defense Logistics Management Standards (DLMS) implementation of SDR procedures. The Supply Discrepancy Report (SDR) is a tool used to report shipping or packaging discrepancies attributable to the responsibility of the shipper, and to provide appropriate responses and resolution. **WebSDR** enables SDR transaction exchange; provides a web-based entry method to assist users who are not supported by a Component DLMS-compliant SDR application; and provides visibility of SDRs for research and trend analysis via management report/query capability. The term "**WebSDR**" refers to both the overall business process and supporting automation, including both direct web input and transaction exchange. The **WebSDR** application facilitates communication and interoperability between U.S. Military, DoD and Federal Agencies, and the International Logistics Control Office (ILCO) on behalf of the Security Assistance customers. It encompasses new report submission, correction/modification, cancellation, follow-up, requests for reconsideration, and SDR replies (including interim responses, additional information requests, and resolution responses). **WebSDR** provides an effective means to report, resolve, and measure discrepancies related to pipeline performance. Data collected will enable the DoD to identify trends, establish volume and dollar values of SDRs, bring management attention to problems with shipping activities, as necessary, and improve the requisitioning and distribution process within logistics operations.

WebSDR (Direct Input) Benefits:

- Facilitated Web-based entry method for SDRs to support those customers without an automated tool.
- Auto-fill feature uses DAAS requisition/historical data related to the discrepant shipment to populate various SDR fields.
- Capability to upload documentation, pictures, etc., to support the discrepancy claim.
- Web-based input of SDR resolution responses.
- Detailed discrepancy codes are available to support better understanding of the discrepant condition and follow-up analysis.
- Captures and provides a life-cycle event audit trail.
- Contractors may use for discrepancies related to Government- furnished materiel.

Management Reports and Query Benefits:

- Dynamic query/standard output views with immediate on-line response to queries
- Download to user e-mail in EXCEL file format (Must have email certificate registered)
- Offers variable search parameters resulting in the flexibility to have thousands of possible report criteria
- Drill down capability from one report level to another – cascading reports
- Composite View - Locate all records associated with a single SDR in a chronological order.

For access to **WebSDR**, fill out the
System Access Request

PUBLIC KEY INFRASTRUCTURE (PKI)

WHAT IS PUBLIC KEY INFRASTRUCTURE (PKI)?

PKI is the Air Force's "*Electronic Key to the Future*." PKI includes a combination of hardware, software, policies, and procedures to verify identities through the use of digital signatures and certificates. PKI is an IT infrastructure that enables users of an unsecured public network (such as the Internet) to exchange data securely and privately. It provides:

- Confidentiality: Assurance that the person receiving is the intended recipient.
- Integrity: Verification that no unauthorized modification of data has occurred.
- Authentication: Proof that the sender is whom he claims to be.
- Non-repudiation: Assurance that the person sending cannot deny participation.

Suppliers can obtain ECA Certificates directly from the DoD or the vendors below:

- Operational Research Consultants, Inc. (ORC) http://www.eca.orc.com/, email: ecahelp@orc.com, phone (800)-816-5548

- VeriSign, Inc., Now a part of Symantec, http://www.verisign.com/eca, email: ecasupport@verisign.com, phone (866)-202-5570

- IdenTrust, Inc. http://www.identrust.com/certificates/eca/index.html, email: helpdesk@identrust.com, phone (888)-882-1104

HOW IT AFFECTS CAV AF?

Users with a DoD issued Common Access Card (CAC) will have at least two PKI certificates loaded on their CAC, either certificate may be used to access CAV AF, but it is better practice to use the certificate that does not have email in the user's name. CAV AF users who do not have a CAC will have to purchase an External Certification Authority (ECA) PKI certificate from a DoD approved vendor.

WHY WE DO THIS?

We do this to comply with DoD policy and to authenticate the user and create a more secure communications link between the web server and the user. All users must establish trust with the DoD domain: which means that there needs to be an installation of the appropriate certificates on the browser.

Note: these certificates must be installed on the user's system prior to using an ECA or CAC.

For more information concerning PKI, please contact the CAV AF Program Office: Ms. Gina Laughlin, HQ AFMC, AFLCMC/HIS, CAV AF Program Manager, 937-257-9904 (Comm.), 787-9904 (DSN).

