



DEPARTMENT OF THE AIR FORCE  
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)  
ROBINS AIR FORCE BASE GEORGIA

171  
5

B6 29-97

MEMORANDUM FOR SEE DISTRIBUTION

JUL 21 1997

FROM: WR-ALC/FML

SUBJECT: Immediate Policy Change to AFMCI 23-102, Purchase Request (PR) Operations  
(WR-ALC/FM/PK Memo, 31 Jan 97)

1. Referenced memorandum, copy attached, implemented the change to AFMCI 23-102 relating to querying the Interrogation Requirements Information System (IRIS) when a purchase request (PR) is being prepared, and just prior to contract award. Certification is to be made that IRIS screening has been accomplished. Paragraph 4 of referenced memo requested a copy of either the basic PR or an IRIS attachment certification be furnished to FMLRA. This accumulation was required to provide documentation to HQ AFMC with the results of IRIS screening.
2. The requirement for IRIS screening and certification by the PR initiator and the contracting officer/buyer remains in effect. Sufficient documentation has been collected, and response has been provided to HQ AFMC. There is no longer a need to provide copies to FMLRA. For your information, approximately 526 certifications have been received by FMLRA, and none indicated that useable assets were available which required a reduction in the PR quantity.
3. Should you have any questions, please call, or have your staff call our point of contact, Sammy Dame, FMLRA, ext 6-0862.

*Beverly A. Abney*

BEVERLY A. ABNEY  
Chief, Logistics Support Div  
Financial Mgt & Comptroller Div

1 Attachment:  
WR-ALC/FM/PK Memo, 31 Jan 97

70-41 Atch 97-13E (AFMCI 23-102) Post to AFMCI 23-102 by circling the reference and noting in the margin: "See 70-41, ATch 97-13E which deletes requirements to provide copies of IRIS screening and certification to FMLRA." Then file this atch behind AFMCI 23-102.



DEPARTMENT OF THE AIR FORCE  
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)  
ROBINS AIR FORCE BASE GEORGIA

31 JAN 1997

MEMORANDUM FOR: SEE DISTRIBUTION

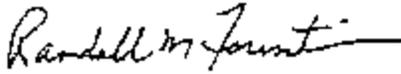
FROM: WR-ALC/FM/PK

SUBJECT: Immediate Policy Change to AFMCI 23-102, Purchase Request (PR) Operations

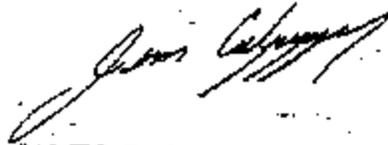
1. HQ AFMC/LGI Memo, 20 Sep 96, is forwarded for immediate implementation. As stated, the PR initiator must query the Interrogation Requirements Information System (IRIS) at the Defense Reutilization and Marketing Service Office (DRMO) by calling DSN 932-5939 or via the internet, such as Netscape or Internet Explorer (see attachment 2). The following is required:
  - a. The PR initiator will query IRIS prior to PR release. If assets are found, reduce the PR quantity accordingly and proceed to reclaim the assets.
  - b. The PR initiator will certify in the remarks block on the PR that IRIS screening has been accomplished, including the date checked and asset balance.
  - c. The contracting officer/buyer will query IRIS just prior to contract award. The remarks section of the PR will be annotated that the second IRIS screening has been accomplished, including the date checked and asset balance. If assets are found, the PR will be returned to the PR initiator, and procedures in Para 1.a. above will apply.
2. As an alternative, an attachment to the PR could be used instead of annotating the data in the PR remarks block. A proposed sample is provided in attachment 3.
3. FMLR personnel randomly selected 10 items that are currently on PR and actually queried IRIS on each NSN. These queries ranged from 26 - 103 seconds (an average of 59 seconds) and found zero assets on all 10 NSNs. Obviously, the queries will not be time consuming. However, it appears that the documentation reflecting that the queries have been made will consume more time than the actual queries.
4. In accordance with Lt Col Culbreth, Hq AFMC/LGIM, each ALC is requested to document the results of this effort for 6 months in order to capture the success rate of locating assets in DRMO, and reducing projected buys accordingly. Request that a copy of either the basic PR including the remarks block or the PR IRIS screening attachment reflecting that the query has been accomplished be provided to Sammy Dame, FMLRA on a continuing basis. The copy furnished as the result of the initial query should be provided by the PR initiator and the copy furnished as the result of the second query (just prior to contract award), should be provided by the contracting officer/buyer.

FEB 07 1997

5. Should you have any questions, please call us, or have your staff call our points of contact, Sammy Dame, FVLRRA, ext 6-0862 or Sheila Paul, PKPB, ext 6-1924.



RANDALL M. FOUNTAIN, Col, USAF  
Deputy Director  
Directorate of Contracting



JAMES B. CULPEPPER  
Director  
Financial Management & Comptroller

3 Attachments:

1. HQ AEMC/LGI Memo, 20 Sep 96
2. Query Steps for Internet
3. Sample PR Attachment

DISTRIBUTION:

WR-ALC/LB

LF

LF

LK

LN

LU

LV

LY

78ABW/LGS



DEPARTMENT OF THE AIR FORCE

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

Director 11-25  
Action F.H.L.  
Info \_\_\_\_\_  
File \_\_\_\_\_

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.

932-5939

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.

ATCH 1

Fm-9-153  
Fm-9-152

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/LGM, DSN 787-6335. Our point of contact for AFM 67-1, Vol III, Part One, Chapter 9 is Ms. Neva Lymburner, DSN 787-3460.

*Janice C Daniels*  
JANICE C. DANIELS  
Actg Chief, Item Management  
Division  
Directorate of Logistics

cc:  
HQ AFMC/PKL

DISTRIBUTION  
ASC/PKC  
OC-ALC/FM  
OO-ALC/FM  
SA-ALC/FM  
SM-ALC/FM  
WR-ALC/FM

## STEPS TO QUERY DRMO FOR ASSETS

1. Go into Netscape and type in: <http://www.drms.dla.mil>
2. Click on: "Searchable Database" under "Government R/T/D"
3. Click on: "Government Searches for Reutilization, Transfer, and Donations (RTD)"
4. Click on: "National Stock Number (NSN) Sites Listed Alphabetically"
5. Under "Search by:  
Federal Supply Code (FSC) (2 or 4 digit): \_\_\_\_\_ NIN (9 digit code): \_\_\_\_\_"

Enter FSN in appropriate blocks on this screen.

6. The next screen will bring up the item and probably say:  
"SORRY, NO MORE DATA"

Which means that there are no assets in DRMO.

7. Annotate PR and send notice to Sammy Dame/FMLRA.

*(This step no longer required)*

NOTE: Actions in italics and underlined indicate actions to be taken by system interrogator.

Proposed IRIS Screening PR Attachment

Interrogation Requirements Information System (IRIS) has been accomplished:

PR Number \_\_\_\_\_  
NSN \_\_\_\_\_ Qty on PR \_\_\_\_\_  
Initial interrogation: Date \_\_\_\_\_ Assets Available \_\_\_\_\_  
IM \_\_\_\_\_ Date \_\_\_\_\_

Second IRIS query: Date \_\_\_\_\_ Assets available \_\_\_\_\_  
Buyer \_\_\_\_\_ Date \_\_\_\_\_