



*Supply*

**PROCESSING LOCAL MANUFACTURE REQUEST**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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\*OPR: 944 LSS/LGLM (MSgt R. Adamson)  
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This instruction implements AFPD 23-2, *Supplies and Materiel Management*. It establishes procedures for requesting local manufacturing. It applies to all activities within the 944th Fighter Wing.

**SUMMARY OF REVISIONS**

This revision changes the office of primary responsibility (OPR) and provides for the use of both the DD Form 1348-1A, **Issue Release/Receipt Document**, or 3-part computer paper Publisher Identifying Number R1348-3 (paragraphs 1.2.1., 1.2.3., 1.2.5., 1.3., 1.5., 1.6. and 1.7.). An asterisk (\*) indicates revision from previous edition.

**1. Procedures:**

1.1. Local manufacture of procurable items is restricted to items that are critical to the unit's mission.

1.2. Requester starts at the manufacturing shop to ensure the item can be manufactured and have a DD Form 1348-1A, **Issue Release/Receipt Document**, or 3-part computer paper R1348-3 initiated.

\*1.2.1. The manufacturing shop representative will sign the DD Form 1348-1A or R1348-3 and indicate whether the materials required are on hand. If not available, stock number or part number and quantity required will be written on DD Form 1348-1A or R1348-3.

1.2.2. The requesting and manufacturing shops will decide what priority to assign.

\*1.2.3. The requesting shop will furnish a blueprint or sample of item to be manufactured, to the manufacturing shop and Maintenance Supply Liaison (MSL). If the blueprint is not available, it is

annotated at the bottom of the DD Form 1348-1A or R1348-3. Blueprints for 1F-16C/D aircraft parts that are not available and listed in the technical order (T.O.) will be obtained by MSL.

1.2.4. If there is a deviation from the T.O., the requester must coordinate through Quality Assurance and get their approval/signature.

\*1.2.5. The complete DD Form 1348-1A or R1348-3 goes to the MSL to be assigned a document and job control number (JCN).

\*1.3. The MSL will supply the manufacturing shops with preprinted DD Forms 1348-1A or R1348-3.

1.4. The MSL will maintain a file and job control number (JCN) log for local manufactures for one year from the completion date. The JCN will contain the Julian date followed by the serial number, beginning with 2551.

\*1.5. The MSL will order any materials required, under the requester's organization and shop code, and have it delivered to the manufacturing shop. The MSL will attach the management notice showing the document number, stock number and quantity backordered or issued to copy one of the DD Forms 1348-1A or R1348-3.

1.5.1. The materials should be ordered mission capable (MICAP) if the materials required are not available on base and the local manufacture request is grounding an aircraft. MSL will coordinate the issue request with the 302d Fighter Squadron (302 FS) before grounding an aircraft. The MSL will input the issue request and notify 302 FS of the document number.

\*1.6. An assigned 944th Logistics Group (944 LG) representative from the MSL will sign the DD Form 1348-1A or R1348-3 and will keep copy two. The requester keeps copy three and delivers copy one to the manufacturing shop.

\*1.7. Upon completion of the job, the manufacturing shop will contact the requester and have them pick up the item(s). The requester will sign the DD 1348-1A or R1348-3 on the back of copy one. The manufacturing shop will file the DD Form 1348-1A or 1348-3 and retain for one year. The manufacturing shop will notify the MSL when the job is completed.

1.8. The MSL and the manufacturing shops will reconcile their files semiannually.

1.9. Items that cannot be manufactured by 944 LG will be sent to base local manufacturing. The request will be submitted on a DD Form 1348-6, **DOD Single Line Item Requisition System Document**, with five copies of AF Form 2005, **Issue/Turn In Request**, and a technical drawing.

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Commander

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

AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*

AFMAN 23-110V2PT13, *Standard Base Supply Customer's Procedures*

***Acronyms***

**AFPD** – Air Force Policy Directive

**DD** – Department of Defense

**JCN** – job control number

**MICAP** – mission capable

**MSL** – Maintenance Supply Liaison

**OPR** – Office of Primary Responsibility

**T.O.** – technical order

**302 FS** – 302d Fighter Squadron

**944 LG** – 944th Logistics Group