

STATEMENT OF WORK (SOW)

F110 Direct Linear Valve

PURCHASE REQUEST NUMBER: FD2030-19-00981

PREPARATION DATE: 13 November 2018

PREPARING ORGANIZATION:

**421st Supply Chain Management Squadron (SCMS)/GUMCA
Oklahoma City Air Logistics Center**

And

**Air Force Life Cycle Management Center (AFLCMC)
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SECTION I

1.0 WORK SCOPE: This Statement of Work (SOW) defines the requirements necessary to ensure that delivered remanufactured F110 Direct Linear Valve are remanufactured as nearly as possible to original life expectancy consistent with Air Force (AF) requirements set forth herein. This SOW applies to the following National Stock Numbers (NSN) and Part Numbers (P/N):

<u>Input NSN</u>	<u>Input P/N</u>	<u>Output NSN</u>	<u>Output P/N</u>
4810-01-420-9644PR	1886-279 and/or 22281890-001	4810-01-420-9644PR	1886-279 and/or 22281890-001

The instructions stipulated are brief, concise statements providing general requirements for delivered remanufactured F110 Direct Linear Valve. All performance, with respect to the delivered remanufactured F110 Direct Linear Valve and component parts shall be performed at a contractor owned or operated facility that performs remanufacturing using manufacturing processes similar to those used in the manufacture of F110 Direct Linear Valve. Contractor shall have remanufacturing capabilities that to include required technical data, remanufacture documents, and license agreements to accomplish remanufacture of F110 Direct Linear Valve strictly in accordance with Government requirements. The contractor shall meet the delivery schedule.

1.1 SOW Updates:

The Contractor shall not make any changes to the requirements in this SOW without written approval of the Procurement Contracting Officer (PCO). Contractor recommended changes shall be in writing (email is acceptable), but the Government shall maintain the SOW during the performance of this contract and ensure all changes are necessary and consistent with the requirement of FAR 22.1003-6(a)(1) prior to approval and performance.

1.2 Quality System and Quality Assurance Plan:

The contractor shall develop, implement, and maintain an integrated Quality Control (QC)/Quality Assurance (QA) plan for the purpose of providing and maintaining confidence in contractor performance, product delivery, and data integrity throughout the life of the contract. Quality shall be ensured throughout the program in all areas of remanufacture, assembly, inspection, testing, and shipping.

The QC/QA plan shall be developed IAW AFD 63-5, Quality Assurance and AFI 63-501, Air Force Acquisition Quality Program, or an ISO 9001:2000, AS9100, NATO AQAP2070 or an equivalent requirements certified plan to ensure quality across all aspects of the remanufacturing processes used, product assurance, reliability, maintainability, and supportability.

The Air Force reserves the right to verify the effectiveness of the QA program through reviews and audits of work in progress at the Contractor owned or operated facilities.

1.3 Subcontractor and Vendor Management:

The Contractor shall maintain a system for the management of subcontractors and vendors IAW the provisions of this contract. The Contractor shall ensure that the subcontractor(s)/vendor(s) remanufacturing processes, data, designs, and deliverables meet F110 Direct Linear Valve engineering and technical requirements are in accordance with this SOW and shall fulfill the

requirements of this contract and FAR 22.1003-6(a)(1). The Government personnel shall be provided the opportunity to attend subcontractor reviews and other problem solving reviews as observers to ensure compliance with this SOW and FAR 22.1003-6(a)(1).

1.4 Safety:

The Contractor shall maintain and execute a safety program based on MIL-STD-882D, AFI 91-202 and AFI 91-204 as guides. The Contractor shall comply with all safety provisions and technical specifications listed in OEM shop maintenance manuals. All Contractor personal and technicians shall comply with system safety engineering principles during all levels of remanufacturing.

While performing work under this contract the contractor shall comply with all applicable federal, state, and local regulations regarding occupational safety and health. The contractor shall notify the PCO within eight (8) hours of any damage to Government Furnished Parts/Property (GFP) where the dollar value exceeds \$500,000.00 and within two workdays, for any damage to GFP less than \$500,000.00 during the execution of the contract.

Mishap notifications shall contain, as a minimum, the following information:

- a. Contract, Contract Number, Name and Title of Person Reporting
- b. Date, Time and exact location of accident/incident
- c. Brief Narrative of accident/incident (Events leading to accident/incident)
- d. Cause of accident/incident, if known
- e. Estimated cost of accident/incident (material and labor to remanufacture/replace)
- f. Nomenclature of equipment and personnel involved in accident/incident
- g. Corrective actions (taken or proposed)
- h. Other pertinent information

If requested by the designated PCO, the contractor shall immediately secure the mishap scene/damaged property and impound pertinent maintenance records, until released by the Procuring Safety Office.

