Subj: AIRCRAFT MAINTENANCE MATERIAL READINESS LIST PROGRAM

Ref: (a) NAVAIRINST 13650.1
    (b) NAVSUP P-485
    (c) NAVAIRINST M-13680.1
    (d) COMNAVAIRFORINST 4790.2

1. Purpose. This document and references (a) through (d) provide the standardized Aircraft Maintenance Material Readiness List (AMMRL) Program procedures for use by AMMRL Program and Individual Material Readiness Lists (IMRL) asset managers within the Naval Air Training Command (NATRACOM).

2. Cancellation. CNATRAINST 13650.1H

3. Scope

   a. The AMMRL program encompasses the Support Equipment Management System (SEMS), which includes the processing of technical, cataloging and revision data through the automated support equipment recommendation data system for initial entry or updating of Support Equipment Resources Management Information System (SERMIS) source data files. It also encompasses the review and verification of fleet inventory reporting, production and distribution of IMRLs, associated AMMRL program Support Equipment (SE) inventory management reports, submission and processing of fleet IMRL Revision Requests (IRR) and Source Data Revision Recommendations (SODARR).

   b. AMMRL program SE includes all Naval Air Systems Command (NAVAIRSYSCOM) and Fleet Support Team (FST) approved asset components of IMRL SE required to support aircraft maintenance.

4. Background. AMMRL program data is used to determine and establish SE allowances, standardize in-use inventory control, redistribute SE assets, provide a baseline for IMRL SE budgeting and measure an activity's support posture for the accomplishment of aircraft maintenance. The AMMRL program interfaces with activities involved in budgeting, acquisition, distribution, inventory management, logistics support and disposal of IMRL SE within the Naval Aviation community. The goal of the AMMRL program is to ensure the availability of IMRL SE to meet flight and personnel safety requirements, operational readiness and mission effectiveness.
5. Information. This headquarters intends to coordinate annual AMMRL program reviews to ensure that a current, viable, working tool is maintained; however, because of unique local situations, there may be instances that require deviations from the specific procedures delineated in this instruction. In those cases, the Support Equipment Controlling Authority (SECA) must provide written direction to all subordinate activities. All deviations must ultimately be reviewed during the annual AMMRL review.

6. Summary. This document has been completely revised and must be reviewed in its entirety.

7. Action. Implementation of the procedures by all NATRACOM activities is mandatory to ensure standardization of AMMRL program operations.

S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website
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CHAPTER 1
AREAS OF RESPONSIBILITY

1. Support Equipment Controlling Authority (SECA). CNATRA Code N43 is responsible for the overall management of the AMMRL program. This responsibility encompasses, but is not limited to:

   a. Exercise command discipline and overall AMMRL program policies, including the production and distribution of SERMIS generated products and maintenance of SECA IMRL SE inventory.

   b. Prepare an IMRL for all supported activities using base or deck load information per each Weapon System Planning Document (WSPD).

   c. Review activity employment data for accuracy and maintain SERMIS inventory database integrity.

   d. Review and process each IMRL Revision Request (IRR) received and submit SERMIS SODARR as required.

   e. Coordinate and direct the movement of IMRL SE to obtain the highest possible readiness. Provide Transfer Authorizations (TRAU) or Loan Authorizations (LOAU) to maintain accountability in SERMIS.

   f. Advise higher headquarters of AMMRL program deficiencies and provide technical representation at AMMRL program meetings (APM), SERMIS source data reviews (SSDR) and other meetings as required.

   g. Provide monthly local asset management system (LAMS) text files to those activities that report directly to the SECA.

   h. Provide a SERMIS IMRL SE inventory download activity inventory record comparison (AIRCOMP) (LAMS5) on a monthly basis.

   i. Expedite the processing of activities transaction reports (TR) to achieve 100 percent inventory accuracy reporting between SERMIS and LAMS.

   j. Maintain, at a minimum, monthly LAMS backup files.

   k. Provide AMMRL program training as required.

   l. Provide an active transaction report (ATR) monthly to activities.

   m. Provide new AAl.txt and DRP.txt files monthly to activities.
2. **NATRACOM Sites.** Establish an AMMRL program section with experienced personnel and represent the SECA within geographical areas of responsibility. The responsibilities include, but are not limited to the following:

   a. Ensure all activities have a permanent IMRL section staffed with personnel who understand the management of IMRL support equipment procedures.

   b. Ensure all activities have a current IMRL on hand and the IMRL reflects the activities current employment.

   c. Ensure current, COMNAVAIRSYSCOM approved, LAMS software is installed on a IMRL section computer and IMRL section personnel are experienced in the functionality of this program. The LAMS user's manual is internal to LAMS, printing of this manual is not required.

   d. Ensure subordinate IMRL asset managers are LAMS program trained and assist in solving LAMS program issues.

   e. Ensure IRRs received from activities are electronically submitted and validated prior to forwarding to the SECA. See Appendix A for detailed IRR procedures.

   f. Ensure activities submit TRs in a timely manner. TRs must be processed expeditiously to maintain inventory accuracy between SERMIS and LAMS. See Appendix B for special attention TR procedures.

   g. Redistribute IMRL SE among activities as directed by the SECA.

   h. Ensure physical wall-to-wall inventories are completed and reported on an annual basis for each subordinate activity. See Appendix C for inventory procedures.

   i. Provide a monthly SERMIS IMRL file (LAMS7) to each subordinate activity at the same time allowance supplements are auto-generated and made available from the SEMS website.

   j. Provide each activity with a SERMIS IMRL SE inventory download AIRCOMP file (LAMS5) monthly.

   k. Provide each activity with an Active Transaction Report (ATR) monthly, at a minimum and ensure compliance.

   l. Ensure subordinate activities review Inventory Automatic Transaction Report (IATR) and correct rejected TRs.

   m. Provide each activity with a new AAl.txt file monthly.

   n. Ensure IMRL asset managers comply with the provisions of this instruction.
3. **Maintenance Officer/Contract Maintenance Manager.** Responsible for the overall management and training of the activity's AMMRL program. This responsibility includes, but is not limited to:

   a. Designation of an activity IMRL asset manager.

   b. Ensure a new IMRL asset manager is assigned 30 days prior to the incumbent IMRL asset manager's departure.

   c. Completion and reporting of an annual physical wall-to-wall inventory of assigned IMRL SE. See Appendix C for inventory procedures.

   d. Completion and reporting of a physical wall-to-wall inventory of assigned IMRL SE upon your relief.

   e. Must sign all DD Form 200, Financial Liability Investigation of Property Loss, for assigned IMRL SE as the responsible officer (block 12). This requirement must not be delegated.

   f. Ensure on-going technical training for the AMMRL program is in effect for all assigned maintenance personnel.

   g. Ensure knowledgeable and experienced work center personnel are represented at IMRL site visits concerning IMRL SE additions, deletions and changes of allowance.

4. **Contractor Logistics Managers/Navy Demonstration Flight Squadron (NFDS) Supply Officer.** Responsible to the Site Manager or Maintenance Officer (MO) for, but not limited to:

   a. Actions to obtain the authorized allowance of assigned IMRL SE.

   b. Review of the activity IMRL for site allowance adequacy.

   c. Completion and reporting of quarterly physical wall-to-wall inventories of assigned IMRL SE. See Appendix C for inventory procedures.

   d. Review of division IRRs prior to submission.

   e. Administratively maintaining and reporting assigned IMRL SE.

   f. Review of DD Form 200 (survey) for assigned IMRL SE prior to submission to the MO/Site Manager for signature.
5. **Work Center Supervisor.** Responsible to Maintenance Manager of NFDS MO, but not limited to:

   a. Actions to obtain the authorized allowance of assigned IMRL SE.

   b. Review of the activity IMRL for work center allowance for adequacy.

   c. Completion and reporting of quarterly physical wall-to-wall inventories of assigned IMRL SE. See Appendix C for inventory procedures.

   d. Ensure work center inventories accurately reflect correct PN, CAGE, EQSN, status code, barcode, work center and location for each asset assigned.

   e. Initiation of work center IRRs.

   f. Initiation of DD Form 200 (survey) of assigned IMRL SE as applicable.

6. **IMRL Asset Manager.** The IMRL asset manager is responsible for the administration and submission of all IMRL correspondence through the proper Chain of Command (CoC). The IMRL asset manager must also act as a focal point for all IMRL matters. Responsibilities include, but are not limited to:

   a. Request a new IMRL via proper CoC once during the calendar year or upon major employment change. Upon receipt of a new IMRL, review its contents for accuracy. This includes, but is not limited to:

      1) Review the IMRL change list and validate SE additions and deletions with the applicable work centers.

   b. Review monthly IMRL allowance supplements to include processing the activity LAMS text files within the LAMS program.

   c. Validate IMRL SE additions and deletions with applicable work centers.

   d. Review SERMIS generated output reports for accuracy and forward discrepancies to the SECA for action.

   e. Review all unmatched IMRL SE within the LAMS inventory and take appropriate corrective action as required. See Appendices A and D for procedures.

   f. Submit IMRL SE disposition requests as required. See Appendix D for procedures.

   g. Submit IRRs as required. See Appendix A for procedures.
h. Maintain 100 percent LAMS to SERMIS inventory accuracy. See Appendix E for procedures.

i. Collaborate with work center supervisors to ensure LAMS accurately reflects correct PN, CAGE, EQSN, status, barcode, work center and location for each asset reported.

j. Backup LAMS database file (lamsdata.mdb) on a daily basis. Additionally, this file must be backed-up locally to media that is external to the LAMS computer (e.g., shared network drive preferred or writeable CD). See the LAMS user's manual for procedures.

k. Provide a quarterly LAMS backup file to the SECA CNATRA IMRL Manager.

l. Review IMRL SE consumable deficiencies on a quarterly basis and submit appropriate requests to the SECA for action. See Appendices F or G for procedures.

m. Ensure current COMNAVAIRSYSCOM approved LAMS software is installed on an IMRL section computer.

n. Process required TRs and ensure all LAMS TR export files are forwarded to the CNATRA IMRL Manager.

o. Ensure the point of contact data and shipping address are accurate in SERMIS.

p. Upon receipt of new AAI.txt and DRP.txt files, process in LAMS to update AAI and DRP data.

q. Validate SERMIS Equipment Status codes quarterly or as directed by SECA. The SECA will provide applicable files to validate.

r. Assist the CNATRA IMRL manager in validating SERMIS weekly metric report discrepancies.
CHAPTER 2
INDIVIDUAL MATERIAL READINESS LIST

1. Description. The IMRL is a consolidated list specifying the types and quantities of SE required by an aircraft maintenance activity. An IMRL is constructed for all Navy and Marine Corps aircraft maintenance activities by extracting applicable portions of SERMIS data. The on-hand quantity listed in the IMRL is based upon physical inventories as reported by IMRL transaction reports. IMRLs identify SE requirements and provide a basis for IMRL SE procurement. This information aids decisions regarding overall readiness posture, budget development, procurement and redistribution of assets.

