



*Supply*

**USAF SUPPLY MANUAL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 2. It applies to all 913 AW personnel stationed at Willow Grove Air Reserve Station, Pennsylvania.

***SUMMARY OF REVISIONS***

This supplement has been globally updated to reflect new guidance. A \* indicates revisions from previous edition.

**CHAPTER 2 - CHIEF OF SUPPLY (COS) ORGANIZATION AND RESPONSIBILITIES**

**2.13.5. (913 AW)** The Supply Microcomputer Support Element will be the single point of contact for supply systems applications, including microcomputers.

**\*2.21.4.3. (913 AW)** In addition to the procedures given, the Financial Analysis Officer (FMA) will send the appropriate letter to the Logistics Group Commander requesting documentation of criminal investigations/unsolved discrepancies. Documentation for unresolved discrepancies and requests for documentation from criminal investigation officials will be provided by the Document Control Element.

**\*2.23. (913 AW)** The Funds Management Element will perform reverse-post actions of financial discrepancies.

**2.27.21. (913 AW)** Systems output distribution duties will be assigned to the Document Control Element.

**2.32.2.1. (913 AW)** The administrative function of the Fuels Management Flight will be surveilled annually.

**2.36. (913 AW)** See LGS Operating Instruction 23-2 for Special Subject or Interest Item procedures.

**2.41. (913 AW)** See LGS Operating Instruction 23-4 for After Hours Support procedures.

**2.42. (913 AW)** The Supply Microcomputer Support Element will be familiar with all aspects of data transmission in the S1100/60 environment and help resolve errors that the Standard Base Supply System (SBSS) systems monitor observes.

**\*2.47. (913 AW)** The Analysis Element will perform all reverse-post actions, except those of a financial nature.

**\*2.47.4. (913 AW)** A quarterly ROD analysis on inbound and outbound ROD's will be accomplished by the Analysis Element.

**2.47.5. (913 AW)** A quarterly M16 report analysis will be accomplished by the Analysis Element.

**2.47.6. (913 AW)** Analyses of customer complaints/problems will be performed semiannually by the Analysis Element.

**2.52.2. (913 AW)** Monitoring on-the-job training (OJT) and reviewing of AF Forms 623 (OJT Training Record) will be accomplished by the Reserve Unit Training Element.

**2.59.4.6.3. (913 AW)** An annual technical order reconciliation is not required.

**2.59.4.7. (913 AW)** A current central research file of stock lists and Supply publications will be maintained in the Research Element of the Materiel Management Flight.

**2.60. (913 AW)** Materiel Deficiency Report (MDR) exhibits will be monitored by the Repair Cycle Element.

**2.79.2.2. (913 AW)** The Inspection Element will maintain a limited file of technical orders for utilization by all Supply activities.

**2.79.8. (913 AW)** Inspection reports generated from the Warehouse Inspection Program will be forwarded to the Management and Systems Flight along with corrective action taken.

**2.83.5.4. (913 AW)** The Bench Stock Element will perform all bench stock duties to support units and organizations.

**2.83.6. (913 AW)** Due to security reasons, the Bench Stock Element will not bin stockage items in the Base Communications Center, Base Audiovisual, and Combat Arms Training.

**2.86.5. (913 AW)** Chief, Fuels Management Flight visit job control to discuss adequacy of support and resolve any fuels-related problems.

**Attachment A-3, Note 2. (913 AW)** The Administration Element will be under the direct supervision of the Chief of Supply.

### **CHAPTER 3 - DATA ELEMENTS AND DEFINITIONS**

**Attachment 3A4.7.1: (913 AW)** Listed are serial numbers used as a control/reference number assigned to identify a document: 0100-0150 Demand Processing (Routine), 0200-0220 Demand Processing (Awaiting Parts, AWP), 0225-0299 RESERVED, 0300-0499 Individual Equipment Element (IEE) (Account Code P), 0500-0599 IEE Due-Out (DUO) (Account Code P), 0600-0724 RESERVED, 0725-0799 RESERVED, 0800-0899 RESERVED, 0900-0949 Materiel Storage and Distribution (Inspection - Turn-Ins), 1000-1049 Equipment Management Element (Account Code P), 1050-1100 Demand Processing (Expedite), 8000-8114 RESERVED, 8300-8400 Civil Engineering Materiel Acquisition System (CEMAS), 9500-9580 MRSP/G081 (Down) and X181-X199 DRMO Withdrawal (NOTE: First position of serial number is determined by ordering method. J, K, or L: See Attachment C-2, Chap 9).

