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Logistics

**SUPPLY PROCEDURES FOR THE ALASKAN
AREA OF RESPONSIBILITY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 611 ASUS/LGS (Mr. Alfred E. Harvey) Certified by: 611 ASUS/CC (Lt Col M. L. Shaffer)
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This instruction implements AFPD 20-1, *Logistics Strategic Planning*, and prescribes unique supply procedures affecting supply support in the Alaskan Area of Responsibility (AOR). This instruction does not apply to the US Air Force Reserve or Air National Guard units and members.

Section A—Supply Support For Contractor Operated Sites

1. Contractor Request For Issue. At contractor operated sites, all request for issue will be routed through the station supply office for further processing. The requester will identify “MISSION CAPABILITY (MICAP)” condition at the time the request is placed with the project headquarters and request that “999” be entered in cc 62 - 64 of AF Form 2005, *Issue/Turn-in Request*. The Project Headquarters (PHQ) will place the request with the Demand Processing Section.

2. The PHQ Material Control. Will be notified of all kills or issues resulting from Urgency of Need (UND) “A” and “B” requests. The PHQ will confirm all kill requirements and notify the requester of issue, kill, or backorder status. Remote Operating Activity will prepare and forward AF Forms 2005 to the station supply with all pertinent data to include issue/due-out status for update of supply suspense files. The PHQ will advise the Chief of Supply (COS) of availability of assets for intra-Alaska lateral support shipments of ground electronics. When advised of the availability of requested items from locations within Alaska that are accountable on FB 5000 records, the following actions will be taken:

- 2.1. The Combat Operations Support Flight will effect overall monitoring/ coordination of the material movement to ensure timely resolution of the equipment outage.
- 2.2. A MICAP (Non-Mission Capable Supply) due-out will not be established unless the item for intra-Alaska transfer is not available at the time the backorder is confirmed with demand processing.
- 2.3. Direct contact between PHQ and the Combat Operations Support Flight may be necessary to effect a turn-in and replenishment issue request. When the required item is available from other than FB 5000, the PHQ will direct the shipment of the required item between locations using “J” activity

code document numbers and “999” in cc 62-64 to permit expeditious processing through transportation channels.

3. Repair Cycle. Repair cycle items in support of Ground Radar Maintenance, returned from contractor material control through Shop Service Center (SSC). Block “C” of the document (shipment (SHP) format) will be annotated “Shop Service Center”. These turn-ins will be updated by the RPS to reflect the contractor and permit the using activity to receive credit upon serviceable return of the item repaired. The contractor material control is the designated repair activity in support of all ground radar spares. This procedure will allow maintenance to be performed on command owned assets prior to actual turn-in and computer processing, thus eliminating repetitive expenditures of Operations and Maintenance (O&M) funds for the same item.

4. Requirements Element . Within the host supply account will ensure all AN/FPS 117 spares item records are assigned shipment exception code P, exception notice code R, exception Phrase ; AN/FPS-117 spare, contact 611 ASUS/LGSW for shipment approval. Only one ECC image is required.

Section B—Alaska Remote Re-Supply Procedures

5. General Administrative:

5.1. This chapter provides procedures for the general supplies (other than aircraft and subsistence) portion of Alaska's annual re-supply program (**Project Alaska Remote Re-Supply**). Maximum use of Alaska Remote Re-Supply to re-supply bulk items is highly encouraged. Those items which can wait for delivery during the annual Alaska Remote Re-Supply cycle should be ordered throughout the year using project Code 175.

5.2. The purpose of this section is to provide specific procedures and guidance for those activities involved in all phases of the general supplies Alaska Remote Re-Supply cycle. Specific responsibilities are provided for the 3RD Wing (3 WG), Chief of Supply (COS); the forward operating sites (King Salmon, Galena, and Eareckson); the long range radar sites (LRRS) contractor; the 611 CES, and the 611 ASUS/LGS Alaska Remote Re-Supply manager.

6. The 611 ASUS (11 AF) Alaska Remote Re-Supply Manager will:

6.1. Ensure compliance with established procedures and act as the single point of contact (POC) for resolution of all supply related problems encountered in the annual re-supply program.

