MINISTRY OF DEFENCE

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THE DEFENCE LOGISTICS SUPPORT CHAIN MANUAL

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SUPPLY CHAIN MANAGEMENT

PART 307
SUFFIX STOCK PROCEDURES

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CHAPTER 1: (MG 9/6) - SUFFIX STOCK PROCEDURES

A GUIDE TO THE MANAGEMENT OF SUFFIX STOCK AT DSDC RAF STAFFORD

BACKGROUND:

1. Suffix stock is a conditioning category applied to Depot items which require engineering or supply activity, such as modification, inspection, test, location of documentation or minor repair before it can be conditioned serviceable or fit for issue. The Repair Tasking Control Department (RTCD) co-ordinate the requirements of the Project Team (PT) and are responsible for tasking the Engineering Wing to repair Suffix Stock.

PURPOSE:

2. To familiarise PTs with the procedures involved in the tasking of Suffix Stock and thereby ensuring that Tasking Requirements are consistent with usage and consumption.

3. This Leaflet is sponsored by SC Repair, the area responsible for Suffix Stock Policy, has been written in conjunction with RTCD and it details the processes and procedures involved in the repair and subsequent re-categorisation of Suffix Stock. It should give the Supply Manager a full understanding of actions required as well as explaining the Outputs / Reports associated with the management of Suffix Stock. An outline of the Suffix Procedures is at Annex A with more detail contained in subsequent Annexes B to J.

Annexes:

A. Outline of Suffix Stock Procedures.

B. Categories of Suffix Stock.

C. Sequence of Events / Actions.

D. Calculation of Requirements.

E. Suffix W1 Equipment.

F. Task Acceptances.

G. Monthly Progress Report.

H. Consolidated Task Progress Return (CTPR).

I. Key to the Spares Required List.

J. Terms of Reference for Suffix Stock co-ordinators.

ANNEX A: (MG 9/6) - OUTLINE OF SUFFIX STOCK PROCEDURES

INTRODUCTION

1. Repair of Suffix Stock is usually limited to the use of existing manpower, skills and facilities available within the RTCD. The tasking process is co-ordinated by the Repair Tasking Control Department (RTCD), RAF Stafford, who liase with the Engineering Wing and the Project Teams (PTs). Suffix stock is usually repaired under Form 6 procedure.

2. **Suffix Stock Categories.** There are 6 categories under which suffix stock may be held and these are defined at Annex B.

3. Suffix stock holdings are notified to the PT at the frequencies detailed at Annex C. This gives an overview of the sequence of events, timescales and actions required, by both the PT and RTCD Stafford. The Supply Manager can obtain an output of unclassified equipment (Q105 Print of items with suffix stock) by using input PZA or PZK on request (MI 7/3 and 7/13 refers). This will specify suffix stock holdings by category.

4. Suffix stock is a valuable, potential asset which may be a more cost-effective and/or swifter means of meeting supply requirements. The lead time for recovery of Suffix Stock to a serviceable condition may be less than its Purchasing Lead Time (PLT) or its Repair Turn Round Time (RTRT) at 3rd or 4th Line. Repair of P class Suffix holdings must be considered as the first supply option, followed by recovery of R3/R4 holdings and lastly new build (procurement). Repair of Suffix Stock, is likely to be cheaper than repair of R/D stock by the nature of the work involved. Where there is insufficient capacity at RTCD, or DARA Sealand, to undertake the work, the Suffix stock should be transferred, for repair, to an alternative location.

5. The majority of Suffix stock held represents serviceable returns to the Depot from Units and other Users with the balance held as a result of defect reports or modifications. As workshop and manpower capacity at RTCD, or at DARA Sealand, is finite it is very important that the resources available are used to best advantage and to that end Supply Managers should ensure that the work is tasked using the formula referred to at Paragraph 7 and Annex D. When calculating requirements, consideration should also be given to the disposal of surplus assets held as Suffix, see Paragraph 4 of Annex D.

SUFFIX STOCK PROCEDURES

6. **Review of Suffix Stock.** Suffix Stock holdings (W1, W2, X and Q) are reviewed annually and the RJ61 is the Annual Tasking Document produced by RTCD for PTs to calculate requirements for the next tasking year. It is issued in July. Any suffix stock (W2, X and Q) arising after the issue of the RJ61 are notified at 3 monthly intervals on the New Arising Prints (NAP94s). These are issued at the beginning of Jan, Apr and Oct.

7. **Calculation Of Requirements.** Guidance on the calculation of requirements for W2, X and Qis detailed at Annex D. However if the calculation in respect of P class stores does not give a Quantity To Task (QTT), providing the item is subject to current repair, a quantity can be tasked if it will result in the eventual reduction of repair costs. Once the RJ61/NAP94 has been completed by the relevant Supply Manager with the tasking details, the prints are to be returned, via the co-ordinators to the RTCD by the target date given by RTCD. It is essential that this target date is met. The prints should be returned in a large envelope (not transit type), marked PRIORITY and addressed in large capital letters, for, RAF STAFFORD, BEACONSIDE, STAFFORD, ST18 OAQ (ATTN: RTCD MANAGER).

8. **Suffix W1.** PTs are to review their holdings of Suffix W1 holdings and advise RTCD Stafford of their intentions as detailed in SM Form 183. A copy of SM Form is shown at Annex E. If the equipment is to be issued to the repair contractor for test (or retained until contract cover is available), the items are to be recategorised as R4/RD first (Action Code A refers). RTCD Stafford will advise the Supply Manager of the serial numbers concerned; these are to be quoted on any subsequent Management Issue. If issuing to a unit for test (Action Code C) ensure the recipient knows to expect the equipment and annotate the recipient's details on the Management Issue. Note that L class store equipment cannot be conditioned RD.

9. **Items Subject to Automatic Order.** Suffix stock is not currently included as an asset in the provisioning processes. During the processing of automatic orders (Management Code DC, ACO Code 1, consumable items), suffix stock quantities will be decremented from the order quantity on an output R015. This is in cases where the suffix stock figure is less than the proposed order quantity. Where the Suffix stock figure is greater than the proposed order quantity this may well result in no order being produced. The Supply Manager will receive an output Q056 (Advice of DC Group Orders affected by Suffix Stock) following the automatic order process, if *any* suffix stock is held.

10. **Injects.** This facility allows for recovery or reclassification of Suffix stock, not previously tasked because;

a. The item appeared on the RJ61/NAP94, but was not required at the time.

or

b. The item was brought on charge as Suffix after the last production of RJ61/NAP94 prints.

In either case, Injects allow for urgent attention to satisfy a *priority* requirement. Injects receive *priority action* ahead of accepted items and do cause slippage to those items already programmed. An inject may well generate *extraordinary action* such as weekend or overtime working at RTCD. The facility should only be used if tasking requirements dictate that an Inject is necessary. Requests for urgent action are to be initiated by signal/fax to RTCD at RAF Stafford. The demand number, priority and consignee MUST be quoted, where appropriate. Similarly, it is also possible to bring forward the target date for a task already accepted. If the demand is satisfied from another source, advise the RTCD (in writing) of the details and amend the tasking requirement. Injects should be authorised by the Head of Cell and the reason for the Inject stated.

11. **RTCD Action.** During the exercise to allocate tasks for the forthcoming period and following the return of RJ61/NAP94 prints by PTs, staff at the RTCD take into account availability of workshop capacity, the timescales in which the items are required, and the estimated man-hours required for the individual items. An allowance of the available man-hours is made to cover additional tasks, such as injects, requested by the PT during the task period. Once the allocation is complete, the RJ61/NAP94 prints are annotated with the acceptance quantities. A Copy of the print is then forwarded to the PT, together with a covering letter for formal Customer Acceptance and signature. After all task acceptance figures have been finalised, they are to be recorded on MPRCs in the same manner as for contracts. Details of the Task Acceptance process are detailed at Annex F.

12. **Progress Reports.** These reports are produced at monthly intervals by RTCD and provide details of the PTs monthly output requirements, as requested on the RJ61/NAP94, the forecast agreed by RTCD and the quantity achieved. The report lists individual items in SMBI order, the task quantity, Progress State, Task Completion dates and quantity made serviceable, RD, scrap and those reclassified BUC, BER and to another Suffix category. The information is used to build up a picture of RTCD performance levels and in the compilation of an "exclusion list" of items where RTCD repair is impracticable. An example of the Progress Report and the action to take is at Annex G.

13. **Consolidated Task Progress Return.** An annual copy of the RTCD Consolidated Task Progress Return (CTPR), which provides management details of the progress of items ranges tasked previously, is forwarded to the co-ordinators for distribution within the PT Heads of Branch level. Where the CTPR indicates problem areas, the PT Head of Branch may require the Supply Manager to carry out the actions detailed at Annex H. Problems or queries should be highlighted for discussion with the appropriate RTCD Range Manager.