2. Preparation. The CNATRA IMRL Manager program manager is responsible for distributing IMRLs and IMRL products to all aircraft maintenance activities.

3. Approval and Issuance. Each IMRL is approved by the SECA and is the authorized IMRL SE allowance for the activity to which it applies. An IMRL is electronically provided every 12 to 18 months. IMRLs must also be provided as required by your SECA to meet contingencies such as aircraft reconfigurations, mission changes, base/deck load variations, employment updates and newly introduced equipment.

4. Use. An IMRL serves as an allowance and inventory management list for required IMRL SE assets.

5. Allowancing. Upon receipt of a new IMRL, each activity shall review assigned allowances for accuracy and adequacy in regards to the activity's support requirements. A primary function of reviewing allowancing is to eliminate or reduce, where appropriate, authorized SE quantities, particularly quantities of common or general-type SE supporting a mix of weapon systems or components. The main method of adjusting an IMRL allowance is through the submission of an IMRL revision request from an activity to ensure source data is corrected. The SECA must only adjust an authorized allowance, utilizing the SERMIS tailoring function, in accordance with the provisions set forth in reference (a). The following codes apply:

   D = Deployment site reduction
   F = Automatically assigned with incorporation of deviated allowance (DEV)
   H = Helicopter detachment reduction (USN only)
   P = Pending SECA SODARR (SODARR approved by submitting SECA)
   S = Site specific
   V = Validated allowance for management purposes (USN only)

6. Contents. The IMRL consists of five major sections: change list, employment data, index, main body and activity inventory record. Each IMRL is preceded by an IMRL legend, which provides a listing of all SERMIS data elements in the IMRL with the headings as they
appear. The following subparagraphs provide a general description of the major IMRL sections along with an explanation of their contents and related terminology.

a. Sections

(1) Change List. A listing of all changes to an activity's IMRL occurring since the last IMRL allowance supplement. The following update action codes are used in this section to identify source data additions, deletions or changes affecting the activity's IMRL.

   (a) PRIME ADD. A source data or employment change causing the addition of a prime NSN with an allowance to their IMRL, or, when an asset is added to an activity's IMRL as a SECA deviation.

   (b) PRIME DELETE. A source data or employment change causing the deletion of a prime NSN from their IMRL, or, a SECA deviation asset in the activity's IMRL is deleted.

   (c) NSN-REV-PRIME. A prime NSN is changed.

   (d) NSN-REV-ALT. An alternate NSN is changed.

   (e) PRIME CHANGE. A new prime NSN replaces an existing prime NSN and assumes the allowances of that prime NSN. The old prime NSN becomes an alternate to the new prime NSN. An existing PN/CAGE (indicator code (IC)-4, IMC-B) is linked to a prime NSN, which is authorized in the activity's IMRL.

   (f) ALT-CHANGE. A prime NSN changes to an alternate NSN.

   (g) ALT-ADD. An NSN is an alternate to an existing prime NSN.

   (h) ALT-DELETE. An alternate NSN is deleted against an existing prime NSN.

   (i) CHG-LIST. A list series change for a prime NSN.

   (j) ELEMENT-CHG. One or more of the following elements of an NSN changed: reportable code, custody code, 3-degree code, land-vessel code, maintenance level code, calibration code, Julian date projected requisition or NAVAIRWARCENACDIV Lakehurst recommended work center.

   (k) ALW-CHG. The computed allowance, authorized allowance or custody authorized allowance for a prime NSN has change. This change is caused by a change in the source data, employment data or allowance tailoring.

   (l) RESEARCHED IC-4. A PN/CAGE with an IC-4 been researched and has an assigned IMC, or a PN/CAGE has been added to the source data deleting the previous assigned IMC.
(m) **GFAE-NIIN-ADD.** A GFAE NSN has been added.

(n) **GFAE-NIIN-DEL.** A GFAE NSN has been deleted.

(o) **GFAE-APP-CHG.** The application data (system, list or model code) has changed for an existing GFAE NSN.

2) **Activity Employment.** This section lists the employment data used to create the IMRL. The activity must use this to verify their current employment data, such as assigned aircraft model, quantity assigned, maintenance level, list codes/avionics system deletions, etc. The employment data must be substantiated by an authorized weapon systems or program planning document or by higher headquarters official correspondence.

3) **Index.** This section is divided into six (seven if Automatic Test Equipment (ATE) is supported) parts or cross-references. The cross-references are PN, NIIN, nomenclature, avionics system number to equipment, avionics system name, ATE station to equipment (included in intermediate level IMRLs only) and line item number. The cross-references are used to locate an asset in the main body section.

(a) **Part Number Cross-Reference.** Provides a cross-reference of all PNs/CAGEs in numeric-alpha sequence to the NSN data, line item number and nomenclature of the asset. PNs appearing in more than one subsection of the IMRL will be marked on the first appearance with a multiple appearance indicator (#).

(b) **NIIN Cross-Reference.** Provides a cross-reference of all prime and alternate NSN data in NIIN sequence to the line item number, IC and nomenclature of the asset. It also provides a cross-reference of all alternate NSNs to the prime NSN. NSNs appearing in more than one subsection of the IMRL will be marked on the first appearance with a multiple appearance indicator (#).

(c) **Nomenclature Cross-Reference.** Provides a listing of all prime assets by nomenclature in numeric-alpha sequence. The nomenclature is cross-referenced to the prime NSN data and the IMRL line item number. Assets (NSN) appearing in more than one subsection of the IMRL will be marked on the first appearance by a multiple appearance indicator (#).

(d) **Avionics System Number to Equipment Cross-Reference.** Provides a cross-reference of avionics system numbers, in numeric-alpha sequence, to the avionics system names and system descriptions. Below each system number, name and description, the IMRL SE required to support that system are listed by prime NSN and nomenclature in line item number sequence. Airborne electronic components required, with a TBI to completely outfit a test station, are identified as "GFAE" and are listed in this cross-reference. The GFAE entries are not considered to be IMRL SE and are provided in this index for information purposes only. They do not appear in the body of the IMRL and cannot be authorized by the IMRL. Allowance information for GFAE assets is listed as a supplement to the local activity AVCAL or SHORECAL.
(e) **Avionics System Name Cross-Reference.** Provides a cross-reference of avionics system names, in numeric-alpha sequence, to the avionics system numbers and system descriptions.

(f) **ATE Station to Equipment Cross-Reference.** Provides a cross-reference of ATE system numbers, in numeric-alpha sequence, to the ATE names. Below each system number, the IMRL SE required to support that system is listed by prime NSN and nomenclature in line item number sequence.

(g) **Line Item Number Cross-Reference.** This cross-reference is divided into two sections. The left half of each page cross-references the previous line item number (previous IMRL) to the current line item number representing the same prime NSN. The right half of each page cross-references the current line item number to the previous line item number representing the same prime NSN.

(4) **IMRL Main Body**

(a) **Description.** This section lists all authorized IMRL SE for the activity and identifies the authorized allowance for each asset. This section also lists identification data, description data, maintenance level data, accountability data and allowance data.

1. The IMRL main body consists of one or more of the following subsections, depending upon the activity's maintenance function:

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<td>GO 900-999 (SE for USMC only)</td>
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<td>Weapons/Stores Loading SE</td>
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<td>TX</td>
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<td>Airborne Weapon</td>
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<td>WE 900-999 (SE for USMC only)</td>
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2. Each subsection may be divided into two parts. Part I contains assets applicable to a specific model in an activity's IMRL. Part II contains assets applicable to more than one model in an activity's IMRL. The facility subsection contains only part II and will define all applicable work centers. When applicable, non-avionics GFAE must be listed at the end of each subsection for information purposes only.

(b) Page Heading Format. Each IMRL main body page will start with preparation date, time prepared, file name, page number, subsection, model, AAI and activity name.

1. PREPARED. The date the IMRL was prepared. The prepared date may precede the print date.

2. PAGE. Sequential number assigned to each page starting with 1.

3. SUBSECTION. The grouping of NIINs by list series.

4. MODEL. The model, aircraft or non-aircraft, to which the listed items apply. For assets applicable to more than one model, "MULTI" must appear.

5. AAI. The AMMRL activity identifier identifying the activity for which the IMRL was printed. See Appendix I for AAI naming convention procedures.

6. ACTIVITY NAME. The noun name of the activity for which the IMRL was prepared.
(c) Vertical Column Close-up Heading Format. Describes the type of information contained in each vertical column. Horizontal data element components of each column will also be defined under that column.

Note: For those NIINs appearing with multiple line item numbers (allowances listed under more than one subsection), a reference to all subsequent appearances will be listed in the main body at the lowest line item number for that NIIN.

1. **LINE ITEM NR.** A sequential number, beginning with 'l' for every line item listed in that IMRL. An IMRL line item number is only assigned to IMRL prime NIINs.

2. **NSN DATA, CAGE-PN.** The NSN, CAGE and PN of the prime and alternate assets applicable to each IMRL line item. The prime CAGE and PN are listed directly below the prime NSN. Alternate NSNs are listed below the prime item information, slightly indented. Applicable CAGEs and PNs for each alternate NSN are listed directly below the applicable NSN. Line item numbers for SECA deviations for non-source data PN assets will list "no NSN in source data" with the CAGE and PN listed directly below.

3. **IC.** Identifies whether a NIIN in the source data is a:
   a. Prime (IC-1).
   b. Alternate (IC-2).
   c. GFAE (IC-G).

4. **IMC.** This technical data subsystem provides each SECA with the capability of categorizing assets that do not exist in source data. This information is included in the IMRL and IMRL supplement. Technical data IMCs are defined as:
   a. **IMC A.** Match on part number but not CAGE in source data, linked to an ICP NIIN; generated automatically by inventory or created by SECA input and linked to one source data NIIN. Used with the excess/deficit calculation. SECA deviation allowed to the prime NIIN (SECA input can change to an IMC D, E or Z).
   b. **IMC B.** Part number and CAGE not in source data, but the SECA has authorized this asset's use at specific AA is with a SECA deviation; generated automatically by allowance. An allowance has been authorized for at least one activity within the SECA. Used with the excess/deficit calculation. SECA input cannot change to another IMC (SECA input can change the SECA remarks and nomenclature).
   c. When the last SECA deviation allowance for this asset at an activity within the SECA is deleted and inventory is present, the asset will automatically be assigned an IMC Z. If the asset was initially a source data delete, it will be assigned an IMC G. If no inventory is present, this asset is deleted from that SECA's technical data with that final deviation delete.
d. **IMC D**. Push items (new items) - part number and CAGE not in source data.

   (1) Created by SECA input.

   (2) Julian date applied on entry, not to be automatically deleted within one year with no inventory.

   (3) CD not included in the excess/deficit calculation.

   (4) SECA deviation not allowed.

   (5) SECA input can change to an IMC A, E or Z.

e. **IMC E**. Part number and CAGE not in source data, but manually linked to an ICP NIIN.

   (1) Created by SECA input.

   (2) Used with the excess/deficit calculation.

   (3) SECA deviation allowed to the prime NIIN.

