



DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
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IN REPLY REFER TO

NAVAIRINST 13670.1C
AIR 6.7.6.2

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NAVAIR INSTRUCTION 13670.1C

From: Commander, Naval Air Systems Command

Subj: NAVAL AIR SYSTEMS COMMAND MOBILE FACILITY MANAGEMENT

Ref: (a) OPNAVINST 4620.6B
(b) OPNAVINST 11010.20G
(c) OPNAVINST 4790.2J
(d) NAVAIRINST 13680.1C
(e) UFC 3-600-01
(f) MIL-HDBK-138B
(g) AG-360MF-IIN-000
(h) 49 CFR 450-453
(i) NAVAIRINST 5400.1C
(j) NAVSUP P-485 Vol. III. Part D
(k) NAVAIRINST 13100.11B
(l) NAVAIRINST 4130.1D
(m) NAVAIRINST 13650.1C
(n) DTR 4500.9-R

Encl: (1) Policy, Procedures and Responsibilities for Management and Administration of Mobile Facilities
(2) Acronyms and Abbreviations
(3) Definition of Terms
(4) Sample Format Mobile Facilities and All NAVAIR Related Ancillary Equipment Receipt/Transfer Report
(5) Sample Format Inventory of Mobile Facilities and All NAVAIR Related Ancillary Equipment Message (By Location within TYCOM)
(6) Sample Format Mobile Facility Disposition Request Message

1. Purpose. To establish policy and assign responsibilities for management and administration of Navy and Marine Corps Mobile Facilities (MF) within the Naval Air Systems Command (NAVAIR). This instruction also implements that portion of the Navy Containerization Program applicable to NAVAIR.

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2. Cancellation. This Instruction supersedes NAVAIRINST 13670.1B of 12 May 98.

3. Background

a. The Department of Defense (DoD) Joint Logistics Review Board has emphasized the requirement for containerizing logistic support within DoD. Container oriented logistic support systems have become a significant means of supporting military forces. The use of special containers as habitable tactical shelters within NAVAIR is unique since these applications are primarily for sheltering aviation weapon system maintenance, tactical, operational, logistical, and administrative functions. Since the term container is also used to depict specific packaging functions, (e.g., missile and engine containers) the term MF will be used to describe only those habitable containers which apply to this instruction. The term habitable container includes all re-locatable rigid-walled tactical shelters and non-self propelled, special purpose shelters within which Naval Aviation support functions are performed.

b. This instruction is to be utilized with additional directives which identify supporting policy and administrative principles or procedures. Reference (a) describes policy regarding ownership and use of containers for surface transportation and configuration of shelters. Reference (b) provides policy and information relative to military construction and equipment installation and is to be applied to site installation of MFs and related equipment. Reference (c) promulgates the Naval Aviation Maintenance Program and provides maintenance management policies and procedures relative to MFs and Support Equipment (SE) that may be installed in or used in conjunction with MFs. Reference (d) provides policy for scheduling of MF ancillary equipment depot level rework requirements. Reference (e) provides fire protection planning for shore based MFs. Reference (f) provides inspection criteria for certification of MFs in accordance with the International Convention for Safe Containers (CSC). Reference (g) is the Mobile Facility Site Planning and Installation Manual. Reference (h) is the Department of Transportation Manual for safety inspection procedures for cargo containers. Reference (i) is the Naval Aviation Systems Teams Organizational Manual. Reference (j) is the Afloat Supply Procedures. Reference (k) is guidance for establishing the Weapon Systems Planning Document.

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Reference (l) is the NAVAIR Configuration Management Policy. Reference (m) is the Aircraft Maintenance Material Readiness List. Reference (n) provides transportation costs for MFs.

c. Sample Naval messages prescribed by this instruction are identified in enclosures (4) through (6).

4. Policy. It is command policy that management and administration of MFs within NAVAIR be executed through an MF Integrated Product Team (IPT) led by the Naval Air Systems Command Headquarters (NAVAIRHQ) MF Management Office. Since most containerization is logistically oriented, the MF Management Office is established within AIR-6.0. All requirements for the procurement of tactical shelters and related equipment within NAVAIR must be coordinated with the NAVAIR MF Management Office. Specific program policies are further defined in enclosure (1).

5. Application. This instruction applies to all DoD standard family of tactical shelters under NAVAIR management and MFs that are procured by NAVAIR or field activities. It does not apply to non-International Standards Organization (ISO) or American National Standards Institute containers procured by NAVAIR for equipment packaging applications involving the storage and transportation of peculiar material or equipment, such as missile containers, peculiar supply containers that do not integrate into an MF (i.e., Joint Modular Intermodal Containers, Mobile Shelter System, Charleston Container, BOH Field Pack-up Unit, etc.) and engine containers. Training equipment, (e.g., operational flight trainers and weapon system trainers) housed in trailers are also excluded from this instruction.

6. Responsibilities. Organizational responsibilities for MF management and administration are delineated in enclosure (1).

7. Action. Action addressees assigned MF management responsibilities in enclosure (1) are requested to complete implementing directives within 120 days of notification. Recommendations for changes to or improvement of this Program are solicited and should be referred to the NAVAIR MF Management Office. All messages pertaining to MF management matters will

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carry an N13670 Standard Subject Identification Code and must contain a subject line beginning with "SE-4 MOBILE FACILITY (MF)".

8. Report Requirements

a. Type Commanders (TYCOMs)/ Commander, Marine Force (COMMARFOR), Wing, and the reporting activity will follow the guidance contained in the NAVAIR "MF Request for Inventory" message for completion instructions. Disputed or missing data must be verified by providing copies of previous Naval messages, digital photos of data plates, or other tangible proof and reported by 01 October.

b. Report of Inventory applies to the inventory requirements for MFs, MF ancillary and major related equipment. TYCOMs, Aircraft Controlling Custodians and COMMARFORs will extract their inventories using MFTOOL via the web as directed by the NAVAIRHQ MF Management Office. The request for inventory will be via Naval Message and will provide a timeframe for completion by the NAVAIR MF Management Office. Units unable to use the Fleet MFTOOL Inventory Reporting Procedures will submit their inventory via local MFTOOL or Naval Message as directed by the MF Management Office. Required fields are contained in enclosure (5). Reporting activities will obtain their current inventory from MFTOOL, validate all data and annotate discrepancies in the "Inventory Comments" field.

1) All CSC data updates reflecting revised certification dates must be forwarded to the MF Database Manager via mail, fax or electronic mail (e-mail). For e-mail address or facsimile number, contact the NAVAIR Database Manager at Comm: 757-444-7334/DSN 564. Mail records to:

NAVAIR MFCS Norfolk VA
Attn: MF Database Manager
8581 Patrol Rd., BLDG NM-92,
Norfolk, VA 23511

c. All transfers and receipts of MFs, MF ancillary and major related equipment will be reported by Naval Message within 5 working days of receipt or transfer. The message format is shown in Enclosure 4. Submittal by Naval Message during minimize is not authorized.

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d. Disposition requests will be submitted via Naval message utilizing enclosure (6) format and will be approved or disapproved by the MF Management Office via the chain of command (COC).

e. DD Form 200, (10/99), (Financial Liability Investigation of Property Loss) is required for damaged MFs or MF ancillary equipment caused by incidents/accidents, misuse, unauthorized modification, etc. Instructions for initiating and processing these forms is contained in reference (j).

f. DD Form 1348-1A, (7/91) (EG) (Issue Release/Receipt Document) is required for Defense Reutilization and Management Office (DRMO) disposal of MFs or MF ancillary equipment. A completed form will accompany the equipment to be disposed and will be signed by the local DRMO. Forward a copy of the signed DD Form to the MF Database Manager. See paragraph 14.f of enclosure (1) for detailed information (i.e., POC, phone numbers, address, etc.).

g. Deficiencies to National Stock Numbered items will be reported using SF-368, Product Quality Deficiency Report (PQDR), SF-364, Report of Discrepancies, and SF-361, Transportation Discrepancy Report. Instructions for initiating, processing, and using these forms are contained in reference (c).

9. Review. Division (AIR-6.7.6.2) shall review annually the contents herein and provide recommendations for changes to the Commander.

10. Reports Approval/Forms

(a) The reporting requirements in this instruction have been approved by the Chief of Naval Operations (O9B35).

(b) DD Form 200, (10/99), (Financial Liability Investigation of Property Loss), NAVAIR 4790/3 (10/90), Periodic Maintenance Requirement Manual; and OPNAV 4790/51 (8/88), SE Custody and Maintenance History Record, may be ordered per CDROM NAVSUP Pub 600 or downloaded from the link provided at the www.mobile-facilities.com website.

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(c) DD Form 1348-1A, (7/91), (EG) (Issue Release/Receipt Document) can be obtained at <http://www.drms.dla.mil/turn-in/DD13481A.pdf>.


