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**Supply**

**LOCAL MANUFACTURE PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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It applies to all assigned, attached, associate, tenant and satellite units.

**SUMMARY OF REVISIONS**

A bar ( | ) indicates revision from the previous edition.

**1. The Requester will:**

- 1.1. Check source code in the appropriate technical order to decide if a local manufacture requirement exists.
- 1.2. Submit an AF Form 2005, **Issue/Turn-in Request**, AFTO Form 350, **Repairable Item Processing Tag**, and provide a drawing, sample, technical data and DD Form 1348-6, **DoD Single Line Item Requisition System Document**, as required, to 374th Logistics Readiness Squadron Flight Service Center (FSC) (374 LRS/LGRDMF).
- 1.3. If locally designed, prepare a 374 AW Form 36, **Local Manufacture Request**, AF Form 2005, and DD Form 1348-6 for item not loaded in the Standard Base Supply System (SBSS).
  - 1.3.1. Contact manufacturing shop to verify local manufacture capability. The manufacturing shop supervision signs and provides an estimated cost of fabrication on the 374 AW Form 36.
  - 1.3.2. Obtain 374th Maintenance Squadron Maintenance Operation Superintendent (374 MXS/MXM) and 374th Maintenance Group Quality Assurance (QA) (374 MXG/MXQ) representative signatures on the 374 AW Form 36 and AF Form 2005. After obtaining these signatures, acquire 374th Mission Support Group Commander (374 MSG/CC) or designated representative's approval on the 374 AW Form 36.

1.3.3. Submit approved 374 AW Form 36, AFTO Form 350, a drawing, and sample to 374 LRS/LGRDMF. If necessary, provide any additional information of the request to 374 LRS/LGRDMF personnel to locally manufacture the item.

## 2. The FSC will:

- 2.1. Act as focal point for the local manufacture program.
- 2.2. If applicable, coordinate with 374 LRS Customer Support Section (374 LRS/LGRSC) for next available L- or P-serialized number when part number is more than 11 digits.
- 2.3. Process item record load when necessary and issue request for the local manufacture end item which will generate 3 copies of a requisition document (A01).
- 2.4. Maintain completed 374 AW Form 36 in file for 1 year.
- 2.5. Forward a copy of completed 374 AW Form 36 (if applicable), copies 2 and 3 of requisition document (A01), AFTO Form 350 and other relevant information (i.e., DD Form 1348-6) to the manufacturing shop.
- 2.6. During off-line or post-post processing, order bits and pieces and assist repair shop personnel with researching Federal Logistics (FED LOG) data.
- 2.7. Coordinate with 374 LRS Computer Operations Section (374 LRS/LGRSS) at 225-6714 to obtain a weekly Item Record Selective Readout (R32), report to identify and validate all requisitions with a routing identifier of JBD. Forward a copy of the report to 374 LRS Maintenance Supply Liaison (374 LRS/LGRSC) for validation.
- 2.8. Coordinate with manufacturing shops weekly to update status of local manufacture back-orders.
- 2.9. Upon completion of local manufactured item, obtain final cost and pick up asset, process receipt and deliver property to the requester.

## 3. The Manufacturing Shop will:

- 3.1. Provide an estimated cost and sign 374 AW Form 36.
- 3.2. Upon receipt of local manufacture request, establish a work-order.
- 3.3. During in-line processing, order bits and pieces required to manufacture item via Core Automated Maintenance System (CAMS).
- 3.4. When all materials are received, schedule job, annotate copy 3 of requisition document (A01) in block GG with the estimated completion date and sign it. Send the completed copy 3 to 374 LRS/LGRDMF personnel promptly.
- 3.5. Upon job completion, attach DD Form 1574, **Serviceable Tag-Materiel**, to the completed item, provide final cost and contact 374 LRS/LGRDMF Local Manufacturer Manager to pick up the asset.

## 4. After-hours Procedures:

- 4.1. Requesters will ensure only valid mission capable (MICAP) requirements are ordered after hours.

4.2. Requesters will submit appropriate paperwork as referenced in paragraphs 1.2. or 1.3.3. to 374 LRS Aircraft Parts Store (374 LRS/LGRDMA).

**5. MICAP Procedures:**

5.1. When local manufacture items cause grounding conditions, requester will coordinate directly with 374 LRS/LGRDMF.

5.2. 374 LRS/LGRDMF will perform procedures outlined in paragraphs 2.2., 2.3. and 2.5.

5.3. 374 LRS/LGRDMF personnel will order bits and pieces (if necessary), and coordinate daily with manufacturing shops to update status. Refer to PACAFI 23-203, *Combat Oriented Supply Organization (COSO) Procedures*, chapters 4 and 5.

5.4. Forward completed 374 AW Form 36 to 374 LRS/LGRDMF for disposition.

**6. Prescribed Form. 374 AW Form 36, Local Manufacture Request.**

MARK O. SCHISLER, Colonel, USAF  
Commander