

**BY ORDER OF THE COMMANDER**  
**21st SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,**  
**PART 13, CHAPTER 1**



**21st SPACE WING**  
**Supplement 1**

**2 DECEMBER 2002**

**Supply**

**STANDARD BASE SUPPLY CUSTOMER'S PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is CORSC/LGRSP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 13, Chapter 1, *Standard Base Supply Customer's Procedures*. This supplement describes 21SW procedures for use in conjunction with the basic AFMAN. It applies to all Peterson AFB Standard Base Supply System (SBSS) functions. It also applies to all activities assigned to and those activities supported by the 21st Space Wing. This supplement applies to the US Air Force Reserve and Air National Guard Units.

**SUMMARY OF REVISIONS**

Deletes paragraphs 1.3.5.1.1 through 1.3.5.1.4, 1.10.1.1 through 1.10.1.3 and deletes 21SW Supply Forms 77 and 170. Corrects telephone extensions in paragraph 1.3.5.1. Paragraph 1.9 changes building number. Paragraph 1.10.3.1 adds mailing address. Paragraph 1.10.5.2 changes approval authority. Paragraph 1.12.1. authorizes storage of all Deficiency Report Exhibits at sites. A bar (|) indicates a revision from the previous edition.

| 1.3.5.1. To get supply customer support assistance, contact PAFB Extension 6-7281, 4398 or 5329. If a problem cannot be satisfactorily resolved, the customer refers the problem to Procedures and Analysis, building 652, Peterson AFB, extension 6-4768.

## 1.7. Supply Forms.

Table 1.5. (Added) 21st Space Wing Forms.

Number	Title
66	Establishment of Organization Cost Center Record (OCCR) and Project Funds Management Record (PFMR)
86	Appointment of Base Supply Equipment Custodian(s)

1.9. To request organization codes, use 21 SW Form 66. This form is stocked and issued by the CORSC Procedures and Analysis Element, building 650. Contact Procedures and Analysis to obtain form and assistance in completing the form.

1.10.3.1. Use 21 SW Form 86. Send original to Equipment Management (PMI/LGRSE, 950 Otis St., Peterson AFB, CO 80914-2332. This form must be reaccomplished upon changes of commander or custodian and annually even when no changes have occurred.

1.10.5.1. Local procedures are covered in this part, chapter 3, paragraphs 3.16.1 and 3.16.2.

1.10.5.2. Material Storage and Distribution personnel are the only ones authorized to receipt for property from the Defense Reutilization and Marketing Office (DRMO), Fort Carson CO. An exception to this policy is organizational personnel may pick up bonafide emergencies when approved by the PMI Supply Manager.

1.12.1. EACC and AFSCN sites will maintain control of assets pending disposition instructions from Base Supply.

1.19. Normally, an organization must refuse an item at the time of delivery; however, an organization may refuse an item up to five calendar days if it involves latent defects.

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