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Distribution:
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<http://directives.navair.navy.mil>

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POLICY, PROCEDURES, AND RESPONSIBILITIES FOR MANAGEMENT AND
ADMINISTRATION OF MOBILE FACILITIES

1. Discussion. MFs were initially provided by NAVAIR to house aviation maintenance equipment and function only in the shore environment. The use of these facilities has been expanded to accommodate other functions, both ashore and afloat, in a myriad of operational and support scenarios. The magnitude and complexity of the management of MFs highlights the need for a suitable management directive. Accordingly, this instruction fulfills the requirement by addressing MF management principles, definitions, policies, funding, organizational responsibilities, program administration, and other pertinent information.

2. Concepts and Principles

a. An MF is a habitable, re-locatable, rigid-walled tactical shelter. Mobile facilities, including MF ancillary equipment, are managed by NAVAIR. The principal applications of an MF are to provide re-locatable housing for aviation weapon system maintenance, to house SE or support functions, and to provide supply support facilities. MFs are also used to house equipment in support of aviation operational and tactical requirements that include automatic data processing functions. MFs are used aboard ship as well as ashore. MFs are transportable by air ride truck, ship, and air. MFs shall not be transported via rail. **NOTE:** Air louvers (vents) must be opened during all modes of transport to prevent over-pressurization of MFs, as catastrophic damage can occur to MFs during air lift and when traveling overland through high elevation terrain.

b. Navy requirements for MFs and ancillary equipment are normally developed in accordance with the Weapon Systems Planning Document and for specific applications. Marine Corps' requirements are generated from the Table of Basic Allowance (TBA) provided by the Commandant of the Marine Corps (CMC), Aviation Logistics Support Branch (ASL-34), to support Marine Corps expeditionary deployment concepts.

c. MFs are used to augment permanent facilities ashore or afloat and in lieu of such facilities when permanent facilities should not be constructed.

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d. MFs are generally self-contained with installed environmental control units (ECUs). When outfitted with generators they are capable of tactical operations away from a fixed base.

e. MFs and ancillary equipment items (i.e., Complexing/Decomplexing Tools (CDTs), spreader bars, generators, mobile frequency converters, and loadbanks) are not unique aviation equipment. However, these items are used to support aviation equipment procured by NAVAIR and, as such, are peculiar to aviation functions. Due to their unique aviation usage, life cycle management is exercised by NAVAIR.

f. MFs may be used as stand-alone configurations or connected together to form MF complexes.

g. The NAVAIR MF Management Office is the command focal point for the management, development, and execution of all MF-related issues. The NAVAIR MF Manager's responsibility and authority is defined in paragraph 5.e of this enclosure. To avoid duplication of effort, the NAVAIR MF Manager must be cognizant of all ongoing NAVAIR programs related to MFs.

h. An MF will normally outlive the function for which it was originally designed. Therefore, the basic design of the unit must provide for multi-application as well as for conformance with DoD air and surface material transportation distribution systems. NAVAIR MFs will incorporate applicable International Standards Organization/American National Standards Institute (ISO/ANSI) container standards. All MFs procured by NAVAIR will have outside dimensions of 8 feet by 8 feet by 20 feet in the transport configuration. The procurement specification is NAVAIR 1339AS drawing series. All requirements for the development of a tactical shelter not meeting the 1339AS series drawings specifications must be forwarded via AIR-6.0 to the Joint Committee on Tactical Shelters (JOCOTAS) for approval.

3. Scope. This instruction applies to all ISO/ANSI containers, tactical shelters, re-locatable structures, special purpose MFs, and related equipment that support the Marine Aviation Logistics Support Program (MALSP) and specific aviation support units defined in enclosure (3) and procured or caused to be procured by NAVAIR. It does not apply to the prime equipment which the

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MF is designed to contain, that is, SE, automatic data processing, or other similar equipment. This equipment is within the scope of other NAVAIR instructions.

4. Management Policies

a. The NAVAIR MF Management Office has been assigned to establish policies, procedures, and to develop, manage, and execute an overall MF Program.

b. To avoid proliferation of multiple types of MFs and ancillary equipment, standardization will be effected to the maximum extent possible.

c. NAVAIR is assigned design and acquisition responsibility for equipment peculiar to MF functionality, operability and deployability. Design and acquisition for common material handling equipment with multi-application such as over-the-road carriers, side/straddle loaders and heavy duty forklift trucks are assigned to Naval Facilities Engineering Command and the Fleet and Industrial Supply Center.

d. Management of the MF will be accomplished within the functional organization of NAVAIRHQ.

e. CNO (N78) is the MF Management Requirement Sponsor. CNO (OP-413), the Navy Containerization Coordinator, is responsible for containers utilized for the supply functions of shipping and storing.

f. The configuration of MFs shall be coordinated with the NAVAIR MF Management Office to ensure maximum economy standardization and compliance with regulations governing ISO containers and shelters.

5. NAVAIRHQ Responsibilities

a. Procurement Management and Industrial Base Support Division (AIR-1.1) is responsible for producing and maintaining the Weapon System Planning Documents (WSPD) per reference (k). All information and appropriate details will normally be obtained from the Assistant Commander for Logistics (AIR-6.0). To the maximum extent practicable, the letter/number designators and nomenclature of avionics and other systems supported from

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the MF should be included in the data provided to the Procurement, Management and Industrial Base Support Division. MF planning information will be included in the WSPD for specific weapons systems. Planning data contained in the WSPD will include, but not be limited to, delivery schedules, locations, levels and degree of support and system supported.

b. Business Financial Management Competency (AIR-7.8.1.3) is responsible for providing the following Operations and Maintenance, Navy (O&M,N) services:

(1) Coordinate funding requirements for inclusion in appropriate planning and budgeting submissions;

(2) Furnish guidance for justification of budget requirements. Information contained in paragraph 12 of this Instruction is pertinent to AIR-7.8.1.3; and,

(3) Provide financial guidance and assistance in the execution of the program.

c. Business Financial Management Competency (AIR-7.8.1.2) is responsible for providing the following Aircraft Procurement, Navy (APN-7) services:

(1) Coordinate funding requirements for inclusion in appropriate planning and budgeting submissions;

(2) Furnish guidance for justification of budget requirements. Information contained in paragraph 12 of this Instruction is pertinent to AIR-7.8.1.2; and,

(3) Provide financial guidance and assistance in the execution of the program.

d. Logistics and Industrial Operations (AIR-6.0) is responsible for determining MF requirements in support of contingency operations regarding each Program Office requirement. Requirements data will be forwarded to the NAVAIR MF Management Office. From this information, a cost estimate will be provided by the NAVAIR MF Management Office, inclusive of the MF shell, ECU, generator, frequency converter, CDTs, work benches, power cables, loadbanks, miscellaneous materials, and labor. Requirements should be submitted with sufficient lead

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time to permit budgeting, procurement, production, installation and insertion of data in Government Planning Documents or other planning documents. See paragraph 10.a(1) of this Instruction. Additionally, PMA260 will ensure SE is available for outfitting MFs and coordinate the delivery schedule with the NAVAIR MF Management Office. AIR-6.0 and the NAVAIR MF Management Office are responsible for identification of required funds. Additional paragraphs pertinent to AIR-6.0 are 7.b, 8.a, 9, and 12 of this Instruction.

e. NAVAIR MF Management Office (AIR-6.7.6.2) is responsible for determining program requirements, performing acquisition and logistics management, establishing budgets, and executing MF management, as well as, providing the following services:

(1) Serve as command focal point and coordinate overall action within NAVAIR relative to the management of MF equipment;

(2) Receive and consolidate all NAVAIR MF requirements;

(3) Develop and maintain consolidated requirements planning data for budgeting, funding, and procurement of MF Management Office managed equipment;

(4) Develop requirements and planning for replenishment of MF Management Office managed equipment based upon total ownership cost and life cycle;

(5) Review and compile requirements provided by AIR-6.0, Program Manager Air (PMAs), Program Executive Office, Air (PEOs) or others for MFs and processing requirements. Develop budgets following procedures stated in paragraph 5.d of this Instruction;

(6) Serve as the Primary Inventory Control Activity for DoD and be responsible for providing material under this program through normal service channels. Responsibilities include replacement computation, budgeting and funding, procurement, receipt, storage and issue, depot-level maintenance, cataloging, and disposal;

(7) Compile and maintain total cost estimates for MF equipment, including internal MF configuration and outfitting costs;

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(8) Develop and provide descriptive justification for O&M,N and APN-7 funding requirements for MF management;

(9) Maintain records of commitments, obligations and expenditures for the O&M,N line item, "Mobile Facilities";

(10) Plan, Program, Budget and Execution of the acquisition of MF equipment;

(11) Perform acquisition management, including design, development, testing, contracting, logistics support and refurbishment of all MF equipment. The MF Management Office will:

(a) Ensure compatibility with current and planned commercial and DoD air and surface transportation systems;

(b) Ensure that the MF design provides for multi-application and that the procurement specification contains appropriate criteria, as applicable, that is contained in ISO 668, "Series 1 freight containers - Classification, dimensions and ratings" and ISO 1496-1 "Series 1 freight containers - Specification and testing, Part 1: General cargo containers for general purposes" and are approved as certified safe containers in accordance with the CSC as required by 49 Code of Federal Regulations (CFR) 450-453;

(c) Coordinate with Shipboard Integration Office (AIR-6.7.1.5) to ensure that the MF design is compatible with ship installation requirements;

(d) Maintain design, technical and configuration management control over specifications and other engineering data for MF Management Office managed equipment procurements; and,

(e) Prepare and update, as required, applicable specifications for procurement of MF Management Office managed equipment.