### **CHAPTER 5 - BATCH MODE PROCESSING PROCEDURES**

**5.3. (913 AW)** A central file of recurring AF Forms 2011 will be maintained by the Document Control Element.

**Attachment B19.8. (913 AW)** Distribution of Base Supply Surveillance Report (GV821) will be as follows: Part 1: Copy 1--LGSPF, 2--LGSM, 3--LGS, 4--N/A; Part 2: Copy 1--Inv, 2--LGSME, 3--LGSMS, 4--N/A; Part 3: Copy 1--Inv, 2--LGSMS, 3--Org, 4--N/A; Part 4: Copy 1--LGSPF, 2--Org, 3--LGS, 4--N/A; Part 5: Copies 1 thru 2--LGSPF, 3--LGSM, 4--LGSDI; Part 6: Copies 1 thru 4--LGSM; Part 7: Copies 1 thru 4--LGSPF; Part 8: Copies 1 thru 4--LGSP; Part 9: Copy 1--LGSP, 2--LGSD, 3--LGSM, 4--LGSPI; Part 10: Copy 1--LGS, 2--LGSP, 3-4--N/A; Part 11: Copy 1--LGSPF, 2-4--N/A; Part 12: Copy 1--LGSDR, 2--LGSME, 3-4--N/A; and Part 13: Copy 1--LGSM, 2--LGSP, 3--LGS, 4--N/A

**Attachment B22.8. (913 AW)** All copies of the D23 report will be distributed to the Repair Cycle Element who will further distribute the report to Stock Control and generating activities as needed.

**Attachment E1.1.1. (913 AW)** File status and releveling will be coordinated with the Computer Support Base (CSB) if satellite units are experiencing problems. Under normal conditions, the satellite unit will adhere to the CSB schedule.

## **CHAPTER 9 - REQUISITIONING**

**Attachment 9C2.1. (913 AW)** Manually assigned serial numbers for off-line requisitions are as follows: 9150-9160 Repair Cycle Support - Post Post Shipping Documents; 9161-9180 Mission Capability (MICAP) Off-Line Register; 9187-9199 Stock Control Off-Line Register; 9500-9580 MRSP/G081 (Down); and X181-X199 DRMO Withdrawal (NOTE: First position of serial number is determined by ordering method. J, K or L: See Attachment C-2).

**9.140.2. (913 AW)** When Air Force property is exchanged with commercial sources, and is shipped through Transportation Channels, Demand Processing will load shipping destination record to the item being exchanged.

**9.142.3. (913 AW)** Stock Control will be the focal point for incoming/outgoing reports of discrepancy (ROD). The primary consolidated suspense file for each ROD will be maintained by Stock Control.

**Attachment L-6, paragraph L6.4.1.2.2. (913 AW)** Stock Control personnel will process all Tracer Action Required (TAR) documentation, Consolidated Transaction History (CTH), prepare a DD Form 1348-1/1A (receipt) including required statements, and freeze the item record (1GP) prior to forwarding it to the Inventory Element for their action.

## **CHAPTER 10 - RECEIPT PROCESSING**

**10.5.1.2 (913 AW)** Locally assigned hold/bay tote box designators will be used and warehouse copies will remain with the property until it is due-out released or binned, at which time the receipt will be removed and discarded except for local purchase items. Hold bay/tote box designators will be annotated on the receiving documents and that information will be entered on the receipt input image.

**10.5.4.2. (913 AW)** A copy of all notices to stock, whether there is a warehouse location assigned or not, will be maintained in Storage and Issue for at least five days in order to assist Storage and Issue personnel to track property they issue that may not have been assigned a location, and to aid in locating recently moved property. Once the property has been assigned a location, the annotated notice will be placed in Storage and Issue suspense file and the unannotated copy destroyed for those items with no warehouse location.