14. **Spares Required List.** A Spares Required List (SRL) is produced quarterly by the Unit Supply Squadron at the RAF Stafford for distribution to PTs. It lists those items, which are outstanding awaiting spares. The spares and quantities required are also detailed. Currently the SRL is produced to PT cell level. Supply Managers of the main equipment are responsible for distribution of the SRL to other PTs and for local progression of the items urgently needed. Spares shortages have a direct impact on the recovery of Suffix Stock and, in some instances, the RTCD acceptances. If the RTCD is aware of a spares problem, e.g. delivery forecasts beyond the tasking period, they are unlikely to accept the task. It is important that the Supply Manager actively progresses the outstanding spares. If the priority of the repair task is upgraded there is no automatic upgrade of the spares demand. Supply Managers may however request upgrade of the demand priority by signal/fax to RTCD at the depot. A copy of a Spares Required List with a key to the columns is attached at Annex I.

15. **Repair Cover Workout Sheet (SM Form 135).** Suffix Stock acceptance quantities for P class stores should be included as an asset, where appropriate, in accordance with EP 3 Repair Review Rule 31, or Repair Prov Instruction 5.

16. **Issue of Suffix Stock Holdings.** Before Supply Managers give instructions to issue Suffix stock they must first contact RTCD, to check whether the item can be released.

17. **Suffix Stock co-ordinators.** Within each PT, there is generally an appointed Suffix Stock co-ordinator. Terms of Reference for Suffix Stock co-ordinators are at Annex J.

18. **Suffix Stock Policy.** Questions relating to Suffix Stock policy should be referred to the appropriate policy area, currently SC Repair.

ANNEX B: (MG 9/6) - CATEGORIES OF SUFFIX STOCK

1. **Suffix C.** Equipment which is subject to defect investigation (using Form 760). As recategorisation is not possible until the defect investigation has been completed this category is not included in the tasking exercise. On completion of the defect investigation the stock will either be recategorised into a different suffix category, Serviceable, Repairable (RD), or be scrapped and disposed of in accordance with current disposal instructions in C3/1.

2. **Suffix D.** Equipment with incomplete documentation. For example, an accompanying Form 640 without an approved inspection certificate, or items not accompanied by the appropriate Engineering Record Card (ERC). The RTCD is responsible for progressing incomplete documentation, however, for some ranges PT discrete procedures are in operation for items with missing ERCs. Where documentation fails to materialise, PT Supply Managers are to advise the RTCD of the action to be taken (for example, recategorisation to R/D, disposal etc.). NOT SUBJECT TO TASKING.

3. **Suffix Q.** Equipment requiring modification work within an RTCD's engineering capability. This work may be in accordance with an STI, SI, PWI or any other authorised modification whether or not a change in reference number is involved. RTCD will clear all Suffix 'Q' arisings within 3 months, with the exception of those awaiting mod kits or which require significant work, which will be reclassified as 'W2', unless it is known that the item is a contractor's modification, then it will be categorised as R/D. SUBJECT TO TASKING, IF MOD KITS ARE AVAILABLE.

4. **Suffix Wl.** Equipment categorised as requiring test to determine the serviceability where there is no test facility at the RTCD, but a test capability is available at another MOD establishment. RTCD will notify arisings on a quarterly basis on the NAP94/RJ61 prints so that PTs can decide on the means for recovery, or disposal as appropriate. The Engineering Authority should be consulted in order to ascertain where test facilities *are* available. Since separate action is taken for Suffix W1 (Annex E refers), these items are NOT SUBJECT TO TASKING.

5. **Suffix W2**. Equipment categorised as unserviceable but recoverable within the RTCD Equipment classified W2 is not normally repaired if it is easier to reclassify Suffix X holdings to serviceable, or modify stocks of items held in Suffix Q. ITEMS ARE SUBJECT TO TASKING.

6. **Suffix X.** Equipment categorised as requiring recovery under F87 documentation. Recovery actions may comprise inspection, testing, minor repair, or assessment for Suffix ‘W2’ repairs. RTCD will process all "X" arisings within 6 months. (RTCD engineering management will determine a maximum man-hour limit for Suffix "X" work in each bay, taking into account the anticipated workload (based on historical data), the need for economy, and the 6 month time limit for recovery.) ITEMS ARE SUBJECT TO TASKING.

ANNEX C: (MG 9/6) - SEQUENCE OF EVENTS / ACTIONS

1. **RJ61**.

a. An RJ61 is produced by RTCD's computer (Demits) for all PTs and issued annually, with covering letter, to Suffix Stock co-ordinators - early Jul. These are to cover the following years' tasking requirements.

b. PT tasking of the RJ61. Maximum of 5 weeks allowed for action. Must be returned to RTCD by the **date quoted** on the covering letter.

c. RTCD to issue 'package' to Suffix Stock co-ordinators detailing work accepted and forecasts for completion, DARA Sealand to co-ordinate acceptance returns for avionic ranges. Acceptance of tasking to be agreed by Heads of Cells. Time allowed 2 weeks.

d. Tasking agreed for RTCD contract period 1 April to 31 March.

e. Financially Based Tasking System (FBTS) estimate issued by RTCD each PT, for the subsequent contract period.

2. **New Arisings Print (NAP94).**

a. NAP94 produced by RTCD's Computer (Demits) for all PTs and issued quarterly with covering letter, to Suffix Stock co-ordinators - beginning of JAN, APR, OCT (except Jul when the annual RJ61 is produced).

b. SMB tasking of the NAP94. Maximum of 3 weeks allowed for action. To be returned to RTCD by the date quoted.

c. RTCD to co-ordinate NAP94. DARA Sealand's range to be separated and vetted for the support function area within Sealand. Work undertaken by RTCD to be annotated on print, copy to be sent to Unit Tasking Officer, DARA Sealand. Time allowed 3 weeks.

d. RTCD and DARA Sealand to return NAP94 (annotated with acceptance) to the relevant Suffix Stock co-ordinators (RTCD to include the Consolidated Task Return). Acceptance of tasking to be agreed by Head of Cells. Time allowed 2 weeks.

e. Tasking agreed for RTCD and DARA Sealand for 3 month period - Task Start Dates - 1 MAR, 1 JUN, 1 DEC.

ANNEX D: (MG 9/6) - CALCULATION OF REQUIREMENTS

1. Before undertaking any action the Desk Officer / Operator must be aware of which suffix categories are to be tasked. Normally Suffix "X" and "W2" categories. Suffix Q should be tasked if Mod Kits are available.

2. The following points should be first checked for each item:

   a. If the item is obsolete, see Appendix 1 to this Annex.

   b. Suffix Stock is held in the categories to be tasked.

   c. The suffix stock held is not already covered by a previous task (check annotations on RJ61/NAP94 prints).

   d. Where the item has a PAF Code of 1 or 2, the Global Forward Demand Rate (GFDR) may not reflect the true consumption pattern or the known future requirement. If the computer generated GFDR cannot be used, then recalculate an average monthly Consumption figure from "known" consumption and future requirements. Great care must be exercised to ensure that the GFDR used in the following calculations is an accurate reflection of the usage.

   e. For guidance on alternative items, see Appendix 2.

   f. Contracts dues-in must only be included if delivery is forecast within the period of the review

3. In order to assess the tasking requirements go to the appropriate Appendix for the print being actioned:

   a. RJ61 - Appendix 3

   b. JAN NAP94 - Appendix 4

   c. APR NAP94 - Appendix 5

   d. OCT NAP94 - Appendix 6

4. Where serviceable assets for L and C stores are in excess of 2 x FOP, suffix stock of those items with an item price less than £200 and suffix line value under £11,000 should be disposed of in total. An SM Form 51 must be raised in accordance with AP 830 Leaflet C3/1. All other suffix stock excess should be considered for disposal in accordance with the current criteria and regulations. For P Class stores advice should be sought from the EA and if a quantity is identified for disposal, R/D stock should be considered first, followed by R/S, then Suffix and lastly the serviceable assets. Quantities subject to disposal action should be clearly marked and actioned in accordance with Paragraph 7 below.

5. The RJ61/NAP94 prints now include information on the Direct Cost to Repair the Suffix items. This is a cost relating to labour and does not include any allowance for subsequent spares replacement or use of tooling, for example. The Supply Manager should take this cost into consideration when making the tasking decision.

