



## HOW TO FILL OUT AF FORM 601, EQUIPMENT ACTION REQUEST

BLOCKS WITH ASTERISK (\*) TO BE COMPLETED BY BASE SUPPLY OR REVIEWING OFFICE.

BLOCK

ENTER

### ROUTING BLOCKS AT TOP

- \*TO Next office to review form. **CUSTOMER LEAVE BLANK.**
- \*FROM Office taking current action.
- \*SIGNATURE Signature of reviewing authority at office taking the current action.
- \*DATE Date of signature by reviewing authority.
- \*ACTION TAKEN A check in appropriate block. Check "Approved" when forwarding.

- 1 A number made up of the 3-digit numbered organization code, 2-digit alpha shop code, and 4-digit numeric Julian date, and next unused serial number from the custodian's control register (AF Form 126)
- 2,3 Self-explanatory.
- 4 Organization's Major Command or Separate Operating Agency, e.g., "ACC".
- 5 Force Activity Designator (FAD) applicable to this specific equipment support requirement, if different from organization's normal FAD. Computer will assign FAD if left blank. Urgency of Need Designator (UND) Code (supply will assist). Codes most often applicable to equipment are:
  - 6 A Combat Mission Essential, highest priority, justification required.
  - B Combat Mission Essential, next highest priority, justification required.
  - C Other - items not qualifying as A or B (routine).
- Appropriate budget code (supply can assist).
- 7 Self-explanatory.
- 8,9 Last 4 digits of in-use detail number (use custodian receipt listing, R-14, CA/CRL.
- 10 National Stock Number, or Part Number.
- 11 Use code "A" for mobility, "B" for support, "C" for joint use, "D" for WRM (supply can assist).
- 12 Unit price of item. Supply can assist if price is not known.
- 13 Unit of Issue, for example "EA" for each.
- 14 Correct Expendability, Recoverability, Repairability, Cost Designator (ERRCD). Base Supply can assist.
- 15 Correct code for exception-type equipment items (supply complete).
- 16 Nomenclature or brief item name.
- 17 Allowance Source Code (ASC), which is the table of Allowance (T/A) number or special ASC, if applicable; T/A part, section, subsection and column designations if given. Special rules apply to some items - check with base supply if in doubt.
- 18 Quantity in use today, current authorization today (both from custodian's receipt listing), new authorization requested (show the change being requested), and the quantity requested for issue/turn-in. Enter 0 if only an allowance change and no issue, due-out release or turn-in is requested.
- 19 Checkmarks in blocks indicating action to be taken to (a) change an authorization, (b) issue an item, or (c) turn in an item. Base Supply will enter the advise code for issue/due-out release action. Indicate date item will be ready for pick-up by supply.
- 20 Complete justification (and item description, if block 17 does not contain full description) for action requested. Use additional sheets of paper if necessary. If items are to be used for education, teaching or training only, clearly state this use and be prepared to defend it. Always enter workload indicators, such as frequency of use. When applicable, give end-item supported (i.e., specific aircraft or other system). Cite maintenance level. Specifically justify UND codes a or b, if used in block 6. Indicate PCSP-CEM programmer coordination for PCSP-CEM items.,
- 21

### REST OF FORM TO BE COMPLETED BY SUPPLY/REVIEWING ORGANIZATIONS

- \*22 Self-explanatory. **CUSTOMER LEAVE BLANK.** Use additional paper if necessary. Be specific!
- \*23 Unit/Organization Number, such as "001" for 1TFW. Do not enter the supply organization code in this block. Must agree with Reporting Organization File (ROF) Unit/Kind Code (UKC) for type of unit. Must agree with ROF.
- \*24 Numeric organization level indicator. Must agree with ROF.
- \*25 Detachment number, when applicable. Must agree with ROF.
- \*26 WRM using command code (must agree with ROF for WRM items).
- \*27 Base locator code of equipment account.
- \*28 Base supply control number (base supply entry), first position will be "B".
- \*29 CEMO control (EMO entry), first position will be "C".
- \*30 AFLC control number (AFLC entry), first position will be "D".
- \*31

**REVIEWING LEVELS RETAIN LAST COPY AFTER ACTION IS TAKEN. MAKE SURE BASE SUPPLY RECEIVES ORIGINAL AND AT LEAST ONE CARBON COPY ON RETURN DISTRIBUTION.**