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Supply

**REDUCTION IN REQUIREMENTS (RIR) LOG
BOOK PROCEDURES AND REPORTS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: Elaine Christensen
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This instruction is implemented by *AFPD 23-1, Requirements and Stockage of Material*. This instruction provides policy to ensure proper accounting for all termination actions. It applies to Inventory Management Specialists in directorates involved in determining and managing material requirements. These include the Aircraft Directorate (OO-ALC/LA), the F-16 Management Directorate (OO-ALC/LF), the Commodities Directorate (OO-ALC/LI), and the ICBM Systems Program Office (OO-ALC/LM). It also applies to Contract Managers and Contract Termination Specialists in the Contract Support Division (OO-ALC/PKD), Aircraft Contracting Division (OO-ALC/LAK) (matrixed from PKA), F-16 Contracting Division (OO-ALC/LFK), Commodities Contracting Division (OO-ALC/LIK) (matrixed from PKI), and ICBM Contracting Division (OO-ALC/LMK) (matrixed from PKM).

SUMMARY OF REVISIONS

This revision realigns this publication to the new numbering architecture, adds the F-16 Management Directorate (OO-ALC/LF), and updates publication and form numbers. A | indicates a revision from previous edition.

1. GENERAL: This regulation sets forth policies, procedures and responsibilities required to ensure timely and proper accounting for all termination requirements.

2. TERMS EXPLAINED:

2.1. Reduction. Any action to reduce or cancel on order quantities listed on a purchase request (PR) or military interdepartmental purchase request (MIPR) but not yet on a firm contract or price exhibit. This reduction does not require a Reduction In Requirements (RIR) action (*AF Form 3056, Termination Authority*).

2.2. Termination. Any action to reduce or cancel an undelivered quantity on contract. An *AF Form 3056* is required for termination actions.

2.3. Reduction in Requirements. A request by the PR or MIPR initiator to terminate on order assets or requirements on a firm contract. An *AF Form 3056* is required for RIRs.

3. RESPONSIBILITIES:

3.1. *AFMCR 57-2, Computation of Requirements for Equipment Items, AFMCMAN 23-1, Recoverable Consumption Item Requirements, and AFMCR 57-6V1, Policy and Procedures for Computing Consumable Type Item Requirements*, require Resources Management Division (OO-ALC/LAM), F16 Management Division (OO-ALC/LFF), Industrial Operations Division (OO-ALC/LIO), Landing Gear Division (OO-ALC/LIL), Training Systems Management Division (OO-ALC/LIR), Armament Division (OO-ALC/LIW), Program Control Division (OO-ALC/LIC), and Maintenance Division (OO-ALC/LMS) to assign a monitor to perform the following functions:

3.1.1. Maintain RIR log book.

3.1.2. Assign RIR numbers for all items in termination.

3.1.3. Review and reconcile the status of each termination monthly.

3.2. The inventory management specialist (IMS) will:

3.2.1. Obtain an RIR log book number for all *AF Forms 3056* submitted and ensure the necessary information is entered in the log book.

3.2.2. Notify the RIR log book monitor when termination action has been completed, has been determined to be uneconomical to process, or assets have been delivered.

4. POLICIES AND PROCEDURES:

4.1. The RIR log book will contain the following:

4.1.1. RIR log number.

4.1.2. National stock number (NSN) of item involved.

4.1.3. Date the log number was assigned.

4.1.4. Manager Designator Code (MDC).

4.1.5. Contract number.

4.1.6. Date the termination action was completed or determined to be uneconomical to process.

4.2. Prior to the beginning of the fiscal year, each division RIR log book monitor will issue blocks of numbers for their division to be used in the RIR log numerical sequence number. RIR log numbers will include the office symbol of the issuing division, federal supply class, fiscal year of the RIR action, and a numerical sequence number. For example, RIR LIC-1630-97-0001, RIR LIC-1630-97-0002.

4.3. The first week of each month OO-ALC/PKD, OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, and OO-ALC/LMK will send a copy of the monthly Termination Report to division or team monitors to be reconciled. This report will include all *AF Forms 3056* that were received by OO-ALC/PKD,

OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, and OO-ALC/LMK in the specified month. The report is not cumulative. It shows only those *AF Forms 3056* submitted that month.

4.3.1. If an *AF Form 3056* has been submitted to OO-ALC/PKD, OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, or OO-ALC/LMK and is not indicated on the report, the division RIR log book monitor will send a copy of the missing *AF Form 3056* to the appropriate office for follow-on action.

4.3.2. If no response is received within 30 days, the division or team monitor should again contact OO-ALC/PKD, OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, or OO-ALC/LMK which will provide the monitor status within five working days.

4.3.3. If all *AF Forms 3056* are reflected on the monthly termination report, the division or team monitor will notify OO-ALC/PKD, OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, or OO-ALC/LMK that all RIR log numbers are accounted for.

4.4. The RIR log book pages will be retained for one year after all actions on that page have been reconciled or completed. An entry is complete when one of the following actions occur:

4.4.1. The *SF Form 30, Amendment of Solicitation/Modification of Contract*, provided by OO-ALC/PKD, OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, or OO-ALC/LMK has been received by the IMS.

4.4.2. Status is received stating the *AF Form 3056* is uneconomical to process or that contract delivery has occurred.

4.4.3. The *AFMC Form 339, Due-In Assets Status Record*, provided by OO-ALC/PKD, OO-ALC/LAK, OO-ALC/LFK, OO-ALC/LIK, or OO-ALC/LMK is received specifying termination action is completed.

GENE L. HATHENBRUCK, Director
Financial Management Directorate