6. Enter on the RJ61/NAP94 the "Quantity to Task", "Quantity to Retain" and "Quantity to Dispose" against the balance of Suffix stock not yet tasked. The Monthly Delivery

Requirements for the appropriate year should be specified in the spaces provided on the RJ61/NAP94 prints. Suffix items, identified for retention on the RJ61, are protected for storage; not required within the next financial year. However, PTs MUST review the next time an RJ61 is received. Whilst the RTCDs are not permitted to constrain the PT tasking levels PTs must not over task quantities in excess of calculated requirements as this discredits the whole Suffix stock system. Where the requirements requested "appear" high, the Supply Manager may be required to justify them. The total quantity tasked should not normally exceed the calculated Quantity to Task.

7. Equipment to be held pending Form 51 disposal instructions from the Disp Sales (Ctts)/Military Aircraft Spares Ltd (MASL) should be clearly designated on the RJ61/NAP94. Prints should be annotated with the "Qty to Dispose", as well as "Form 51 raised" and date of the Form 51. The quantity quoted should be consistent with Paragraph 4 above. This is not an authority for disposal by RTCD and should be followed by Disp Sales (Ctts)/MASL disposal instructions. A copy of any Form 5l raised as a result of the Suffix stock tasking review should be forwarded to MAC 1 Disposals, DSDC Stafford and RM Disposals, Room 49a, Building 86A, RAF Wyton. It should be noted that items which are the subject of collaborative projects must be offered to other partner nations, before disposal action is taken.

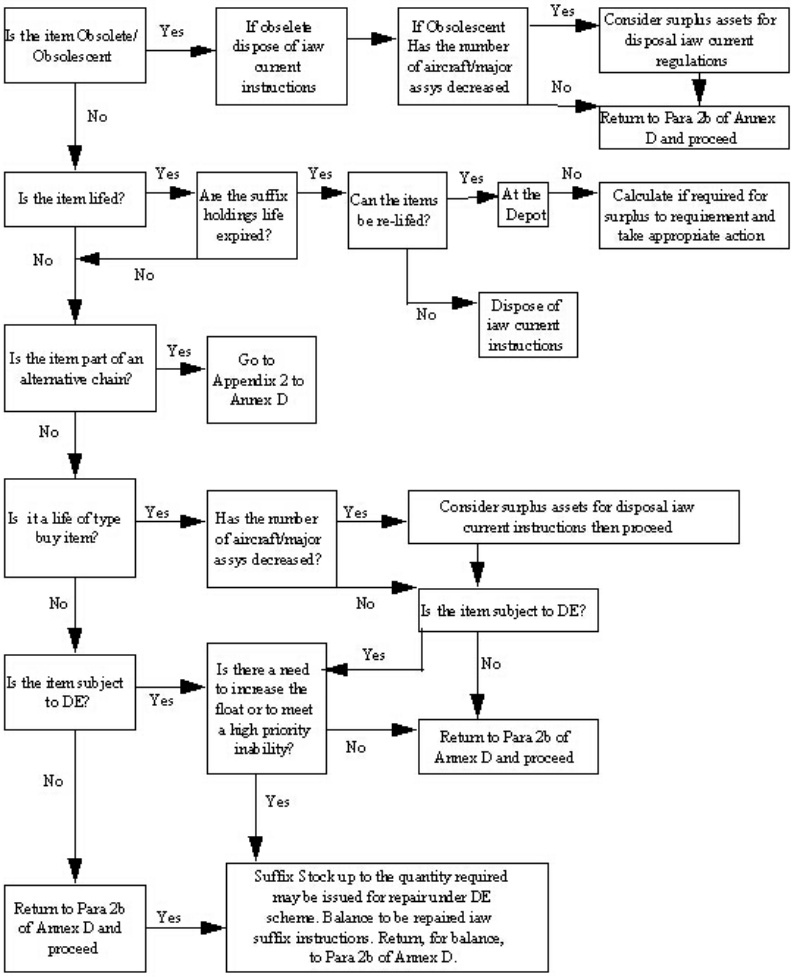
8. On completion of the tasking, the original RJ61/NAP94 should be returned, via the Suffix Stock co-ordinator who should validate the RJ61/NAP94 prior to them being forwarded to the RTCD.

Appendices:

1. Individual Item Checks.
2. Alternative Items.
3. Suffix Stock Calculations - RJ61 prints.
4. Suffix Stock Calculations - Jan NAP94 prints.
5. Suffix Stock Calculations - Apr NAP94 prints.
6. Suffix Stock Calculations - Oct NAP94 prints.
7. Example of RTCD Computer Print RJ61.
8. Example of RTCD Computer Print NAP94.

APPENDIX 1 TO ANNEX D – (MG 9/6) - INDIVIDUAL ITEM CHECKS

IF OBSOLETE



APPENDIX 2 TO ANNEX D – (MG 9/6) - ALTERNATIVE ITEMS

1. Supply Managers should note that, unless the applicability is already known, their first point of contact for advise on the inclusion of alternative items, is the Engineering Authority (EA). The EA will ascertain what usage, assets and liabilities should be included when calculating suffix task requirements.

2. The table below gives further advise for types of alternative chains;

Ser	Item Alternative Code	Type of Chain	Action Required
1	1 or 3	1 - 3	Obtain QSZs for all the items in the chain. Aggregate the assets for all the items to give a total asset figure. Do the same for the liabilities and GFDRs. Use the aggregated figures to calculate the suffix stock tasking requirements and/or surplus asset situation.
2	2	2 - 5	Code 2 items may be used in place of any Code 5 items. But, Code 5 items cannot be used in lieu of Code 2 items. Seek engineering advice before calculating the suffix task requirements.
3	6	6 - 6	As for a 1-3 chain; all the items in the chain are fully interchangeable.
4	1, 2 or 6	1, 2 or 6 - 13	As a Code 13 item is a conditional alternative do not include in any of the calculations.

APPENDIX 3 TO ANNEX D – (MG 9/6) - SUFFIX STOCK CALCULATION - RJ61 PRINTS

1. The RJ61 is issued to co-ordinators early in July and is the Annual Tasking Document to cover the following years tasking requirements.

2. Task Start Date (TSD) is 1 Apr.

3. The Total Months in The Review Period (TMRP) for calculating suffix requirements for RJ61 tasking is 20 months. The TMRP is made up of 8 months to the RJ61 Task Start Date (to the end of current Tasking Year) and 12 months for Next tasking Year. (It assumes QSZ's are obtained and calculations are done in July. If later months QSZ's are used the calculation should be reduced accordingly).

TMRP = ☐

4. Calculate the Months Of Current Stock (MCS) for the item (i.e. how long your stock will last):

MCS = [(Serv Stock - Dues Out) ?DR]

MCS = ☐

5. Is the Months Current Stock (MCS) greater than TMRP? i.e. 20 months. If yes there is no need to task. You should consider disposal of suffix stock if serviceable stocks exceed 2 x FOP, Paragraph 4 of Annex D refers.

6. If the MCS is = to or less than the TMRP you need to consider tasking.

a. Establish the quantity of Suffix for the item available for tasking from categories X, W2 and Q if Mod Kits are available.

Suffix Available for Tasking = ☐

b. Calculate 'Dues In' During the TMRP (see Note 1).

TMRP 'Dues In' = ☐

c. Calculate 'Dues In' During the MCS (see Note 1).

MCS 'Dues In' = ☐

d. Divide 'Dues In' during MCS by the GFDR to express these in months stock.

Months 'Dues In' in MCS = ☐

e. Add d. above to the MCS to establish the Total Months Current Stock (TMCS).

TMCS = ☐

f. Using the TMCS figure read across Column a Serial 1 or 2 of RJ61 tasking table below to establish the month when a stock out situation will occur for example, if you have 13 months stock this will last until August of the next tasking year.

f. You will need to calculate the quantity of stock to task from the month following the stock out situation, for example, September in this example. Read across Column a, Serial 3 of the table and read the figure under 'S' i.e. 7 which means there are 7 Months Stock To Task (MSTT) for up to the end of the Next Task year (See Note 2).

MSTT = ☐

g. An allowance can be included for DWSL and 'Dues In' during the MSTT must be taken into account. These can be calculated 6b - 6c above this will be a figure rather than expressed in months.

'Dues In' during MSTT = ☐

h. The Maximum Quantity To Task (MQTT) is;

[(MSTT + DWSL) x GFDR] - (Dues In MSTT)= MQTT

MQTT = ☐

i. The total quantity of suffix should be tasked unless it exceeds the Maximum Quantity to Task (MQTT) in which case the MQTT will be the Quantity To Task (QTT) (Note 3).

QTT = ☐

j. **Injects.** If TMCS is 8 months or less you will need to do an inject to cover requirements up to the Task Start Date (TSD). You can include an allowance of 1 month for stock build. The Inject Quantity (IQ) will be:

((8 + 1 x GFDR) + Dues Out) - (Serv Stock + 'Dues In' in Mths to TSD)

IQ = ☐

k. The IQ (or the suffix quantity available, if less than the IQ) should be tasked prior to the TSD in accordance with the Inject procedure at Paragraph 10 of Annex A. The balance of the Qty To Task (QTT - IQ) should be tasked from 1 Apr to cover requirements for the Next Tasking Year.