1.5 General Services and Material:

The Contractor shall provide all materials for the remanufacturing process required to execute this contract, including the pooling of hardware to facilitate necessary remanufacture. In exchange, in part, for each remanufactured F110 Direct Linear Valve ordered, the Government will provide, on a one to one basis, degraded or inoperable GFP F110 Direct Linear Valve free of meaningful damage inconsistent with aircraft engine usage.

1.6 Receiving:

The Contractor shall perform a visual inspection upon receipt for any shipping or packaging GFP damage. The Contractor shall report all Government delivered F110 Direct Linear Valve GFP that are misidentified, misdirected, incomplete or missing parts to the PCO in writing (email is acceptable) for disposition instructions to the Procurement Contracting Officer (PCO) and Production Management Specialist (PMS) within one week after receipt. The Contractor shall not destroy reusable shipping containers and shall repair or replace container if necessary for return shipment.

1.6.1 Deficiency Report (DR) Investigation:

At the Government's request, the Contractor shall investigate and submit findings to include root cause and corrective action against all DRs submitted to Contractor against delivered remanufactured F110 Direct Linear Valve through this contract, which are returned as defective. CDRL A003: Deficiency Report

1.6.2 Condemnations and Material Review Board (MRB):

The Contractor shall condemn, at the Contractor's facility, any F110 Direct Linear Valve component parts that do not meet OEM "Serviceable Limits" or Build Policy life cycle limits, before those components lose their identities as GFP. The contractor can utilize serviceable parts from condemned assets to create/maintain a rotatable pool of spare parts to aid in the remanufacture of U.S. Air force assets. The Contractor shall process all condemned assets through Plant Clearance Automated Reutilization Screening System (PCARSS). The Contractor shall also provide Government quantities by P/N and NSN of components condemned and annotate on AFMC Form 413 Monthly Production Report (A002) and Commercial Asset Visibility for Air Force (CAVAF) System (A001) via the Contract Data Requirements List (CDRL) DD Form 1423.

1.6.3 Supply Discrepancy Report (SDR):

The Contractor shall submit Supply Discrepancy Reports (SDR) related to shipment of misidentified items, variations in quantity, lost or damaged parcel post, and meaningful damage to GFP inconsistent with aircraft engine usage. These discrepancies shall be reported and resolved using the DoD web-based application WebSDR located at CDRL A004: <https://www.daas.dla.mil/websdr/home.asp> This system of reporting an SDR has been developed in compliance with DoD regulations 4140.1-R *Supply Chain Material Management Regulation* and 4000.25-M, *Defense Logistics Management System (DLMS) Supply Standards and Procedures*, which requires automated SDR processing. The Government's Prime Packaging Specialist may authorize exceptions to these requirements.

The Contractor shall submit SDRs when required IAW the contract's CAVAF Statement of Work, Section II; para 2.1. Contractor shall process SDRs when required IAW Section 2.1 of this SOW.

1.7 Remanufacturing:

Remanufactured F110 Direct Linear Valve shall be restored to sufficient life expectancy or nearly so, in compliance with all applicable OEM technical remanufacture procedures, manufacturing specifications. *The production output should meet or exceed the United States Air Force (USAF) requirements.* Contractor shall identify all Military F110 Direct Linear Valve parts processed through contractor's remanufacture facility as Military Parts prior to processing.

1.7.1 Remanufacturing Procedures:

F110 Direct Linear Valve shall be remanufactured IAW the procedures outlined in accordance with OEM's tech data. F110 Direct Linear Valve shall be remanufactured as reflected in 1.0 Workscope. These Direct Linear Valves will be remanufactured IAW procedures outlined in OEM technical data. Delivered remanufactured F110 Direct Linear Valves shall contain remanufactured hardware or new parts meeting the requirements of this SOW. The Contractor shall inspect remanufactured and new components to ensure that they meet United States Air Force (USAF) build requirements. Contractor shall acquire component parts from Air Force

and/or Original Equipment Manufacturer (OEM) approved vendors, Government inventory; or commercial inventories approved by the USAF and/or OEM.

