

**13 JULY 2004**



*Supply*

**SECONDARY ITEM REQUIREMENTS  
SYSTEM (SIRS) SIGNATURE REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides guidance relative to specific elements of the Secondary Item Requirements D200A Computations requiring approval and authority for their use. It also prescribes the signature levels for expenditure of funds for buy, repair, excess, and termination actions. It applies to Inventory Management Specialists (IMS), Materiel Managers (MM), and Equipment Specialists (ES) in those directorates involved in determining and managing material requirements. It does not apply to the Air National Guard or United States Reserve units located at Hill AFB. See Attachment 1 for a Glossary of References and Supporting Information. Maintain and dispose of records in accordance with AFMAN 37-123, *Management of Records*, and the WebRIMS Records Disposition Schedule (RDS).

**SUMMARY OF REVISIONS**

The primary purpose of this revision is to document the signature requirements for the D200A Secondary Items Requirements System (SIRS). It provides additional outlining policy and guidelines specifically tailored to the Product Directorates of Hill AFB. This directive incorporates revised signature level matrix (dollar threshold) for buy, repair, termination and excess requirements. The three attachments previously used for these matrixes are now consolidated into one attachment (Attachment 2). An asterisk \* indicates revision from previous edition.

**1. General.** Various elements of data within the D200A system may exceed the system standards or system capabilities. Other elements of data may be within acceptable system limitations but require specific authorization for their use. These elements will normally involve additive requirements, retention of materiel or expenditure of funds. Justification and authorization of higher management must be obtained and made available for all levels of review.

**2. Procedures.** Attachment 2 outlines conditions that require management approval above the IMS, MM and ES level.

\*2.1. IMS, MM and ES Review. The IMS/MM will sign the Summary Computation, For Real Item Re-computation or the What if Item Re-computation (Simulation) that reflects the correct buy, repair, termination, or excess quantity. If a "What if" Item Re-computation (Simulation) is used, the ES will also sign the Re-computation. A copy of the Automated Budget Computation System (for budget cycles Mar and Sep) adjustment will be maintained with the signed Re-computation. All items that compute buy, repair, termination or excess positions require signature approval of the IM/MM and ES. All quarterly Summary Factors/Usage printouts or printouts require signature by the ES. **Terminations must be worked every quarter.** If signatures were obtained in a prior cycle, signatures are not required again for the same fiscal year unless the dollar value has increased to a higher signature level with the exception of terminations coded Term Code 08, 09, or 10.

\*2.2. Computation Signature Levels. The signature page of the computation will be completed for all buys, and signed at the level indicated by the dollar value on Attachment 1 of this publication. For terminations, the signature page will be signed at the level indicated by the dollar value and annotated with the proper termination code per AFMCMAN 23-1, *Recoverable Consumption Item Requirements System*, Chapter 33, paragraph 33.4.3. *(If the comp was signed in a previous fiscal year, it needs signature again for current fiscal year).* For Insurance and Numeric Stockage Objective (INS/NSO) items, the INS/NSO Item Status List will be signed.

\*2.3. Repair Requirement. On the Mar cycle, the apportionment year (AY) repair requirement and dollar value will be annotated on the signature page of the computation, and signed at the level indicated on Attachment 2, of this document. (Refer to Attachment 1 regarding specific instructions on validating the price for repair).

\*2.4. Excess Review. The IMS/MM and ES will review all items in excess for retention or disposal action. Signatures will be obtained according to Attachment 1 of these instructions. For items with IMS/MM input deferred disposal codes, the justification will be reviewed annually to ensure the code still applies.

\*2.5. All required signatures including Logistics Material Requirements Branch (OO-ALC/LGMR) if applicable for buy, repair or excess will be accomplished no later than 180 days after the asset cutoff date. All actions required of IMS/MM in processing the termination (running the termination model, coding the computation termination, initiating the AF IMT 3056, **Termination Authority**) will be accomplished NLT 10 calendar days after a computation with valid data is received. Any higher-level signatures for terminations will be obtained within 30 days after the Summary products are received. If signatures are required from OO-ALC/LGMR it is the responsibility of the Requirements Control Officer (RCO) to schedule a review with OO-ALC/LGMR.

\*2.6. IMTs Adopted. AF IMT 3056, **Termination Authority**.

Ernest A. PARADA  
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Attachments

1. Glossary of References and Supporting Information
2. Signature Matrix for Buys, Terminations, Excess, and Repair

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMCMAN 23-1, *Recoverable Consumption Item Requirements System*

***Acronyms***

ABCS—Automated Budget Compilation System

AY—Apportionment Year

ES—Equipment Specialist

IAC—Item Activity Code

IMS—Inventory Management Specialist

INS—Insurance

MM—Materiel Manager

NSO—Numeric Stockage Objective

RCO—Requirements Control Officer

SIRS—Secondary Items Requirements System

**Attachment 2**

**SIGNATURE MATRIX FOR BUYS, TERMINATIONS, EXCESS, AND REPAIR**

**SIGNATURE MATRIX FOR ALL COMPUTED BUYS**

<b>SIGNATURE LEVEL</b>	<b>IMS/ES</b>	<b>RCO</b>	<b>FIRST LINE SUPERVISOR</b>	<b>OO-ALC/LGMR ANALYST</b>
<b>DOLLAR VALUE</b>	Up to \$499,999	\$500,000 and over	\$500,000 and over	\$2,000,000 and over

**BUYS**

The Requirements Computation as described in paragraph 2.1 will be sent forward for approval according to dollar level for buy. (This applies to ERRC codes “T”, “C”, “N” and “P”).