Balance of QTT = ☐

DELIVERY REQUIREMENTS

7. Delivery requirements should be set to avoid a stock out situation for example, if you have 13 Months stock, this will last until August of the Next Tasking Year therefore you should request feed out to commence in the same month to ensure stock is available for the following month (in this case September). Monthly feed out requirement should be specified in line with the GFDR and the monthly delivery requirements should be specified on the RJ61.

RJ61 TASKING TABLE

Ser No		Current Tasking Year ends 31 Mar								Next Tasking Year 1 Apr - 31 Mar											
		b								c											
Ser No		Months to RJ61 Task Start Date								RJ61 Task Start Date - 1 Apr											
a		d								e											
	RJ61	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1	Months to end of Current Task Year	1	2	3	4	5	6	7	8												
2	Months to end of Next Task Year									9	10	11	12	13	14	15	16	17	18	19	20
3	Mths Stock to Task	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

NOTES:

1. Dues in should include those from New Build, other repair sources and other sources of supply, for example, previous suffix tasks.

2. Where the TMCS = 0, the MSTT = the TMRP. Where the TMCS is a negative figure, the negative figure should be treated as a positive figure and added to the TMRP to calculate the MSTT.

3. If the calculation in respect of P class stores does not give a Quantity To Task, providing the item is subject to current repair a quantity can be tasked if it will result in the eventual reduction of repair costs.

APPENDIX 4 TO ANNEX D – (MG 9/6) - SUFFIX STOCK CALCULATION - JAN NAP94 PRINTS

1. The Total Months In the Review Period (TMRP) for calculating suffix requirements for JAN NAP94 tasking is 15 months. The TMRP is made up of 2 months to the JAN NAP94 Task Start Date [1 Mar] 1 month to the end of the Current Tasking Year [31 Mar] plus 12 months to end of Next Tasking Year (see table overleaf). (It assumes QSZ's are obtained and calculations are done in January. If later months QSZ's are used the calculation should be reduced accordingly).

TMRP = ☐

2. Calculate the Months of Current Stock (MCS) for the item (this is how long your stock will last):

MCS = [(Serv Stock - Dues Out) ÷GFDR]

MCS = ☐

3. Is the MCS greater than the TMRP (i.e. 15 months). If yes there is no need to task. You should consider disposal of suffix stock if serviceable stocks exceed 2 x FOP, Paragraph 4 of Annex D refers.

4. If the MCS is = to or less than the TMRP you need to consider tasking:

a. Establish the quantity of Suffix for the item available for tasking from categories X, W2 and Q if Mod Kits are available.

Suffix Available for Tasking = ☐

b. Calculate 'Dues In' During the TMRP (see Note 1)

TMRP 'Dues In' = ☐

c. Calculate 'Dues In' During the MCS (see Note 1).

MCS 'Dues In' = ☐

d. Divide 'Dues In' during MCS by the GFDR to express these in months stock.

Months 'Dues In' in MCS = ☐

e. Add d. above to the MCS to establish the Total Months Current Stock (TMCS)

TMCS = ☐

f. Using the TMCS figure read across Column a. Serial 1 or 2 or 3 of JAN NAP94 tasking table below to establish the month when a stock out situation will occur for example, if you have 5 months stock this will last until May of the Next Tasking Year.

g. You will need to calculate the quantity of stock to task from the month following the stock out situation, for example, June in this example. Read across Column a, Serial 4 of the table and read the figure under 'J' for June for example, 10 which means there are 10 Months Stock To Task (MSTT) for up to the end of the Next Task year (See Note 2).

MSTT = ☐

h. An allowance can be included for DWSL and 'Dues In' during the MSTT must be taken into account. These can be calculated 4b - 4c above this will be a figure rather than expressed in months.

Dues In' during MSTT = ☐

i. The Maximum Quantity To Task (MQTT) is;

[(MSTT + DWSL) xGFDR] - (Dues In MSTT) = MQTT

MQTT = ☐

5. The total quantity of suffix should be tasked unless it exceeds the Maximum Quantity To Task (MQTT) in which case the MQTT will be the Quantity to Task (QTT) (Note 3).

QTT = ☐

6. **Injects.** If TMCS stock is 2 months or less an inject will be required to cover the requirements up to the Task Start Date (TSD). You can include an allowance of 1 month for stock build. The Inject Quantity (IQ) will be:

((2 + 1 x GFDR) + Dues Out) - (Serv Stock + 'Dues In' in Mths to TSD) =

IQ = ☐

The IQ (or the suffix quantity available, if less than the IQ) should be tasked prior to the TSD in accordance with the Inject procedure at para 10 of Annex A. The balance of the Qty To Task (QTT - IQ) should be tasked from 1 Mar to cover requirements up to the end of the Next Tasking Year.

Balance of QTT = ☐

DELIVERY REQUIREMENTS

7. Delivery requirements should be set to avoid a stock out situation e.g. if you have 5 Months stock, this will last until May of the Next Tasking Year therefore you should request feed out to commence in the same month to ensure stock is available for the following month (in this case June). Monthly feed out requirement should be specified in line with the GFDR and the monthly delivery requirements should be specified on the NAP94.

JAN NAP94 TASKING TABLE

Ser No		Current Tasking Year ends 31 Mar			Next Tasking Year 1 Apr - 31 Mar											
		b			c											
		Months To Jan NAP94 Task Start Date			Jan NAP94 Task Start Date 1 Mar											
a		d			e											
	NAP94 - Jan	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1	Months to Jan NAP94 Start Date	1	2													
2	Months to end of current Tasking Year			3												
3	Months to end of Next Tasking Year				4	5	6	7	8	9	10	11	12	13	14	15
4	Months stock to Task	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

Notes:

1. Dues in should include those from New Build, other repair sources and other sources of supply, i.e. previous suffix tasks.

2. Where the TMCS = 0, the MSTT = the TMRP. Where the TMCS is a negative figure, the negative figure should be treated as a positive figure and added to the TMRP to calculate the MSTT.

3. If the calculation in respect of P class stores does not give a Quantity To Task, providing the item is subject to current repair a quantity can be tasked if it will result in the eventual reduction of repair costs.

APPENDIX 5 TO ANNEX D – (MG 9/6) - SUFFIX STOCK CALCULATION - APR NAP94 PRINTS

1. The Total Months In The Review Period (TMRP) for calculating suffix requirements for APR NAP94 tasking is 12 months. The TMRP is made up of 2 months to the APR NAP94 Task Start Date [1 June] plus 10 months to end of Current Tasking Year [31 Mar] (see table overleaf). (It assumes QSZ's are obtained and calculations are done in April. If later months QSZ's are used the calculation should be reduced accordingly).

TMRP = ☐

2. Calculate the Months of Current Stock (MCS) for the item, for example, how long your stock will last:

MCS = ☐

MCS = [(Serv Stock - Dues Out) ÷GFDR]

3. Is the MCS greater than the TMRP (for example, 12 months). If yes there is no need to task. You should consider disposal of suffix stock if serviceable stocks exceed 2 × FOP, Paragraph 4 of Annex D refers.

4. If the MCS is = to or less than the TMRP you need to consider tasking:

a. Establish the quantity of Suffix for the item available for tasking from categories X, W2 and Q if Mod Kits are available.

Suffix Available for Tasking = ☐

b. Calculate 'Dues In' During the TMRP (see Note 1)

MCS 'Dues In' = ☐

c. Calculate 'Dues In' During the MCS (see Note 1)

TMRP 'Dues In' = ☐

d. Divide 'Dues In' during MCS by the GFDR to express these in months stock

Months 'Dues In' in MCS = ☐

e. Add d. above to the MCS to establish the Total Months Current Stock. (TMCS)

TMCS = ☐

f. Using the TMCS figure read across Column a. Serial 1 or 2 of APR NAP94 tasking table below to establish the month when a stock out situation will occur, for example, if you have 5 months stock this will last until August of the current tasking year.

g. You will need to calculate the quantity of stock to task from the month following the stock out situation, for example, September in this example. Read across Column a, Serial 3 of the table and read the figure under 'S' for example, 7 which means there are 7 Months Stock To Task (MSTT) for up to the end of the Current Task year (See Note 2)

MSTT = ☐

h. An allowance can be included for DWSL and 'Dues In' during the MSTT must be taken into account. These can be calculated 4b - 4c above this will be a figure rather than expressed in months.