(12) Exercise logistics management for all authorized procurements of MF Management Office managed equipment, and function as chairperson of the MF Management Review meetings.

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Publish logistic support policies via User Logistic Support Summary, Integrated Support Plans, or other appropriate logistics documentation;

(13) Approve actions concerning logistic support requirements for MF Management Office managed equipment. The AIR-6.0 Logistics Manager (LM) exercises the same Integrated Logistic Support responsibilities for MFs as AIR-6.0 for weapon/airborne systems;

(14) Advise CMC (ASL-34) of quantities and types of MF equipment required by Marine Corps aviation units for inclusion in applicable Table of Basic Allowance lists;

(15) Compile and forward MF internal configuration and outfitting requirements to all Mobile Facility Configuration Sites;

(16) Initiate O&M,N funding documents to appropriate commands and Navy activities for labor and materials in support of the MF Management Office;

(17) Represent NAVAIR on Navy and DoD tactical shelter and containerization committees and related programs, including serving as the Navy voting member of JOCOTAS;

(18) Provide reports of containerization projects within NAVAIRHQ as directed by Office of the Chief of Naval Operations (OPNAV);

(19) Provide out-year MF workload planning, priorities, and execution guidance to industrial activities;

(20) Ensure the existence of an industrial workload capability commensurate with workload requirements;

(21) Coordinate with Wings, TYCOMS/COMMARFORs, CMC (ASL-34) and other required activities for the installation, checkout, and verification of MF-assigned prime equipment;

(22) Provide a web-based inventory report to Wings/TYCOMS/COMMARFORs;

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(23) Serve as the NAVAIR central point of contact for the CSC recertification records of all NAVAIR MFs In Accordance With (IAW) reference (f);

(24) Serve as the final approval authority on all MF disposition requests; and,

(25) Serve as the central repository for CSC certifications for fielded MFs.

f. Facilities and Environmental Program Office (AIR-7.10.2) is responsible for the following services:

(1) Provide facilities data to AIR-6.0 as part of facility planning leading to the decision to use or not use MFs; and,

(2) Provide planning, budgeting and funding for minor construction related to MF equipment installation type projects. Site preparation as used herein provides for a suitable surface, secondary utilities, etc., required to operate an MF or MF complex.

g. Commander, Fleet Readiness Centers is responsible for ensuring that a MF Management support capability is maintained. Major areas of responsibility are:

(1) Provide out-year workload planning and execution guidance to industrial activities following priorities provided by the NAVAIR MF Management Office;

(2) Ensure the existence of an industrial workload capability commensurate with requirements projected by the NAVAIR MF Management Office;

(3) Schedule depot-level rework requirements for MF Management Office managed equipment per reference (c); and,

(4) Provide representation to MF Management Review meetings and the annual Logistics Review Group (LRG) meeting.

h. Aviation Support Equipment Program Office (PMA260) is responsible for the following services:

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(1) Coordinate with the NAVAIR MF Management Office and PMAs to ensure that new SE destined for MF installation is compatible with the MF parameters in respect to size, grounding, cooling, weight, power requirements, and environmental matters;

(2) Provide the NAVAIR MF Management Office with equipment delivery schedules and destinations for all MF installed equipment and provide changes as they occur; and,

(3) Provide the NAVAIR MF Management Office with Legacy Support Equipment disposal instructions for all SE contained within an MF.

i. Shipboard Integration Office (AIR-6.7.1.5) is responsible for the following services:

(1) Provide to the NAVAIR MF Management Office peculiar ship installations design, configuration, and utility service requirements that pertain to MFs;

(2) Coordinate aviation requirements for the Fleet Modernization Program with Naval Sea Systems Command (NAVSEASYSKOM) and ensure applicable data is loaded in the Fleet Modernization Program Maintenance Information System;

(3) Coordinate all matters related to MF ship installations with NAVSEASYSKOM;

(4) Provide planning inputs for use of MFs afloat in the areas of allowable quantities, individual and total weight permissible, and space and location limits, including movement aspects; and,

(5) Provide MF requirements for installation/transport aboard Maritime Pre-positioned Ships.

6. CMC (ASL-34) is responsible for MF requirements determination in support of Fleet Marine Forces aviation units. Requirements data will be forwarded to the NAVAIR MF Management Office for review prior to its inclusion in the TBA for Fleet Marine Forces aviation units.

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7. Operational Commanders, Shore Commands, NAVAIR Field Activities and Contractor Support Policies, Principles and Responsibilities

a. Policies and Management Principles

(1) To ensure requirements are addressed in a prompt, orderly and economic manner, the NAVAIR MF Management Office will establish liaison with the requiring activity and the MF internal configuration production sites, consistent with the requirements established by various users and contractual delivery schedules. The NAVAIR MF Management Manager will convene at least one MF IPT meeting annually. This IPT meeting will consist, at a minimum, of lead representatives from logistics, production, engineering and contract support. This meeting will be scheduled on a date promulgated by the NAVAIR MF Management Office. The meeting will include workload schedule development, standardization of configurations for new requirements, review of the material required for configuration, review of the funding required and work methods involved, and a status review of drawings, funds, manpower, materials and problem areas. Additionally, the NAVAIR MF Management Manager will convene an annual Logistics Review Group (LRG) meeting of fleet users to discuss relevant MF issues.

(2) MF Configuration Site's internal configuration workloads are developed and adjusted by the NAVAIR MF Management Office.

(3) It is CMC's policy to provide a Marine Corps liaison billet for MF management matters at MF Configuration Sites. CMC will publish duties and responsibilities for these billets with the concurrence of NAVAIRHQ.

b. Responsibilities

(1) Additional information pertaining to Wings, TYCOMS and COMMARFORs are contained in paragraphs 7 through 13 of this Instruction. Wings/TYCOMS/COMMARFORs are responsible for providing the following services:

(a) Initiate and provide planning inputs and guidance on MF requirements to NAVAIRHQ/CMC (ASL-34);

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(b) Designate a coordinator for MFs under their cognizance;

(c) Exercise operational, administrative and logistical control of MFs under their cognizance;

(d) Conduct periodic audits of all activities under their cognizance who use MF equipment. A representative of the cognizant area commander, Commander Wing (COMWING), or Commanding General, Marine Air Wing (CG MAW) should accompany the TYCOM auditor during visits to using activities. Upon completion of each audit, a formal report containing the results of the visit will be submitted to the Commanding Officer of the

using activity with a copy to the NAVAIR MF Management Office and the supporting area commanders, COMWING, or CG MAW. Upon receipt of the formal report, and if discrepancies are noted, the using activity will provide a response to the Wing/TYCOMS/COMMARFORS with identical distribution of copies, reflecting corrective actions taken. A copy of all reports and responses regarding Marine Corps activities will be forwarded to CMC (ASL-34);

(e) Provide a representative to the MF LRG meeting and accompany the NAVAIR MF Management Office auditors visiting subordinate commands;

(f) Establish controls to ensure that MF Management Office managed equipment changes are not affected without Wing/TYCOM/COMMARFOR concurrence. Approved changes must be submitted to NAVAIRHQ (AIR-1.3.2) per NAVAIR Instruction 4130.1D (Naval Air Systems Command Configuration Management Policy);

(g) Ensure that SE installed in Navy MFs is not permanently relocated or removed without specific approval of the NAVAIR MF Management Office;

(h) Ensure inspections are conducted in accordance with reference (f) to verify the deployable status of MFs and that the CSC data plate is appropriately annotated. Additionally, in accordance with reference (f), the owning service will maintain a copy of the Inspection Report in a central location. A copy of all certifications of NAVAIR MFs will be sent to Mobile Facility Configuration Site (MFCS)

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Norfolk, VA via mail, fax or e-mail. For e-mail address or facsimile number, contact the NAVAIR MF Database Manager at Comm: 757-444-7334/DSN 564. Mail records to:

NAVAIR MFCS Norfolk VA
8581 Patrol Rd., BLDG NM-92,
Norfolk, VA 23511

(i) Forward all endorsed requests for disposition from user activities of MFs or ancillary equipment (i.e., generators, motor generators, loadbanks, frequency converters, CDTs, spreader bars, etc.) to the NAVAIR MF Management Office by Naval message via the chain of command. The NAVAIR MF Management Office has final approval authority. The message format is shown in enclosure (6);

(j) Publish implementing directives with amplifying details of the policies contained herein; and,

(k) Forward copies of all endorsed requests for sub-custody from user activities of MFs or ancillary equipment (i.e., motor generators, generators, loadbanks, CDTs, and spreader bars) outside of the normal MF Management guidelines. Sub-custody requests will be approved or disapproved via Naval message by the TYCOMS/COMMARFORS via the chain of command. The NAVAIR MF Management Office will be copied on all official correspondence.