6.2. Chair an annual meeting to convene approximately 4 August to discuss the upcoming requirements schedule. As a minimum, a representative from 3 WG/LGSP, LGSPC, LGSM, LGSP, the LRRS contractor, site personnel, 611 CES, 3 CONS, 3 SUP, and the military transportation movement command (MTMC), Seattle, WA, should attend the meeting. The Alaska Remote Re-Supply manager will prepare and distribute minutes to attendees.

6.3. Develop and publish a schedule of events for the upcoming Alaska Remote Re-Supply season and send a letter to Alaska Remote Re-Supply users advising of established cut-off dates.

6.4. Ensure the annual Alaska Remote Re-Supply requirements list in eight copies or other medium is processed by 4 August. Distribution of the requirements list will be accomplished at the annual Alaska Remote Re-Supply meeting in August. Processing instructions will be provided with the list-

ing by the 611 ASUS Alaska Remote Re-Supply Manager. Four copies will be available to the sites and Long Range Radar (LRRS). One copy will be retained by the 611 ASUS Alaska Remote Re-Supply Manager. One copy will be retained by the 3 SUP Alaska Remote Re-Supply Monitor.

6.5. Coordinate with MTMC personnel, site contractors, and the LRR contractor to divert shipments of large supply items from airlift channels to Alaska Remote Re-Supply channels, if appropriate.

6.6. Coordinate with sources of supply in October of each year as required to establish a POC and phone number for resolution of Alaska Remote Re-Supply problems.

6.7. Verify funds for price increases on Alaska Remote Re-Supply local purchase requisitions.

7. The 3 SUP Alaska Remote Re-Supply Monitor will:

7.1. Receive guidance and procedures on Alaska Remote Re-Supply operations from 611 ASUS Alaska Remote Re-Supply Manager (611 ASUS/LGS).

7.2. Update internal supply computer records pertaining to Alaska Remote Re-Supply.

7.3. Ensure all Alaska Remote Re-Supply item records are assigned excess exception (EEX) Code 4, requisition exception (REX) Code 7, and order and ship time of 300 days. The combination of these two codes will not be assigned to the 01 account. This purification should be a continuous program throughout the year. However, the final purification must be accomplished by 1 August. Only one ECC image is required to be maintained for this project. ECC image will read: The REX Code 7, 175, and project code combination is authorized for use once per year during the annual Alaska Remote Re-Supply requisitioning cycle. Items authorized on Alaska Remote Re-Supply which are requisitioned out of cycle will not contain project Code 175 if ordered to satisfy priority requirements. The REX Code 7 will remain assigned to the item records.

7.4. Receive and review the requirements list returned from all site and LRRS contractors. Using the Demand Level X 12 (months) formula, determine accuracy of quantity ordered. Contact personnel at site regarding any discrepancies.

7.5. Ensure all national and local stock numbers are properly loaded in supply's computer. Locally assigned stock numbers must also be loaded in the BCAS (Contracting) system.

7.6. Build disk file of the actual order quantities from the requirements list submitted by each customer. All requirements must be entered to the disk file by 1 November. To ensure validity of Alaska Remote R-Supply ISU/SPR inputs, prior to loading in the supply computer, the 3 SUPS/ LGOS will print and edit each transaction from the disk file for the following data fields. ISU/SPR formats are listed in attachments 1 and 2.

