



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

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OFFICE OF THE ASSISTANT SECRETARY

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/FM  
1130 Air Force Pentagon  
Washington, DC 20330-1130

SUBJECT: Release of Interim Guidance – Contractor Logistics Support (CLS) Cost Reporting

AFI 63-101, Acquisition and Sustainment Life Cycle Management dated 17 April 2009, paragraph 3.94.7.3.2, requires the program Manager (PM) to report all contract support costs in accordance with AFI 65-601, Vol. 1, Budget Guidance and Procedures. AFI 65-601, Vol 1 is currently undergoing revision. When published it will contain the following CLS reporting requirements:

*The SPMs (System Program Managers)/PGMs (Product Group Managers) are responsible for budget execution and costing CLS requirements. The SPMs shall submit annual CLS labor obligations, material obligations, and labor hours reported in CAIG format for each MDS no later than January 15th for the previous fiscal year ending on September 30th. CLS reporting formats are located on the AFTOC web page. The formats can be accessed via the Air Force Portal, Applications A-Z listing, and AFTOC – Air Force Total Ownership Cost Decision Support System link. These costs shall be further defined by a percentage break out between contractor and government for labor and materials. Submissions should be made in electronic format, sent by e-mail to [SAFFMC.workflow@pentagon.af.mil](mailto:SAFFMC.workflow@pentagon.af.mil).*

This interim guidance is being provided in advance of final publication in order to give program offices sufficient time to implement. The first cost reports are required for the FY 2009 execution year and due no later than January 15, 2010. All program offices obligating CLS funds (EEIC 578) are expected to comply.



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Assistant Secretary of the Air Force  
(Financial Management and Comptroller)

Attachment:  
Reporting Requirement Template

# Attachment – Contracting Support Cost Reporting Template

CLS Costs for Weapon System (MDS): _____ Fiscal Year: _____	Total Government Costs				Total Contractor Costs			
	Material Obligations	Labor Obligations	Total Obligations	Total Labor Hours	Material Obligations	Labor Obligations	Total Obligations	Total Labor Hours
<b>1.0 MISSION PERSONNEL</b>								
• 1.1 OPERATIONS								
• 1.2 MAINTENANCE								
• 1.3 OTHER MISSION PERSONNEL								
<b>2.0 UNIT LEVEL CONSUMPTION</b>								
• 2.1 POL/ENERGY CONSUMPTION								
• 2.2 CONSUMABLE MATERIAL/REPAIR PARTS (SEPARATE AIRCRAFT and ENGINES)								
• 2.3 DELETED								
• 2.4 TRAINING MUNITIONS/EXPENDABLE STORES								
• 2.5 OTHER								
<b>3.0 INTERMEDIATE MAINTENANCE (EXTERNAL TO UNIT) (SEPARATE AIRCRAFT and ENGINES)</b>								
• 3.1 MAINTENANCE								
• 3.2 CONSUMABLE MATERIAL/REPAIR PARTS								
• 3.3 OTHER								
<b>4.0 DEPOT MAINTENANCE</b>								
• 4.1 AIRCRAFT (SEE NOTE 1)								
• 4.2 MISSILES (SEE NOTE 1)								
• 4.3 ENGINES (SEE NOTE 1)								
• 4.4 SUPPORT EQUIPMENT (SEE NOTE 1)								
• 4.5 EXCHANGEABLES (SEPARATE AIRCRAFT and ENGINES) (SEE NOTE 2)								
• 4.6 SOFTWARE								
• 4.7 OTHER MAJOR END ITEMS (SEE NOTE 1)								
• 4.8 OTHER								
<b>5.0 CONTRACTOR SUPPORT - DELETED</b>								
<b>6.0 SUSTAINING SUPPORT</b>								
• 6.1 SUPPORT EQUIPMENT REPLACEMENT								
• 6.2 MOD KIT PROCUREMENT/INSTALLATION								
• 6.3 OTHER REDCURRING INVESTMENT								
• 6.4 SUSTAINING ENGINEERING SUPPORT								
• 6.5 SOFTWARE MAINTENANCE SUPPORT								
• 6.6 SIMULATOR and/or TRAINING DEVICE OPERATION AND SUPPORT								
• 6.7 OTHER								
<b>7.0 INDIRECT SUPPORT - Indirect is imbedded in each CLS task</b>								
• 7.1 PERSONNEL SUPPORT								
• 7.2 INSTALLATION SUPPORT								
NOTE 1: These elements are defined as the cost of labor, material, and overhead incurred in performing major overhauls or maintenance on aircraft, their components, and associated support equipment at centralized contractor repair facilities, or by contractor depot teams. The material costs include those depot level repairables which are generated in the course of aircraft, missile, engine or support equipment depot maintenance, but exclude depot level repairables which were returned to the depot directly from field activities.								
NOTE 2: Exchangeables are the depot level repairable items returned from field activities directly to the depot for repair. It does not include those depot level repairables generated in the course of aircraft, engine, missile or support equipment depot maintenance.								
NOTE 3: All costs reported on this form must be obligations.								