(2) Naval Air Warfare Center Aircraft Division Lakehurst (NAWCADLKE) is responsible for the following services:

(a) Provide engineering technical support of basic MF shells and ECU's, Frequency Converters, and other Ancillary equipment procured by NAWCADLKE;

(b) Annotate the Support Equipment Requirements Document sheets with appropriate codes as specified in Data Item Description DI-ILSS-80039A and NAVAIR Instruction 13650.1C Aircraft Maintenance Material Readiness List, reference (m), for MF peculiar SE for applicable ancillary equipment, when procured by NAWCADLKE;

(c) Provide MF equipment research, design, development of new MF concepts, and engineering assistance

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related to basic MF shells, and ancillary equipment, as directed by the NAVAIR MF Management Office;

(d) Provide logistic support services for basic MF shells, ECU's, Frequency Converters, and other ancillary equipment procured by NAWCADLKE, and as directed by the NAVAIR MF Management Office.

(e) Provide representation to the MF Management LRG meeting;

(f) Maintain and update MF procurement data packages;

(g) Initiate procurement of MFs and related equipment as directed by the NAVAIR MF Management Office;

(h) Serve as Fleet Support Team (FST) and perform FST functions, as prescribed in NAVAIR Instruction 5400.1 (series) for MFs and related equipment;

(i) Maintain MF and related equipment configuration identification and status accounting per NAVAIR Instruction 4130.1.

(j) Establish formal training curriculums with the Center for Naval Aviation Technical Training (CNATT) for all new and/or modified MF ancillary equipment prior to fielding the associated equipment. Obtain input and guidance from TYCOMs, Marine Forces (MARFORs), and CMC (ASL-34); and,

(k) Ensure all MF related and ancillary equipment NAVAIR publications are digitized and uploaded to the Naval Air Technical Data and Engineering Service Command website prior to fielding the associated equipment.

(3) MF Configuration Sites (MFCS) are responsible for performing Limited Logistics Management, Basic Design Engineering, In-Service Engineering, and Production Support for the design and outfitting of NAVAIR MF internal configurations. MFCS's major areas of responsibility are:

(a) Serve as FST for all internal MF configurations.

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This includes all Government Furnished Equipment and outfitting material installed by Navy organic configuration sites, original equipment manufacturer sites, and/or users of MFs;

(b) Ensure standardization of materials used for installing equipment in NAVAIR MFs;

(c) Coordinate the repair or refurbishment of MF Management Office managed equipment as required;

(d) Provide configuration management in support of all NAVAIR MF configuration designs as directed by the MF Management Office. This includes all NAVAIR MF configuration drawings produced by Navy organic activities and private contractors;

(e) Maintain a historical database capable of cross-referencing MF serial numbers and outfitting site project number (where applicable) to specific MF drawings used to configure and outfit the MF;

(f) Perform Defense Government Acceptance Representative functions on behalf of the the NAVAIR MF Management Office for MF drawings and Technical Manuals for MF Management Office managed equipment installed in MFs and MF internal configuration designs;

(g) Provide engineering support to DoD organic MF outfitting sites and private contractor sites (through the Contracting Officer's Representative);

(h) Review and evaluate requested Engineering Change Requests (ECRs) and waivers from established internal configuration designs. Determine impact to safety, intended form, fit, and function of the MF, MF production delivery schedule and MF user readiness prior to rendering a decision on the requested ECRs and waivers. Document all ECRs, waivers and decisions rendered;

(i) Ensure that shipboard installation design requirements are such that minimum physical changes to MFs are required and the MF retains its compatibility with other MFs when moved ashore;

(j) Develop new MF internal configuration designs as directed by the NAVAIR MF Management Office. Coordinate basic layout of new MF internal configuration and coordinate design review with designated Fleet users (TYCOMS/COMMARFORs) and production site representatives prior to the NAVAIR MF Management Office design acceptance;

(k) Maintain the master repository of all NAVAIR MF configuration drawings. Update these drawings as mandated by the NAVAIR MF Management Office, Naval Occupational Safety and Health, the Environmental Protection Agency, and new or improved internal configuration designs and/or production delivery schedule(s). Ensure all Master Configuration Drawings are maintained/archived in an electronic repository (i.e., AutoCAD or equivalent compatible software system) that can be transferred to another MF Configuration Site and/or Engineering Group as directed by the MF Management Office;

(l) Provide top-down/curb-side electronic drawing files (i.e., Adobe Acrobat .pdf files or current software equivalent) of all MF configurations to the NAVAIR MF Management Office;

(m) Provide representation to the MF LRG meetings, technical seminars, etc., as requested/directed by the NAVAIR MF Management Office. Coordinate special programs/functions related to MF management as requested/directed by the NAVAIR MF Management Office;

(n) Outfit, repair, and/or configure NAVAIR MFs per the NAVAIR MF Management Office-approved internal configuration design drawings. Route all requests for deviation from these drawings to MFCS MF Engineering for evaluation, disposition, and subsequent configuration management control;

(o) Perform financial management functions relative to production of MF configurations, LM, BDE, and ISE responsibilities. This includes developing and maintaining a financial requirements profile and monitoring, documenting and auditing, as required, to account for all funds provided for production, engineering and logistics support;

(p) Perform workload management at MFCS for the production of configured MFs, including site capability

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assessments, workload planning and workload scheduling, monitoring and adjustment;

(q) Perform inventory management for NAVAIR-owned MF equipment at MFCS. This equipment includes all major, ancillary and configuration equipment and configuration outfitting material;

(r) Ensure MF receiving activities are advised of the MF serial number, configuration code, shell type, project number, ISO container number, CSC approval number, manufacture date, delivery date, CSC due date, ECU serial number(s), and shipping data consisting of TCN number, date of shipment, and a statement that the MF was chain secured. For overseas shipments, the ship's name, reference number, voyage number, booking number, sailing date, arrival date, and destination will also be included. Provide any special comments concerning the shipment and ensure that all newly configured or reconfigured/repaired MFs are accompanied by an MF Logbook Inventory Record;

(s) Ensure no MF is shipped to the user with less than a minimum of six (6) months remaining before CSC recertification is required;

(t) Ensure all current SEBs/TDs are incorporated during configuration/rework/reconfiguration and a record of this action is contained in the LIR;

(u) Establish a formal Quality Assurance Program and Work Book for each MF work order (i.e., new build, rework, outfitting, refurbishment, etc.). Ensure the Quality Assurance Supervisor performs initial, in-process and final quality assurance inspections. Final acceptance of all work orders will be signed by the Quality Assurance Supervisor and the MF Marine Liaison;

(v) Provide customer support to MF users as directed by the NAVAIR MF Management Office;

(w) Repair and/or refurbish MF Management Office managed equipment as directed by the NAVAIR MF Management Office; and,

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(x) Additional responsibilities pertinent to MFCS Norfolk are contained within paragraphs 12 and 14 of this Instruction.

(4) Naval Inventory Control Point (NAVICP), Mechanicsburg is responsible for the following services:

(a) Perform Program Support Inventory Control Point functions in support of NAVAIR MF Management Office managed equipment; and,

(b) Provide representation to MF Management Review meetings.

(5) NAVICP, Philadelphia is responsible for the following services:

(a) Receive input from the NAVAIR MF Management Office on first and second destination transportation requirements for MF movement and provide data to the appropriate transportation budget manager; and,

(b) Provide policy guidance for transportation and movement control (see paragraph 13 of this instruction).

(6) Contractor Support. Contract Service Support (CSS) requirements are delineated within the associated CSS contract and the detailed statement of work and as directed by the MF Program Management Office.

8. Records for Accountability, Allowances and Inventory

a. Accountability. The primary accountability documents for aviation MFs and major related equipment items are the MF LIR, OPNAV 4790/51 Support Equipment Custody and Maintenance History Record and the MFTOOL. A LIR will be maintained for each MF and Power Distribution Box (PDB). The LIR will be initiated when an MF and Tactical Electrical Power Distribution System (TEPDS) is internally configured by the MF configuration site and will be maintained by the LIR custodian. The LIR is similar to the Aircraft Inventory Record (AIR), but is a single document. Instructions for maintaining the LIR and OPNAV form 4790/51 are contained in the LIR and reference (c) and will be

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included in TYCOM/COMMARFOR implementing directives. The LIR is divided into multiple sections.

Part I: Contains OPNAV 4790/51. At a minimum, this form will be maintained for the MF, ECU, and PDB (which is a subset of TEPDS), OPNAV 4790/51 is also required to be maintained for generators, Complexing/Decomplexing Tools, loadbanks, and mobile frequency convertors.