7.6.1. National stock number (NSN) (must be loaded).

7.6.2. Unit of Issue (must be equal to item record).

7.6.3. Project Code (must be 175).

7.6.4. Quantity (must be equal to quantity requested).

7.6.5. Transaction Identification Code (must be ISU or SPR).

7.6.6. Ensure order and ship time of 300 days will be met by assigning appropriate required delivery date (RDD).

- 7.6.7. Ensure appropriate Advice Code is assigned to allow quantity ordered to bypass all computer stops and process.
- 7.7. Process inputs in-line from the disk file to the supply computer by 7 November. To identify Alaska Remote Re-Supply requirements, inputs will be processed in one duty day. Rejects must be cleared on the Alaska Remote Re-Supply processing date.
- 7.8. Ensure all local purchase requisitions are processed to Base Contracting within one workday after upload.
- 7.9. Review the Alaska Remote Re-Supply Status Report (L53) on a weekly basis and upgrade requisition priorities as appropriate. Compare the current L53 to the previous L53 on a line item basis to determine if Alaska Remote Re-Supply requisitions were canceled or if new Alaska Remote Re-Supply requisitions were generated.
- 7.9.1. If Alaska Remote Re-Supply requisition cancellations are detected, coordinate with the applicable source of supply to determine if the cancellation is valid or if the requisition requires reinstatement.
- 7.9.2. The 3 SUP Alaska Remote Re-Supply monitor will ensure the priority is appropriate to effect delivery to the MTMC by the required delivery date. Upgrade the priority of requisitions as required.
- 7.10. Prepare and process follow-ups for problem requisitions.
- 7.11. Update status based on information received from MTMC, Seattle, or from individual depots and local purchases attachments 3, 4 and 5.
- 7.12. Receipt processing for sites and LRRS contractors:
- 7.12.1. Alaska Remote Re-Supply receiving documentation will be forwarded from the site and LRRS contractors to 3 SUP Alaska Remote Re-Supply monitor, directly following delivery and in-checking of materiel at the site. The contractor will be responsible for validation of quantity received.
- 7.12.2. DD Form 1348-1A, *DOD Single Line Item Release/ Receipt Document*, will be used as the receiving document for DLA/GSA/AF depot procured assets.
- 7.12.3. DD Form 1155, *Order for Supplies or Services*, or the vendor's invoice, coupled with the computer listing (furnished by the Water Port in Seattle) can be used as the receiving document for local purchase receipts. A copy of the DD Form 1155 will be maintained in the receipt due-in files pending delivery of the property to the sites. Additional copies will be made locally to satisfy in-processing requirements.
- 7.12.4. Perform normal receiving and (no print) due-out release action upon receipt of documentation from the sites.
- 7.12.5. Discrepant receipts, to include overages and shortages, will be annotated on the receipt documentation prior to forwarding to the Alaska Remote Re-Supply monitor and will be processed in accordance with AFMAN 23-110, Volume II, Part Two, Chapter 10, *Receipt Processing*.

7.12.6. Those Alaska Remote Re-Supply requirements which do not make the barge but are later airlifted must be in-processed as Alaska Remote Re-Supply receipts to include providing copies of receiving reports as outlined above.

8. The Alaska Remote Re-Supply Program For The Sites Will Be Handled As Follows:

8.1. Submit annual Alaska Remote Re-Supply requirements in accordance with the schedule of events published by the 611 ASUS Alaska Remote Re-Supply Manager.

8.2. Normal inventory procedures, as contained in AFMAN 23-110, Volume II, Part Two, Chapter 20, *Inventory Procedures*, are applicable to Alaska Remote Re-Supply assets for sites.

8.3. Forecast annual Alaska Remote Re-Supply requirements using the preliminary requirements listing. The 611 ASUS Alaska Remote Re-Supply Manager will make distribution of the requirements list at the annual Alaska Remote Re-Supply meeting in August. This listing reflects authorized Alaska Remote Re-Supply item records loaded in each satellite account. Each contractor is responsible for determining Alaska Remote Re-Supply items within their account or accounts. Each item on the listing must be reviewed and the actual quantity required will be annotated on the listing. At a minimum, the requirements listing should be reviewed with managers from Civil Engineering and Transportation to determine if suggested order quantities are adequate based on future projects. A statement of review signed by the contractor will be annotated on the requirements list. The review statement will indicate the quantities are valid to support stated requirements.

8.4. Initiate DD Forms 1348-6, *NON-NSN Requisition Request*, as required, for non-NSN/local purchase requirements.

8.5. Initial requirements for E-36 Deicer for Runways, NSN 6850 01 341 9856, will be submitted to the Alaska Remote Re-Supply manager for Eareckson, Galena, and King Salmon sites by 15 October of each year to allow the item manager to establish a requirements-type contract with the vendor. Additional order quantities for E-36 Deicer will be submitted by the sites to the 611 ASUS Alaska Remote Re-Supply manager by 14 December of each year. Additionally, ordering E-36 Deicer during this time period ensures contract award and shipment of E-36 Deicer by the contractor to the MTMC in time to meet barge sailing dates.

8.6. Upon completion of the review and annotation of the preliminary requirements listing, forward the signed listing and DD Form 1348-6s to the 3 SUP Alaska Remote Re-Supply monitor no later than 15 October.