   (4) SECA input can change to an IMC A, D or Z.

f. **IMC G**. ICP deleted part number and CAGE with inventory on hand.

   (1) Generated automatically by source data.

   (2) By definition, excess

   (3) A SECA deviation applied will automatically change the asset to a IMC B.

   (4) If a NIIN in source data is deleted, the associated part numbers and CAGEs with inventory will be placed in technical data with an IMC G for the appropriate SECA.

   (5) If the NIIN in source data that is deleted is an alternate, the link to all prime NIINs associated with the alternate will be broken.

   (6) If the part number and CAGE is in technical data as an IMC A and the matched part number in source data is deleted, the part number and CAGE in source data will be placed in technical data with an IMC G for the appropriate SECA with inventory. The technical data part number and CAGE will also have an IMC G for that SECA with inventory.
(7) If the part number and CAGE is in technical data as an IMC E and the NIIN that it is linked to is deleted in source data, the deleted source data associated part numbers and CAGEs will be placed in technical data with IMC G for SECAs with inventory. The technical data item will also have an IMC G for that SECA with inventory.

(8) The SECA reportable code will be that of the NIIN that is or was in source data.

g. IMCN. Unresearched part number and CAGE not in source data.

(1) Generated automatically by inventory.

(2) By definition, excess.

(3) A SECA deviation applied will automatically change the item to an IMC

(4) SECA input can change to an IMC A, D or E or Z.

h. IMC Z. Researched part number and CAGE not in source data and no determination can be made why it is not supported.

(1) Created by SECA input.

(2) By definition, excess.

(3) A SECA deviation applied will automatically change the item to an IMC

(4) SECA input can change to an IMC A, D or E.

(5) Descriptive information (within vertical column heading format). Information is provided for both prime and alternate assets and includes:

(a) The noun name or nomenclature assigned to an asset. It consists of the most significant nouns and descriptive terms for the asset.

(b) The packaged weight of the asset expressed in pounds and fraction of pound.

(c) The packaged cube of the asset expressed in cubic feet and fraction of cubic feet. The linear dimensions (length, width and height in inches) are also noted.

(d) The SM&R code, identifying the level of maintenance authorized to maintain, repair, overhaul or dispose of an asset.
(e) The per unit of issue value of a NIIN rounded to the nearest dollar value. This value is provided for prime NIINs only. The dollar value listed represents last procurement dollars.

5. **PROJ RON DATE.** The projected requisition date (Julian date). The date and asset is expected to be in the supply system and available for requisitioning. The asset should not be requisitioned prior to this date.

6. **TEC.** The type equipment code identifies a weapon system or aircraft per the Naval Aviation Maintenance and Material Management Manual. TECs are four-character codes identifying either the asset or category of equipment on which work is performed.

7. **ALT 1.** The descriptive information for the first alternate IMRL SE asset listed against the prime. Additional alternates will be consecutively numbered below it.

8. **APPLICABLE TO WORK CENTERS.** The applicable work center codes as recommended by NAVAIRWARCENACDIV Lakehurst. These codes appear in the MULTI (multiple application) section of the FACILITY subsection of intermediate maintenance level IMRLs only.

9. **APPLICABLE TO MODELS.** The models to which the IMRL SE asset is applicable. This information appears in the MULTI section of the AIRFRAME, POWER PLANT, GENERAL and ARMAMENT subsections of Intermediate/Organizational (I/O) maintenance level IMRLs only.

10. **APPLICABLE TO SYSTEMS.** The avionics systems to which the IMRL SE asset is applicable. This information appears in the AVIONICS subsection of I/O maintenance level IMRLs.

11. **LV.** The land/vessel code. "L" indicates the asset is for land use only; 'V' indicates the asset is for vessel use only.

12. **3D.** The three-degree engine/propeller repair code identifies the IMRL SE required to support activities performing the different degrees of intermediate engine maintenance. "1" indicates first degree maintenance, "2" indicates second degree maintenance, "3" indicates limited third degree maintenance, and "4" indicates canning and un-canning, preservation and de-preservation with no testing third degree maintenance.

13. **ML.** Identifies the maintenance level the activity is assigned. "D" indicates depot level maintenance, "I" indicates intermediate level (I-level), "O" indicates organizational level (O-level), "T" indicates transient maintenance.
14. **CC.** A calibration code used to identify a calibration requirement. "Y" indicates the asset requires calibration; "N" indicates the asset does not require calibration.

15. **SUB AAI.** The sub-custody AAI identifies a supported activity requiring custody coded D, E, L, M or P assets. This column appears in the supporting activity's IMRL only.

16. **CUST CODE.** Custody codes are single position, alphabetic characters which provide supplemental accountability detail for SE. These codes identify a specific category of SE in the reporting custody of an IMA. These assets are issued to other activities (usually an OMA) on a sub-custody basis. The IMA custody coded allowance is the total quantity required for sub-custody issue to each supported OMA. Custody codes are assigned using the following guidelines:

   a. **Code D.** Assigned on a rare case by case basis to assets normally assigned custody code E when such assets must be provided to an activity or detachment by its supporting IMA when that activity is deployed to a location not having requisite IMA support. Assets meeting this criterion must be approved by the primary SECA (PMA-260EA) for inclusion in aircraft det models/list codes.

   b. **Code E.** Assigned to assets used infrequently (as a general rule, less than once per month). Custody code E indicates to a requiring activity that an asset is available from its supporting IMA as required. Supporting IMAs are authorized a predetermined quantity consistent with the infrequent use. After the requiring activity has completed the maintenance for which it was required, the asset is returned to the supporting IMA.

   c. **Code L.** Assigned to all assets requiring calibration and which also meet the following criteria:

      (1) Designated for use at an organizational level of maintenance.

      (2) Not already coded E or P.

      Note: The IMA custody coded allowance is the total quantity required for issue to each supported OMA.

   d. **Code M.** Assigned to non-calibratable assets, used in conjunction with calibratable assets, and which must also accompany the calibratable assets when they are listed as required equipment in the instrument calibration procedures of the calibratable assets. Custody code M assets must be managed in the same manner as the custody code assigned to the calibratable assets with which they are used (e.g. E, L or P).

   e. **Code N.** Assigned to assets that are not otherwise custody coded.

   f. **Code P.** Assigned to assets which meet any one of the following criteria:
(1) Weighs over 200 pounds or over 300 pounds for wheeled equipment.

(2) Exceeds any one of the dimensions 6' by 3' by 2'.

(3) Not coded for infrequent use.

17. **COMP (computed allowance).** The SERMIS source data-generated/recommended quantity of IMRL SE required by an IMRL activity to support the mission and maintenance level assigned to that activity. This allowance is based upon the type of IMRL SE, the activity maintenance level and the number of models, list codes or avionics systems supported. "DEV" must print in this column for assets added to an activity's IMRL by SECA deviation.

18. **TC (tailoring code).** See paragraph 5 of this chapter.

19. **AUTH (authorized allowance).** The quantity of IMRL SE authorized an IMRL activity to support its assigned mission and maintenance. This quantity is the same as the computed allowance until tailored by your SECA.

20. **CUST AUTH ALLOWANCE (Custody Authorized Allowance).** The total quantity of custody coded IMRL SE authorized in a supporting activity's IMRL for sub-custody to its supported activities. This quantity also includes the allowance for the supporting activity, if applicable. This column appears in the supporting activity's IMRL only.

b. **Equipment Value Summary.** The last page of the main body lists the total equipment value of authorized allowance quantities. All IMRL SE authorized are either even COG equipment or odd COG equipment.

(1) The equipment value grand total is the sum of the following:

(a) Total value of even cognizance code (custody code = N).

(b) Total value of even cognizance code (custody code not = N).

(c) Total value of odd cognizance code (custody code = N).

(d) Total value of odd cognizance code (custody code not = N).
(2) Not included in the equipment value grand total are authorized equipment (SECA deviation) listed by PN and CAGE only. These assets are currently not in the SERMIS source data.

c. Activity Inventory Record (AIR). An AIR is initially generated as part of each IMRL when the IMRL is provided. The AIR provides identification data, management data, inventory status, authorized allowance and nomenclature for assets authorized in the activity's IMRL. The following information is included in an IMRL AIR:

(1) Prime NSNs and allowances in line item number sequence. Prime CAGE and PNs will be listed below the prime NSNs for items reported in the SERMIS inventory. Alternate NSNs will be listed below the respective prime NSNs only if the CAGE and PNs reported in the SERMIS inventory are alternates to the respective prime NSNs.

(2) The total inventory and allowance information for a multiple appearance asset will be listed only on the first appearance of that asset.

(3) Forward and back cross-reference for multi-appearance assets are included.

d. AIR format. IMRL AIR data is presented in vertical columns. It is easily identified by appropriate headings listed in the IMRL legend.

(1) Page headings. Each IMRL AIR page will start with AIR preparation date, time the AIR was prepared, the IMRL preparation date, page number, AAI and activity name.

(a) PREPARED. The date the IMRL was prepared. The prepared date may precede the print date.

(b) PAGE. Sequential number assigned to each page starting with 1.

(c) AAI. The AMMRL activity identifier identifying the activity for which the IMRL was printed. See Appendix I for AAI naming convention procedures.

(d) ACTIVITY NAME. The noun name of the activity for which the IMRL was prepared.

(e) AREA CODE. An alpha or numeric code assigned to each area commander. This code appears only when the prepared date and the IMRL prepared date differ.

(2) Vertical column headings. The column headings describe the type of information contained in each vertical column.

(a) LINE ITEM NR. A sequential number for every line item listed in that IMRL. An IMRL line item number is only assigned to IMRL prime NIINs and SECA deviation IMRL SE. Line item numbers in the IMRL AIR correspond with those in the IMRL main body for the
same prime NIINs and SECA IMRL SE deviation. For assets added to the IMRL as a result of a source data update, the applicable list series (e.g. TE, R5, TA, etc.), vice line item number will be listed. For assets reported on-hand but not authorized in the IMRL body/SERMIS source data, UNM (unmatched) must appear in this column.

(b) **NSN-DATA CAGE PART NUMBER.** The prime NSN for each IMRL line item is printed whether or not inventory is reported. The prime CAGE and PN must be listed below the prime NSN only if inventory is reported. If inventory of an alternate item is reported, the alternate NSN will be listed below the prime NSN, slightly indented, with the alternate CAGE and PN listed directly below the alternate NSN.

1. Prime (IC-1).
2. Alternate (IC-2).
3. GFAE (IC-G).

(c) **IMC.** See subparagraph 6a(4)(c)(1) above.

(d) **ON BRD.** Onboard is the total number of assets, by PN and CAGE, the activity physically has in custody. Assets in-rework or on-loan are not included in this total.

(e) **IN RWK.** In-rework is the total number of specific assets, by PN and CAGE, in rework.

(f) **LOAN OUT.** The total number of specific assets, by PN and CAGE, loaned to another activity.

(g) **LOAN IN.** The total number of specific assets, by PN and CAGE, borrowed from another activity.