'Dues In' during MSTT = ☐

i. The Maximum Quantity To Task (MQTT) is;

MQTT = ☐

[(MSTT + DWSL) × GFDR] - (Dues In MSTT) = MQTT

5. The total quantity of suffix should be tasked unless it exceeds the Maximum Quantity To Task (MQTT) in which case the MQTT will be the Quantity to Task (QTT) (Note 3).

QTT = ☐

6. **Injects.** If TMCS stock is 2 months or less an inject will be required to cover the requirements up to the Task Start Date (TSD). You can include an allowance of 1 month for stock build. The Inject Quantity (IQ) will be:

IQ = ☐

((2 + 1 × GFDR) + Dues Out) - (Serv Stock + 'Dues In' in Mths to TSD) =

The IQ (or the suffix quantity available, if less than the IQ) should be tasked prior to the TSD in accordance with the Inject procedure at Paragraph 10 of Annex A. The balance of the Qty To Task (QTT - IQ) should be tasked from 1 June to cover requirements up to the end of the Current Tasking Year.

Balance of QTT = ☐

DELIVERY REQUIREMENTS

7. Delivery requirements should be set to avoid a stock out situation, for example, if you have 5 Months stock, this will last until August of the Current Tasking Year therefore you should request feed out to commence in the same month to ensure stock is available for the following month (in this case September). Monthly feed out requirement should be specified in line with the GFDR and the monthly delivery requirements should be specified on the NAP94.

APR NAP94 Tasking Table

Ser No		Current Task Year 1 Apr - 31 Mar											
		b											
	Months to Apr NAP94 Start Date	Apr NAP94 Task Start Date 1 Jun											
a	c	d											
	NAP94 - Apr	A	M	J	J	A	S	O	N	D	J	F	M
1	Months to Apr NAP94 Start Date	1	2										
2	Months to end of current Tasking Year			3	4	5	6	7	8	9	10	11	12
3	Months stock to Task	12	11	10	9	8	7	6	5	4	3	2	1

Notes:

1. Dues in should include those from New Build, other repair sources and other sources of supply, for example, previous suffix tasks.

2. Where the TMCS = 0, the MSTT = the TMRP. Where the TMCS is a negative figure, the negative figure should be treated as a positive figure and added to the TMRP to calculate the MSTT.

3. If the calculation in respect of P class stores does not give a Quantity To Task, providing the item is subject to current repair a quantity can be tasked if it will result in the eventual reduction of repair costs.

APPENDIX 6 TO ANNEX D - (MG 9/6) - SUFFIX STOCK CALCULATION - OCT NAP94 PRINTS

1. The Total Months In the Review Period (TMRP) for calculating suffix requirements for OCT NAP94 tasking is 18 months. The TMRP is made up of 2 months to the OCT NAP94 Task Start Date [1 Dec] plus 4 months to end of Current Tasking Year [31 Mar] plus 12 months for the Next Tasking Year (see table overleaf). (It assumes QSZ's are obtained and calculations are done in Oct. If later months QSZ's are used the calculation should be reduced accordingly).

TMRP= ☐

2. Calculate the Months of Current Stock (MCS) for the item (i.e. how long your stock will last):

MCS= ☐

MCS = [(Serv Stock - Dues Out) ÷ GFDR]

3. Is the MCS greater than the TMRP (i.e. 18 months). If yes there is no need to task. You should consider disposal of suffix stock if serviceable stocks exceed 2 x FOP, Paragraph 4 of Annex D refers.

4. If the MCS is = to or less than the TMRP you need to consider tasking:

a. Establish the quantity of Suffix for the item available for tasking from categories

Suffix Available for Tasking= ☐

X, W2 and Q if Mod Kits are available

TMRP 'Dues In'= ☐

b. Calculate 'Dues In' During the TMRP (see Note 1).

MCS 'Dues In'= ☐

c. Calculate 'Dues In' During the MCS (see Note 1).

Months 'Dues In' in MCS= ☐

d. Divide 'Dues In' during MCS by the GFDR to express these in months stock.

TMCS = ☐

e. Add d. above to the MCS to establish the Total Months Current Stock (TMCS).

f. Using the TMCS figure read across Column a. Serial 1 or 2 or 3 of OCT NAP94 tasking table below to establish the month when a stock out situation will occur, for example, if you have 5 months stock this will last until February of the current tasking year.

g. You will need to calculate the quantity of stock to task from the month following the stock out situation, for example, March. Read across Column a, Serial 4 of the table and read the figure under 'M' i.e. 13 which means there are 13 Months Stock To Task (MSTT) for up to the end of the Next Task year (See Note 2).

MSTT = ☐

h. An allowance can be included for DWSL and 'Dues In' during the MSTT must be taken into account. These can be calculated 4b - 4c above this will be a figure rather than expressed in months.

Dues In' during MSTT= ☐

i. The Maximum Quantity To Task (MQTT) is;

MQTT= ☐

[(MSTT + DWSL) x GFDR] - (Dues In MSTT) = MQTT

5. The total quantity of suffix should be tasked unless it exceeds the Maximum Quantity To Task (MQTT) in which case the MQTT will be the Quantity to Task (QTT)(Note 3).

QTT= ____

6. **Injects.** If TMCS stock is 2 months or less an inject will be required to cover the requirements up to the Task Start Date (TSD). You can include an allowance of 1 month for stock build. The Inject Quantity (IQ) will be:

((2 + 1 x GFDR) + Dues Out) - (Serv Stock + 'Dues In' in Mths to TSD) =

IQ= ____

The IQ (or the suffix quantity available, if less than the IQ) should be tasked prior to the TSD in accordance with the Inject procedure at para 10 of Annex A. The balance of the Qty To Task (QTT - IQ) should be tasked from 1 Dec to cover requirements up to the end of the Next Tasking Year.

Balance of QTT= ____

DELIVERY REQUIREMENTS

7. Delivery requirements should be set to avoid a stock out situation, for example, if you have 5 Months stock, this will last until February of the Current Tasking Year therefore you should request feed out to commence in the same month to ensure stock is available for the following month (in this case March). Monthly feed out requirement should be specified in line with the GFDR and the monthly delivery requirements should be specified on the NAP94.

OCT NAP94 Tasking Table

Ser No		Current Tasking Year ends 31 Mar		Next Tasking Year 1 Apr - 31 Mar															
		b		c															
		Months To Oct NAP94 Task Start Date		Oct NAP94 Task Start Date 1 Dec															
a		d		e															
	NAP94 - Oct	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
1	Months to Oct NAP94 Start Date	1	2																
2	Months to end of current Tasking Year			3	4	5	6												
3	Months to end of Next Tasking Year							7	8	9	10	11	12	13	14	15	16	17	18
4	Months stock to Task	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1

Notes:

1. Dues in should include those from New Build, other repair sources and other sources of supply, for example, previous suffix tasks.

2. Where the TMCS = 0, the MSTT = the TMRP. Where the TMCS is a negative figure, the negative figure should be treated as a positive figure and added to the TMRP to calculate the MSTT.

3. If the calculation in respect of P class stores does not give a Quantity To Task, providing the item is subject to current repair a quantity can be tasked if it will result in the eventual reduction of repair costs.

APPENDIX 7 TO ANNEX D – (MG 9/6) - EXAMPLE LAYOUT OF A RTCD RAF STAFFORD "SUFFIX STOCK REVIEW PRINT" RJ61)

SMB 47A3 TMA RANGE 0000 TO 9999 MANAGEMENT CODE: 10DP DATED 26/05/97

REF NO	TMA	DESCRIPTION	CL	HC	DQ	TOTAL SERV	REP	C	D	W1	Q	W2	X	TOTAL SUFFIX	Average Manhours	Item Price	Estimated Direct Cost To Repair	
1002	3813	THERMAL NTR	1	4	1	1	2	0	0	0	0	0	1	1	2.00	9481.38	26.56	(No action required already on F6)
	WORKFACE: ELG		IN WORK F6 =			0	0	0	0	0	0	0	1	1		A M J J A S O N D J F M		
LINE No: 3769			IN WORK F87 =			0	0	0	0	0	0	0	0	0	Delivery YR 1			
Qty to Task	**Qty to Retain**		**Qty to Dispose**												Reqmts YR2			
1019	3813	BASIC CALCTR	1	4	1	0	0	0	0	0	0	0	3	3	0.00	9450.30	0.00	(No action required already on F87)
	WORKFACE: INS		IN WORK F6 =			0	0	0	0	0	0	0	0	0		A M J J A S O N D J F M		
LINE No: 3765			IN WORK F87 =			0	0	0	0	0	0	0	3	3	Delivery YR 1			
Qty to Task	**Qty to Retain**		**Qty to Dispose**												Reqmts YR2			
1323	3813	GRAPHPLOTTR	1	3	1	1	2	0	0	0	0	2	2	4	4.50	2175.18	119.25	
	WORKFACE: ELG		IN WORK F6 =			0	0	0	0	0	0	0	0	0		A M J J A S O N D J F M		
LINE No: 3765			IN WORK F87 =			0	0	0	0	0	0	0	0	0	Delivery YR 1			
Qty to Task	**Qty to Retain**		**Qty to Dispose**												Reqmts YR2			
1332	3813	DESKTPCPTR	1	0	1	1	2	0	0	0	0	0	2	2	3.00	18811.98	79.68	
	WORKFACE: INS		IN WORK F6 =			0	0	0	0	0	0	0	0	0		A M J J A S O N D J F M		
LINE No: 3768			IN WORK F87 =			0	0	0	0	0	0	0	0	0	Delivery YR 1			
Qty to Task	**Qty to Retain**		**Qty to Dispose**												Reqmts YR2			
100239	3813	THERMAL PNTR	1	2	1	1	2	0	0	0	0	5	0	5	6.00	249.53	398.40	(2 Already on F6)
	WORKFACE: ELG		IN WORK F6 =			0	0	0	0	0	0	2	0	2		A M J J A S O N D J F M		
LINE No: 3770			IN WORK F87 =			0	0	0	0	0	0	0	0	0	Delivery YR 1			
Qty to Task	**Qty to Retain**		**Qty to Dispose**												Reqmts YR2			

