

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**



**AIR FORCE INSTRUCTION 38-301**

**AIR MOBILITY COMMAND**

**Supplement 1**

**22 NOVEMBER 2002**

**Manpower and Organization**

**PRODUCTIVITY ENHANCING CAPITAL  
INVESTMENT (PECI) PROGRAMS**

**"HOLDOVER"**

***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 38-301, 15 February 2002, is supplemented as follows.** This supplement is applicable to all AMC personnel involved in analyzing the Productivity Enhancing Capital Investment (PECI) Programs, which include Fast Payback Capital Investment (FASCAP) Program and Productivity Investment Fund (PIF) Program. This supplement does not apply to the Air National Guard and the United States Air Force Reserve Units.

### ***SUMMARY OF REVISIONS***

This supplement clarifies policy changes in AFI 38-301, 15 February 2002, in paragraphs **2.7.**, **3.4.6.**, **4.4.5.**, **A5.12.**, and **A5.14.** Provides the assignment location for headquarters and base Peci Analysts in paragraphs **1.4.** and **1.5.** Changes the approving/disapproving official to Chief, Requirements Branch, Manpower and Organization Division in paragraphs **1.4.4.3.**, **A3.18.**, and **A5.24.** A bar ( | ) indicates a change since the last edition.

1.4. The AMC Peci analyst is assigned to HQ AMC Manpower and Organization Division, Requirements Branch.

1.4.4.3. In AMC, the Chief, Requirements Branch in the Manpower and Organization Division approves or disapproves all Peci projects.

1.5. The base Peci analyst is assigned to the Wing Manpower and Organization Office.

2.1.7. See AFI 65-106 for guidance on appropriated fund support of nonappropriated fund activities.

2.2.1. In AMC, normally, business organizations funded under the Transportation Working Capital Fund (TWCF) do not qualify for funds. However, equipment and facilities may be purchased as long as the military personnel savings (Appropriation 3500) identified are not working capital funds reimbursable, or there are hard trackable savings in operation and maintenance funds (Appropriation 3400).

2.3.1. In AMC, FASCAP projects enter a "processing queue" based on date received. If there is a limitation of funds, proposals are prioritized by shortest payback period.

2.4.4. DELETED.

2.5.1. In AMC, reinvestment of manpower resources will not be effective until the fiscal year after the payback year. *Example:* Project approved in FY02, the payback year is FY04, and manpower resources are available for reinvestment in FY 05.

2.6.2.1. FASCAP funds not obligated within 120 days after approval of the project are subject to withdrawal at command level for funding of other approved FASCAP projects.

2.6.4.1. Approved PECEI projects can be submitted in the Innovative Development through Employee Awareness (IDEA) Program Data System (IPDS) under the Separate Improvement Process as a "Confirmatory Idea."

2.6.4.2. If an approved PECEI project is submitted as a "Confirmatory Idea" under the IDEA Program, the AMC PECEI analyst approves the idea and estimates the benefits for the first full year of operation. The following equation is used in calculating the benefits:

$$(\text{Life Cycle Savings} - \text{Total Investment Cost}) / \text{Economic Life} = \text{Average Annual Net Savings}$$

2.7. Programming of FASCAP fund requirements and offsets is completed by the AMC PECEI analyst and verified by the Chief of Manpower and Organization Division.

2.7.2.6.1. DELETED.

2.7.2.6.2. DELETED.

2.8.3.1. (Added) A copy of paid purchase orders or equivalent documentation showing that the equipment has been purchased and the funds expended.

3.2.3.2.3.1. (Added) Ensures the base Communications Systems Officer (CSO) coordinates on all requests for C4 hardware/software, to confirm that the AF Form 3215, IT/NSS Requirements Documents are valid.

3.4.4.2. DELETED.

3.4.5.1. Send a copy of the documentation on the return of excess funds to the AMC PECEI analyst.

3.4.6. Code the manpower authorizations identified as savings for the project with the FASCAP project number in the command remarks field of the Unit Manpower Document (UMD) to ensure the authorizations are available for deletion at the time the project becomes operational.

3.4.7. Identify the valid manpower requirement for reinvestment of the manpower savings. However, reinvestment will not be effective until the fiscal year after payback. State if not reinvesting savings.

3.4.7.3.1. (Added) An unfunded requirement may be reinstated only if a new manpower standard is developed that incorporates the enhancement and the requirement is validated.

3.4.8. Base PEGI analysts report the operational date to the AMC PEGI analyst. Also submit a statement verifying all investment costs.

3.5.3. All funds used in making the project operational are reported. This includes any funds over the approved project funding, such as command or local funds.

3.5.5. Reports are due at the AMC PEGI analyst's office no later than the 15th of the month after the 6 months are completed.

4.2.2. Ensure the base Communications System Officer (CSO) coordinates on all requests for C4 hardware/software, to confirm AF Form 3547, IT/NSS Requirements Documents are valid.

4.4.4. Provide a copy of the documentation on the return of excess funds to the AMC PEGI analyst.

4.4.5. Code the manpower authorizations identified as savings for the project with the PIF project number in the command remarks field of the UMD to ensure the authorizations are available for deletion at the time the project becomes operational.

4.4.5.1. Also, include reinvestment of the manpower savings. However, reinvestment will not be effective until the fiscal year after payback. State if not reinvesting savings.

4.4.5.1.1. (Added) An unfunded requirement may be reinstated only if a new manpower standard is developed that incorporates the enhancement and the requirement is validated.

4.5.1. All funds used in making the project operational are reported. This includes any funds over the approved project funding, such as command and local funds.

4.5.2. Reports must arrive at the AMC PEGI analyst's office by 15 October and 15 April for review and approval prior to sending reports to the HQ USAF PEGI manager.

4.5.2.1. DELETED.

A3.10. Provide an Investment Cost Detail showing the breakdown of all costs to include equipment, project installation, etc. Identify source of cost for all items.

A3.11. Provide a Savings Detail itemizing and explaining all savings. Identify source of cost for all entries.

A3.18. In AMC, the approval authority on the AF Form 2288 is the Chief, Requirements Branch in the Manpower and Organization Division.

A3.19.3.4. This data is used in reporting project results on the AF Forms 3547.

A4.9. Extract data from the documentation used for tracking claimed savings to complete this summary.

A5.9.3. Describe planned procedures for tracking data to support claimed savings. This data is used in reporting project results on the AF Forms 3547.

A5.12. Provide an Investment Cost Detail showing the breakdown of all costs in the project to include equipment, project installation, etc. Identify source of cost for all items.

A5.14. Provide a Savings Detail itemizing and explaining all savings. Identify source of cost for all items.

A5.24. In AMC, the Chief Requirements Branch in the Manpower and Organization Division verifies the AF Form 2276.

A5.25.2. Contact the local cost analysis office for assistance in completing the Economic Analysis.

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