ACRONYMS

ACRN - Accounting Classification Reference Number

AFMC – Air Force Materiel Command

ALC – Air Logistics Complex

APIIN – Abbreviated Procurement Instrument Identification Number

BER – Beyond Economic Repair

CAGE – Commercial and Government Entity

CAV AF – Commercial Asset Visibility Air Force

CC – Condition Code

CLIN – Contract Line Item Number

CONUS - Continental United States

COG – Cognizance Symbol

CDM – Contract Depot Maintenance

CM – Contract Monitor

DAASC – Defense Automatic Addressing System Code

DLA - Defense Logistics Agency

DOD - Department of Defense

DODAAC – Department of Defense Address Activity Code

ERRC: Expendability, Recoverability, Repair Code.

FSC – Federal Stock Class

GBL - Government Bill of Lading

GFM – Government Furnished Material

GOTS – Government off The Shelf

ICP – Inventory Control Point

IPD - Issue Priority Designator

ISP – Internet Service Provider

MEL - Maintenance Expenditure Limit

MILSTRAP - Military Standard Transaction Reporting and Accounting Procedures

MMAC – Material Management Aggregation Code

MMD – Material Movement Document

NAVSUP BSC – Navy Supply Information Systems Activity Navy Supply Business Systems Center

NIIN – National Item Identification Number

NSN – National Stock Number

OCONUS - Outside the Continental United States

PCN - Property Control Number

PKI – Public Key Infrastructure

PMS – Production Management Specialist **RCDN** – Repair Cycle Document Number

RI – Routing Identifier

RIC – Routing Identification Code **ROD -** Report of Discrepancy

RTAT – Repair Turn Around Time

SDR – Supply Discrepancy Report

TCN – Transportation Control Number

U/I – Unit of Issue

GLOSSARY OF TERMS

ACTION DATE - The date the contractor reports a repair action (Receipt, Induction, etc.)

AWAITING PARTS - Hold status of the repair of an asset due to parts being required.

AWAITING PARTS DATE - The date the repair item was placed in the Awaiting Parts status. This date cannot be dated before the previous repair action.

AWARD/ORDER DATE - The Contract/Delivery Order award date.

BEYOND ECONOMICAL REPAIR/MAINTENANCE EXPENDITURE LIMIT - The item costs more to repair than it does to buy one new, or to repair the item would cost greater than 100% of the replacement cost.

BER/MEL DATE - The date the repair item was placed in BER/MEL status.

BULK SHIPMENT –Bulk Shipments can be performed for multiple items; however, the items must all have the same NIIN and Condition Code or the same NIIN, Condition Code, Contract Number, Order Number, and CLIN.

CARRIER - A transporting agency that ships assets.

CONDITION CODE - A term to describe the condition of reparable items as follows:

"A" Serviceable (Issuable Qualification) - Reparable has been repaired and is like new condition or ready for issue.

"F" Unserviceable (Reparable) - Not ready for issue, in need of repair.

"G" Unserviceable (Incomplete) - Reparable that is in a hold status awaiting piece parts to complete the repair. The contractor expects delivery to exceed 30 days. "G" condition does not stop RTAT clock.

"H" Unserviceable (Condemned) - Reparable is beyond repair or authority has been given to dispose, or reparable was reported previously as BER and authority has been given to dispose.

"J" Suspended (In Stock) - Reparable item not on a CAV AF contract.

"L" Suspended (Litigation) – Reparable item being held pending litigation or negotiation with contractors or common carriers.

"M" Suspended (In Work) - Reparable has been inducted for repair.

"Q" Suspended (Product Quality Deficiency) - Suspended (MDR exhibit): MDR exhibits returned by customers/users as directed by the IM as a result of materiel deficiency report.

CONTRACT LINE ITEM NUMBER - The specific number of an item on a repair contract or delivery order to distinguish it from other items on the same contract.

CONTRACT NUMBER - The unique identifier assigned to the legally binding agreement between the Commercial Contractor and the Government Component.

D6_ – The DOCID code for a Material Receipt/Turn-in transaction.

D7_ - The DOCID code for a Material Issue/Shipment transaction.

DAC – An inventory adjustment resulting from a condition code change.