**10.38.9. (913 AW)** The Receiving Element will load the correct status to clear 317 rejects.

## **CHAPTER 11 - ISSUE SYSTEMS**

**Attachment A-9, paragraph A9.3. (Added - 913 AW)** Code R. ENC R, Exception Phrase: Not for Aircraft Use.

**Attachment A-9, para A9.3. (Added - 913 AW)** Code V. ENC P, Exception Phrase: Item contains precious metal.

**\*Attachment A-9, para A9.3. (Added - 913 AW)** Code S. ENC R, Exception Phrase: Bio-Environmental Approval Needed.

**Attachment A-9, Note 6B. (913 AW)** Exception Code Control records will not be maintained for issue exception (IEX) codes 1 through 9 and A through 0.

## **CHAPTER 12 - DUE-OUT RELEASE/CANCELLATION/VALIDATION**

**12.16.3.1. (913 AW)** Urgency of Need Designator (UND) A and B equipment due-outs will be reviewed by the using organization.

**12.17.2. (913 AW)** The Requisitioning Element will utilize the M09 and M30 reports (work copies) to cancel requisition items on the listing. All cancellations will be coordinated with the customer prior to input. UND A and B due-outs will be coordinated with the customer prior to input. UND A and B due-outs may be canceled by telephone or correspondence to Stock Control.

**Attachment A-5, paragraph A5.4, Note 1. (913 AW)** The initials of the initiator will be placed in positions 4-6 of the input document.

## **CHAPTER 13 - TURN-IN PROCEDURES**

**13.3.1. (913 AW)** The Pickup and Delivery Element will pick-up repair cycle and equipment items from on-base activities and deliver the items to the Inspection Element, building 202.

**13.3.3. (913 AW)** The Pickup and Delivery Element will pick-up serviceable XB3 items from designated pick-up points, and deliver the items to the Inspection Element, building 202, for turn-in processing.

**13.3.4. (913 AW)** The Repair Cycle Element is designated as the processing point for turn-in of serviceable war readiness spares kit (WRSK) items.

**13.9.2. (913 AW)** Critical (condemned/waived) assets will be processed through the Repair Cycle Element.

**13.13.1.2. (913 AW)** Upon approval by the funds control officer, one hundred percent credit will be given on all serviceable issue exception (IEX) code E items.

**13.28.1. (913 AW)** The Repair Cycle Element will process due-in from Maintenance (DIFM) turn-ins.

**13.28.3. (913 AW)** The Pickup and Delivery Element will pick-up DIFM returns.

**13.34. (913 AW)** Pre-post procedures will be utilized when processing turn-ins of equipment authorization inventory data (EAID) items.

**13.35.4. (913 AW)** Satellite activities supported by the 913th Airlift Wing will use the Lakehurst NJ Defense Reutilization and Marketing Offices (DRMO) for condemned equipment.

## **CHAPTER 14 - STORAGE AND RELATED OPERATIONS**

**14.9.1. (913 AW)** NOTE: Storage and Issue personnel will annotate the Stock Number Directory with FCS inputs. The D04 Report will be reviewed to ensure correct computer input.

**14.14.6. (913 AW)** NOTE: The customer will physically inspect and accept delivery of compressed gas cylinders at the customer designated drop-off point. The customer will also be responsible for returning empty cylinders to the Supply storage point.

**14.17.4. (913 AW)** The Inspection Element, along with the assistance of the Base Bioenvironmental Engineer, will develop a health hazard approval listing that identifies those shops authorized issue exception (IEX) code 9 items.

**14.28.3. (913 AW)** The Inspection Element is responsible for the assignment of Numeric Parts Preference code (NPPC) 4 to those Time Compliance Technical Order (TCTO) items requiring modification.

**14.29. (913 AW)** The Inspection Element personnel will process all condition code (FCC) transactions.

**14.35.2. (913 AW)** A central file of DD Forms 1348-6 will be maintained in the Demand Processing Element.

**\*14.43.2. (913 AW)** Processing of critical (condemned/waived) assets will be accomplished by the Inspection Element.

**14.53.3. (913 AW)** At the 913th AW, the drop-off point for all supplies and equipment is (1) the organization shop code location; (2) to the primary and/or alternate custodian; (3) the person designated to sign for classified items of materiel; and (4) to a predetermined location designated by the flight chief. Additionally, property turn-in will be picked up at one of the aforementioned locations.

