

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

**AIR FORCE MANUAL 23-110, VOLUME 2,**  
**PART 2, CHAPTER 27**



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

**1 MARCH 2000**

**Supply**

**RESEARCH AND RECORDS MAINTENANCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at <http://afpubs.hq.af.mil/>.

---

OPR: TECOM/LGSPP (Mr. Paul L. Bentley)      Certified by: TECOM/LGS (Mr. James E. Robinson)  
Supersedes AFM23-110V2PT2CH27SW1, 1 AUG 96

Pages: 3  
Distribution: F

---

The OPR for this supplement is TECOM/LGS (Mr. Paul L. Bentley). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 27, Research and Records Maintenance**. 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 does not apply to the US Air Force Reserve and Air National Guard Units.

### **SUMMARY OF REVISIONS**

Corrects paragraph numbering. Clarifies what items will not be loaded in system designators A4 and A9, paragraph 27.6.1. Delegates SNUD reconciliation responsibilities to Computer Operations, paragraph 27.78.3. Changes responsibility of suspense notice file to Inventory, paragraph 27.103.4.8. Requires Procedures and Analysis to maintain FAD override letters, paragraph 27.145.3.1.2. A bar ( | ) indicates a revision from the previous edition.

**27.6.1.** Item records for Hazardous material, operational items (tapes, ribbons, paper, charts, etc.) and common use items (janitorial, administrative, lubricants, rope, solder, electrical tape, vehicle parts, tools, clothing, etc.) will not be loaded in system designators A4 and A9. Items of this nature must be ordered through the sites Host Base Supply or purchased by IMPAC card.

**27.31.1.3.** Forms are not required.

**27.32.2.** File is automated and maintained on a microcomputer. DD Forms 1348-6 are indexed and input into the microcomputer by stock number and part number. Upon successful entry into the microcomputer, DD Forms 1348-6 for units other than Clear AS and Thule AB are destroyed. Forms for Clear and Thule are facsimiled to Clear and Thule and destroyed upon completion. Sequencing of DD Forms 1348-6 prior to upload into the microcomputer is not required as the system searches by part number and or stock number without regard to the other data. All DD Forms 1348-6 must be input into the microcomputer. Save actions must be accomplished each day data is input into the microcomputer.

**27.32.5.** Use the automated L and P serial number control ledger for each system designator.

**27.32.9.2.** Quarterly, use QLP program 136 Part Number Interrogations, to create BVUC25 interrogations and the transmission of the BVUC25s through the Automatic Digital Network (AUTODIN).

**27.36.1.** Perform reconciliation annually.

**27.42.3.1.** Records Maintenance uses the Automated Stock Number Directory (M14) which is updated daily. Subparagraphs in basic manual do not apply.

**27.42.3.4.2.** Produce a supplementary listing and retain until a new R02 has been prepared.

| **27.78.3.** Responsibilities are delegated to Computer Operations.

**27.92.10.1.** File correspondence in stock number sequence.

| **27.103.4.8.** Inventory is responsible for maintaining the suspense notice file.

**27.117.2.** Application codes are locally assigned by Procedures and Analysis in conjunction with the Standard Reporting Designator (SRD) record load.

**27.127.** Procedures and Analysis loads, changes and deletes SRDs when required and performs the quarterly verification.

**27.142.** All action required by Record Maintenance in this Section is accomplished by Procedures and Analysis.

**27.143.5.** Use 21 SW Form 66, Establishment of Organization Cost Center Record (OCCR) and Project Funds Management Record (PFMR) to establish an organization code. Appoint equipment custodians using 21 SW Form 86, Appointment of Base Supply Equipment Custodian(s).

| **27.145.3.1.2.** Letters are filed by Procedures and Analysis.

**27.147.1.** Send requests to Procedures and Analysis versus the Operations Support Flight.

**Attachment 27A-2****Table 27A2-2.** Screen FIL/442.*Note 4:* Application code entries are mandatory on all item record loads.**Attachment 27B-5**

**27B.5.1.1. (Added)** DD Forms 1348-6 returned by Bioenvironmental Engineering Service (BES) as not meeting the criteria as potentially hazardous materiel will require Research personnel to process an FCD (after FIL action) with an (H) in position 45.

**27B.5.1.2. (Added)** DD Forms 1348-6 meeting the criteria for hazardous materiel will be forwarded by BES to Hazardous Materiel Element for FIL and FCD action. The Hazardous Materiel Element then forwards the DD Form 1348-6 to Research for loading into the Base Contracting Automated System (BCAS). When loading, enter POTENTIALLY HAZARDOUS MAT MSDS REQUIRED on the second line of the description field.

**Attachment 27J-1****Table 27J1.1.** Input Format and Entry Requirements*Note 6:* Enter name, phone number and office symbol of individual requesting the load. Also, enter the reason for the input.

THOMAS M. O'TOOLE  
Chief of Supply