8.7. To preclude unnecessary airlift of Alaska Remote Re-Supply items, all 350 Management Notices indicating that a Alaska Remote Re-Supply item is being ordered out-of-cycle will be brought to the attention of the satellite contractor for approval prior to requisitioning to ensure excesses are not created. The management notice will be signed by the contractor, annotated with action taken, and retained for a period of 1 year. After requisitioning action has been taken by the 3 SUP Alaska Remote Re-Supply monitor, any requirement for Alaska Remote Re-Supply assets that exceed computed demand patterns will have due-outs established, using the requesting organization's account code.

8.8. Receipt Processing:

8.8.1. Alaska Remote Re-Supply requisitioning will be received in a normal in-checking manner. All copies of the receiving documents will remain together until necessary inspection actions have been accomplished.

8.8.2. DD Form 1348-1A will be used as the receiving document.

8.8.3. Discrepant receipts, including overages and shortages, will be annotated on the receipt document and processed in accordance with AFMAN 23-110, Volume II, Part Two, Chapter 10, *Receipt Processing*.

8.8.4. Post-post/pre-post issue procedures, as contained in AFMAN 23-110, Volume II, Part Two, Chapter 11, *Issue Systems*, are applicable to the issue of Alaska Remote Re-Supply assets.

8.8.5. Forward receiving documentation to 3 SUP Alaska Remote Re-Supply Monitor for final receipt/due-out processing.

8.9. All Alaska Remote Re-Supply assets are issued to the LRRS or site contractor by due-out release immediately upon receipt processing.

8.10. Those Alaska Remote Re-Supply requirements which do not make the barge but are later air-lifted, must be in-processed using the Alaska Remote Re-Supply receiving procedures outlined above.

9. Control and Accountability for Empty Alaska Remote Re-Supply Gas Cylinders:

9.1. This procedure applies to all gas cylinders FSC 8120 (except fuel propellants, see paragraph 9.9, this instruction), delivered by Alaska Remote Re-Supply.

9.2. As cylinders become empty throughout the year, all site and LRRS locations will store and maintain accountability prior to shipment to Elmendorf for refill excess or disposal actions. Only those cylinders which do not have stocks available at the host supply account to satisfy annual requirements will be shipped via air to Elmendorf AFB for subsequent refill actions.

9.3. The 3 Sup will only maintain those empty cylinders required to meet the upcoming barge season re-supply effort. Shipping documentation will be clearly marked: "**DO NOT MACHINE POST--ALASKA REMOTE RE-SUPPLY.**" Each cylinder will be properly identified by NSN, using the appropriate condition tag. The 3 Sup/LGSM Alaska Remote Re-Supply monitor will ensure that excess serviceable cylinders are reported to sources of supply by remote location requesting disposition instructions. Any empty cylinders requiring disposal will be appropriately reported by the remote contractor to the 611 Program Manager who will direct appropriate disposal actions. At no times will empty cylinders be shipped to Elmendorf without prior approval to ensure that disposal can be completed expeditiously and that stocks are not maintained in the host supply account.

9.4. Prior to shipment via barge or air and surface, cylinders must be properly palletized in accordance with DOD 4145.19-R-1. That is, use serviceable pallets, proper dunnage, and so forth. Shipping documentation must also clearly indicate that empty cylinders are required for ALASKA REMOTE RE-SUPPLY and the year required. **EXAMPLE:** "Required for Alaska Remote Re-Supply 97."

9.5. The 3 Sup/LGSD is responsible for storing empty Alaska Remote Re-Supply cylinders that have to be maintained at Elmendorf AFB prior to shipment to MTMC/Disposal. This storage should be limited to those cylinders that are required to meet the upcoming Alaska Remote Re-Supply re-supply effort. Cylinders required to fulfill annual Alaska Remote Re-Supply requirements, that missed barge

sailing dates, must be shipped via air to Elmendorf AFB marked for storage and subsequent consolidated shipment, as directed by 3 Sup/LGSM. The 3 SUP/ LGSD will notify 3 SUP/LGSM personnel of cylinder shipment arrival and provide storage space and necessary forklift support as required.

9.6. Alaska Remote Re-Supply cylinder requirements must be identified during the requisition cycle by 3 SUP Alaska Remote Re-Supply monitor and the supported remote location. Data required to determine requirements is as follows:

9.6.1. NSN of the cylinder, type and capacity of cylinder (**EXAMPLES:** Acetylene 225CF, CO2 50 Pounds).

9.6.2. Quantity on hand, and total number of cylinders by size and type, needed to fill current year Alaska Remote Re-Supply requirements.