**14.63.1. (913 AW)** The Storage and Issue Element will prepare all warehouse validation parameters.

## **CHAPTER 15 - SHIPMENTS**

**15.65.1. (913 AW)** Base Supply will be the delivery organization for transfers and preparation of transfer documents to DRMO.

## **CHAPTER 16 – REVERSE-POST PROCEDURES**

**\*16.2.2. (913 AW)** Reverse-post of financial discrepancies will be performed by LGSPF (Funds Management). All others will be performed by LGSPPA (Analysis Element).

## **CHAPTER 17 - MISSION CAPABLE (MICAP) AND AWAITING PARTS (AWP) PROCEDURES**

**17.3. (913 AW)** A MICAP checklist will be utilized by the Materiel Management Flight to perform the proper research prior to initiating a MICAP requisition.

**17.4.4. (913 AW)** The Analysis Element will process reverse-post inputs when the Zero Overpricing Monitor determines that an error has been made and reverse-posting is economically advantageous. The Zero Overpricing Monitor will examine the transaction history and identify the error to the Analysis Element.

**\*17.23. (913 AW)** The Supply Awaiting Parts (AWP) monitor will initiate and coordinate the AWP checklist. A semiannual surveillance of the unit AWP monitor will be conducted in June and December.

**17.23.1. (913 AW)** Upon receipt of the current D19 report, Awaiting Parts Listing, the Supply monitor will review statuses over 30 days old. He/she will then call the Item Manager for updated status and initialize the checklist.

**17.23.2. (913 AW)** Notify the Production Controller in Maintenance of current status.

**17.23.3. (913 AW)** The Production Controller will coordinate with affected Maintenance shop to determine if Supply upgrades, lateral support, or local purchase is necessary to satisfy the requirement. He/she will then coordinate with Stock Control and the AWP monitor. The monitor will update the checklist.

**17.23.4. (913 AW)** If the item cannot be received through any of the above channels, the Maintenance Production Controller will request not reparable this station (NRTS) 4 action through the AWP monitor with appropriate justification.

**17.23.5. (913 AW)** The AWP monitor will contact the Item Manager and request NRTS action and record the final action/comments on the checklist. Upon completion, the AWP monitor will forward a copy of the checklist to LGLS.

## **CHAPTER 18 – DOCUMENT CONTROL**

**\*18.1.2.3. (913 AW)** The duties and responsibilities related to the control of weapons reporting is assigned to the Equipment Management Element.

**\*18.1.2.5. (913 AW)** Duties and responsibilities related to the control of classified COMSEC reporting is assigned to the Equipment Management Element.

**\*18.15.7.3. (913 AW)** The supervisor of the responsible flight submitting the replacement document will sign the document beneath the certification stamp.

## **CHAPTER 19 - STOCK CONTROL**

**19.62.2. (913 AW)** The Materiel Management Officer will monitor the mission change support requirement package program.

**19.62.2.2. (913 AW)** The Materiel Management Officer will record the load date for mission change gains in a memo, which will be filed in place of the Daily Document Register.

## **CHAPTER 20 - INVENTORY PROCEDURES**

**20.14.1. (913 AW)** The Analysis Element will maintain trend charts for monthly inventory adjustments and discrepancies.

**20.14.2.2. (913 AW)** A complete analysis of inventory adjustments and discrepancies will be performed at least semiannually by the Analysis Element.

**\*20.49. (913 AW)** Sample inventories will be conducted in lieu of complete inventories whenever the material meets the criteria in Section D.

## **CHAPTER 22 - EQUIPMENT MANAGEMENT**

**22.9.1.1. (913 AW)** Authorized in-use detail records for mobility bag NF1 items is waived at the 913th Airlift Wing.

**22.12. (913 AW)** Equipment listings that have no specific time frames outlined will be processed within 30 workdays after receipt. All equipment transactions (including turn-ins) will be processed within 15 workdays of the date of request.

**Attachment A-1, Note 3d. (913 AW)** The processing time is extended to 10 days for satellite activities (i.e., 92nd Aerial Port Squadron).

**Attachment A-1, Note 4b. (913 AW)** The return of custody receipt listings from satellite activities is extended to 30 days.