(h) **TRS OUT.** Transfer-out is the total number of assets, by PN and CAGE, directed to be transferred from the IMRL activity but which has not yet been reported transferred.

(i) **TRS IN.** Transfer-in is the total number of assets, by PN and CAGE, directed to be transferred to the IMRL activity but which has not been reported as being received. It is the quantity due-in to the gaining activity.

(j) **LOAN RTN DATE.** Loan return date is the date a specific asset is due to be returned from or returned to another activity.

(k) **CUST CODE.** The custody code identifies a specific category of IMRL SE placed in the reporting custody of an I-level maintenance activity. This IMRL SE is issued to
Other activities on a sub-custody basis. For a listing of custody codes refer to subparagraph 6a(4)(c)(i.Q) above.

(i) TAILORING CODE (TC). See paragraph 5 of this chapter.

(m) AUTH ALLOW ACT. Authorized allowance activity is the total authorized allowance for that activity. This quantity includes authorized and custody authorized allowances. For an asset appearing in more than one subsection of the IMRL (i.e., an asset with more than one-line item number), the combined (or total) authorized allowance will appear against the lowest line item number of that asset. This column will be blank against all other line item numbers for that asset.

(n) TOT OH. Total on-hand is the cumulative number of reportable SE by PN and CAGE reported by an activity. It is the sum of total on-board, total in-rework and total loaned-out for all PN and CAGES in that NIIN family. A NIIN family is made-up of a prime NIIN and all of its alternate NIINs. For an asset appearing in more than one subsection of the IMRL, the total quantity on-hand will appear against the lowest line item number of that asset. This column will be blank against all other line item numbers for that asset.

(o) NOMENCLATURE. A name assigned to an IMRL SE asset. It will consist of the most significant descriptive terms for the item.

7. ALLOWANCE SUPPLEMENT. The IMRL allowance supplement lists all changes to an activity's IMRL. The supplement is SERMIS generated and distributed monthly, in both PDF and text file format by the SECA. The PDF supplement must be maintained electronically (print copy is optional). Each allowance supplement will list all allowance and source data changes occurring since the last SERMIS update and is not cumulative. Therefore, all monthly supplements must be maintained on file until a new IMRL is issued and verified, at which time the supplements may be purged. See Appendix J for review procedures.
CHAPTER 3
INVENTORY ASSET MANAGEMENT

1. **Purpose.** Proper inventory management must ensure positive inventory control and reporting of IMRL SE assigned to each activity. Activities must maintain inventory accuracy through the utilization of LAMS.

2. **General**

   a. **LAMS.** The ONLY authorized program for the automated management, tracking and inventory of IMRL SE at the organizational and intermediate levels of maintenance. This software uses the IMRL as the source document for input to report changes in inventory to SERMIS. Each activity must maintain the current NAVAIRSYSCOM developed version of LAMS. For operation and additional requirements refer to the user manual which is installed in LAMS.

   b. **Inventory Authorization.** A number sequence provided by the SECA for the management of on-hand IMRL SE. Authorizations are provided to the activity on the ATR. Type authorizations create suspense’s in SERMIS which are held open until all required LAMS transactions are processed and accepted in SERMIS.

   c. **ATR.** A SERMIS generated report listing an activity's inventory authorizations. Each authorization provides the activity a means of tracking transactions requiring processing. The ATR is produced monthly, at a minimum, and provided to each activity by the SECA as applicable. See Appendix K for transfer and receipt procedures.

   d. **TR codes.** SERMIS tracks IMRL SE through PN, CAGE, Equipment Serial Number (EQSN), barcode and Status Code (SC) combination. Activities must process TRs whenever a change in physical inventory occurs or as directed by the ATR. See Appendix B for special attention TR code notes and the LAMS user's manual for description and use of other TR codes. The following SERMIS authorizations and TR codes are used to track the movement of IMRL SE:

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<th>SERMIS Entry</th>
<th>LAMS Action</th>
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3-2

e. **AIRCOMP.** A comparison of IMRL SE inventory and status code records listed in LAMS to the records reported in SERMIS. This comparison must be completed and reported quarterly to the SECA. Procedures are provided in Appendix E.

3. **Inventory Requirements.** Inventories are the physical verification of on-hand IMRL SE. Positive inventory control is required for all IMRL SE which is achieved through periodic physical inventories. At a minimum, the following inventories are required:

   a. **Annual.** This is a complete physical wall-to-wall inventory of IMRL SE conducted once per fiscal year and must be reported to the SECA no later than 16 October yearly. See Appendix C for inventory procedures.

   b. **Site/Maintenance/Logistics Manager/Supply Officer Relief.** This is a complete physical wall-to-wall inventory of IMRL SE conducted during the turnover period and must be completed no later than 30 days after assignment. See Appendix C for inventory procedures.

   c. **Work Center.** This is a complete physical wall-to-wall inventory of each work center’s IMRL SE conducted once per quarter and must be reported to the Contractor Site Manager and NFDS Supply Officer. See Appendix C for inventory procedures.

   d. **Sub-custody.** This is a complete physical wall-to-wall inventory of sub-custody IMRL SE conducted once per quarter and must be reported to the supporting activity’s site Maintenance Manager/Logistics Manager/NFDS Supply Officer. See Appendix C for inventory procedures.

4. **Inventory Management**

   a. **Excess.** IMRL SE meeting one of the following criteria:

      (1) Quantities of IMRL SE reported on-hand are greater than current authorized allowance. See Appendix D for disposition procedures.

      (2) **Unmatched (UNM).** IMRL SE reported on-hand, but not authorized to the activity and is considered excess. Research must be performed for each UNM asset to determine why the asset is UNM (see chapter 4). For assets not required, excess disposition must be requested. See Appendix D for disposition procedures.

   b. **Deficit.** Quantities of IMRL SE reported on-hand are less than current authorized
allowance. Allowance deficiencies must be filled by either the PUSH or PULL method. See chapter 5 for requisitioning guidelines.

c. **NRFI.** IMRL SE meeting any one of the following criteria for F status code assets, with the exception of F6, as cited in LAMS.

   (1) See Appendix D for NRFI IMRL SE disposition procedures.

   (2) See reference (d) for rework request procedures.

d. Critical or Emergent. IMRL SE urgently required or meeting an emergent requirement, and without this SE, mission readiness is seriously degraded. See Appendices F or G for provisioning procedures.

5. **SE Board Arrow Reporting.** NFDS and Contract Logistics Support Sites shall follow NAMP 4790 Chapter 5 guidance regarding all SE Board Arrow requirements.
CHAPTER 4
IMRL REVISION REQUESTS

1. IMRL Revision Requests (IRR). Submitted by individual activities to request updated source data. The ONLY authorized IRR must be generated from LAMS. SECA approved IRRs must be entered and forwarded utilizing a SERMIS SODARR. See Appendix A for IRR procedures.

   a. Site specific. All requests to change an activity's computed allowance, to include site specific, MUST be submitted and supported by a detailed IRR addressing the specific aircraft applications, allowance data by list codes and proposed change.

      (1) In cases where IMRL SE is being replaced by a newer asset, and sufficient quantity of the newer asset is on-hand, only one IRR is required to justify the site specific allowance reduction of all applicable activities under the cognizance of the same area commander.

      (2) SECA allowance adjustment remarks in SERMIS must include a statement that supports the rationale/justification submitted on the IRR and must reference the IRR serial number.

2. Source Data Revision Request (SODARR). Are submitted by the SECA to request updated source data. Cross-SECA concurrence and final approval authorization from NAVAIRWARCENACDIV Lakehurst is required. Once approved, the recommended change must be completed by the assigned weapons system manager (WSM). This change must be incorporated on the effected Support Equipment Recommendation Data (SERD) and reflect on future IMRLs and allowance supplement updates. SODARRs may be submitted by the SECA for source data updates without an IRR being submitted and applicable information must be provided to effected activities. For additional information, see the SERMIS user's manual.

   a. The following are examples of changes that an IRR may be submitted for and require a SODARR to change SERMIS. At a minimum, these requests require list code and model application for SODARR entry.

      (1) IRR to change the computed allowance. SODARR must be submitted to change the Basis of Issue (BOI) range of allowance.

      (2) IRR to add or delete an IMRL asset.

      (3) SODARR to change a list code application to a model.

      (4) SODARR to change the maintenance level.

      (5) SODARR to change the three-degree engine repair code.

      (6) SODARR to change the custody code.
(7) SODARR to change the land vessel code.

(8) SODARR to add or remove a specific NIIN to or from a list code or model.

(9) SODARR to request to have a SERD deleted or reinstated.

b. When IRRs and SODARRs are approved by the SECA, the allowance may be adjusted downward with tailoring code 'P'. 
CHAPTER 5
REQUISITIONING AND PROVISIONING

1. General. Requisitioning and provisioning exists to support valid IMRL SE requirements for each activity. Requirements must be supported through the redistribution of excess assets from other activities or through supply procedures of push or pull. See Appendices F or G for procedures.

2. Push. Refers to even cog IMRL SE purchased by NAVAIR through appropriated funds and provided to the activity without charge. Push assets are prioritized and distributed by NAVAIR and the SECA. Deliveries of these assets are routinely provided by the site activation team or manufacturer direct.

   a. Each NAVAIR program office is responsible for satisfying peculiar IMRL SE requirements as applicable. NAVAIR PMA-260 is responsible for satisfying common and out-of-production aircraft even cog IMRL SE requirements through the APN-7 process. See Appendix M for procedures.

   b. Push assets must not be routinely requested by fleet activities; however, when a critical or emergent requirement exists for an even cog asset and mission readiness is seriously degraded, the activity must coordinate with SECA to fulfill the requirement. See Appendices F, G or H for procedures.

3. Pull. Refers to odd cog IMRL assets routinely requisitioned utilizing appropriate IMRL funds allocated to an activity. These assets are generally requisitioned after excess redistribution screening has been completed by the respective SECA. Each supporting IMA must ensure O-level custody coded D, E, L, M and P IMRL assets are available for sub-custody to each supported activity. Initial issue IMRL funding must not be used for replacement assets. See Appendices F, G or H for procedures.

4. Initial Outfitting. This is the process of providing all authorized material and equipment to a newly commissioned or established Navy aircraft maintenance activity. The SECA must develop a new IMRL for the activity, normally one year prior to the operational requirement. During initial outfitting, IMRL SE must be pushed or redistributed through excess screening.

5. Re-outfitting. This is the process of re-outfitting an aircraft maintenance activity with peculiar IMRL SE resulting from changes in aircraft models, increase in number of aircraft being supported, configuration changes to the aircraft model and/or increase in the computed allowance resulting from a source data change. The SECA must develop and provide a new IMRL for the activity, normally one year prior to the operational requirement. During re-outfitting, IMRL SE must be pushed, pulled or redistributed through excess screening.
6. **Locally Manufactured/Assembled.** IMRL SE having a source code (SM&R) of M or A must not be requisitioned. Drawings are available from Naval Air Technical Data and Engineering Service Command (NATEC).

