



MF Program Action Item

Action Item Number: 2-202 **Date Submitted:** 04/14/10 **Submitted By:** 3D MAW ALD-IT

Problem/Project Description:

The Aviation Logistics Information Management and Support (ALIMS) Department TBA allowances for Mobile Facilities (MF) do not support the requirements placed on ALIMS to support and repair Aviation Logistics Information Technology (AVLOGIT) requirements. Specifically there are no MF's for use by the Department Chief, Admin NCO, or the ALIMS Quality Assurance Manager, or storage of required documentation and publications.

Recommendation:

Request adding one MF configuration similar to WC-02 to AIS ADM. This MF will require a minimum of the following characteristics:
Four desks, with locking drawers.
Chairs to support desks.
Two locking file cabinets for storage of inspection records, and PII records (User agreement forms, training jackets, counseling folders).
Multiple over the desk publication storage areas, stacked two high (P/N: AA-B-00540).
Centrally stacked bookcase [P/N: AA-B-00540, (Bookcase, base & top)] for storage of SOP's, turnover binders and other manuals.
Central wall locker/cabinet with lock (P/N: 1011), or storage of additional manuals, office supplies for the entire department, and unclassified but controlled items (investigation pending drives, computers etc).
Open area above a desk for mounting a white board or a permanently mounted white board, for tracking of on-going projects, network upgrades, and supporting discussions.
See supporting diagrams.

Status/Course of Action: (Funded Yes No N/A)

05/12/11 - Concur, with request. ASL-34 MGySgt McCutcheon and ASL-36 MGySgt Rose have reviewed. Please go forward with action required.

05/17/11 – MFPO: Action requires TBA change for MFP to go forward.

Action Agency: ASL-36 **Assigned To:** ASL-36 **Date Assigned:** 04/19/10

Est. Completion Date: 12/31/11 **Act. Completion Date:** _____ **Closed By:** _____