All remanufactured F110 Direct Linear Valves delivered will meet the inspection criteria. All remanufactured components shall comply with the latest revision of all OEM's build book, along with any outstanding FAA Airworthiness Directives. All detailed parts or components required to accomplish the remanufacture of the F110 Direct Linear Valves shall be contractor furnished. Contractor may retain condemned units for spare parts, and may move components among serviceable end items to expedite the remanufacturing process. The OEM must report condemnations or scrapped units, even if component parts are used to remanufacture another end item. Serial number integrity must be maintained IAW requirements for tracked parts.

Testing & Evaluation: The Contractor shall conduct all testing IAW the OEM's build book. The Government reserves the right to witness any and/or all tests conducted by the Contractor and/or subcontractors on a noninterference basis.

1.7.2 Remanufacture Deviations:

Prior to effecting deviations in remanufacturing or inspection processes for F110 Direct Linear Valves the contractor shall obtain written approval for deviations from the PCO.

1.7.3 Deliverables Quality:

The Contractor shall ensure that materials, parts, and accessories used in remanufactured components are restored to original life expectancy or nearly so, and are interchangeable without alteration.

1.7.4 Designated Engineering Representative (DER) processes and procedures:

The Contractor shall obtain written approval from the PCO for all DER remanufacturing processes and procedures (email acceptable), prior to using those DER remanufacturing processes and procedures in the remanufacture of F110 Direct Linear Valves or component parts.

1.8 Packaging and Handling:

The Contractor shall be responsible for the preservation and packaging of the delivered F110 Direct Linear Valves IAW the Special Packaging Instructions specified on AFMC Form 158, Packaging Requirements. The Contractor shall place a special tag, Department of Defense (DD) Form 1574, inside the package along with the assembly as well as outside the package. In addition, all marking and labeling of unit and shipping containers shall be in accordance with MIL-STD- 129P, Department of Defense Standard Practice, Military Marking for Shipment and Storage.

1.9 Shipping and Transportation:

Contractor shall meet the delivery schedule. Contractor shall ship or transport applicable deliverables as appropriate, in order to have the deliverables available to support the customer's operational requirements and in accordance with the contract's delivery schedule.

1.10 Document Storage:

All records and reports outlined in this SOW shall be prepared for each part and a copy kept on file by the contractor for five (5) years following final payment.

SECTION II

2.0 Applicable Documents:

2.1 Reporting:

The Contractor shall meet the delivery schedule. The Contractor shall ensure that all reporting as specified under the following CDRL is accomplished:

A001: Commercial Asset Visibility Air Force (CAVAF) Reporting, formerly CAVII:
DI-MGMT-81634C

A002: AFMC Form 413 (Depot Maintenance Production Report) Reporting:
DI-PSSS-81995

A003: Deficiency Reporting (DR):
DI-PSSS-81535A

A004: Government Property Annual Report: DI-MGMT-80441C

A005: Reporting of Shipping and Packaging Discrepancy (Supply Discrepancy Report) SDR
DID 80503

A001: CAVAF Reporting CDRL – The Contractor shall input the data IAW the CAVAF SOW guide. DI-MGMT-81634C

A002: AFMC 413 Monthly Reporting CDRL – Data in accordance with the AFMC Form 413 report shall not be waived, although contractor's format with all the same data elements as the AFMC Form 413 report may be acceptable, if approved through the PCO. DI-PSSS-81995

A003: Deficiency Reporting – Deficiency Reporting is initiated on the occurrence when deficient Government assets are received by the contractor. Contractor shall refer to T.O. 00-35D-54 using Standard Form 368 and IAW CDRL DD Form 1423-1. DI-PSSS-81535A

A004: Government Property Annual Report – Reporting is initiated on the annual inventory date agreed upon between contractor and the Government POC (Contracting Officer and Production Management Specialist). DI-MGMT-80441C

A005: Report of Shipping and Packaging Discrepancy – Supply Discrepancy Report (SDR): This report enables the contractor to notify the Government when Freight contents do not agree with shipping documents and IAW CDRL DD Form 1423-1. DID-80503

2.2 Reference & Technical Manuals:

In execution of this SOW, the Contractor shall apply remanufacturing processes, tools, and products as prescribed in FAR 22.1003-6(a)(1)(iv) and USAF provided technical data/procedures, applicable OEM technical remanufacture procedures and remanufacturing specifications. The production output should meet or exceed the United States Air Force (USAF) build requirements as defined by a monthly build rate. All remanufactured F110 workload augmentation SRU's must meet the performance and inspection criteria.