7. **General Purpose Electronic Test Equipment (GPETE).** IMRL SE with a 7Z cog must be managed as pull assets, except when requesting NRFI disposition and replacement asset is required. When RFI excess assets are unavailable for redistribution, see reference (b). Initial issue IMRL funding must not be used for replacement of these assets.
CHAPTER 6
SUPPORT EQUIPMENT DEPOT REWORK PROCEDURES

1. Procedures. Reference (c) provides guidance regarding the NAVAIR Depot Rework program for support equipment. CNATRA Code N43 has responsibility for the overall management of NATRACOM Depot rework program and shall review all SE requiring rework.

2. Reporting Custodians Responsibilities:

   a. Submit OPNAV 4790/80 requests for Naval SE depot level maintenance requirements to the CNATRA IMRL manager (Code N431) when the equipment's material condition requires repair or rework.

   b. Contractor Logistics Support sites shall submit to the CNATRA IMRL manager (Code N431) Depot Rework request per Appendix J for any asset that does not have Navy Depot Rework capability.

   c. Ensure the unit is complete, all Aviation Depot level Repairables (AVDLR) and ancillary equipment are intact, and no major components are defective. In the event that AVDLRs have been submitted to the supply system prior to shipment, provide a PDF copy of DD 1348, Department of Defense (DoD) Single Line Item Requisition System Document, showing a change in the shipping address for missing AVDLRs, transferring the assets to the assigned DRP, in the waterproof envelope attached to the unit. Note that any item received by a DRP that has missing ancillary equipment, AVDLRS, or has defective major components, will be reported to the SECA and reporting custodian. Reporting custodians are responsible for providing replacements for missing or defective 7R COG components. Non-compliance could result in the equipment being returned in non-RFI or non-RFU condition.

   d. Advise the SECA, as soon as possible, should an item of SE that has been assigned a SE rework control number no longer requires rework, so that the SE rework control number can be cancelled.

   e. Arrange transportation of the SE end items, based upon the authorization for depot rework and shipping instructions.

   f. The control number issued in SEMS constitutes the authority to ship and rework a particular item of SE. The control number and transportation accounting code are provided by the SECA, using either the SEMS activity-shipping schedule or a naval message or appropriate naval message replacement program in response to a rework request. These numbers or codes must be included on all shipping documents and correspondence.
g. The SEMS activity-shipping schedule provides the Julian Date that each item of SE is due at the DRP, or for which the field team is due on-site. Reporting custodians are responsible to ship SE scheduled for rework to arrive at the DRP no later than the assigned SEMS due date; initiate shipment of SE to assigned DRP utilizing a DD 1149, Requisition and Invoice/Shipping Document and ensure SE is shipped complete, with all accessories (except as authorized for retention by the SECA for the specific equipment). The following documents must accompany equipment shipped to rework:

(1) NAVAIR M-13680.1 JAN 23 2018

(2) The applicable equipment history records: OPNAV 4790/29, OPNAV 4790/51 or OPNAV 4790/5 8.

(3) Copies of any SECA documentation authorizing the shipment of equipment missing items or ancillary equipment.

(4) Copies of any component turn-in documents, maintenance action forms (see COMNAVAIRFORINST 4790.2C, chapter 16) documenting the removal job control number and associated requisition number, for any missing AVDLRs.

NOTE: A Quality Assurance Representative (QAR) must verify on the DD 1149 shipping document that the SE being shipped is complete with all components; all defective major components are identified and approved; that all ancillary equipment (e.g., cables, holding fixtures) is prepared for shipment with the equipment; and that all required documentation applicable to the equipment is attached (printed and signed name and QAR Number). This documentation must accompany the item of SE by attaching them securely (in a waterproof envelope) to the item being shipped, prior to packaging. Failure to receive this documentation upon receipt at the DRP could result in induction delays and possibly return of the item to the reporting custodian in a non-RFI or non-RFU condition.

3. Special instructions for shipment modes.

   a. When determined most economical, SE less than 150 pounds shall be shipped using Federal Express, United Parcel Services, or other contract transportation accounts. Reporting custodians are required to use the commercial shipper provided asset tracking systems to provide visibility of the shipments.

   b. For equipment shipped using government transportation using a DD 1149, Requisition and Invoice/Shipping Document, ensure that the DD 1149 is marked in bold letters as shown below, and based upon where the work is to be completed:

      FLEET READINESS CENTERS: MARK FOR "ATTENTION FRC SE REWORK PROGRAM"
      NAF ATSUGI: MARK FOR "FRC WP SUPPORT EQUIPMENT REWORK FACILITY SERF"
NAVSUP WSS: Use the address as listed in SEMS
COMMERCIAL DEPOTS: Use the address of the commercial depot as listed in SEMS and provide the assigned SE rework CNUM.

c. Submit a quality deficiency report per COMNAVAIRFOR1INST 4790.2C when SE is received in an unsatisfactory condition from a DRP.
APPENDIX A
IMRL REVISION REQUEST PROCEDURES

1. **Review.** Prior to submitting an IRR, the activity must review their employment data for accuracy against current and applicable Weapons System Planning Document (WSPD) or other applicable program documents.

2. **Addressing.**
   a. **ORIGINATING ACTIVITY.** Activity name (as indicated in SERMIS).
   b. **TO APPLICABLE SECA.** Activity's SECA.
   c. **REQUEST SERIAL NUMBER.** Sequential serial number auto-generated by LAMS.
   d. **DATE.** Auto-generated when initiated in LAMS, or the following format: MM/DD/YYYY.
   e. **VIA COMMAND.** Applicable Immediate Maintenance Activity (IMA).

3. **PART 1 IMRL/SE IDENTIFICATION DATA**
   Note: Blocks 1-13 will be automatically generated using current LAMS data, or must manually be entered using SERMIS source data, publications, user's manual, etc. as applicable if asset is not currently listed in LAMS.
   a. **Block 1 - REQUEST TYPE.** Annotate appropriately to indicate change requested.
   b. **Block 2 - AAI.** AMMRL Activity Identifier.
   c. **Block 3 - NIIN.** National Item Identification Number.
   d. **Block 4 - COG.** Cognizance Symbol.
   e. **Block 5 - PART NUMBER.** Manufacturer's part number.
   f. **Block 6 - CAGE.** Commercial and government entity.
   g. **Block 7 - NOMENCLATURE.** Name/designation of asset.
   h. **Block 8 - SLM APPLICATION.** System list to model; (e.g. specific aircraft, engine, equipment, or operational site).
i. **Block 9 - LIST CODE.** The alpha numeric sequence as indicated in SERMIS source data. If not yet established, annotate applicable list series followed by X's; (e.g., GO: XXXX). Provide expounding descriptive explanation in part 1, block 15.

j. **Block 10 - UNIT PER APPLICATION.** The number of systems in each model; (e.g. engines, propellers, guns, avionics systems, aircrew systems, etc.) as applicable.

k. **Block 11 - COMP ALLOW.** The computed allowance as calculated from SERMIS source data.

l. **Block 12 - AUTH ALLOW.** The authorized allowance as calculated from SERMIS source data. This includes those calculated authorized allowances that have been adjusted (tailored).

m. **Block 13 - ON HAND.** The total number of assets by prime NIIN currently on inventory in LAMS, regardless of status code. This is the combined total of on board, in rework, and loaned out.

n. **Block 14 - RECOMMENDED BASIS OF ISSUE.** Quantity of assets required by an activity to support operations and maintenance. The population of the basis of issue (BOI) columns is required when effecting addition, deletion or change to the range of allowance. The activity must populate the BOI blocks up to the column that correlates with the SLM quantity as indicated within their employment data.

<table>
<thead>
<tr>
<th>14) RECOMMENDED BASIS OF ISSUE (AS APPLICABLE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>1-2</td>
</tr>
</tbody>
</table>

**EXAMPLE.** SLM quantity equals 12; which correlates to column 3 of the BOI, the activity must populate the columns as follows:

If the activity is not required to populate the above BOI spread, but rather a special allocation allowance is required, proceed to the following area:

**ASSET QTY** - Quantity of assets required.

**SPECIAL ALLOCATION** - Select the applicable special allocation.

**PER SLM QTY** - Quantity of system, list, or model as it correlates to the asset quantity required. This block is not required for flat allowance special allocations.
o. **Block 15 - DESCRIPTION.** Indicate the specific recommended changes to source data or SERMIS allowancing, as applicable.

   Note: EXAMPLE: REQUEST ADD THIS ASSET AS AN ALTERNATE TO THE NIIN FAMILY 01-564-0470; REFER TO SERD GPETE 0801. ADDITIONALLY, REQUEST ADD THIS PN AND CAGE COMBINATION THROUGH TECHNICAL DATA TO ALLOW FOR INVENTORY RECEIPT IN SERMIS.

p. **Block 16 - JUSTIFICATION.** Provide an explanation exemplifying the request, explaining why the current requirement, or lack of a requirement, does not support the established maintenance procedures. IMRL allowancing must not be increased due to reliability issues. These reliability issues must be addressed to the appropriate SECA SE class desk managers. Examples of valid justifications:

   1. Portable kit is self-contained unit for nondestructive inspection (NDI) of non-porous metallic and non-metallic materials to detect flaws which extend to the surface of the material. There are no existing O-level fluorescent penetrant inspection requirements for the h-53. Asset is not required at the organizational maintenance level.

   2. This asset was previously required ISO the jetcal, PN BHI 11D, test set. The jetcal test set was replaced by the thermo switches/thermocouples tester, NIIN 01-468-9406, which does not require this asset.

   Note: The new tester uses a different asset; heater probe assembly, NIIN 01-303-8464, PN BH22262-40 which activities currently have on hand.

q. **Block 17 - REFERENCES.** Include all technical manuals, publications, user's manuals and documents that validates the prescribed justification. Copies of all references shall be submitted with the IRR.

r. **Block 18 - IMAGE.** Insert clear images of applicable SE.

s. **Block 19 - ARTICLES REQUIRING SUPPORT CARS.** The Unit Under Test (UUT), or system, subsystem, equipment, under the end article for which support equipment is developed and documented within the SERD.
NAME - Subject matter expert (SME) name (e.g., Smith, John A.)
TITLE - IMRL ASSET MANAGER
TELEPHONE NO. - Commercial telephone number (e.g. (XXX) XXX-XXXX)
EMAIL ADDRESS - Official email address
DATE –MM/DD/YYYY

4. PART 2 SUPPORTING ACTIVITY IMRL DATA (AS APPLICABLE)

   Note: Blocks 1-8 will be manually entered by supporting activity's IMRL asset management supervisor.

   a. **Block 1 - Cl.** Controlling identifier.

   b. **Block 2 - COMP ALLOW.** The computed allowance as calculated from SERMIS source data.

   c. **Block 3 - AUTH ALLOW.** The authorized allowance as calculated from SERMIS source data. This includes those calculated authorized allowances that have been adjusted (tailored).

   d. **Block 4 - CUST AUTH ALLOW.** The custody authorized allowance is a computation of the supporting and all supported activity's authorized allowance for an item that is custody coded P, E, L, D, or M within a section of the IMRL.

   e. **Block 5 - RECOMMENDATION.** Annotate approval or disapproval as applicable.

   f. **Block 6 - ADDITIONAL APPLICATIONS.** List additional SLMs on site to be affected (as applicable); (e.g. specific aircraft, engine, equipment or operational site).

   g. **Block 7 - RECOMMENDED BASIS OF ISSUE (AS APPLICABLE).** Verified quantity of assets required by supported activities to support the operation and maintenance of a particular range.
If the activity is not required to populate the above BOI spread, but rather a special allocation allowance is required, proceed to the following area:

ASSET QTY - Quantity of assets required.
SPECIAL ALLOCATION - Select the applicable special allocation.
PER SLM QTY - Quantity of system, list, or model as it correlates to the asset quantity required. This block is not required for flat allowance special allocations.

