

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

**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 9**



**21ST SPACE WING  
Supplement 1**

**30 AUGUST 2004**

**Supply**

**REQUISITIONING**

**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 2, Chapter 9, *Requisitioning*. 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 Air Force Records Disposition Schedule (RDS) which may be found online at <https://webrims.amc.af.mil>.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

9.2.8. The Priority Monitor Report (D18) will be processed daily.

9.7.4. Thule AB is responsible for actions as they apply to Transportation, when requested by Customer Service, and copies of the TAR report are faxed or emailed to them. If the property cannot be located, Customer Service will be advised. Customer Service TAR monitor reviews the arctic export on-hand inventory list to see if the asset is located at Norfolk, VA. If the asset is not at Norfolk, VA, the Customer Service TAR monitor contacts the Thule AB TAR monitor who contacts the Thule AB Transportation Management Office monitor and requests their research of auditable files and ensures they are processed according to AFMAN23-110.

**Table 9B5.1. General Requisition Serial Numbers.**

NUMBERS/SERIES	ASSIGNMENT/USE
9000 through 9099	Base Supply
9500 through 9699	Regional Supply Center

9B11.5. Rex code 1 assignment is deleted or reassigned previous code within 5 workdays.

**Table 9B11.1. Requisition Exception Code (REX)**

REX	ENC	EXCEPTION PHRASE	ECC REQUIRED	MONITOR
B	P	Only the requested item will do. Assign advice code 2B	Yes (Note 7)	Customer Service
P	P	Furnish the exact quantity requested. Assign advice code 2D.	Yes (Note 7)	Customer Service

Note 7. (Added) Maintain a single ECC for each override record in accordance with paragraph 9B11.4.

**Requisition Override Information**

REX Code	Field Designation	Data Entries
B	Stock Replenishment Flag	*
	Due-Out Requisitioning Flag	*
	System Designators	01, A4
	Advice Code	2B
P	Stock Replenishment	*
	Due-Out Requisitioning Flag	*
	System Designators	01, A4
	Advice Code	2D

9B18.4.8. (Added) Items from Honeywell Tech Solutions (EY8173) for FB2502. Upon notification of a receipt, Stock Control processes a Special Requisition (SPR) using EY8173 shipment document number and a Supply Status Input (AE1) with BN status to receive asset(s) as free issue.

9B19.3.6. (Added) Justification letters are not required for hazardous materiel requisitions with special requirements flag.

9B24.8.3. Process a report monthly, and use it to validate all JBD, JBE, and JBT requisitions. Customer Service keeps a log of all JBI requisitions with the following information: national stock number (NSN), noun, quantity, requisition number, due-out document number, date package forwarded, and action agency.

9B24.24.3. 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. Only Pick-Up and Delivery personnel are authorized to receipt for property from DRMO. Exception to this receipt policy is organizational personnel may pick-up bonafide emergencies when approved by the Regional Supply Manager.

9B24.24.4.2.1. Customers needing supplies or non-EAID property must establish a memo due-out through either Customer Service or Equipment Management, as appropriate. Equipment Management hand carries a copy of the due-out with a Defense Property Disposal Service (DPDS) Form 103, Screeners Tally to Freeze/Surplus Property, attached to Customer Service for requisition action.

9B24.24.4.2.2. Customer Service sends the authenticated, output DD Form 1348-1A, Issue Release/Receipt Document, with the DPDS Form 103 attached, to Pick-Up and Delivery. Pick-up and Delivery personnel receive the property from DRMO.

9B24.24.5. If FED procedures are used, Customer Service attaches the FED document to the offline requisition and sends the documents to Pick-up and Delivery. Pick-up and Delivery receives the property from DRMO, delivers it to the equipment custodian, and obtains the custodian's signature on the FED. Pick-up and Delivery ensures a copy of the requisition is attached to the signed FED and sends them to Document Control. Document Control must not separate these documents.

9B24.29.6. Maintain file in stock number sequence by system designator.

9B29.4. Customer Service will, upon receipt of copy two or copy three of the AF Form 332, Base Civil Engineer Work Request, process a military standard requisitioning and issue procedures (MILSTRIP) status and place in a suspense file pending completion of the work order. After completion of the work order, as reflected on the Daily Document Register (D04), remove the AF Form 332 from the suspense file and destroy.

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