2.3 Maintenance Data Collection Record (MDCR): The MDCR documents maintenance actions related to correction of malfunctions, Time Compliance Technical Orders (TCTO), and configuration status. The MDCR is used by the Government to aid in the effective management of weapon systems and equipment. All MDCR data shall be collected and directly input to REMIS or applicable system for maintenance data collection. MDCR reporting shall be done on a daily basis IAW T.O. 00-20-2.

SECTION III

3.0 Requirements:

3.1 Government Furnished Material (GFM):

None. Contractor shall furnish all material, support equipment, tools, test equipment and services. Government Furnished Material will not be provided.

Contractor furnished material used for replacement components shall be parts specified in applicable OEM technical remanufacture procedures and remanufacturing specifications. Any deviations shall have written approval from Propulsion Engineering, AFLCMC/LPSBAA and AFLCME/LPSEB2 through the PCO.

3.2 Government Furnished Property (GFP):

GFP shipped to the contractor ceases to be GFP at the point identified in FAR 22.1003-6(a)(1)(v).

APPENDIX A

ACRONYMS

AF	Air Force
AFMC	Air Force Materiel Command
CAVAF	Commercial Asset Visibility Air Force
CDRL	Contract Data Requirement List
CMM	Commercial Maintenance Manual
DoD	Department of Defense
DCMA	Defense Contract Management Agency
DR	Deficiency Report
FAR	Federal Acquisition Regulations
GFP	Government Furnished Parts/Property
IAW	In Accordance With
ISO	International Standards Organization
MDCR	Maintenance Data Collection Record
NSN	National Stock Number
OC-ALC	Oklahoma City Air Logistics Complex
OEM	Original Equipment Manufacturer
PCO	Procurement Contracting Office
PCARSS	Plant Clearance Automated Reutilization Screening System
P/N	Part Number
PMS	Production Management Specialist
QA	Quality Assurance
SB	Service Bulletin
SDR	Supply Discrepancy Report
SOR	Source of Repair
SOW	Statement of Work
SP	Surveillance Plan
SS	Service Summary
TAFB	Tinker Air Force Base
TO	Tech Order
USAF	United States Air Force

ATTACHMENT 1

CAVAF CFM REPORTING REQUIREMENTS

The purpose of this attachment is to provide Contract Depot Maintenance (CDM) guidance for contractor technical responsibilities and reporting requirements of the Commercial Asset Visibility Air Force (CAVAF) system. CAVAF shall be the *primary system of record* for providing daily status of all Government owned assets located at contractor repair facilities. Reporting within CAV AF shall not be limited to end items subject to repair but are to include assets stored at a contractor Inventory Control Point (ICP). Any CAVAF system down-time will be identified on the CAVAF home page banner. Contractors are responsible for ensuring current User Guides are utilized by their CAVAF reporters. NOTE: Contractor User's Guide may be accessed from the CAVAF Homepage.

CAVAF FAMILIARIZATION TRAINING:

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

CONTRACTOR RESPONSIBILITY:

1. Contractor CAVAF reporting requirements shall be accomplished daily and/or within one (1) business day of a maintenance action occurrence IAW the applicable CAVAF CDRL and CAVAF system, version 8.0.1 or higher. **Accurate and timely reporting of maintenance transactions into CAVAF is critical to the management of repair requirements and the management of world-wide asset distribution.**

Contractor shall ensure asset record in CAVAF is an accurate reflection of physical assets on hand at all times.

2. Each CAVAF reporter shall submit a completed *System Authorization Access Request*, DD Form 2875, per instructions within 10 days after contract award date. All DD Form 2875(s) shall be digitally signed. There **“must be two CAVAF reporters”** for the contractual reporting requirements to ensure there is no possibility of a lapse in reporting coverage.

3. User(s) shall complete initial DoD Information Assurance (IA) Cyber Awareness Challenge training and submit a course completion certificate with the DD Form 2875. IA Cyber Awareness Challenge course completion certification shall be accomplished annually. Users shall access IA training on the Cyber Awareness Challenge website, under the Department of Defense Employees section, click hyperlink; “Launch New Cyber Awareness Challenge Department of Defense Version” using the following website: <http://iase.disa.eta/cyberchallenge/launchPage.htm>

- a. First time CAV AF users will email initial IA Cyber Awareness Challenge course completion certificates, AF Form 4394, AF User Agreement Statement, and completed DD Form 2875 to point of contact at applicable ICP (see item #4).
- b. All following annual course completion certificates shall be completed before lapse in certification occurs and will be emailed to respective ICP identified in paragraph 4a, 4b, and 4c below.

