



# DEPARTMENT OF THE AIR FORCE

Headquarters Air Force Materiel Command  
Wright-Patterson Air Force Base Ohio

Wendy Dennis  
64-10  
Part 4  
2-6-03

20 SEP 1996

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/LGI  
4375 Chidlaw Road, Suite 6  
Wright-Patterson AFB OH 45433-5006

SUBJECT: Immediate Policy Change to AFMCI 23-102, Purchase Request (PR) Operations,  
12 Oct 94 and AFM 67-1, Vol III, Part One, Chapter 9, Section B, Paragraph 9.32.2,  
2 Jan 96

1. AFMCI 23-102 tasks the PR initiator to consider alternatives to purchase action (paragraph 5.2). The most preferred alternative is to use material already owned by DoD or held at a Defense Reutilization and Marketing Office (DRMO) for potential disposal. Paragraph 5.3 provides the inventory management specialist (IMS) the option of querying the Interrogation Requirements Information System (IRIS) at the DRM Service office. Current guidance does not require PR initiators to query IRIS. If a PR initiator does query IRIS, current guidance does not require certification of the action on the PR. Effective immediately:

a. The PR initiator must query IRIS and certify in the remarks section of the AFMC Form 36 (Block 12) or AFMC Format 306, J023 mechanized (Block 12) that he or she accomplished the IRIS screening.

b. This certification should include the date and time checked, method (internet, phone), and asset balance. The PR initiator can accomplish this via the internet or by calling DSN 932-5945.

2. AFM 67-1, Vol III, Part One, Chapter 9, Section B, paragraph 9.32.2 states that it is not necessary to interrogate DLA for Air Force managed items. The IMS has the option of querying IRIS if he or she needs advice of assets in all condition codes that are held by DRMOs. We wish to change this guidance; therefore, effective immediately:

a. The IMS must query IRIS when he or she prepares a PR per paragraph one above.

b. The IMS must query IRIS a second time just prior to contract award. Annotate in the remarks section of the AFMC Form 36 (Block 12) or AFMC Format 306, J023 mechanized (Block 12) that the IMS accomplished the second IRIS screening. The note should include the date and time checked, method (internet, phone), and asset balance.

4. These changes are the result of a contractor identifying six Air Force managed, centrally procured items that AFMC IMSs intended to purchase at the same time that DRMOs were disposing of the items. The IMSs were not aware that DRMOs possessed the items. This occurred because DLA's front end screening (FES) program and/or internal Air Force procedures failed to notify the IMSs that DRMOs possessed the items that the IMSs were in the process of buying. We have identified the problems in the FES program and the internal Air Force procedures and have initiated actions to correct them. After we have implemented the corrective actions, we recognize that the IRIS interrogations will be redundant since DLA's FES program automatically notifies the wholesale manager when DRMO receives assets. However, avoiding the financial loss that the Air Force would suffer and the public embarrassment that the Air Force would experience if the FES program and/or internal Air Force procedures failed to notify an IMS that a DRMO possessed a useable item that the IMS was in the process of buying requires that IMSs make the IRIS interrogations.

5. Our point of contact for AFMCI 23-102 is Major Linda Culbreth, HQ AFMC/LGIM, DSN 787-6335. Our point of contact for AFM 67-1, Vol III, Part One, Chapter 9 is Ms. Neva Lymburner, DSN 787-3460.

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cc:  
HQ AFMC/PKL

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