EXAMPLE. An "Asset QTY" of one is required per each "Special allocation" of three; the activity must populate the "Per SLM Qty" as 003.

h. Block 8 - REMARKS. Provide additional justification as required and list any additional references not previously annotated.

NAME - IMRL asset management supervisor (e.g. Smith, John A.)
TITLE - IMRL ASSET MANAGER
TELEPHONE NO.- Commercial telephone number (e.g. (XXX) XXX-XXXX)
EMAIL ADDRESS - Official email address
DATE - MM/DD/YYYY

Note: IMA activity must submit to the area commander for concurrence and forwarding.

5. PART 3 TYCOM ENDORSEMENT (AS APPLICABLE)

Note: PART 3 will be manually entered by the area commander AMMRL program manager.

a. Block 1 - FROM. Area commander (as applicable).

b. Block 2 -TO. Navy activities will send directly to their respective SECA.
c. **Block 3 - RECOMMENDATION.** Annotate approval or disapproval as applicable.

d. **Block 4 - REQUEST APPLIES TO THE FOLLOWING ACTIVITIES.** Annotate as applicable. Screen for pertinence of all subordinate activities to promote the "mirror image" SE management concept and standardized requirements.

e. **Block 5. - RECOMMENDED BASIS OF ISSUE (AS APPLICABLE).** Verified quantity of assets required by supporting and supported activities to support the operation and maintenance of a particular range.

   **EXAMPLE.** SLM quantity equals 60; which correlates to column 7 of the BOI, the activity must populate the columns as follows:

   If the activity is not required to populate the above BOI spread, but rather a special allocation allowance is required, proceed to the following area:

   **ASSET QTY** - Quantity of assets required.
   **SPECIAL ALLOCATION** - Select the applicable special allocation.
   **PER SLM QTY** - Quantity of system, list or model as it correlates to the asset quantity required. This block is not required for flat allowance special allocations.

   **EXAMPLE.** An “Asset QTY” of one is required per each “Special allocation” of three; the activity must populate the “Per SLM Qty” as 003

f. **Block 6 - REMARKS.** Provide additional justification as required and list any additional references not previously annotated.

   **NAME – AMMRL/SECA Program Manager**
   **TITLE - AMMRL - program manager**
   **TELEPHONE NO - Commercial telephone number (e.g. (XXX) XXX-XXXX)**
   **EMAIL ADDRESS - Official email address DATE -MM/DD/YYYY**
6. **PART 5 SECA DISPOSITION**

   Note: PART 5 will be manually entered by the SECA AMMRL program manager.

   a. **Block 1 - FROM.** Applicable SECA Team Lead.

   b. **Block 2 - TO.** Originating activity.

   c. **Block 3 - APPROVED, DISAPPROVED, INCOMPLETE.** Annotate approval, disapproval, or incomplete as applicable. Screen list codes and aircraft models of all cognizant activities for application. For those requests that involve specific maintenance issues requiring additional verification, coordination between the Site Manager/Maintenance Manager and SECA must be initiated.

   d. **Block 4 - DRAFT SODARR NUMBER.** SERMIS generated number will be entered by appropriate SECA Team Lead, or will be annotated as Non-Applicable (N/A). N/A would apply if it is determined that a SODARR is not required, such as tailoring action which has been determined to be appropriate.

   e. **Block 5 - FINAL BASIS OF ISSUE (AS APPLICABLE).** Verified quantity of assets required by supporting and supported activities to support the operation and maintenance of a particular range. A BOI will be provided upon final determination of all fleet activities affected.

   f. **Block 6 - REMARKS.** Provide additional justification as required and list any additional references not previously annotated.

   ![EXAMPLE](image)

   **EXAMPLE.** Final BOI for fleet.

   **ASSET QTY** - Final quantity of assets required, after additional verification, coordination between the SECA Site Manager and SECA SE class desk.

   **SPECIAL ALLOCATION** - Select the applicable special allocation.

   **PER SLM QTY** - Quantity of System, List, or Model as it correlates to the asset quantity required. This block is not required for flat allowance special allocations.

   ![EXAMPLE](image)

   **EXAMPLE.** An “Asset QTY” of one is required per each “Special Allocation” of three; the SECA Must populate the “Per SLM Qty” as 003.
NAME – AMMRL Program Manager/SECA
TITLE - AMMRL program manager
TELEPHONE NO - Commercial telephone number (e.g. (XXX) XXX-XXXX)
EMAIL ADDRESS - Official email address
DATE - MM/DD/YYYY
APPENDIX B
INVENTORY REPORTING, TRANSACTION AND BARCODING PROCEDURES

1. Reporting

   a. All IMRL SE must be reported regardless of the PN and/or CAGE being listed in the activity's IMRL. The TR must reflect the exact PN, CAGE, EQSN and barcode as shown on the asset.

      (1) If the PN, CAGE, EQSN, barcode and/or status code (SC) of an asset received are different from what is listed on the ATR, the information listed on the ATR must be used. Submit subsequent RE TR as required to correct inventory record.

      (2) IMRL SE received without a manufacturer's EQSN must be assigned a local EQSN by the receiving activity. The locally assigned EQSN must consist of the receiving activity's three-digit organizational code, a dash (-), the five-digit Julian date (e.g., 07001), a dash (-) and three digits. The last three digits of the EQSN must begin with 001 and increment by "1" for each asset assigned on that same Julian date and continues through 999. On the next Julian date, the numbering cycle must repeat, beginning with 001. This numbering cycle must be continuous from 001 to 999, do not go back to 001 for different part numbers. IMRL SE received with another activity's locally assigned EQSN must not be required re-assignment or re-identification of the EQSN. The activity must maintain a log of locally assigned EQSNs. The EQSN log must be maintained electronically or through the use of a hardback logbook and must contain at a minimum four columns: part number, CAGE, EQSN and barcode.

   b. All reportable TRs processed in LAMS must be exported and up-lined to the SECA as an electronic mail attachment within three days of transaction. For export procedures see LAMS user's manual.

   c. Once all TRs have been processed in SERMIS by the SECA, each activity will receive an Inventory Automatic Transaction Report (IATR). Activities must screen their IATR and correct all TR discrepancies utilizing the IATR error comments and the LAMS user's manual. Rejected TRs are placed "on hold" and require action in SERMIS until the discrepancy is resolved.

2. Transactions

   a. TR codes requiring special attention

      (1) Gain by Inventory (GI). This TR must be performed on IMRL SE found during inventory and not currently reported in an activity 's LAMS. This IMRL SE must be investigated prior to gaining into LAMS. The following circumstances must be considered, at a minimum, prior to performing a GI TR:

         (a) Research against the ATR to determine whether or not there is an open suspense for this asset.
(b) If no suspense exists, activity must verify whether the asset is reported in SERMIS by another activity. Activity must request assistance from the area commander or SECA, as applicable.

(c) If asset is not reported in SERMIS, the activity must verify the custody code and current allowance. If gaining of this asset would make activity unmatched, request assistance from the area commander or SECA, as applicable.

(2) Re-identification (RE). This TR must be performed to update inventory records when IMRL SE is reported incorrectly, or when an IMRL asset's PN, CAGE, EQSN, or barcode is changed due to the incorporation of a Technical Directive (TD), (e.g. support equipment bulletin (SEB), support equipment change (SEC), etc.). Prior to performing a RE TR:

(a) The activity must not re-etch, re-stamp or change the EQSN on IMRL SE simply to correct an inventory discrepancy.

(b) Request assistance from the SECA to ensure IMRL SE is not being reported in SERMIS by another activity.

(3) Status Code (SC) Change to F6. This TR must be performed immediately upon discovering IMRL SE is lost, missing or stolen. After submitting SC TR to F6, perform the following:

(a) Conduct a causative search in order to locate the asset or identify the discrepancy. The activity must liaison with other activities where the asset's last known location was, (i.e. deployments ashore and afloat). Activities must request assistance from their SECA as required.

(b) All attempts must be made to resolve the discrepancy surrounding the F6 asset; however, the status for each F6 asset MUST NOT exceed 30 days without resolution. This 30-day period must include the completion of a DD Form 200 (survey) when the discrepancy is not resolved.

(c) Upon completion of the DD Form 200, the activity must process an SI TR citing the local survey number in the authorization block and immediately export and submit the TR to the SECA. The "inquiry/investigation number" of DD Form 200 must consist of the activity's five-digit AAI, a dash (-), the five-digit Julian date (e.g., 11001), a dash (-) and three digits. The last three digits must begin with 00I and increment by "I" for each asset surveyed on that same Julian date.

(4) Survey (SI). This TR must ONLY be performed for IMRL SE meeting the following criteria:

(a) IMRL SE discovered lost, missing or stolen and the SC reflects F6 condition. DD Form 200 (survey) must be completed prior to submitting SI TR to the SECA.
(b) GPETE SE determined Beyond Economical Repair (BER) by the appropriate level of maintenance. DD Form 200 (survey) must be completed prior to submitting SI TR to the SECA.

3. Barcoding

   a. All IMRL SE must have a barcode assigned. IMRL SE received without a barcode must have a barcode assigned by the receiving activity. The barcode must be placed in a manner to ensure ease of scanning. In the event that a barcode cannot be affixed on the asset, the activity must make all attempts to affix a barcode to a tag and attach this tag to the asset with an appropriate cable (string must not be used). This is the preferred method providing this technique does not impede the use of the asset or become a foreign object damage (FOD) hazard.

   b. If a barcode cannot be affixed or attached, the activity must maintain a hardback barcode logbook of all assigned barcodes that could not be attached to IMRL SE. The barcode logbook must contain a minimum of four columns: Barcode (the barcode label will be placed in this column for accountability), Part Number, CAGE and EQSN.

   c. Barcodes MUST NOT be etched on IMRL SE.

   d. Use of protective coating is authorized so as not to impede the function of the barcode or create potential FOD.

   e. In the event of a barcode becoming lost, damaged or illegible, a replacement barcode must be placed on the asset or tag and a RE-ID TR completed.

   f. Submit request for additional barcodes directly to your area commander or SECA as applicable.
APPENDIX C
INVENTORY ASSET MANAGEMENT PROCEDURES

1. Work Center Inventory

   a. Each work center supervisor must be provided a current work center inventory report at the beginning of each quarter.

   b. The work center supervisor must complete a physical wall-to-wall inventory of all on-hand IMRL SE and perform the following:

      (1) Make corrective annotations to any PN, CAGE, EQSN, SC, WC, location and barcode, as required. These corrections must be provided to the IMRL asset manager for LAMS update.