**\*22.31.3. (913 AW)** The Organizational Visibility List (R15) will be processed semiannually.

**22.45.6.1. (913 AW)** The Equipment Management Element has the authority to sign the equipment authorization inventory data (EAID) termination documents (FEC) in the absence of the Materiel Management Officer.

## **CHAPTER 23 - RETAIL OUTLET LINE ITEM ACCOUNTING**

**\*23.24.2.2. (913 AW)** The Organization Commander or his designated representative may use electronic mail to transmit letters of authorization.

**\*23.31.3.3. (913 AW)** The Individual Equipment Element (IEE) will exercise Option 3 by publicizing outgoing clearance responsibilities in base bulletins and other media forms.

**23.41.6. (913 AW)** The IEE will maintain small amounts of unserviceable non-EAID for redistribution and issued to the customer for other than the original intended purpose.

**23.77.1. (913 AW)** NOTE: The Receiving Element will process all IEE receipts.

## **CHAPTER 24 - REPAIR CYCLE SUPPORT ELEMENT**

**24.7. (913 AW)** TRN (turnaround) data will be prepared and processed through the AMC Maintenance Management Information System (AMCMMIS/G081) by Maintenance Materiel Control personnel.

**24.13. (913 AW)** The Inspection Element, in coordination with the Repair Cycle monitor, will process DIFM turn-ins.

**24.14. 4 (913 AW)** DIFM status update for DIFM detail records will be processed through G081 by Maintenance Materiel Control personnel.

**24.28.1. (913 AW)** Priority issues from supply points will be called in to Demand Processing. Routine issues will be prepared on AF Form 2005 (Issue/Turn-In Request) or called in to Repair Cycle. At the time of call-in, Maintenance personnel will indicate to Supply personnel whether or not they want the MSI (issue) document to be processed with or without replenishment to the supply point. Supply personnel will assign the proper transaction exception code.

**24.38. (913 AW)** Built-up supply points will be maintained and controlled by Maintenance based on a joint agreement between the Chief of Supply and Chief of Maintenance. See LGS Operating Instruction 23-1 for Supply Point procedures.

**24.55.6. (913 AW)** The time compliance technical order (TCTO) manager will process issue requests for complete kits only. Bit and piece requirements will be ordered through the Demand Processing Element.

## **CHAPTER 25 - BENCH STOCK SUPPORT**

**25.11.5.2. (913 AW)** Thirty days stockage levels will be utilized in the computation of authorized quantities.

**25.17.2. (913 AW)** Urgent bench stock requirements will be processed by the Bench Stock Element. Pickup and Delivery personnel will deliver parts as soon as possible but no later than four hours.

**25.23.3.1. (913 AW)** The semiannual bench stock review will be accomplished.

## **CHAPTER 26 - WAR RESERVE MATERIEL**

**26.8.2. (913 AW)** The Special Assets Management Element will review dated items.

**\*26.26.2. (913 AW)** The Inventory Element will perform the inventory of the RSP.

**\*26.43. (913 AW)** Secure storage of mobility bags will be provided by the COS.

**26.43.4. (913 AW)** Authorized/in-use detail records for mobility bag NF1 items is waived at the 913th Airlift Wing. Base Supply will be responsible for SORTS reporting and managing on-hand assets of mobility bags.

## **CHAPTER 27 - RESEARCH AND RECORDS MAINTENANCE**

**27.36. (913 AW)** An annual technical order reconciliation is not required.

## **CHAPTER 31 - BASE CIVIL ENGINEERING SUPPLY SUPPORT PROCEDURES**

**31.5. (913 AW)** Storage of Base Civil Engineer support material will be in building 242 immediately behind the Civil Engineering building.

## **CHAPTER 32 - CONTINGENCY PROCESSING: MANUAL POST-POST, AUTOMATED POST-POST, WARTIME PROCESSING AND CONTINGENCY PLANNING.**

**32.3.2. (913 AW)** See LGS Operating Instruction 23-6 for post-post procedures.

**CHAPTER 35 - COMMUNICATION COMPUTER SYSTEMS PROJECT MATERIAL  
MANAGEMENT**

**\*35.5.5. (913 AW)** Project equipment custodians will attend custodian training.

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