

BY ORDER OF THE COMMANDER
21st SPACE WING

AIR FORCE MANUAL 23-110, VOLUME 2,
PART 13, CHAPTER 3



21st SPACE WING
Supplement 1

22 May 2003

Supply

ISSUE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at
<http://www.e-publishing.af.mil/>.

OPR: CORSC/LGRSP (Mr. Paul L. Bentley)

Certified by: CORSC/LGRS (Michael E. Morgan)

Supersedes

Pages: 3

AFMAN23-110V2PT13CH3_21SWSUP1, 15 Mar 99

Distribution: F

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 3, *Issue Procedures*. This supplement describes 21 SW 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. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Global: Deletes reference to OLSA Satellite Supply, changes Customer Support to Customer Service and changes Demand Processing to Customer Service. Deletes paragraphs 3.2.3 (Added) in its entirety, 3.10.3, 3.15.5, and Attachments 3A-11 and 3A-12. Paragraph 3.16.2 changes approval authority. A bar (|) indicates a revision from the previous edition.

3.2.2.1. Mission Support accepts only delivery priorities 01-04 call-ins after 1600, Monday through Friday, holidays, and weekends.

3.3.1. The standard for delivery of issues during post-post operations is one half hour more than the times reflected in this chapter. The PMI Supply Manager may suspend delivery functions due to inclement weather or other emergency conditions. MICAP DORs and priority issues will be delivered;

all other DORs or issues are held until road conditions improve. Pick-Up and Delivery ensures that customers are advised of significant delays.

3.4.7. When an organization requests a random length item, Customer Service coordinates with the applicable warehouse for quantity availability. Customer Service advises the customer of the options available and assists the customer in requesting the item.

3.4.9. Send initial issue requests to Customer Service in the format shown in attachment 3A-10.

3.6. Organizations identify items required by providing the stock number, part numbers, quantity, unit of issue, unit Cost, standard reporting designator (SRD), organization code, shop code, and bench stock item number, etc.

3.7.3. Core Automated Maintenance System (CAMS) and GO81 organizations assume all BSSS responsibilities for their activity.

3.7.4. Call Customer Service on urgent bench stock requirements using activity code "X" or "J". An Urgent bench stock requirement is a requirement which creates a work stoppage if not satisfied.

3.16.1. Direct mission organizations (assigned or tenant units) supported by Peterson AFB Base Supply may screen for excess property in the Defense Reutilization and Marketing Office (DRMO) located at Fort Carson CO. Screening access is limited to commanders, maintenance officers, shop and unit chiefs, and their assistants. Customers send requests to the Equipment Management Element to establish equipment authorization inventory data (EAID) accountability for EAID items withdrawn from DRMO. Customers needing supplies or non-EAID property must establish a memo due out, TEX H, through either Customer Service or Equipment Management as appropriate. To establish a due out, the customer must provide the Defense Property Disposal Service (DPDS) Form 103, Screeners Tally to Freeze Excess/Surplus Property, they receive from DRMO.

3.16.2. Only Pick-up and Delivery personnel are authorized to receipt for property from DRMO. An exception to this policy is organizational personnel may pick up bonafide emergencies when approved by the PMI Supply Manager. After processing, property is delivered to the customer.

ATTACHMENT 3A-4

Figure 3A4.1. Sample DD Form 1348-6, Non-NSN Requisition

Block ENTRY

11 Initiating activity must enter a recommended source of supply to include address and telephone number.

ATTACHMENT 3A-10 (Added)

LETTER FORMAT FOR REQUESTING INITIAL ISSUE

MEMORANDUM FOR PMI/LGRSC

FROM:

SUBJECT: Request for Initial Issue of Repair Cycle (Alpha Budget Code) Items

Request initial issue for the following repair cycle item:

1. Organization and shop code:
2. Delivery priority:
3. Urgency justification code (UJC):
4. System standard reporting designator (SRD) and serial number:
5. Work unit code:
6. Nomenclature:
7. National stock number:
8. Part number:
9. Quantity:
10. Justification:

Signature of Organizational Commander,
Division Chief, or equivalent

Note: Justification must include the reason why reparable are not available for turn-in (special projects, new technical order requirements, etc.). Requests for items that were lost or stolen must have appropriate documentation attached. Additional certification must be made stating requested items will not be used as back-up spares. You can get repair cycle items required for bench sets, mockups, etc., through Special Purpose Recoverables Authorized Maintenance (SPRAM) procedures.

THOMAS M. O'TOOLE, GS-12, DAFC
Chief of Supply