      (2) If IMRL hardware (e.g., components, fasteners, cables, etc.) are missing, ensure corrective action is taken to identify and replace missing components. Appropriate action for missing fasteners or components must be taken in accordance with reference (b).

      (3) Any IMRL SE found during the inventory, but not listed in the work center inventory report, must be added to the report by writing the PN, CAGE (manufacturer's name and address if the CAGE is not on the data plate), EQSN, nomenclature and other identifying data to assist the IMRL asset manager in researching the equipment.

   c. Activities must ensure accurate accountability for IMRL SE not physically available during inventory (e.g. deployment, temp loans, off station calibration, rework, etc.).

   d. Once all corrections are updated in LAMS, the work center supervisor must be provided a new work center inventory report for signature. The work center supervisor must sign and date the bottom of the last page (at a minimum), verifying all IMRL SE listed in the report are on hand. Required signatures must not be delegated.

   e. The signed original work center inventory report must be returned to and maintained by the IMRL asset manager. A working copy must be retained by the work center supervisor.

   f. Additional updates to the inventory must be provided to the IMRL asset manager as they occur.

   g. Procedures a through f must be completed no later than the last day of each quarter.

   h. All signed original work center inventory reports must be retained by the IMRL asset manager for one year. This satisfies the reporting requirement to the Contractors Site Manager or NFDS Supply Officer.
2. **Sub-Custody Inventory**

   a. Each supported activity must be provided a current sub-custody inventory report, by the supporting activity, at the beginning of each quarter.

   b. The supported activity must complete a physical wall-to-wall inventory of all sub-custodies IMRL SE and perform the following:

      (1) Make corrective annotations to any PN, CAGE, EQSN, SC, WC, location and barcode as required. These corrections must be provided to the supporting activity's IMRL asset manager for LAMS update.

      (2) If IMRL hardware (e.g., components, fasteners, cables, etc.) are missing, ensure corrective action is taken to identify and replace missing components. Appropriate action for missing fasteners or components must be taken in accordance with reference (b).

      (3) Any IMRL SE found during the inventory, but not listed in the sub-custody inventory report, must be added to the report by writing the PN, CAGE (manufacturer's name and address if the CAGE is not on the data plate), EQSN, barcode, nomenclature and other identifying data to assist the supporting activity's IMRL asset manager in researching the equipment.

   c. The supported activity's Maintenance Manager must ensure accurate accountability for IMRL SE not physically available during inventory, (e.g. deployment, off station calibration, etc.).

   d. Once all corrections are updated in LAMS, the supported activity must be provided a new sub-custody inventory report for signature. The supported activity's Maintenance Manager and IMRL asset manager must sign and date the bottom of the last page (at a minimum), verifying all IMRL SE listed in the report are on hand. Required signatures must not be delegated.

   e. The signed original sub-custody inventory report must be returned and maintained by the supporting activity's IMRL asset manager. A working copy must be retained by the supported activity's IMRL asset manager.

   f. Additional updates to the inventory must be provided to the supporting activity's IMRL asset manager as they occur.

   g. Procedures a through f must be completed no later than the last day of each quarter.

   h. All signed original sub-custody inventory reports must be retained by the supporting activity’s IMRL asset manager for one year. This satisfies the reporting requirement to the supporting activity's maintenance manager.
3. **Annual Inventory**

   a. The annual inventory must be completed once during the fiscal year. Each activity must report their inventory to the SECA within 15 days of completion, but not later than 16 October the same fiscal year. Reporting example is provided in Appendix C (C-4). The signed inventory completing letter shall be maintained on file by the activity.

   b. The annual inventory must be performed in the same manner as the work center and sub-custody inventories. Condition of SE and Equipment Status Code verification shall be conducted with the inventory (See paragraphs 1 and 2 of this appendix).

   c. Upon completion of work center and sub-custody inventories, all inventory reports must be compiled and provided to the IMRL asset manager.

   d. The IMRL asset manager must print a LAMS in-use inventory report utilizing the LAMS reports database or LAMS query builder and provide to the maintenance officer for signature. At a minimum, each page of this report must contain the date, page number, AAI, PN, CAGE, EQSN, status code, nomenclature, work center and barcode. Additionally, the last page must contain a block for the maintenance officer's signature and date signed.

   e. All required signatures must not be delegated.

   f. This inventory satisfies completion of applicable quarterly work center and sub-custody inventory requirements.

   g. Annual inventory records must be retained until superseded by reporting of the next annual inventory, not to exceed 18 months.

4. **Site Manager/Maintenance Manager/Maintenance Officer relief inventory**

   a. This inventory must be conducted following the same procedures listed in paragraph 3 of this appendix.

   b. This inventory may be used to satisfy the annual inventory requirement when not previously reported during the same calendar year.

   c. This inventory shall be reported to the SECA.

5. Corrective action may be required when discrepancies are noted upon completion of each inventory. See Appendix B for procedures.
ANNUAL IMRL REPORT LETTER

(Activity Letterhead)

13650
IMRL/Ser #
Date

From: NFDS/Site Manager (Activity Name)
To: Commander, Naval Air Training Code N43

Subj: REPORT OF ANNUAL WALL-TO-WALL PHYSICAL INVENTORY OF ALL ON-HAND INDIVIDUAL MATERIAL READINESS LIST SUPPORT EQUIPMENT

Ref: (a) CNATRAINST 136501H

Encl: (1) LAMS In-Use Asset Report for AAI of (Date)

1. Per reference (a), an annual physical wall-to-wall inventory of all assigned individual material readiness list (IMRL) support equipment (SE) was completed on (date). Local asset management system (LAMS) records were updated to reflect on-hand/in-use quantities, SE condition was verified, and each Equipment Status Codes was validated.

2. IMRL SE transaction reports required to correct on-hand quantities were forwarded to your office via electronic mail.

(Signature)

Copy to:
IMRL Asset Manager
APPENDIX D
IMRL DISPOSITION PROCEDURES

1. RFI

a. Activity

(1) Must ensure IMRL SE status code is accurate reflecting the appropriate "A" condition prior to submitting request.

(2) Must initiate a transfer inspection in accordance with reference (d) and, once completed, attach to IMRL SE prior to submitting RFI excess disposition request.

(3) Must include, at a minimum, the following information in each request. Use of SERMIS database or SERMIS source data disk may be required to locate data when IMRL SE is unmatched. The following example is provided:

<table>
<thead>
<tr>
<th>AAI</th>
<th>PN</th>
<th>CAGE</th>
<th>EQSN</th>
<th>SC</th>
<th>COG</th>
<th>NIIN</th>
<th>SM&amp;R</th>
</tr>
</thead>
<tbody>
<tr>
<td>1317AS100-1</td>
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<td>QCF363</td>
<td>A1</td>
<td>1R</td>
<td>011404180</td>
<td>PAGZZ</td>
</tr>
</tbody>
</table>

(4) Must stage each asset in preparation for transfer to ensure the 'A' condition is not affected and the transfer process is not impeded once disposition is provided, (i.e. stage the asset in a secure location and attach a copy of the disposition request and transfer inspection package with the asset).

(5) Must forward RFI excess disposition request via electronic mail to the or SECA, as applicable.

b. SECA. Must screen request for accuracy and area redistribution prior to forwarding, as applicable. The area commander must forward to the SECA assets where no deficit exists within respective area.

c. SECA. Must provide disposition authorization upon receipt of request from activity sites.

d. Contracts Logistics Support (CLS) sites shall submit disposition requests via PCARRS, and include TR authorization number.
2. NRFI
   
   a. Activity

      (1) Must submit disposition requests for all NRFI IMRL SE regardless of cog code, cost, SM&R code or allowance posture, except for those lost, missing or stolen assets that a DD Form 200 survey was completed.

      (2) Must ensure IMRL SE status code is accurate reflecting the appropriate "F" condition prior to submitting request.

      (3) Must submit a rework request (OPNAV 4790/80) with the disposition request for all NRFI IMRL SE meeting rework or depot level repair criteria. See reference (c) for rework request procedures.

      (4) Must include, at a minimum, the following information, including a detailed summary of repair actions taken in each request. Use of SERMIS database or SERMIS source data disk may be required to locate data when IMRL SE is unmatched. The following example is provided:

      (5) Must stage each asset in preparation for transfer to ensure the transfer process is not impeded once disposition is provided (i.e., stage the asset in a secure location and attach a copy of the disposition request, NRFI certification and/or rework request.).

<table>
<thead>
<tr>
<th>AAI</th>
<th>PN</th>
<th>CAGE</th>
<th>EQSN</th>
<th>SC</th>
<th>COG</th>
<th>NIIN</th>
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      (6) Must forward NRFI disposition request via electronic mail to the SECA or CNATRA IMRL Manager, as applicable.

   b. SECA. Must screen for accuracy and ensure all attempts were made to repair non-consumable IMRL SE prior to forwarding disposition request to SECA, as applicable. If disposition of NRFI assets will result in a deficit posture for the activity, the area commander must initiate redistribution and or requisition procedures as outlined in Appendices F or G.

   c. SECA. Must provide disposition authorization upon receipt of disposition request from the activity.

   d. Contractor sites shall submit disposition requests via PCARRS and include TR authorization numbers.
APPENDIX E
ACTIVITY INVENTORY RECORD COMPARISON PROCEDURES

1. SECA
   a. Must provide LAMS5 files (XXXXXX._5.txt) on a monthly basis to all activities reporting directly to the TYCOM.
   b. Upon properly reported 100 percent AIRCOMP by activity, enter relevant data in SERMIS activity screen and void all HOLD TRs currently in SERMIS for activity.

2. Activity
   a. Upon receipt of the LAMS5 file, each activity’s IMRL asset manager must process their files for assigned Authorized Activity Indicator (AAI). For step-by-step procedures, utilize the LAMS user's manual.
   b. Correct inventory discrepancies, as applicable. The ONLY TRs that must be performed are those to correct AIRCOMP discrepancies. Once discrepancies are corrected, export and submit TRs to SECA for processing. If no discrepancies exist, proceed to paragraph d.
   c. After the SECA has processed the TRs, an IATR and a new LAMS5 must be provided. Activities must continue to repeat paragraphs a through c until no discrepancies exist.
   d. Activities must report 100 percent accuracy as outlined below:
      (1) Provide the LAMS generated file, indicating 100 percent, to the SECA. An example of this file is shown in Exhibit 1 of this appendix.
## EXHIBIT 1 - SAMPLE AIRCOMP REPORT

<table>
<thead>
<tr>
<th>TYPE</th>
<th>PART NUMBER</th>
<th>CAGE SERIAL NUMBER</th>
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<th>BARCODE</th>
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**AIRCOMP SUMMARY STATISTICS FOR AAI: 5934**

- **Total Assets in LAMS:** 804
- **Total Invalid Cases:** 0
- **Assets with Mismatched Status Codes:** 604
- **Assets with Virtual SERMS Barcodes:** 0
- **Assets with Mismatched Barcodes:** 0
- **Percentage of Inventory Accuracy:** 100.00%
- **Percentage of Status Code Accuracy:** 100.00%
- **Percentage of Barcode Accuracy:** 100.00%

*Operational RN/L Date: 1/27/2014*
*Operational Supplement Dates: 6/9/2019*
APPENDIX F
REQUISITIONING AND PROVISIONING PROCEDURES

1. Pull

a. Activity

   (1) Must provide annual no later than 15 May or as required by the SECA budget requirements for consumable items and replacement IMRL SE requirements.

