

BY ORDER OF THE COMMANDER
21st SPACE WING

AIR FORCE MANUAL 23-110, VOLUME 2,
PART 13, CHAPTER 8



21st SPACE WING
Supplement 1

18 FEBRUARY 2003

Supply

EQUIPMENT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: CORSC-LGSP (Mr. Paul L. Bentley)
Supersedes
AFMAN23-110V2PT13C8S21SW, 13 July 1998

Certified by: CORSC-LGS (Mr. James E. Robinson)
Pages: 2
Distribution: F

The OPR for this supplement is CORSC-LGSP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 13, Chapter 8, *Equipment Management*. 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 33-322, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

Renumbers paragraphs to correspond with basic manual. Adds STE telephones to paragraph 8.5.2.3. Changes telephone numbers in paragraphs 8.30.1 and 8.70. Deletes paragraphs 8.24.4.1.3, 8.34.1, 8.34.3 and 8.34.4. A bar (|) indicates a revision from the previous edition.

8.5.1.7. Use 21 SW Form 86, **Appointment of Base Supply Equipment Custodian(s)**, to appoint primary and alternate custodians. This form must be reaccomplished upon change of commander or custodians and annually even when no changes have occurred. Prepare this form in two copies. Send the original to Equipment Management; keep copy two for the custodian file in accordance with paragraph 8.26.6.2. of this chapter.

8.5.2.3. Ensure all secure telephones (STU III or STE) obtained by any means other than Base Supply be reported to Equipment Management immediately upon receipt so authorization and accountability can be established.

8.5.2.7. Return original to Base Supply unblemished except for a legible signature.

8.5.2.14. For positive identification, when feasible, all equipment found on base must be physically processed through Base Supply.

8.5.2.20. Labels must be inconspicuously placed to prevent unsightliness, appearance of disarray, and to promote neatness in work areas.

8.12.2. Return original to Base Supply unblemished except for a legible signature.

8.14.1. The gaining custodian must also obtain the losing custodian's signature in block "E".

8.30.1. When weapon serial numbers do not agree, call Inventory (LGSPI), DSN 834-4207.

8.30.2.1. Local program QLP 261, Semiannual Equipment Custodian Weapon Inventory List, will be automatically produced during the months of March and September and will be mailed to each applicable custodian by our Inventory function.

8.67. Use Custodian Authorization/Custody Receipt Listing (R14) to verify serial numbers.

8.70. AF Form 2011 is not required; R15s can be obtained by calling Equipment Management at DSN 834-5756.

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