9.7. The 3 SUP Alaska Remote Re-Supply monitor will validate requirements and coordinate and process shipments of cylinders to the 3 SUP as required. Action will also be taken to requisition any cylinders that are not supported by available stocks and marked for shipment to 3 SUP in Anchorage, AK.

9.8. Cylinders shipped via barge or air and surface should be clearly marked for Alaska Remote Re-Supply, and not posted to automated accounts records. Each remote location and 3 SUP/ LGSD must maintain a separate AF Form 2009-1, *Manual Supply Accounting Record*, on each type (NSN) cylinder maintained in stock to support Alaska Remote Re-Supply.. Those cylinders that are excess to Site/LRR requirements must be reported by 3 SUP/LGMS personnel to the source of supply, requesting disposition instructions. Those cylinders that are authorized for disposal must be properly prepared for shipment via barge/air and an AF Form 332 prepared by the using contractor prior to shipment to the host base for disposal action by the local disposal activity. The responsible contractor at remote locations must ensure that demilitarization can be and is scheduled to be accomplished ensuring expeditious transfer to defense redistribution marketing office (DRMO) facilities.

9.9. Control and accountability for empty Alaska Remote Re-Supply helium and argon cylinders. Helium and argon cylinders provided by project Alaska Remote Re-Supply and empties used will be accumulated at off-base activities. The host account fuels management section will request disposition instructions in March of each year from SA-ALC Kelly AFB TX, in accordance with AFMAN 23-110, Volume I, Part Three, Chapter 4, *Air Force Stock Fund And DPSC Assigned Item Procedures*. Empty helium and argon cylinders will be returned via barge for transshipment to the destination specified by 3 WG/LGSF personnel.

10. Retrograde of Scrap and Excess Materiel by Alaska Remote Re-Supply:

10.1. Any excess and scrap materiel identified for retrograde by Alaska Remote Re-Supply must be reported to the 611 ASUS/LGS/LGT Alaska Remote Re-Supply manager no later than 1 March each year. This early reporting is necessary in order to pre-plan barge loads to accommodate retrograde from all sites and LRRSs. A final retrograde report must be submitted to the 611 ASUS/LGS/LGT Alaska Remote Re-Supply manager by 1 May. Reports must include the stock number, unit of issue, nomenclature, quantity, approximate weight and cube of each item, and one copy of the turn-in/shipping document. With the demise of COOL BARGE (1996), the government no longer has a dedicated barge to handle retrograde and would have to get a special time charter to handle any retrograde via barge for most remote locations.

10.2. When retrograding hazardous materiel/waste, all retrograde will be processed in accordance with 11 AFP 19-7, Requirements for Inspection and Shipment of Hazardous Material/Wastes Within 11 AF. Hazardous Material/Waste will be processed only to the designated Hazardous Storage Facility (Building 22-009) DRMO Elmendorf AFB AK.

10.3. Forward two advance copies of the DD Form 1348-1 (shipping document) to 611 ASUS/LGS Alaska Remote Re-Supply Manager.

10.4. The following procedures apply when retrograding condemned accountable equipment items (EAID) and (non-hazardous) scrap. Site personnel will first obtain disposition instructions from 3 SUP/LGS.

10.4.1. Prepare a post-post shipping document (DD Form 1348-1A) for retrograde of all condemned EAID (washers, dryers, vehicles, and so forth) and scrap.

10.4.2. Galena, King Salmon and Eareckson will prepare and forward documents terminating supply/equipment accountability (AF Form 601/DD Form 1348-1A) to 3 SUP/LGS . All sites will provide the signed number two copy of the shipping document to 611 ASUS Alaska Remote Re-Supply Manager.

10.5. Normally, serviceable materials (excess supplies) will be used in-theater and not retrograded to the Seattle MTMC. Site personnel will report serviceable excesses to the 3 SUP/ LGSM for disposition instructions.