APPENDIX 8 TO ANNEX D – (MG 9/6) - EXAMPLE LAYOUT OF A RTCD "NEW ARISING PRINT" (NAP94)

W2 & X NEW ARISINGS FOR DSDC STAFFORD DATE FROM XXXX TO XXXX

SMB	MAN CODE	REFERENCE	TMA	DESCRIPTION	CL	HC	SUFFIX & QTY	TOTAL SERV	Average Man-hour	Direct Cost To Repair	Required Quantity	Retain	Disposal Quantity
62b2	0526FX	121257	2799	MODKIT	4	2	W2	1 0					
									Required Delivery	A M J J A S O N D J F M			
62b2	0026FX	6353	1735	UNITFUEL	1	3	W2	1 11					
									Required Delivery	A M J J A S O N D J F M			
62b2	0026FX	11441	1735	DIAPHRAGM	4	3	W2	1 5					
									Required Delivery	A M J J A S O N D J F M			
62b2	168099	8198732	2607	SWITCHFLOAT	1	2	W2	6 11					
									Required Delivery	A M J J A S O N D J F M			

Notes

1. "Man Code" shows either the RAF Domestic Management Code (DMC) or the NATO Supply Class (NSC) with the NATO Code (NC).
2. "TMA" is Type/mark Applicable Code, recorded by the Supply Manager on the RAF SCCS.
3. "CL" is Class of Store: 1 = P; 4 = L; 7 = C.
4. "HC" is the Handling Code, ranging from 01 to 08 (see AP 830 Vol 1: Annex A to Leaflet C9/1).
5. "Reqd Qty", "Retain", "Disposal Qty" and "Required Delivery" columns are to be completed by the Supply Manager.
6. "Required Delivery" to show the Month/Year item is required.

ANNEX E: (MG 9/6) SUFFIX W1 EQUIPMENT

MINISTRY OF DEFENCE

Royal Air Force Wyton, Huntingdon,
Cambs PE28 2EA

Tel: Huntingdon (01480) 52451 (GPTN 95371) Ext:
Fax: Huntingdon (01480) 52451 (GPTN 95371) Ext:

SM FORM 183
(REV AUG 01)

W1 Co-ordinator
RTCD Manager
RAF Stafford
Beaconside
STAFFORD
ST18 0AQ

Please reply to Director General Equipment Support (Air) for the attention of:

Our Reference:

Date:

SUFFIX W1 EQUIPMENT

Reference:

A. SFD/4761/3/RTCD dated

1. The Suffix W1 equipment listed on the RJ61/NAP94 Print enclosed with Reference A has been reviewed by this IPT. The details of the action(s) required are listed below:

Section	Reference	Qty	Description	Class of Store	Action Code

From:
Post:
Date:

ACTION CODES:

'A' Depot to reclassify RD. RTCD to advise IPT of Serial No(s) for annotation on any subsequent Management Issue to the Contractor for test.
'B' IPT to issue as W1 to Specialist Repair Unit for test, UIN:
'C' IPT to issue as W1 to RAF for test, UIN:
'D' Disposal action has been initiated iaw AP830 Leaflet C 3/1, SM Form 51 raised on:

ANNEX F: ((MG 9/6)) - TASK ACCEPTANCES

RECEIPT OF THE ANNOTATED RJ61/NAP94

1. RJ61/NAP94 prints will be returned to the co-ordinators annotated with the RTCD task acceptance quantities, estimated task completion dates and with the RTCD Task Acceptance letter. Co-ordinators should distribute the prints, together with a copy of the Task Acceptance letter to Head of Cells (HOCs).

2. HOC's should instruct Supply Managers to check that the RTCD acceptances and timescales will meet requirements. HOC's are required to sign the Customer Acceptance part and return this slip to RTCD. An example covering letter is shown at Appendix 1.

3. Before the following checks are made for quantities not or only part accepted ensure that the tasking is still correct. Check as follows:

a. When the full quantity tasked has been accepted and the forecast is satisfactory, no further action is necessary.

b. If the full quantity has been tasked but the forecast will not meet the requirements, try to obtain an improved forecast and/or to identify any problems. Investigate whether transfer to an alternative repair location is an option.

c. When the item has not been accepted and the reason for rejection is identified as 'NTF" - No Test Facilities or 'BUC' - Beyond Unit Capability; investigate transfer of the item(s) to an alternative repair location. Annotate the MPRC that the Depot has no test facilities. Ensure that future Suffix arisings which are required to be made serviceable are repaired/tested at an alternative repair location. DO NOT task RTCD in future unless advised that test facilities have become available this is only likely for new ranges of equipment.

d. Where the item has not been accepted and reasons are given as "lack of manpower" the use of an alternative repair location needs to be investigated. (See Paragraph 4 onwards). Transfer of the items to any other location must be dependent on whether the required timescales can be met and the necessary resources are available .

e. A reason will be given for "Non-Acceptance" of a task and an alternative repair location may need to be investigated.

f. Where there is no alternative location or the forecast is unsatisfactory, highlight for discussion with the appropriate RTCD Task Liaison Manager or DARA Sealand Tasking Officer

ALTERNATIVE REPAIR LOCATION

4. **Items With Outstanding Unit Demands.** Repairs of suffix equipment by the RTCD is only undertaken to 2nd Line or Depth B repair. Repair is therefore theoretically possible at User Units which have a 2nd Line repair facility. Where a Unit has an outstanding priority demand, which cannot be met by issue of Serviceable Stock but Suffix W2 stock is held, the PT should ascertain, from RTCD RAF Stafford whether work has started on the repair. If repair has not started or only an initial survey has been undertaken the PT may,

in *exceptional circumstances*, make a management issue of the Suffix W2 to the Unit in satisfaction of the demand.

5. **Items Subject to Direct Exchange (DE).** Where the RTCD has no test facilities or is unable to repair the items within the required timescale then equipment subject to DE may be transferred to the Specialist Repair Unit (SRU).

6. **Third Line Repair Locations.** When tasks are rejected by the RTCD because of the lack of manpower, often identified as "too low a priority", the item may be recoverable at 3rd Line. Investigate whether that organisation (SRU) can repair within the required timescale. Take the appropriate transfer action. It is possible that, even if the item has not previously been repaired at 3rd Line, facilities exist to undertake the tasking. 3rd Line repair locations include DARA Sealand, St Athan, Almondbank and Fleetlands.

7. **Fourth Line Repair Locations.** Suffix Stock may be fed-in to 4th Line Contractors for repair to meet requirements, though this option is more unusual. This option should only be used if the RTCD is unable to repair either within the timescale or because of lack of test facilities. In the former instance, the contractor should ensure he can meet the timescale required.

8. **No Test Facilities at RTCD.** Test facilities for main equipment is often held at other Units or Contractors. This is especially true for new equipment which has not yet been fully introduced or where only initial deliveries of test equipment have been received. These items are normally issued to User Units first PT Supply Managers are normally aware of the locations of the test equipment but if not refer to the Engineering Authority (EA) for details. Note the MPRC with the details for future use. Where an item requires testing to determine Serviceability it may be possible to transfer then to one of the identified Units for test. Unless the unit has an outstanding demand which the management issue of equipment for test will satisfy, prior approval must be obtained from the EA to issue the items, to a User Unit, for test. The quantity forwarded for test must <u>not exceed</u> that tasked for RTCD repair.