- c. **Product Functionality Caution:** To meet technical functionality requirements, this awareness product was developed to function with Windows operating systems (Window 7, VISTA, and XP), when configured correctly) using either the Internet Explorer (IE) or Firefox browsers. Users employing either OS or browser may experience difficulties and may not be able to complete the training or print the certificate of completion. They Cyber Awareness Challenge course completion is a contractual requirement and the contractor must comply.
4. Reporters requiring the default password or password resets should contact their applicable ICP CAV AF System Administrator POC listed below:
- a. Robins AFB, GA, call (478) 327-6602 or 327-6603, or send email request to:
406scms.cav.af.ar@us.af.mil
 - b. Hill AFB, UT, call (801) 586-3736, or send email request to:
420scms.cdm@us.af.mil
 - c. Tinker AFB, OK, call (405) 739-3229, or send email request to:
420.scms.tinker.cdm.workflow@us.af.mil
5. To access the CAVAF system, contractor and subcontractor reporters shall follow “initial log-in procedures” as prescribed within the Contractors User’s Guide.
6. Contractor shall ensure accountability of all Government Furnished Property (GFP) within their Enterprise Resource Planning (ERP) or Commercial Off-the-Shelf (COTS) system, which must be reported accurately for same GFP records within CAVAF at all times.
7. Contractual Induction-at-Risk of end items is prohibited on all repair contracts.
8. Contract/Delivery Order Closure Disposition– Government will provide disposition instructions to contractor’s reporter. Contractor shall begin shipping assets within 10 days of receiving government disposition instructions and have completed all shipping actions 30 days thereafter. Contractor shall be fully responsible to ensure all corresponding CAVAF reporting actions associated with disposition occur within one (1) business day of related shipment action.
9. All NSNs identified as Nuclear Weapon Related Materiel (NWRM) shall require contractor CAVAF reporting for production management, to track and report NWRM end items in repair with Serial Number identification within one (1) business day for asset visibility and serial number tracking. When receipted, Contractor’s reporter shall capture each NWRM asset’s Serial Number when reparable is received. Contractors shall follow all NWRM management requirements outlined in AFI 20-110, *NWRM Management*, to include, but not limited to packaging, marking, labeling, storage, transportation and receipt of all NWRM assets, with emphasis on Positive Inventory Control (PIC) and records management by the contractor and government to assure compliance. The successful application of these procedures requires the full cooperation of all personnel associated with the storage, shipping, transshipping and receiving of all NWRM assets.

SPECIFIC CAVAF CONTRACTOR TRANSACTIONAL REPORTING REQUIREMENTS:

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

- a. Discrepancy Items – Are identified as misrouted shipments, misidentified shipments, or damaged end items. Contractor’s reporter will verify resolution weekly to acquire resolution to discrepancy within 30-days of receipt transaction. The contractor shall comply with disposition instructions provided by the Government within 10-days and complete all associated reporting actions within same period. Contractor reporting actions shall be resolved using reversals of individual record control document numbers (RCDN) or may be accomplished utilizing a ‘bulk’ shipment action of RCDN.
- b. Inventory Control Point Items – are identified as assets stored at contractor facility and are not repair end items or discrepancies items. Movement of assets from “Not-on-Contract” category shall be resolved using reversals of individual record control document numbers (RCDN) or may be accomplished utilizing a ‘bulk’ shipment action of RCDN.

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

2. CAVAF receipt or reporting actions **will not** be utilized for quality deficiency report (QDR) items, as there is a separate process and tracking mechanism for them.

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

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

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

- a. Receipt Actions: Contractor’s reporter will use government issued shipment document numbers for CAVAF end item receipt transaction reporting only in the absence of missing DD Form 1348-1A or shipment document number. Contractors are not authorized to generate pseudo shipment document numbers for receipt transactions because this creates disconnects in shipment tracking within government inventory systems. **NOTE:** If the DD Form 1348-1A is missing or no shipment document number is available, contractors are to immediately contact Production Management Specialist (PMS), who will acquire government issued shipment document number from the Inventory Management Specialist (IMS).
- b. Shipping Actions: DD Form 1348-1A shall be used as the shipping document for shipment transactions of all end items. A DD Form 1348-1A is also applicable to all Consolidated Serviceable Inventory/Consolidated Repairable Inventory (CSI/CRI) assets regardless of tracking or reporting purposes. A *Material Inspection and Receiving Report*, DD Form 250 or *Requisition and Invoice/Shipping Document*, DD Form 1149 are not authorized as a shipment document, and shall not accompany any material shipments on repair contracts. CAVAF provides a DD Form 1348-1A in a Portable Document Format (PDF). DD Form