PATRICK K. GAMBLE, Lieutenant General, USAF
Commander

Attachment 1
ISU FORMAT

CARD COLUMN	NUMBER POSITION	FIELD DESCRIPTION	REMARKS
1-3	3	Transaction ID Code	ISU
4-6	3	Blank	
7	1	Issue Exception Code	*
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity Required	Blank
30-35	6	Account Number*	
36-43	8	Document Number	*
44	1	Demand Code	
45-50	6	Blank	
51	1	Transaction Exception Code	*
52-54	1	Blank	
55-56	2	System Designator	See Atch 3

57-59	3	Project Code	175 or 286
60-61	2	Delivery Priority	12
62-64	3	Advice Code/RDD	
65-66	2	Urgency Justification Code	CZ
67-80	14	Mark-For	

***REFERENCE:** AFMAN 23-110, Volume II, Part Two, Chapter 11, Issue Systems, For Additional Information

Attachment 2
SPR FORMAT

CARD COLUMN	NUMBER POSITION	FIELD DESCRIPTION	REMARKS
1-3	3	Transaction ID Code	SPR
4-6	3	Routing Identifier Code	
7	1	Special Remarks Indicator	R
8-22	15	Stock Number	
23-24	2	Unit of Issue	
25-29	5	Quantity	
30-43	14	Document Number	Blank
44	1	Demand Code	R
45-50	6	Supplementary Address	Blank
51	1	Fiscal Year Code/Command Cause Code	Blank
54	1	Blank/Hour Code	
55-56	2	System Designator	
57-59	3	Project Code	175

60-61	2	Priority Designator	12
62-64	3	Required Delivery Date	*
65-66	2	Acquisition Advice Code	*
67-80	14	Blank	

***REFERENCE:** AFMAN 23-110, Volume II, Part Two, Chapter 9, Requisitioning, For Additional Information

Attachment 3
MTMC/TMO STATUS

CARD COLUMN	NUMBER POSITION	FIELD DESCRIPTION	REMARKS
1-3	3	Document Identifier Code	AS1
4-6	3	Routing Identifier Code	*
7	1	Media and Status Code	S
8-22	15	Stock number	
23-24	2	Unit of Issue	
25-29	5	Quantity	*
30-43	14	Document Number	
44	1	Suffix Code	*
45-50	6	Supplementary Address	
51	1	Hold Code	J
52-53	2	Fund Code	6C
54	1	Distribution Code	Blank
55-56	2	System Designator	

57-59	3	Date Item Rec'd at WPLO	
60-61	2	Priority Designator	
62-76	15	Shipment Control Number *See Below	
77	1	Mode of Shipment Code	Y
78-80	3	Port of Entry (POE)	SEA

***REFERENCE:** AFMAN 23-110, Volume II, Part Two, Chapter 9, Requisitioning, For Additional Information

Attachment 4
LOCAL PURCHASE STATUS CHANGE (EDD)

CARD COLUMN	NUMBER POSITION	FIELD DESCRIPTION	REMARKS
1-3	3	Transaction Identification Code	EDD
4-8	5	New Estimated Delivery Date	(YYDDD)
9-19	11	Blank	
20-24	5	New Purchase Order/Contract Number	
25	1	Blank	
26-28	3	New Blanket Purchase Agreement (BPA) Call Number	
29	1	Blank	
30-43	14	Requisition Number	
44-64	21	Blank	
65-66	2	Status Code	*
67-80	14	Blank	

***REFERENCE:** AFMAN 23-110, Volume II, Part Two, Chapter 9, Requisitioning, For Additional Information

Attachment 5
LOCAL PURCHASE STATUS INPUT (LPS)

CARD COLUMN	NUMBER POSITION	FIELD DESIGNATION	REMARKS
1-3	3	Transaction Identification Code	LPS
4-8	4	Blank	
9-1	5	Purchase Order or Contract Number	*
14-163	Blank		
17-19	3	Purchase Order Date	*
20-22	3	Expected Delivery Date	*
23-27	5	Blank	
28	1	Type Procurement Code	N
29	1	Blank	
30-35	6	Type Stock Record Account Number (SRAN)	
36-43	8	Requisition Number	
44	1	Blank	
45	1	Quantity Variation Code	*

46	1	Authorized Percent Variance	*
47	1	Calendar Year of EDD	
48-52	5	Quantity	*
53	1	Blank	
54-55	2	Unit of Issue	
56	1	Blank	
57-71	15	Stock Number	
72-79	8	Extended Cost	*
80	1	Blank	

***REFERENCE:** AFMAN 23-110, Volume II, Part Two, Chapter 9, Requisitioning, For Additional Information