DATE AND TIME - There are many 'Date/Time' used within CAV:

actn_dt – (Action Date) Contractor manually input date when the transaction was reported to have occurred.
actn_dt_tm – (Action Date Time) System generated date/time when the transaction was processed by the customer.
crt_dt – System generated date/time indicating when transaction was saved to 'trn' file
dd250_dt – (DD250 Date) Contractor manually input date from the DD250.
estmtd_compltn_dt – (Estimated Completion Date) Contractor manually input date that they expect to have the asset repaired.
estmtd_dlvry_dt – (Estimated Delivery Date) Depot generated date that they expect to have the asset to the customer.

history_date_time – (History Date Time) System generated date/time when the record was saved in the 'transaction_history' table.
ordr_dt – (Award/Order Date) manually input Contract Start Date.

trnsctn_dt – (Transaction Date) System generated date/time when the contractor input record was stored in the CAV database 'live' tables.
trnsmt_dt – (Transmit Date) System generated date/time when the transaction was processed from CAV during EOD processing.
updt_dt – System generated date/time.

wrnty_expr_dt – (Warranty Expiration Date) Contractor manually input date.

xact_dt – (GFM history) System generated date/time when the record was saved in the 'gfm_xact_hist_out' file.

DD1348 - A form used by the Government to ship material.

DD250 - A Material Inspection Receiving report.

DEFENSE REUTILIZATION AND MARKETING OFFICE - Government activity dedicated to salvaging scrap or reutilizing obsolete or damaged items that cannot be economically repaired. **NOTE: This is now called DLA Disposition Services.**

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DoDAAC) – Code given by DAASC that identifies the route of the logistics transaction.

DISPOSAL - A term used to describe the discarding of material or a generic name for Government activities dedicated to salvaging scrap or reutilizing obsolete or damaged items that cannot be economically repaired.

DISTRIBUTION CODE - A code that designates the Service Point or Activity to receive additional supply status (C99 - CAV AF distribution code).

DOCUMENT IDENTIFIER CODE - A three position code that designates the type of document.
DOCUMENT NUMBER - 14 character number used to uniquely identify a supply transaction. The number is constructed from a 6 digit DODAAC, 4 digit Julian date and a 4 digit serial number.

ERRC CODE - Expendability, Recoverability, Reparability Category Code. Designates an asset as consumable (N), field reparable (P), or depot reparable (C, T).

ESTIMATED COMPLETION DATE - The date by which the Contractor estimates that the unit will be repaired.

EXCHANGE (REPAIR) PRICE - The catalog price when an exchange is available.

FEDERAL SUPPLY CODE - A code used to group or classify items of supply into categories by their use. The FSC is the first four characters of the NSN.

FUND CODE - Two-digit code that identifies the source of funding (e.g., GD, HD, LD).

GOVERNMENT FURNISHED MATERIAL (GFM) - Government property that may be incorporated into, or attached to, a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract.

INVENTORY CONTROL POINT - The organizational element within a distribution system which is assigned responsibility for system-wide direction and control of material. In a centralized inventory system, the ICP may also perform the functions of a Stock Control Activity.

INDUCTION - A reparable is considered inducted when the contractor starts to repair the asset.

JULIAN DATE - A four position numeric date indicating the last numeric digit of the calendar year, e.g., "4" for 2004 and the numeric consecutive day of the year, e.g., "002" for 2 January.

MANAGEMENT CODE - Provides supplemental detail about a receipt, issue or adjustment transaction and the effect of the transaction on supply/financial data.

MANAGEMENT CONTROL ACTIVITY - Department of Defense component activity designated to initially receive and effect control over service initiated and contractor initiated requisitions for GFM which would be supplied from the wholesale supply system.

MATERIAL MOVEMENT DOCUMENT - A document which contains identifying information includes NIIN and RCDN and is a specific name tag. The MMD may be attached to a specific reparable and be referred to when inputting a CAV AF transaction which affects the reported condition of the reparable.

MODE OF SHIPMENT – The code that specifies the manner in which the material was shipped.

MATERIEL MANAGEMENT AGGREGATION CODE– A two-position alphabetic code used to designate materiel management responsibility and the service storage site. A separate MMAC is assigned to each segment or category of materiel which is to be managed and reported as a separate logistics program.

NATIONAL ITEM IDENTIFICATION NUMBER - A 9 character numeric code which identifies a specific item of material and is the 5th through 13th position of the NSN.