Appendix:

1. EXAMPLE of A Task Acceptance Letter - RJ61.

APPENDIX 1 TO ANNEX F: - (MG 9/6) - TASK ACCEPTANCE OF ITEMS UNDERTAKEN BY RTCD RAF STAFFORD

The items as shown on the Acceptance list have been accepted by RTCD RAF Stafford. The estimated target completion dates (TCDs) have been accepted on condition that all spares and technical information are readily available. RTCD will inform the appropriate SMB if TCDs cannot be achieved within the specified time scale.

To comply with the requirements of ISO9000 it is requested that the section below be signed by the SMB customer, at Head of Cell level, as acceptance of a contract for RTCD RAF Stafford to undertake the work shown on the acceptance list.

D H HULME
for OC

.....
.....

CUSTOMER ACCEPTANCE

Please sign and return to : RTCD Manager
RAF STAFFORD
BEACONSIDE
STAFFORD
ST18 0AQ

The information and TCDs as shown on the Acceptance List and the List of Outstanding work, dated are acceptable.

It is duly noted that in accordance with the Suffix Stock Procedures (detailed in (MG 9/6)) that an allowance has been allocated to accept priority injects throughout the financial year.

CUSTOMER COMMENTS:

Signed:_____ Name:_____ Grade:_____
Tel/ext:_____ Date:_____ SM:_____

ANNEX G:(MG 9/6) - MONTHLY PROGRESS REPORT

1. On completion of the RJ61/NAP94 by the PTs, the prints are returned to the RTCD, for acceptance of the Task Requirements; Quantities and Target Dates. This information is input onto the RTCD database (Demits) and will appear on the next monthly Progress Report. The Report shows the PT monthly delivery requirements, in accordance with those provided on the RJ61/NAP94 prints. It will show the latest progress of the Task (Completion, Awaiting Spares/Manpower, Survey), Forecast output and Achieved output, and the categories for the Quantity Completed (Serviceable, RD, recategorised BUC, BER or suffix).

2. PTs should note details from the Progress Report and compare to the PT requirements. Where anticipated assets from Suffix have not been realised, consider the need to obtain an improved delivery forecast for the suffix items, raise additional repair or new build contract cover. Where a Task is Awaiting Spares, the Supply Manager should identify these from the Spare Required List (Annex I refers), and hasten outstanding demands. The Spares Required List is produced quarterly or on request.

Appendix:

1. Example of a Monthly Progress Report

APPENDIX 1 TO ANNEX G - (MG 9/6) - EXAMPLE OF A MONTHLY REPORT

SMB: 07E3 **Progress Report Against Suffix Stock Repair for Financial Year 1997/98** Report Dated: 08/02/97

Sect/Reference (NSN) & Description	Task Qty	Progress State		Task Completion Dates													Quantity Completed				
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	FY98/99	Serv	R/D	Suffix	Scrap	N/S
156012 1764702 FUEL CELL NO	1	COMP	Required		1																
			Forecast				1														
			Achieved			1											1				
156012 3026273 AUXILIARYDO	3	AW/S	Required			3															
			Forecast			3															
			Achieved																		
156015 1149878 PYLON IB LH	7	SVEY	Required		1			1			1			1		3					
			Forecast					2			1			1		3					
			Achieved																		
156015 654163 PYLON IB LH	1	SVEY	Required				1														
			Forecast				1														
			Achieved																		
156015 80020 PYLON IN BRH	1	SVEY	Required						1												
			Forecast						1												
			Achieved																		
156015 80151 PYLON	1	COMP	Required			1															
			Forecast			1															
			Achieved		1												1				
156099 6559853 FARING ASSY	1	COMP	Required		1																
			Forecast		1																
			Achieved		1															1	
156099 6648055 COVER ASSY	3	A/MP	Required							1		1		1							
			Forecast							1		1		1							
			Achieved																		
156099 7330853 FAIRING ASSY	1	A/MP	Required										1								
			Forecast										1								
			Achieved																		

ANNEX H: (MG 9/6) - CONSOLIDATED TASK PROGRESS RETURN (CTPR)

INTRODUCTION

1. The Consolidated Task Progress Return (CTPR) is computer generated, normally at 12 monthly intervals, by the RTCD with the primary aim of reporting RTCD achievement. It details the progress to date of the tasks accepted for the previous task period/contract plus any additional work tasked during the period. Copies of the CTPR are forwarded to the PTs with an acceptance copy of the RJ61. Briefly the CTPR details by PT, Management Code/Section and number of pieces (not line items) the following:

a. **Part A.** Suffix Stock task acceptances and any additional tasks raised during the period.

b. **Part B.** A breakdown of the repair progress of items outstanding.

c. **Part C.** A breakdown of the repair output from the start of the period to date of compilation of the CTPR.

d. Percentage rates of the items made serviceable, recategorised and overall performance satisfaction.

e. Man-hours expended at the RTCD.

A key to the abbreviations used is shown at Appendix 1 and an example of a CTPR is at Appendix 2.

2. The CTPR is produced to SMB level; to Head of Branch or co-ordinators. The CTPRs should be distributed to Supply Managers and used to identify actual and potential Suffix Stock repair problems. The CTPR also provides some indication of the RTCD questions which the PTs are likely to have to answer. As one of the aims of Suffix Stock management is to ensure that the RTCD resources are used to best advantage, for example that the items and/or ranges tasked have a high percentage of serviceable returns, PTs must where possible, use the CTPR to identify those items/ranges of their concern where Suffix Stock repair is impracticable.

ACTION ON RECEIPT OF THE CTPR

3. When the CTPR is received from the RTCD, the Suffix Stock co-ordinator should obtain as many copies as necessary to ensure that each Branch has at least one copy. These copies should then be distributed to the Head of Branch, for review and subsequent dissemination to Supply Managers. When required by the PT Head of Branch, Supply Managers should carry out the following actions for identifiable ranges:

PART A OF THE CTPR

4. **Column D - Additional Tasks.** Compare the total number accepted (Col C for RJ61 and Col D for NAP94) with additional tasks (Col E). Where the PT is aware of the details of the additional tasks (for example, because the PT has instigated a PT depot task) or additional tasks were raised as a result of RTCD spare capacity, there is no need to take any further action. If the details of the additional work are not known and it appears to have had an adverse effect on the satisfaction rate of the PT tasks (Part C), a decision may be made to query the requirement with the RTCD.

5. **Column E - Injects.** An allowance is calculated by the RTCD for injects during the period. Because the PTs do not currently know the estimated number of man-hours for each item it is impossible to identify whether the injects have exceeded 10% of the man-hours. As a broad "rule of thumb" if the number of injects (Col F) exceed, significantly, 10% of the acceptances (Col C & D) be prepared to justify the rate. As demand numbers should always be quoted by SMBs when the paperwork for injects or upgrades of priorities are requested there should not be any problem in justification of the requirement.

PART B OF THE CTPR

6. Col N - Awaiting Spares.

a. The quantity in this column may reflect either items for which spares have recently been demanded or alternatively items which have been awaiting spares for some months. Where possible identify the spares demands outstanding against the Unit Supply Squadrons at RAF Stafford from the following:

(1) Most recent Inability/Diversion Order printout.

(2) Spares Required lists.

(3) M41s - Advice of Inabilities.

b. Obtain the latest supply position for any identifiable outstanding spares.

NOTE: (1) and (2) will not identify the item tasked or spares managed by other SMBIs.

7. **Col P - Awaiting Manpower.** Any specialist skill as well as overall manpower shortage within a workshop area will reflect in the number of items in this column. Where there are skill or manpower shortages it may adversely affect the recovery of urgently required items, therefore, if the number quoted exceeds 5% of column J, highlight for discussion with RTCD. The information advised assists in the identification of "Requirement/Resource Imbalance".

PART C OF THE CTPR

8. **Col U - Repairable.** If this figure represents more than 30% of Column T (Serviceable) check previous RJ61 for clearance details, as annotated from progress reports. Where you are able to identify the item(s) which have proportionately high quantities recategorised to R/D in comparison to the number made Serviceable, discuss with the RTCD Task Liaison Manager. Where you are unable to identify specific items, note for discussion with the RTCD engineers regarding difficulties/problems with repair of suffix.

9. **Col V - Scrap.** If the scrap exceeds 25% of column T (Serviceable) again check the previous RJ61 (as Step E). If you are able to identify specific item(s) which have high scrap rates and they are 'P' class stores, check the scrap rates at 3rd/4th Line. Where these rates are lower at 3rd/4th Line discuss with the RTCD Task Liaison Manager. If the items are 'L' Stores and consistently attract scrap rates over 60% refer, if necessary, to the EA for consideration of a change to the class of stores. Discussions should also be instigated with the RTCD engineers to identify the reasons for the high rates. When individual items are not identified discussions should nevertheless be instigated for ranges which consistently attract high rates.