   (2) Must submit requirement requests via electronic mail to the SECA for screening and possible redistribution of available excess IMRL SE prior to submitting requisitions into the supply system.

   (3) Requests shall be submitted via excel spreadsheet and must contain, at a minimum, the following information:

<table>
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<tr>
<th>AAI</th>
<th>COG</th>
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<th>AA</th>
<th>IG</th>
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<tr>
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<tr>
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<td>17</td>
<td>09</td>
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</table>

   (4) Must maintain an electronic record (e.g. database, spreadsheet, etc.), of all outstanding IMRL requisitions and conduct monthly reconciliation of all IMRL requisitions.

   Note: Whenever the authorized allowance of IMRL SE changes, the IMRL asset manager must adjust or cancel outstanding requisitions accordingly.
APPENDIX G
IMRL ALLOWANCE SUPPLEMENT REVIEW PROCEDURES

1. **Activity.** Upon receipt of the monthly allowance supplement, the IMRL asset manager must review and take corrective action as required, to include processing the activity LAMS6 text files within LAMS. The below review procedures must be followed:

   a. **PRIME ADD.** Occurs when a deviation, employment change or, a source data change has caused an addition of a prime NSN with an allowance to be added to your IMRL.

      Action: Requisition odd cog IMRL SE if on-hand quantities, including alternates, indicate a deficit. Submit IRR if required. See Appendix A for detailed IRR procedures.

   b. **PRIME DELETE.** When a deviation, employment change, or a source data change has caused the deletion of a prime NSN from your IMRL.

      Action: This indicates on-hand assets may be excess. Request disposition instructions for those assets deleted and not required after waiting for the next allowance supplement to verify an equivalent prime NSN is not added. Submit IRR if required. See Appendix A for detailed IRR procedures.

   c. **NSN REV PRIME.** When a change has occurred to any part of a prime NSN.

      Action: Use new NSN if necessary to submit a requisition.

   d. **NSN REV ALT.** When a change has occurred to any part of an alternate NSN. Action: None, information only.

   e. **PRIME CHANGE.** When a new prime NSN is designated to replace an existing prime NSN.

      Action: Determine if old NSN is now an alternate. If not, but NSN has been deleted, requisition new prime NSN and request disposition instructions on the old NSN. In most cases, the old NSN can be used until replacement is received unless change is due to safety reasons.

   f. **ALT CHANGE.** When following a prime change update action, the old NSN becomes an alternate and is not deleted.

      Action: Annotate necessary documents.

   g. **ALT ADD.** When a new NSN is added as an alternate to a prime NSN having an allowance for the activity.
Action: Request disposition for any excesses. Submit IRR if required. See Appendix A for detailed IRR procedures.

h. **ALT DELETE.** When an alternate NSN is deleted from an existing prime NSN with an allowance for the activity.

   Action: If deleted NSN is on-hand, request disposition instructions and requisition prime to fill resulting deficit. Submit IRR if required. See Appendix A for detailed IRR procedures.

i. **CHG LIST.** When a prime NSN with an allowance has changed from one IMRL section to another.

   Action: Advise work center personnel as appropriate and perform LAMS inventory maintenance as required.

j. **ELEMENT CHG.** When a change occurs for a prime NSN to one or more of the following elements:

   (1) Custody code

   (2) 3-degree code

   (3) LV code

   (4) Maintenance level code

   Action: Review change and take appropriate action.

k. **ALW CHG.** When the allowance fields (computed, authorized, custody authorized) for a prime NSN have changed.

   Action: Compare on-hand assets with the new allowance. Requisition deficits or declare excesses after review of requirements. Submit IRR if required. See Appendix A for detailed IRR procedures.

l. **RESEARCHED IC-4.** When a PN/CAGE with code IC-4 has been researched by your SECA and an IMC other than "G" has been assigned, or a PN/CAGE has been added to the source data thereby deleting a previously assigned IMC.

   Action: The IMRL asset manager must review all "UNM" and IC-4 assets and request disposition/submit IRR if required. See Appendix A for detailed IRR procedures.

m. **GFAE NIIN ADD.** When a GFAE NSN has been added to an IMRL.

   Action: Review on-hand GFAE assets and requisition through AVCAL process if necessary.
n. **GFAE NIIN DEL.** When a GFAE NSN has been deleted from an IMRL.

   **Action:** Review GFAE requirements and turn in unneeded assets to local supply.

o. **GFAE APP CHG.** When the application of a GFAE NSN has changed in an activity's IMRL.

   **Action:** Review new application with work center personnel.
APPENDIX H
IMRL SE SHIPPING, RECEIVING AND IN-TRANSIT SURVEY PROCEDURES

1. Shipping
   a. Activity must deliver IMRL SE to the local supply department for processing as soon as possible, but not to exceed 5 working days of transfer authorization notification. If IMRL SE is not available for transfer, the SECA must be notified within 1 working day. A detailed justification for non-availability of IMRL SE is required.

   b. Activity must transfer IMRL SE in RFI condition unless otherwise authorized by the SECA.

   c. Activity must ensure a transfer inspection is performed per reference (d) for all IMRL SE being transferred.

   d. Activity must perform required TRs in accordance with the ATR.

   e. Activity must include a copy of all paperwork and original historical records when IMRL SE is delivered to the local supply department. All paperwork and records must be waterproofed and enclosed within the IMRL SE/shipping container. In cases where the original historical record (OPNAV 4790/51) would be lost, damaged or destroyed during shipment, the records must be mailed to the receiving activity.

   f. Activity must update LAMS with, and provide shipping data to, the receiving activity, via electronic mail, as soon as valid tracking data is assigned by the local supply department (i.e. Transportation Control Number (TCN), FedEx, DHL, UPS tracking number, etc.).

2. Receiving
   a. Activity must maintain a record of all ship data for inbound IMRL SE until asset has been received.

   b. Activity must screen their ATR for inbound IMRL SE. The following action must be taken for inbound IMRL SE with an ATR non-response indicator of three or greater:

      (1) Must contact the SECA on a monthly basis for suspense’s where the transferring TR has not been processed.

      (2) Must initiate tracer action with the local supply department for suspenses where the transferring TR has been processed and ship data has been received.
(3) Must request ship data from the transferring activity for suspenses where the transferring TR has been processed and no ship data has been received. If ship data is received, receiving activity must initiate tracer action with the local supply department. If response is not received, request assistance from the area commander or SECA, as applicable.

c. Activity must initiate an acceptance inspection per reference (d). IMRL SE received in NRFI condition MUST NOT be returned to the transferring activity. The receiving activity must process a receipt TR and request assistance from the area commander or SECA, as applicable.

d. Activity must complete all required TRs in accordance with ATR.

e. Activity must submit in-transit survey to the SECA for IMRL SE not received within 60 days of authorization date. In-transit surveys must not be requested until all attempts to locate IMRL SE by the local supply department through tracer action have produced negative results. Per references (b) and (b), the activity must forward the completed DD Form 200 (survey) and/or appropriate justification for IMRL SE to the SECA via electronic mail. All supporting information and correspondence must be maintained by the activity for a period of three years. For detailed survey procedures, see reference (a) and (b), as applicable.

f. Activities requiring replacement IMRL SE after the completion of an in-transit (IT) TR by the SECA, must perform the following:

(1) Must submit requisition for replacement "PULL" asset to the local supply department citing survey authorization number.

(2) Must request replacement of "PUSH" asset in accordance with Appendix F, G or H as applicable.
APPENDIX I
IMRL APN-7 DATA CALL PROCEDURES

1. SECA
   a. Must establish a timeline and provide all activities with guidance and format for submission of APN-7 data call input on an annual basis.

   b. Must provide activities with additional information required to assist with validating data call requirements (i.e. prior fiscal year prioritization approval lists).

   c. Must screen and consolidate data call input prior to submission to COMNAVAIRSYSCOM.

   d. Must validate and consolidate data call input submitted by subordinate activities and forward requirements to the SECA.

   e. Must ensure data call timelines are strictly adhered to. Late inputs submitted to the SECA must not be included in the applicable fiscal year's prioritization requirement.

2. Activity
   a. Must submit APN-7 data call candidates for consideration following the below guidelines, unless otherwise directed by the SECA:

      (1) IMRL SE must be 2V/6R cog, have a unit cost exceeding $10,000 and must not have an SM&R code containing ZZ, or begin with M or A.

      (2) IMRL SE which support aircraft that are within five years of start of activity transition or disestablishment (i.e., "sundown") must not be considered for APN-7.

      (3) Contact SECA for questions regarding the determination of "in production" and/or "sundown" aircraft.

      (4) Maintainability and reliability issues alone are not justification for submission to the APN-7. Justification must include the inability to meet mission requirements due to lack of on-hand IMRL SE.

      (5) Resubmission of IMRL SE currently on the APN-7 buy list is authorized; however, activities must reprioritize the asset with detailed justification.

Note: Activities MUST NOT resubmit IMRL SE already purchased and identified on prior distribution lists which satisfies current requirements.
(6) Must not use APN-7 data call as a replacement for engineering investigations (EI) and broad arrows (BA).

(7) Must include the following data call information:

(a) Submitting AMMRL activity identifier (AAI)
(b) Activity name
(c) National item identification number (NIIN)
(d) Part number (PN)
(e) Commercial and government entity (CAGE).
(f) Cognizant code (COG)
(g) Equipment value in dollars
(h) Source, maintenance and recoverability (SM&R code)
(i) Nomenclature (NOMEN)
(j) Point of contact (POC).

The individual who can provide additional information on the asset usage (i.e. maintenance chief, work center supervisor, etc.). This MUST NOT be the IMRL asset manager.

(k) E-mail address for POC
(l) Justification. Information that supports procurement actions.

1. Justification provided in this area is critical for establishment of procurement priority (i.e. current impact and maintenance improvement if additional assets were made available).

2. Non-specific justification in this area does nothing to enhance procurement priority (i.e. additional assets will improve maintenance capability).
APPENDIX J  
SE REWORK SCHEDULE REQUEST

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LIST ALL EQUIPMENT DISCREPANCIES/DTG REQ/URGENT-ROUTINE-PROOF LD

ATTACH COPY TO EACH END ITEM OF SE INDUCTED FOR OVERHAUL/REPAIR/PROOF-LD

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