1348-1A shipping documents will be prepared for each NSN shipment from contractor's facility, regardless of destination. The entire form, complete with bar coding, will be printed on a laser printer as specified under technical considerations. It is recommended the PDF be saved at the contractor's facility prior to printing. The Contractor shall print three copies as required for shipping. Place one copy on the outside of the shipment container, one copy inside the shipment container, and retain the third copy for the contractor's records. For end item shipments the DD Form 1348-1A shipment document number shall be comprised as one of the following actions:

i. Back to Depot Shipments:

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

ii. 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.

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

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

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

6. Upon contract expiration and/or becoming production complete, the contractor will complete a 100% physical inventory inspection. Any assets remaining at the facility within 30-days must be noted in an email request to the contracting officer (CO) and PMS for disposition instructions by the government. If none is provided, assets are to be returned to the depot and reported within CAVAF, shipping to the following addresses according to each national stock number (NSN) inventory management location by source of supply (SOS) code:

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

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

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

TYPE/CODE: A SW3210
DLA DISTRIBUTION DEPOT HILL
7537 WARDLEIGH RD

BLDG 849W
HILL AFB, UT 84056-5734

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

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

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

- a. Timely reporting means compliance with 24 hour requirement for all contractor CAVAF reporting of maintenance transactions. Actual date information is required for all reporting actions. Contractor's are not authorized to report all receipt, induction, complete and ship transactions the same day to 'catch-up' due to periodic reporting. This affects government inventory management systems and balances creating D035 Stock Control Supply System (SCSS) controlled exceptions (associated with same day reporting issue).
- b. Contractors not using government issued DD Form 1348-1A document numbers on CAVAF contractor reporting on end item receipt transactions. This creates a data variance disconnect with government inventory D035 Stock Control System (SCS). Contractors are required to use DD Form 1348-1A document numbers for end item receipt transactions.
NOTE: If the DD Form 1348-1A is missing or no shipment document number is available, contractors are to immediately contact Production Management Specialist (PMS) and acquire government issued shipment document number from Inventory Management Specialist (IMS).
- c. Overages and shortages, for items which are part of this contract shall be reported by the contractor into CAVAF as received "On-Contract" with actual quantities received. Any items which are not part of this contract shall be receipted as "Not-on-Contract", which represents misdirected or misidentified assets.

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

DISCREPANCIES INCIDENT TO SHIPMENT:

1. There are transportation and item discrepancies, each having different reporting requirements. Detailed information for each report is in the pertinent service publications.
2. Discrepancies incident to shipment include misidentified items, variations in quantity, non-requisitioned items, lost or damaged parcel post, and items in dubious condition. These discrepancies shall be reported and resolved using the DoD web-based application WebSDR link is <https://www2.transactionservices.dla.mil/websdr/home.asp> This system of reporting a Supply Discrepancy Report (SDR), formerly called Report of Discrepancy (ROD), has been developed in compliance with DoD

regulations 4140.1-Vol 6 and DLM 4000.25, Vol 2, Ch 17 which requires automated SDR processing. In those situations where the SDR initiator is unable to gain access to the AF WebSDR, continued use of manual forms is permitted. A copy of the form will be forwarded through the CAO and Quality Assurance (QA) activity for corrective action.

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

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

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

6. Overages, shortages, and misidentified items which are part of this contract and received by the contractor shall be reported into CAVAF with the actual received quantity and with the correct NSN. An SDR shall be processed in accordance with standard procedures identified above for these overages, shortages, and misidentified items.

CONTRACTOR COMMUNICATIONS NETWORK (CCN)

GENERAL INFORMATION:

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

a. Robins AFB, GA, call (478) 327-6602 or 327-6603, or send email request to:

406scms.cav.af.ar@us.af.mil

b. Hill AFB, UT, call (801) 586-3736, or send email request to:

c. 420scms.cdm@us.af.mil

d. Tinker AFB, OK, call (405) 739-3229, or send email request to:

420.scms.tinker.cdm.workflow@us.af.mil

i. Tinker AFB, OK, Contractor furnished material (CFM) contracts call;
(405) 736-7171 or (405) 736-2046

ii. Tinker AFB, OK, Government furnished material (GFM) contracts call:
(405) 739-7329 or (405) 736-7362

NOTE: CAVAF Contractor's User's Guide can be accessed via CAVAF main menu at bottom of screen.