10. **Col W - Suffix.** Quantities within this column usually indicate items reclassified from Suffix X following inspection, or re-identified to correct NSN

11. **Col X - % Made Serviceable.** If this figure is consistently low, for example less than 50%, consider carefully whether it is worthwhile tasking Suffix Stock. Where necessary discuss, engineering policy with the EA. Highlight for discussion with the RTCD Task Liaison Managers regarding inclusion of the range in the suffix repair process.

12. **Col Y - % Recategorised.** This figure is the total of columns T, U, V and W expressed as a percentage. If it is consistently high, check the individual columns, as steps E, F and G. No further action is required where you have highlighted these particular columns for discussion. Where however this is not the case and the total exceeds 40%, most being from columns U and V, consider and instigate, if necessary, discussions as to whether suffix repair is justified.

13. **Col Z - % Overall and Expended Man-hours.** A percentage less than 75% may suggest that insufficient man-hours have been allocated to your tasks for any of the following reasons:

a. High inject rates, possibly for other ranges.

b. Large proportion of items within Part B of the Return.

c. Longer time scale / date required specified in comparison to other ranges.

Head of Cells must make a decision as to whether to query the tasking if it is considered that the suffix return overall is inadequate.

Appendices:

1. Key to the Consolidated Task Progress Return.

2. Example of Consolidated Task Progress Return.

APPENDIX 1 TO ANNEX H - (MG 9/6) - KEY TO THE CONSOLIDATED TASK PROGRESS RETURN

PART A

1. "SEC" - Domestic Management Code (DMC) or NATO Supply Class (NSC) and the Nation Code (NC).

2. "REF" - IIN, last 7 digits of the Reference Number.

3. "ACC" - SMB tasking requirements accepted from RJ61, for repair during the period.

4. "ACC" - SMB tasking requirements accepted from NAP94, for repair during the period.

5. "ADD" - Additional tasking undertaken outside the agreed programme. May be special tasks initiated by SMG or "opportunity" tasking initiated by RTCD to absorb spare capacity identified subsequent to the acceptance of tasks for contract period.

6. "INJ" - Injects to the agreed programme which have been initiated by SMBs to meet inabilities or critical supply situations.

7. "CANC" - Cancelled - Self-explanatory.

8. "NIL STOCK" - Reduction to the quantities tasked when RTCD records need to be adjusted to reflect actual physical stockholdings.

9. "NET" - Total number of items tasked.

PART B

10. "NOT START" - Not Started.

11. "INSV" - In Survey.

12. "A/W TI" - Held pending recePT of technical instruction (e.g. drawings).

13. "A/W SPARE" - Equipment held awaiting Spares. The items have been surveyed and demands placed for the Spares. Spares are expected within either the current task period or early in the next.

14. "A/W MP" - Equipment held awaiting manpower. Survey completed.

15. "IN WORK" - Equipment currently in work for which spares are held

16. "I/W AW/SP" - In work awaiting spare(s). This is equipment, usually more complex (for example, Generators), which is being worked on whilst awaiting spares.

17. "A/W S/JOB" - Awaiting sub job. Again usually more complex equipment held pending completion of work in a different bay/area of the RTCD

PART C

18. "SERV" - Equipment which has been recategorised as serviceable.

19. "R/D" - Equipment which has been recategorised as requiring repair beyond the RTCD capability.

20. "SCRAP" - Self-explanatory.

21. "SUFF" - Equipment which has been inspected/tested and recategorised into a different Suffix category.

22. "% SERV" - The number of items made serviceable (column T) expressed as percentage of the total number of items tasked (column J).

23. "% RECAT" - The sum total of the items held in abeyance; recategorised R/D; recategorised scrap and recategorised Suffix (columns T, U, V and W) expressed as a percentage of the total number of items tasked (column J).

24. "% OVERALL" - The total of the Output to date columns, Part C, (T + U + V + W) expressed as a percentage of the total number of items tasked (column J).

"EXPENDED MANHOURS" - This is the total number of man-hours expended by the RTCD from the beginning of the period to the date of CTPR compilation.

APPENDIX 2 TO ANNEX H - (MG 9/6) - EXAMPLE OF A CONSOLIDATED TASK PROGRESS RETURN

SMB TASK PROGRESS REPORT

PRODUCT FIGURES

Dated: 17/02/97

PART A PART B PART C

SEC	REF	ACCEPTED RJ61	NAP94	ADD	INJ	CANC	NIL STOCK	NET	NOT STARTED	INSV	A/W TI	A/W SPARES	A/W MP	IN WORK	I/W A/W/SP	A/W S/JOB	SERV	R/D	SCRAP	SUFF	% SERV	% RECAT	% OVERALL	EXPENDED MANHOURS
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)	(P)	(Q)	(R)	(S)	(T)	(U)	(V)	(W)	(X)	(Y)	(Z)	
156015	80151	1					1																	
156015	682804	12					2	10									10				100		100	89
156015	1149878	3		4				7	4					3										14
156012	1813305	4						4			4													4
156012	3026273	3						3					3											4.5
156099	6429586	2						2										2				100	100	1
156099	6429826	1			2			3		2						1								12
156099	6474740		11					11						11										2.75
156099	6648055		4			3		1				1												3
156099	7330853	1		2				3					3											6
156099	7585850		4					4									4		4		50	50	100	54
156099	7587402		1					1	1															
TOTALS		27	20	6	2	3	3	49	5	2	4	1	6	14	0	1	14	2	4	0				190.25

ANNEX I: (MG 9/6) - KEY TO THE SPARES REQUIRED LIST

1.	"JOB NO"	The Form 6 (Depot Internal Requisition for Repair) or Form 87 (Conditioning of Equipment Certificate) number applicable to the task.
2.	"MAIN ASSEMBLY"	Reference number of the item tasked
3.	"DESCRPTION"	DescrPTion of item tasked
4.	"QTY"	Task quantity accepted by the RTCD
5.	"PTY/RDD"	The Required Delivery Date which indicates the planned start of work date
6.	"ID NO"	Unique identification number recorded against this demand, for RTCD use.
7.	"SECT/REF & DESC"	Reference number or part number and descrPTion of the Spares required to repair item at 2.
8.	"QTY DEMANDED"	The quantity of Spares, detailed at 7, required to effect the repair
9.	"QTY REC'D"	Any part issues received
10.	"PTY"	Priority of the Spares demand.
11.	"ATLAS DMD NO"	Demand number of the spares required on SCCS.
12.	"LAST HASTENED"	Last date on which hastening action was taken; may not have been contact with the SMB
13.	"CURRENT FORECAST/COMMENTS"	Current delivery forecast information
14.	"SMB FORECAST/ COMMENTS"	To be annotated by the SMB

Appendix:

1. Example Of An Outstanding RAF Stafford Tasks - Spares Requirement Form.

APPENDIX 1 TO ANNEX I (MG 9/6) 1 - EXAMPLE OF A SPARES REQUIRED LIST

SMB	

JOB No	MAIN ASSEMBLY	DESCRIPTION	QTY	PTY/RDD

ID No	SECT/REF & DESC	QTY DEMANDED	QTY REC'D	PTY	ATLAS DMD No	LAST HASTENED	CURRENT FORECASTS/COMMENTS	SMB FORECAST/COMMENTS

ANNEX J: (MG 9/6) - TERMS OF REFERENCE FOR SUFFIX STOCK CO-ORDINATORS

Area of Responsibility:

Workshop Groupings:

Post:

Date Reviewed: Aug 98

Issued By: RTCD, RAF Stafford

AIMS:

To provide the nominal focal point for the distribution of Suffix Stock policy directives within each Deputy Directorate or Branch, and provision of advice to Supply Managers on the documentation and problems associated with Suffix Stock.

OBJECTIVES:

1. To act as the focal point for the receipt of all policy directives on Suffix Stock.

2. To distribute to desk level all policy guidance on Suffix Stock.

3. On request from RTCD RAF Stafford, to hasten Supply Managers in the completion of Suffix Stock Review Prints (RJ61/NAP94).

4. To provide guidance and assistance to Supply Managers in the completion of Suffix Stock Review Prints (RJ61/NAP94).

5. To re-distribute annotated RJ61/NAP94 prints with a copy of the Task Acceptance letter for each Head of Cell. (Head of Cell to sign the Acceptance Slip and return direct to RTCD)

6. To distribute Monthly Progress Reports to SMBs

7. To review and distribute the annual RTCD Consolidated Task Progress Return (CTPR) to SMB Heads of Branches.

8. To act as focal point for visits/meetings by RTCD staff and arrange for liaison with appropriate Supply Managers.

9. Prior to leaving post, notify RTCD of the replacement co-ordinator and give a hand-over of procedures, as appropriate.