Part II: Inventory record section. MFs will not be transferred with inventory shortages without approval of the appropriate TYCOM/COMMARFOR.

b. Allowances. Allowances for MF Management Office managed MFs and major ancillary equipment for Fleet Marine Forces aviation units are contained in the TBA. The allowance document for Navy MFs is the MF page of the WSPD or the Program Planning Document.

c. Inventory. Inventory reporting of in-use MF equipment will originate with the reporting custodian. MFTOOL or enclosure (5) (sample format) may be used to report inventory in accordance with the provisions of paragraph 8 of this basic instruction. These reports will be maintained by TYCOMS/COMMARFORs. Records of in-use assets are required by NAVAIR for replenishment and budget planning.

(1) Residual Assets. MFs are internally configured and outfitted for a specific function (e.g., peculiar support for P-3, FA-18, AV-8B peculiar avionics systems, etc.) or general/maintenance functions in support of common systems (e.g., hydraulics, micro-miniature repair, common avionics, etc.). A configured MF often outlives the functions for which it was designed. When the MF is no longer required in support of the original application, the NAVAIR MF Management Office should be advised by TYCOM/MARFOR, CMC (ASL-34), or responsible custodian. This is essential in order that maximum use may be made of on-hand assets. If the custodian has a new or different requirement for the use of the MF, a request must be made to the NAVAIR MF Management Office via the appropriate TYCOM/COMMARFOR and CMC (ASL-34) for authorization to reconfigure the MF. When authorization is granted, the change will be made in strict compliance with the appropriate drawing furnished by MFCS

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Engineering. The new configuration drawing will include all LIR items identified for the new configuration code.

(2) Prime Equipment Inventory and Allowance. Inventory and allowance management of prime equipment encompassed by the Aircraft Maintenance Material Readiness List Program is prescribed in NAVAIR Instruction 13650.1C and Support Equipment Resources Management Information System/Individual Material Readiness List (IMRL) directives. Although MFs are not IMRL, peculiar equipment contained within the MFs may be IMRL.

9. Personnel

a. Navy MFs. These MFs are normally outfitted with aviation SE peculiar to a particular weapon system. Therefore, logistics support personnel billets should be developed as part of the weapon system ILS planning phase. This planning is a joint responsibility of NAVAIRHQ, Navy Military Personnel Command and the TYCOM. The assignment of squadron personnel for MF support is the responsibility of the TYCOM and is accomplished per reference (c).

b. Marine Corps MFs. The responsibility for planning and assigning personnel in support of Marine Corps MFs is assigned to CMC (ASL-34).

10. Weapon System Facility Planning. There are two aspects of facility planning that must be considered. For clarification, these are addressed separately in paragraphs 10.a and 10.b of this Instruction. Facility planning is a part of the initial ILS decision process and consists of trade-off studies considering alternative basing models. Facility planning also consists of that part of the ILS process pertaining to facilities installations such as special foundations, utilities, grounding schemes, etc., that may be required for site activation and/or installation of MFs.

a. Advance Planning Requirements. The first aspect of facility planning has requirements for MFs generated through various avenues, as depicted in Figure 1 of this instruction. Requirements should be developed as early as possible in the formulation of the weapon system, subsystem or functional support plan. The requiring activity will forward requirements to the NAVAIR MF Management Office, who will consolidate

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requirements and forward planning data to the appropriate Program Manager Aircraft for use in updating applicable WSPDs and baseloading documents. In the case of CMC-generated requirements, the NAVAIR MF Management Office will provide planning information to CMC (ASL-34) for inclusion in the TBA for Fleet Marine Forces aviation units. When requirements are not applicable to a specific weapon system, the planning data should be included in a PPD. Paragraph 12.a.(2) describes budgeting/funding responsibilities for other Systems Commands, Inventory Control Points, DoD, and other requiring activities.

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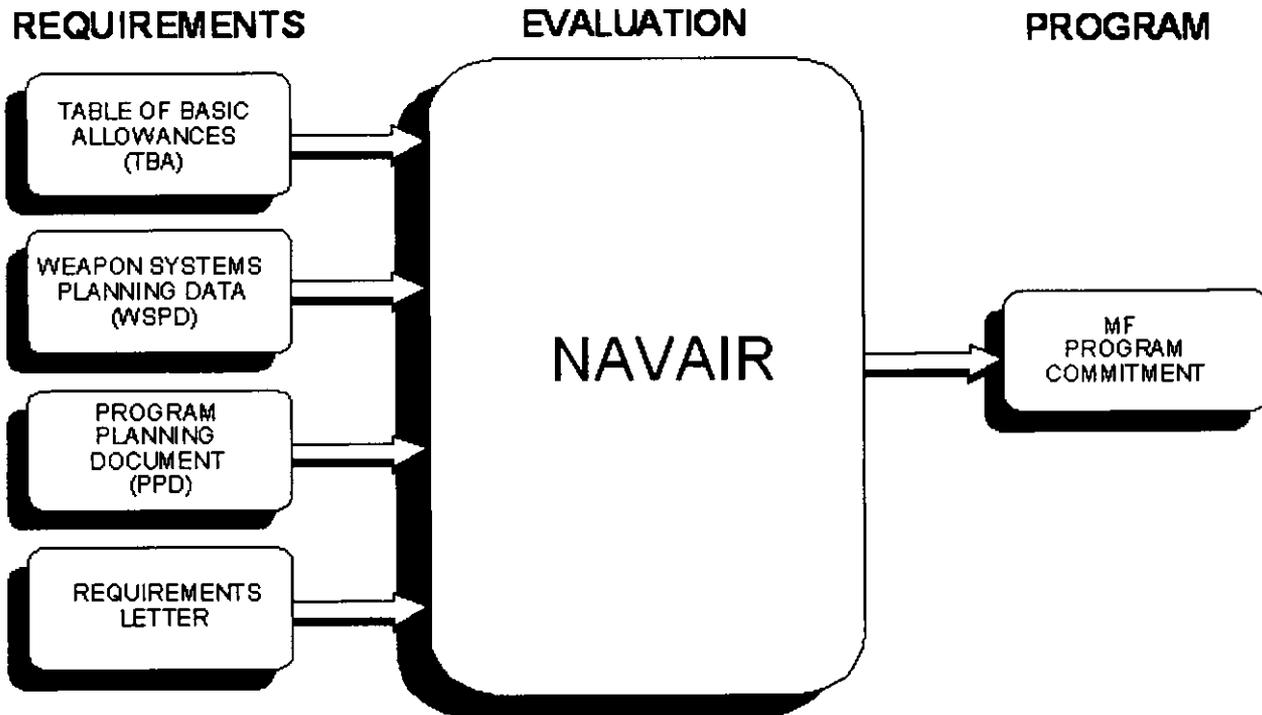


Figure 1. Avenues for Originating MF Requirements

(1) Navy MFs. The requirement for Navy MFs may be prompted by either maintenance or operational requirements, and shall be coordinated with the NAVAIR MF Management Office.

(2) Marine Corps MFs. Maintenance and operational MF requirements planning by the Marine Corps is addressed as an overall program and is a part of the MALSP. This concept allows for ease of relocation and self sustainment in a deployed expeditionary environment. Maximum use of containerization ensures the rapid deployment of aircraft maintenance and support functions.

b. MF Installation Planning. The second aspect of facility planning and occurs subsequent to developing a design plan for the MF complex. Installation requirements are developed as a joint effort of CMC (ASL-34), TYCOM/COMMARFOR, ACC, (AIR-7.10.2), the NAVAIR MF Management Office, and are closely coordinated with the

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requiring activity or site. Installation of MFs ashore is accomplished following the principles as defined in reference (b).

(1) MF Shore Siting

(a) Although temporary in nature, MF site location is subject to Naval Facilities Engineering Command approval. In this regard, particular attention should be given to airfield safety criteria, fire protection, physical security, environmental regulations and electromagnetic radiation emission. Detailed instructions for site activation are contained in reference (g);

(b) TYCOMs/COMMARFORs shall coordinate with NAVAIR and ensure that site surveys are accomplished prior to the deployment of MFs to locations other than expeditionary bases;

(c) Fire protection for MFs and MF installation sites will include non-combustible connecting corridors that provide a 1-hour fire cutoff between MFs and permanent facilities. The provisions of reference (g) apply;

(d) The maximum number of MFs in a complex cannot exceed 41, including stacked MFs. Means of access for fire department apparatus shall consist of fire lanes, streets, parking lot lanes, or a combination thereof. Fire lanes shall be provided for any portion of an MF complex set back more than 150 feet from a public road and shall connect to the public road. Each MF in an MF complex must be within 150 feet of access (public road or fire lane) to be used by fire apparatus. In every instance the 150 feet shall be measured as fire hose would lay over the terrain from the fire apparatus. Fire lanes shall not be less than 20 feet of unobstructed width nor closer than 10 feet to any MF or structure. In addition to fire lanes, MF complexes shall be a minimum of 15 feet from each other and from structures. Additional instructions for establishing fire lanes are contained in reference (g);

(e) Proper installation of electrical grounding systems will be accomplished in accordance with reference (g);

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(f) Good housekeeping in and around all equipment will be accomplished to preclude the creation of fire hazards;

(g) A portable handheld fire extinguisher will be provided within each MF per National Fire Protection Association (NFPA) 10 and 30;

(h) Added protection will be afforded high value installed equipment by appropriate Underwriters' Laboratories (UL) rated fire extinguishers. The decision on appropriate extinguishers will be based on the potential hazard(s) and the value of equipment to be protected. This decision is a part of the MF configuration design and design review process;

(i) Temporary installation of smoke detectors or any fire alarm system for site specific requirements is the responsibility of the using activity. Following the NFPA Life Safety Code Handbook, detectors or alarm systems are only required when occupancy of the complex is expected to exceed 100 personnel at any given time;

(j) All MF exits will be marked both on the door and above the door following the NFPA Life Safety Code Handbook. Deviation is allowed only when emplacement of the marking impacts on configuration design of the MF. In the case of stacked MFs, all doors that do not have an attached mezzanine platform set and stairway assembly will be marked "DANGER. No Stairway"; and,

(k) All outlets must be marked with the specific voltage present at the receptacle. Equipment requiring emergency shutdown procedures will be identified during procurement of the prime SE.