\*Decreases to the basic buy submitted by a purchase request (PR) amendment will be signed by the IMS/MM.

Increases to the basic buy will be signed at the level of the total buy after the increase.

**SIGNATURE MATRIX FOR ALL COMPUTED TERMINATIONS**

<b>SIGNATURE LEVEL</b>	<b>IMS/ES</b>	<b>RCO</b>	<b>FIRST LINE SUPERVISOR</b>	<b>OO-ALC/LGMR ANALYST</b>
<b>DOLLAR VALUE</b>	Up to \$99,999	\$100,000 and over	\$100,000 and over	\$1,000,000 and over

**TERMINATIONS**

\*The RCO and First Line Supervisor will sign the terminations of \$100,000 or more NLT than two weeks after the Summary Computations are received. OO-ALC/LGMR review of terminations \$1,000,000 and over will be obtained no more than one month after the Summary Correction Cycle Cutoff. Termination Code signature requirements specified in AFMCMAN 23-1, Chapter 33, paragraph 33.4.3 take precedence over the matrix above.

\*For items with a termination value of \$1,000,000 and for which contract termination/reduction action is not taken, the RCO will

pull a Format 4 from ABCS. The IMS/MM will write an explanation for the non-termination decision on the Format 1 and return it to the RCO. The RCO will submit the completed Format 1 to OO-ALC/LGMR. The OO-ALC/LGMR termination OPR will submit the Format 1 to the HQ AFMC termination OPR.

**Terminations must be worked every cycle.** The computation will be signed at the above dollar level (Insurance/NSO Item Status Listing for INS/NSO items). Further signature is not required; however, if the correction is computed with a "What if" Item Recomputation after the Summary cutoff and removes the item from termination. The current Automated Budget Compilation System (ABCS) must be updated, and the D200A database corrected for the next cycle.

Termination action will be taken without regard to cost for all items applicable to a weapon system with a declining program, except in cases where logic dictates that termination is not in the best interest of the government. In those cases, all computations must be signed at a minimum of Directorate level, regardless of dollar value.

On a case-by-case basis, when in the best interest of the Government and with documentation to support the decision, the IMS/MM may dispose of unserviceable assets equal to the termination quantity in lieu of terminating. Repairable assets should be removed from the computation and D200A updated with file maintenance action prior to the end of the Summary Cycle. A signature per Attachment 2 Matrix is not required.

If a contract is eligible for termination, the IMS/MM will initiate termination action with an AF IMT 3056. They will remove on-order quantities equal to the termination quantity from the computation with file maintenance action prior to the end of the Summary Cycle. If a PR is eligible for reduction or cancellation and a PR Amendment has been submitted, the IMS/MM will remove the PR assets from the computation prior to the end of the Summary Cycle. If termination quantities were delivered after the asset cutoff date, the IMS/MM will update the computation to reflect the assets on hand instead of on-order, prior to the end of the Summary Cycle. If assets are diverted to a non-Air Force use in lieu of termination, the diverted assets will be removed from computation and the asset reconciliation corrected. Documentation must be retained substantiating the sale to a customer.

ABCS procedures and coding will be performed per AFMCMAN 23-1, Chapter 33, paragraph 33.4.

**SIGNATURE MATRIX FOR EXCESS**

<b>SIGNATURE LEVEL</b>	IMS/ES	RCO	FIRST LINE SUPERVISOR	OO-ALC/LGMR ANALYST
<b>DOLLAR VALUE</b>	Up to \$499,999	\$500,000 and over	1,000,000 and over	\$5,000,000 and over

**EXCESS**

Computations or INS/NSO Item Status Listings showing excess will be signed at the above matrix dollar value, and each fiscal year thereafter for material still showing in excess. IM/MM/ES signature is required for all items computing excess assets, unless the comp has not been worked (off cycles) in accordance with individual Directorate policy. Interim quarters will be reviewed and annotated by the IMS/MM and ES per Item Activity Code (IAC). The approval for retention of excess material will be obtained per AFMCMAN 23-1, Chapter 14, paragraph 14.3.1.3.

**SIGNATURE MATRIX FOR REPAIR**

<b>SIGNATURE LEVEL</b>	IMS/ES	RCO	FIRST LINE SUPERVISOR	OO-ALC/LGMR ANALYST
<b>DOLLAR VALUE</b>	Up to \$499,999	\$500,000 and over	\$500,000 and over	\$2,000,000 and over

**REPAIR**

The AY repair requirement will be annotated on the signature page of the Mar cycle D200A Requirements Computation. Signatures will be obtained per above dollar value.

**\*SIGNATURE MATRIX FOR OPTIMUM****SIGNATURE LEVEL** IMS/ES**DOLLAR VALUE** All**OPTIMUM** All items require a minimum of annual review and signature.

**\*NOTE:** Buy, termination, repair, excess and optimum requirements computations that have been previously reviewed, approved, and signed at the prescribed management levels do not require review and approval signatures on subsequent computation cycles of that fiscal year unless the dollar value has changed to a higher signature level. (Some termination decisions require more frequent signatures. See AFMCMAN 23-1, Chapter 33, paragraph 33.4.) The current computation is annotated to show the comp cycle of the previously approved and signed worksheet.