

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

**AIR FORCE MANUAL 23-110, VOLUME 2,**  
**PART 2, CHAPTER 22**



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

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**Supply**

**EQUIPMENT MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is TECOM/LGSPP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 22, Equipment Management**. 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**

Changed to agree with Chapter rewrite. Paragraph 22C1.2.4. deletes distribution of Custodian Listings and directs its posting to the Supply "G" drive. A bar ( | ) indicates a revision from the previous edition.

**22.12.** Equipment Authorization Inventory Data (EAID) requests are logged in upon receipt and processed within 15 workdays of request. EAID items for turn-in are picked up on accountable records within 20 workdays of receipt of equipment action request.

**22.25.2.** Record all requests on AF Form 600, Equipment Control Register.

**22.28.1.2.1.** Commanders submit requests on 21 SW Form 86, Appointment of Base Supply Equipment Custodians to appoint and/or change custodians. Commanders must appoint at least one alternate to each equipment account. This form must be reaccomplished upon change of commander or custodian and annually even when no change has occurred.

**22.29.2.18.** For positive identification, when feasible, all equipment found on base must be physically processed through Materiel Handling, even if the custodian can justify its retainability. When not feasible, Inventory personnel will make an on-site visual inspection to get data for Materiel Handling. The Equipment Management lead or higher authority must certify on the AF Form 2005, Issue/Turn-in Receipt, that research was accomplished to find the owing custodian of the EAID item. Recertification must also be made if stock numbers change.

**22.33.3.** AF Form 2011, Base Supply ADPE Work Request, is not required. R15's can be obtained by calling Equipment Management at DSN 834-1722.

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

**22.47.4.2.** If the item is still required and if special purpose recoverables authorized maintenance (SPRAM) accountability is not applicable, then the using organization is offered the item on supply point, if applicable. If the item is not required nor authorized on SPRAM or supply point, the organization is directed to turn in the asset.

**22.48.2.1.3.** Signature of an approving official is required. The Supply Manager (LGS) is designated as the approving authority. During his or her absence, the individual who has assumed the responsibility of the Supply Manager may sign the FER.

**22.48.2.2.1.** Physical inspection is not required if sufficient information is provided.

**22.53.2.2. CAUTION:** Corrective procedures listed may only be used when FME and FED processing errors are detected within five work days. Those exceeding this time frame must be processed using the special inventory procedures in chapter 20.

**22.70.2.1.5.** Equipment Management retains FED images for the establishment of the deployment due-in file.

**22.134.4.** Equipment Management reviews all Allowance Standard (AS) 050 items monthly, utilizing the Q09 report, to prevent the loan date from becoming delinquent and to ensure that items are returned in a timely manner.

**22.163.3.2.2.** Equipment Management reviews all AS 057 items monthly, using the Q09, to prevent the loan date from becoming delinquent and to ensure that items are returned in a timely manner.

**22.183.3.3.** Letters are maintained for the life of the SPRAM authorization.

## **Attachment 22A-1**

### **Table 22A1.1. Management Products List.**

NOTE 2: Process the allowance source code (ASC) listing (Q09) monthly.

**Attachment 22C-1**

**22C1.2.3.** Maintain a listing of custodians in name sequence and by account code.

**22C1.2.4.** Store and maintain this file on a mini-microcomputer. Post an updated listing at least monthly to the Supply "G" drive.

THOMAS M. O'TOOLE  
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