(2) MF Shipboard Installation. NAVAIRHQ Shipboard Integration Office (AIR-6.7.1.5) has responsibility for planning and implementing shipboard MF installations. Paragraph 5 of this Instruction cites (AIR-6.7.1.5) responsibilities for shipboard MF installations.

11. Maintenance Policies

a. MF equipment will be maintained following applicable

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equipment manuals and under maintenance management systems for SE as delineated in reference (c);

b. Corrosion control and preservation will be accomplished per reference (c);

c. When not in use, cables, butting kits, ECU access panels and end doors (if removed) will be preserved and stored in an area protected from the weather, pilferage and inadvertent damage. Also, CDTs will be preserved and properly stored when not in use. MF side opening panels will be properly marked and stored in the bracket assemblies provided unless MFs are to be stacked which will require storage with other removed equipment. All removed access panels and doors shall be clearly marked with the original MF serial number and panel/door location for proper reattachment to the original MF;

d. Organizational and intermediate level maintenance of MF equipment will be accomplished in the same manner prescribed for SE in reference (c). Organizational level maintenance of the MF Management Office managed equipment will be the responsibility of the user. Intermediate level maintenance of MFs and all ancillary equipment used in support of aircraft/weapon system maintenance is the responsibility of the supporting Aircraft Intermediate Maintenance Department (AIMD), Marine Aviation Logistics Squadron and Expeditionary Logistics Units. Scheduled maintenance will be accomplished following the applicable Periodic Maintenance Requirements Manual or appropriate maintenance manuals. Additionally, Wings/TYCOMS/COMMARFORs will establish a program in accordance with reference (f) for CSC recertification (AMMO-43 Intermodal Dry Cargo Container/CSC Re-inspection Course), and ensure that no MF is shipped or transferred with less than six (6) months remaining before recertification is required;

e. Depot-level maintenance for all MF Management Office managed ancillary equipment will be accomplished under the guidelines established for SE by reference (d). Budgeting for depot level rework of generator sets and loadbanks is based on the assumption that during peacetime these assets are used minimally. However, during contingency operations, they are mission essential for the deployment of MFs. Therefore, budgeting for rework of these mission critical assets is necessary to ensure readiness; and,

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f. Depot-level maintenance for all MFs will be determined and coordinated by the NAVAIR MF Management Office and will occur at one of the MF Configuration Sites.

12. Funding Responsibilities and Cognizance

a. Paragraph 5.e of this Instruction addresses basic duties and responsibilities of the NAVAIR MF Management Office as related to MF management. This section amplifies funding responsibility and cognizance.

(1) The NAVAIR MF Management Office has total budgeting, funding and acquisition responsibility for all MFs and related equipment acquired in support of the NAVAIR mission. The NAVAIR MF Management Office has configuration and outfitting responsibility for all MFs acquired in support of specific NAVAIR weapon system projects and funded through the appropriate program management or program coordinator office. The NAVAIR MF Management Office retains this budget/funding responsibility whether MF configuration/installation is conducted at the weapon system contractor facility or an organic Navy activity.

(2) The NAVAIR MF Management Office will determine requirements and has budgeting/funding approval authority. The NAVAIR MF Management Office has responsibility for all MFs acquired under the MFs sub line in the Common Support Equipment APN-7 (BA-7) P-1 Budget Line Item. The NAVAIR MF Management Office has direct budgeting/funding responsibility in the O&M,N appropriation for configuration/equipment installation requirements for those MFs procured in support of the NAVAIR mission whether for a specific weapon system or a common requirement. For those MFs acquired by NAVAIR in support of NAVAIR activities outside of the MF Management Office scope, other systems command, ICP, DoD or other agency requirements, the requiring activity/command has budget and funding responsibilities for all facets of MF management under their cognizance;

b. Reference (c) authorizes the use of Aviation Fleet Maintenance funds for organizational and intermediate level maintenance of MF equipment used in support of aircraft maintenance. Expense Navy Stock Account funded repair parts for organizational and intermediate level maintenance of MF

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Management Office managed equipment and replacement of initial issue inventory items will be funded and administered by TYCOM instructions.

c. Operating costs, such as those needed for engine oil, filters and fuel for MF equipment, must be budgeted and funded per TYCOM and local instructions.

13. Movement Control

a. Surface transportation is the normal mode of transportation for movement of MFs to and from overseas. Air transportation will be used to and from overseas only for those MFs containing sensitive SE or when operational considerations require urgent delivery. Normal mode of transportation within the Continental United States for MFs is motor transportation utilizing air ride equipment with MFs chain secured. Rail transportation shall not be used to ship MFs due to the adverse shock and vibration present during rail movement. To minimize transportation cost expenditures, MFs should be transported by air/surface opportune lift whenever such lift is available and will meet operational requirements.

b. Transportation costs for MFs are charged to the Naval Supply Systems Command first or second destination transportation funds following the provisions of DoD Regulation 4500.9-R Defense Transportation Regulation, reference (n). However, transportation costs for all fleet-directed MF movements must be borne by the appropriate major claimant (TYCOM).

c. MF shipments are handled under applicable provisions of DoD Regulation 4500.9R (Defense Transportation Regulations).

d. MF Management Office equipment will be moved or reassigned only upon approval of CNO, NAVAIRHQ or TYCOM/COMMARFOR. The MF Management Office will be notified of all MF related equipment movement via Naval Message. Any disposition related movement request will be authorized by NAVAIRHQ only.

e. Prior to movement, all points of entry into an MF will be locked (H700 lock only), sealed or otherwise secured to prevent unauthorized entry.

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f. Security measures commensurate with the equipment or material in the MF will be effected prior to movement. Couriers must accompany all MFs containing classified equipment per current Communications Security Material System and Classified Material Control Center (CMS/CMCC) instructions.

g. Prior to air shipment of MFs, door vents (louvers) must be open to allow for equalization of changing air pressures.

h. All MFs must be clearly marked with current weight and cube prior to shipment.

i. All MFs must have a CSC safety approval plate attached to the MF indicating the date when recertification will be required. No MF will be shipped with less than six (6) months remaining before recertification is required.

14. Mobile Facility Equipment Survey and Disposal Instructions.

There are three events that may dictate the necessity for disposal of MF Management Office managed equipment: (1) MFs damaged Beyond Economical Repair (BER), (2) MFs unable to be repaired to meet CSC recertification, or (3) they have reached the end of their service life limit. Final approval authority to survey an MF resides with the NAVAIR MF Management Office. Authority for survey of MF generators, Motor Generators (MMGs), loadbanks, CDTs, and other MF Management Office managed assets resides with the NAVAIR MF Management Office. Surveyed MFs must be demilitarized and turned into the nearest DRMO.

a. Request for disposition shall be accomplished via Naval Message from the user activity to the MF Management Office, via the chain of command. **NOTE:** The NAVAIR MF Management Office retains the authority to grant MF surveys and directs DRMO disposal. Requests for disposition shall include the following data items: equipment serial number, configuration code (if applicable), shell type/NAVAIR part number (if applicable), manufacture date, delivery date, ISO container number, CSC authorization number, disposition and a narrative of the reason for survey. Provide digital photographs to the MF Management Office via email for all MFs determined by a CSC Inspector to be BER or severely damaged.

b. Upon approval of survey request, MF'S will be demilitarized by removing or painting over all serial numbers,