NATIONAL STOCK NUMBER - A 13 character numeric code identifying the category of material and the specific item within that category. Position 1 through 4 identifies the category (class) and positions 5 through 13 are the NIIN.

ORDER NUMBER/CALL NUMBER - A number that identifies the specific Delivery Order or call issued against a particular contract.

PART NUMBER - The identifier assigned by the manufacturer of the requested material to distinguish it from other material provided or produced by the manufacturer.

PICKUP DODAAC - The pick-up location of the item.

PURGE DAYS (REPAIR) - The number of days after a contract is complete and becomes purged from the CAV AF database.

PURPOSE CODE - Used to identify the purpose or reason for which the related material is reserved or held (Items in Repair – A, Items in GFM – H).

RECEIPT DATE - The date the item was received. **NOTE:** This date defaults to the current date unless changed by the contractor employee. It cannot be later than the current date.

RECEIPT TYPE - Identifies if the repair item was received On Contract, Not on Contract, Loaned Material, A Condition, or Procurement.

RECEIVED FROM - Specifies the activity (Item Manager, ICP or designated Storage Facility) from which a supply document was received.

REFERENCE NUMBER - Unique tracking number assigned by the contractor's repair activity to identify a specific asset.

REINDUCT - The re-initiation of a repair that had been awaiting parts.

REPAIR CYCLE DOCUMENT NUMBER - A unique, sequentially assigned document number for each reparable received by the contractor. It is comprised of the CAV AF Contractor's DoDAAC, the Julian Date the RCDN was produced, and a four-digit serial number.

REPAIR TURNAROUND TIME - How long it takes a reparable to be repaired, from the time it is inducted to the time it is reported as complete.

REVERSAL INDICATOR - Indicates whether or not the transaction was a reversal of a previously transmitted identical transaction.

REVERSE - A processing option on CAV AF, which permits transactions to be reversed.

ROUTING IDENTIFIER - Is a three-digit code used to represent the address of the intended recipient of the document; to denote the actual consignor of material; or to identify the supply activity originating the action.

SERIAL NUMBER – Code that identifies a specific item of a repair assigned by the manufacturer.

SERVICE CODE – First position of the DODAAC signifying Army, Navy, Air Force, or Marines.

SHIP TO DODAAC - The identification code assigned to the Organization to which the material is to be shipped on the DD1348 Shipping Document.

SHIPMENT DOCUMENT NUMBER - A 14 character number assigned to the Shipping Document when the material is shipped.

SIGNAL CODE - One digit code which designates the "ship to" and "bill to" activities.

SOURCE DOCUMENT NUMBER –A document number on the DD1348 accompanying a shipment received by the contractor.

SOURCE OF SUPPLY – The source or location of where the supplies are located.

STANDARD (UNIT) PRICE – The catalog standard price of an item when no exchangeable is available or applies.

SURVEY – Primarily a Navy term used to describe the authorized write-off of material.

SURVEY/SCRAP – Condemning an item in CAV AF.

TRANSACTION DATE – When a contractor puts the transaction into CAV AF (e.g., Receive, Induct, etc.).

TRANSMIT DATE – When the resulting transaction is sent to the Air Force stock control system.

UNIT OF ISSUE– A two letter designation that indicates the count, measurement, container, or form of an item of supply.

UNIT PRICE - The cost of one unit.

Summary of changes in this edition

Additions made to this edition are listed below. Revised "Table of Contents" to reflect changes 2 and 4.

Change 1:
**Note: Follow paragraph #4 instructions in Technical Consideration section (Page 7) if unable to produce and print in PDF. The actual instruction can be found in page 8, paragraph #4.

The rest of the notes guiding user to make PDF work under Technical Consideration were added to pages 8, 15, 29, 41, 46, 64, 68 and 71.

Change 2:
Utilities/ (Page 72).
Utilities-Item Maintenance Screen/ (Page 73).
Utilities-Report of Discrepancy Screen (Rod)/ (Page 75).
DLA-TS DoDAAC Lookup/ (Page 76)
Air Force Supply Discrepancy Report (SDR)/ (Page 76).

Change 3:
Glossary of Terms Condition Code 'Q' Suspended (Product Quality Deficiency)/ (Page 81).

Change 4:
Summary of Changes/ (Page86).

Change 5:
Updated the CAV AF version number from 10.0.6 to 10.1.0.