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ISO numbers, and by removing the CSC and manufacturer's data plates. The surveyed MF will be stenciled "SURVEYED--NOT FOR EMBARK" in six inch high red letters on both side walls and both ends centered above the doors. Stencil the DTG of the NAVAIR Program survey authorization message in six inch red letter, below the surveyed markings on both side walls. Remove all butting kits, walkways, fire bottles, ECUs, and all other equipment. Dispose of the surveyed MF's LIR contents and maintain the empty binder for future use. Deliver the surveyed mobile facility to the local DRMO facility IAW local instructions utilizing DD Form 1348-1A. The NAVAIR MF Management Office will fund DRMO transportation costs as required by the fleet or user custodian. The DD Form 1348-1A must contain the following information at a minimum: MF serial number, configuration code, and DTG of the survey authorization Naval message. A blank DD Form 1348-1A, (7/91), (EG) (Issue Release/Receipt Document) can be obtained at <http://www.drms.dla.mil/turn-in/DD13481A.pdf> or www.mobile-facilities.com. Forward a completed/signed copy of the DD Form 1348-1A, Disposal Turn-in Document to the Norfolk MF Data Base Manager's office at fax: 757-444-7132/DSN 564-7132 or mail to:

NAVAIR MFCS NORFOLK VA
8581 PATROL ROAD
BLDG NM-92
NORFOLK, VA 23511

c. Upon survey authorization for generators, MMGs, loadbanks, CDTs, and other MF Management Office managed assets, submit a DD Form 1348-1A to the Norfolk Database Manager in accordance with paragraph 14.b of this instruction.

d. Surveyed MFs and SE must be sent to the local DRMO in accordance with this instruction to ensure final disposal. Upon receipt of the completed (DRMO signed) DD Form 1348-1A, the MF Database Manager will permanently remove the surveyed MF and/or SE from the fleet MF Tool database.

e. Approval authority for MF industrial configuration sites is the NAVAIR MF Management Office.

f. Local retention and use of surveyed MFs is not authorized by this instruction or the NAVAIR MF Management Office. Requests for a Marine Corps unit to obtain an MF

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previously DRMO'ed must be addressed to Head Quarters Marine Corps (HQMC) (ASL-34) via the COC. Requests for a Navy command to obtain an MF previously DRMO'ed must be addressed to the respective TYCOM via the COC. Previously DRMO'ed MF assets will not be supported or validated in any way by the MF Management Office.

g. The NAVAIR MF Management Office highly encourages DRMO disposal of all previously surveyed MFs. Submit a completed DD Form 1348-1A and the Date/Time/Group (DTG) of the MF survey NAVAL message to the Norfolk MF Database Manager in accordance with paragraph 14.b of this instruction.

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ACRONYMS AND ABBREVIATIONS

<u>ACRONYM</u>	<u>DEFINITION</u>
ACC	Aircraft Controlling Custodian
AIMD	Aircraft Intermediate Maintenance Department
AIR	Aircraft Inventory Record
AMMRL	Aircraft Maintenance Material Readiness List
ANSI	American National Standards Institute
APML	Assistant Program Manager for Logistics
APN-7	Aircraft Procurement, Navy
ASL	Aviation Logistics Support Branch, U.S. Marine Corps Headquarters
BDE	Basic Design Engineering
BER	Beyond Economical Repair
CDT	Complexing/Decomplexing Tool
CGMAW	Commanding General Marine Air Wing
CMC	Commandant of the Marine Corps
CNATT	Centers for Naval Aviation Technical Training
CNO	Chief of Naval Operations
COC	Chain of Command
COMMARFOR	Commander Marine Forces
COMWING	Commander Wing
CONUS	Continental United States
CSC	Convention for Safe Containers
CSE	Common Support Equipment
DoD	Department of Defense
DRMO	Defense Reutilization and Marketing Office
DTG	Date/Time/Group
ECR	Engineering Change Request
ECU	Environmental Control Unit
ELU	Expeditionary Logistics Unit
EPA	Environmental Protection Agency

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<u>ACRONYMN</u>	<u>DEFINITION</u>
ETID	Electronic Turn-In Document
FISC	Fleet Industrial Supply Center
FMP	Fleet Modernization Program
FMPMIS	Fleet Modernization Program Maintenance Information System
FPU	Field Pack-up Unit
FST	Fleet Support Team
GFE	Government Furnished Equipment
GPD	Government Planning Documents
ICP	Inventory Control Point
IDR	Inventory Discrepancy Report
ILS	Integrated Logistics Support
IMRL	Individual Material Readiness List
INU	Integration Unit
IPT	Integrated Product Team
ISE	In-Service Engineering
ISO	International Standards Organization
JMIC	Joint Modular Intermodal Container
JOCOTAS	Joint Committee on Tactical Shelters
LIR	Logbook and Inventory Record
LM	Logistics Manager
LLM	Limited Logistics Management
LRG	Logistics Review Group
MALS	Marine Aviation Logistics Squadron
MALSP	Marine Aviation Logistics Support Program
MF	Mobile Facility
MFCS NI	Mobile Facility Configuration Site North Island
MFCS NORFOLK	Mobile Facility Configuration Site Norfolk
MFM	Mobile Facility Management

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<u>ACRONYM</u>	<u>DEFINITION</u>
MHE	Material Handling Equipment
MMG	Motor Generator
MMSS/ABFC	Mobile Maintenance Support System/Advanced Base Functional Component
MPS	Maritime Pre-Positioned Ships
MSS	Mobile Shelter System
NAMP	Naval Aviation Maintenance Program
NATEC	Naval Air Technical Data and Engineering Service Command
NAVAIR	Naval Air
NAVAIRSYSCOM	Naval Air Systems Command
NAVAIRHQ	Naval Air Systems Command Headquarters
NAVAVNDEPOTOPSCEN	Naval Aviation Depot Operations Center
NAVAIRWARCENACDIVLKE	Naval Air Warfare Center Aircraft Division Lakehurst
NAVFACENGCOM	Naval Facilities Engineering Command
NAVICP	Naval Inventory Control Point
NAVMILPERSCOM	Navy Military Personnel Command
NAVOSH	Naval Occupational Safety and Health
NAVSEASYSYSCOM	Naval Sea Systems Command
NAVSUPSYSCOM	Naval Supply Systems Command
NFPA	National Fire Protection Association
NSA	Navy Stock Account
NSN	National Stock Number
OEM	Original Equipment Manufacturer
O&M,N	Operations and Maintenance, Navy
PDB	Power Distribution Box
PEO	Program Executive Office, Air
PICA	Primary Inventory Control Activity
PMA	Program Manager Air
PMRM	Periodic Maintenance Requirements Manual

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<u>ACRONYM</u>	<u>DEFINITION</u>
PPBE	Planning, Programming, Budgeting and Execution
PPD	Program Planning Document
PSE	Peculiar Support Equipment
PSICP	Program Support Inventory Control Point
QA	Quality Assurance
QDR	Quality Deficiency Report
R&D	Research and Development
ROD	Report of Discrepancy
SE	Support Equipment
SERD	Support Equipment Requirements Document
SERMIS	Support Equipment Resources Management Information System
SOMF	Side Opening Mobile Facility
SOMFA	Side Opening Mobile Facility Type A
SOMFB	Side Opening Mobile Facility Type B
SOMFC	Side Opening Mobile Facility Type C
SSIC	Standard Subject Identification Code
TBA	Table of Basic Allowances
TCN	Transportation Control Number
TEPDS	Tactical Electrical Power Distribution System
TYCOM	Type Commander
ULSS	Users Logistics Support Summary
WSPD	Weapon System Planning Document

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DEFINITION OF TERMS

1. Integration Unit (INU) - An MF with side panel openings designed to join the INU with end door opening of other MFs. The result is an integrated complex. The INU ties MFs together, distributes electrical power, provides administrative and supervisory workspace, and may contain tie-down fixtures to secure loose equipment for transportation when the complex is relocated.
2. Internal Configuration - The process or result of installing ECUs, benches, wiring, power panels and similar items in the MF.
3. ISO/ANSI Container - An article of transportation equipment meeting applicable ISO and ANSI standards and designed to be transported by various modes of transportation without configuration change when moving from one mode of transportation to another. Included in this definition are modules or clusters configured so they can be coupled to form an integral unit meeting ISO or ANSI standards for movement. Containers may be utilized for transporting cargo or housing equipment, personnel or portable maintenance and storage facilities.
4. Ancillary Equipment - Ancillary equipment includes generators, spreader bars, mobile frequency converters, CDTs, lifting slings, ECUs, solid state frequency converters, grounding rods, butting kits, power cables, loadbanks, etc.
5. Mobile Facility (MF) - A habitable, re-locatable, rigid-walled, expandable or non-expandable tactical shelter or special purpose shelter designed to provide environmental control and to contain equipment in support of aviation weapon system maintenance, tactical operations, logistics, and administrative functions. An item of non-self-propelled equipment without permanently attached wheels or chassis designed to be transported using various means of transportation. Also referred to as a tactical shelter or re-locatable structure.
6. Mobile Facility Complex - Two or more MFs either joined together or located in immediate proximity of each other, with necessary related equipment.

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DEFINITION OF TERMS, CONT.

7. MF Management Office managed equipment - Consists of MFs and ancillary equipment. MF Management Office managed equipment are items of personal property as opposed to real property and are used for maintenance or operational support of Navy and Marine Corps aviation systems. This equipment will not be plant accounted and will be managed by this directive as opposed to prime equipment under the cognizance of other directives.
8. Outfitting - The process of installing the prime equipment in the MF to make the unit totally functional.
9. Prime Equipment - That equipment which the MF is designed specifically to contain. This includes maintenance SE and material storage equipment as well as administrative and operational support items.
10. Side Opening Mobile Facility (SOMF) - An MF with one or two completely removable side panels. Side Opening Mobile Facility Type A (SOMFA) is constructed with one removable sidewall. It features a personnel access door on each end and has openings for two ECUs on the rigid non-removable sidewall. Side Opening Mobile Facility Type B (SOMFB) is constructed with one removable sidewall. It features a hinged door between two ECU openings on the rigid non-removable sidewall. SOMFB(Mod) is a SOMFB with an 80" door in one end to permit induction of oversized equipment for repair. Side Opening Mobile Facility Type C (SOMFC) is constructed with both sidewalls removable. It has a personnel access door on one end only. With sidewalls removed, SOMFA and SOMFB may be complexed side by side to provide double the normal work space or a single SOMFA and/or a single SOMFB and one or more SOMFCs may be complexed to form an expanded work space.
11. Support Equipment (SE) - Inclusive of Common Support Equipment (CSE) and Peculiar Support Equipment (PSE) as defined in reference (c). When installed in MFs, SE is considered to be prime equipment and is installed during the outfitting process. SE may be installed by a designated Navy industrial configuration activity or contractor if a permanent installation is required. All portable SE will be installed by the user.

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DEFINITION OF TERMS, CONT.

12. Weapon System - For purposes of this Instruction may be either an aircraft or air-launched missile.

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SAMPLE FORMAT
MOBILE FACILITIES AND ALL NAVAIR RELATED ANCILLARY EQUIPMENT
RECEIPT/TRANSFER REPORT

FM: MALS THREE ONE//AVO// (Receiving/Transferring Command)
TO: CG SECOND MAW//ALD-E// (Transferring/Receiving Command)

INFO: COMNAVAIRSYS COM PATUXENT RIVER MD//6.7.6.2//
CMC Washington DC//ASL-34//
(If Marine Corps Activities Involved)
COMNAVAIRFOR SAN DIEGO CA
(TYCOM, Receiving Activity)
COMMARFORCOM//ALD-E//
(TYCOM, Activity)
COMNAVAIRFORRES//ALD-E//
(Receiving Chain of Command, USMC)
COMMARFORPAC//ALD-E//
(Transferring Chain Command, USMC)
CG FIRST MAW//ALD-E//
(Transferring Command)
MALS TWELVE//AVO//
(Transferring Activity)
NAVFAC MIDLANT NORFOLK VA//30M//
FLTREADCEN SOUTHWEST SAN DIEGO CA//6.7.6.2//

UNCLAS//N13670//
MSGID//GENADMIN/MALS THREE ONE/AVO//
SUBJ: SE-4 MOBILE FACILITY (MF) (Receipt, Transfer
REF/A/DOC/NAVAIRINST 13670.1C//
REF/B/GENADMIN/MALS TWELVE/231617ZJAN08//
AMPN/REF A IS NAVAIRINST 13670.1C FOR MANAGEMENT OF MFs.
REF B IS MD SHIPPING NOTIFICATION//
POC/Í.M. MARINE/RANK/TEL: XXX-555-1234/DSN: 555-1234//
RMKS/1. IAW REFS, THE FOLLOWING MFS/EQUIPMENT WAS
RECEIVED/SHIPPED ON 2008.02.19.
TYCOM
LOCATION
CONFIG CODE
SERIAL NO.
CSC DUE DATE*

*USMC only
**NAVY only

2. NO SHORTAGES OR DISCREPANCIES NOTED.
3. POC: (Originating Shipper)

JUN 26 2008

SAMPLE FORMAT

INVENTORY OF MOBILE FACILITIES AND ALL NAVAIR RELATED ANCILLARY
EQUIPMENT MESSAGE (BY LOCATION WITHIN TYCOM)

FM: CG SECOND MAW//ALD-E// (Inventory reporting activity)
TO: COMNAVAIRSYSCOM PATUXENT RIVER MD//6.7.6.2// (Inventory
receiving activity)

INFO: COMNAVAIRSYSCOM PATUXENT RIVER MD//6.7.6.2//
CMC Washington DC//ASL-34//
(If Marine Corps Activities Involved)
COMNAVAIRFOR SAN DIEGO CA
(TYCOM, Receiving Activity)
COMMARFORCOM//ALD-E//
(TYCOM, Activity)
COMNAVAIRFORRES//ALD-E//
(Receiving Chain of Command, USMC)
COMMARFORPAC//ALD-E//
(Transferring Chain Command, USMC)
CG FIRST MAW//ALD-E//
(Transferring Command)
MALS TWELVE//AVO//
(Transferring Activity)
NAVFAC MIDLANT NORFOLK VA//30M//
FLTREADCEN SOUTHWEST SAN DIEGO CA//6.7.6.2//

UNCLAS//N13670//
MSGID//GENADMIN/MALS THREE ONE/AVO//
SUBJ: SE-4 MOBILE FACILITY (MF) PROGRAM INVENTORY REPORT
REF/A/DOC/NAVAIRINST 13670.1C/XXXXXXX//
REF/B/DOC/MCO 13670/XXXXXXX//
REF/C/DOC/WGO 13670.XX/XXXXXXX//
NARR/REFS A THRU C PROVIDE GUIDANCE FOR THE MANAGEMENT
AND ADMINISTRATION OF MARINE AVIATION MF PROGRAM.//
POC/MARINE, I.M./GYSGT/MALS-XX MF SNCOIC/-/TEL:DSN 555-1234
EMAIL:MARINEIM@USMC.MIL//
POC/BOSS, BIG/CAPT/MALS-XX AVO/-/TEL:DSN 555-6789
EMAIL:BIG.BOSS@USMC.MIL//
RMKS/1. PER REFS A THRU C, BELOW LISTED ASSETS INVENTORIED BY
THIS COMMAND FOR FYXX

TYCOM

JUN 26 2008

LOCATION
CONFIG CODE
SERIAL NO.
SHELL TYPE/NAVAIR PART NO.
ISO CONTAINER NO.
CSC APPROVAL NO.
MFG DATE (YYYY.MM)
DELIVERY DATE (YYYY.MM)
CSC DUE DATE (YYYY.MM)
MOD APP**
PHYSICAL LOCATION

ANCILLARY EQUIPMENT
XXXXXXXXXX

NOMENCLATURE
XXXXXX

S/N
XXXX

2. NO SHORTAGES OR DISCREPANCIES NOTED.
3. POC: (Originating Shipper)

JUN 26 2008

SAMPLE FORMAT
MOBILE FACILITY DISPOSITION REQUEST MESSAGE

FM MALS XXXXXX//AMO/AVO//
 TO (APPLICABLE WING/MARFOR/TYCOM)//ALD-E//
 INFO CMC WASHINGTON DC//ASL-34//
 COMNAVAIRSYSCOM PATUXENT RIVER MD//6.7.6.2//
 COMMARFORXXX//ALD-E//
 NAVFAC MIDLANT NORFOLK VA//30M//
 FLTREADCEN SOUTHWEST SAN DIEGO CA//6.7.6.2//
 MSGID/N13670/GENADMIN/MALS-XX/AVO/AMO//
 SUBJ/SE-4 MOBILE FACILITY (MF) PROGRAM DISPOSITION REQUEST//
 REF/A/DOC/NAVAIRINST 13670.1C/XXXXXXX//
 REF/B/DOC/MCO 13670/XXXXXXX//
 REF/C/DOC/WGO 13670.XX/XXXXXXX//
 NARR/REFS A THRU C PROVIDE GUIDANCE FOR THE MANAGEMENT
 AND ADMINISTRATION OF MARINE AVIATION MF PROGRAM.//
 POC/MARINE, I.M./GYSGT/MALS-XX MF SNCOIC/-/TEL:DSN 555-1234
 EMAIL:MARINEIM@USMC.MIL//
 POC/BOSS, BIG/CAPT/MALS-XX AVO/-/TEL:DSN 555-6789
 EMAIL:BIG.BOSS@USMC.MIL//
 RMKS/1. PER REFS A THRU C, REQ DISPOSITION AUTH FOR FOL MF
 PROGRAM
 EQUIP. READ IN (3) THREE COLUMNS:

MF SER NR	CONFIG CODE	REMARKS
QHR-169	EA-01	MISSING/BROKEN/OLD
MWK-271	NB-03	FORKLIFT HOLE THRU CHASSIS

 2. MF COORDINATOR HAS EXAMINED MFS AND DEEMED THEM BEYOND
 ECONOMICAL REPAIR DUE TO (PROVIDE FULL
 JUSTIFICATION/DIGITAL PHOTOGRAPHS AS DIRECTED BY THE MF
 MANANGEMENT OFFICE).//
 BT
 #0001
 NNNN