

**BY ORDER OF THE COMMANDER  
341ST SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME II,  
PART TWO, CHAPTER 11**



**341ST SPACE WING  
Supplement 1**

**23 FEBRUARY 2004**

**Supply**

**ISSUE SYSTEMS**

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OPR: PMI-DCSI SBSS/LGRSP  
(Mrs. M. Budzienski)

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The OPR for this supplement is PMI-DCSI SBSS (Mrs. M. Budzienski). This supplement implements and extends the guidance of AFMAN 23-110, Volume II, Part Two, Chapter 11, *Issue Systems*. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFI37-139, *Records Disposition Schedule*.

### **SUMMARY OF REVISIONS**

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

This revision updates office symbols and designations, designates the use of computer-generated forms (paragraph [11.2.2.](#)) and call-in logs/spreadsheets (paragraph [11.3.1.](#)), requires preserialized AF Forms 2005 and allows the use of locally devised forms (paragraph [11.4.1.2.](#)), identifies post-post processing of UND B requests (paragraph [11.13.1.3.1.](#)) and identifies assets processed by the government purchase card (paragraphs [11.38.](#) and [11.39.](#)).

11.2.2. Computer generated facsimile forms may be used.

11.3.1. Call-in logs/spreadsheets may be used in lieu of AF Forms 2005. Organizations may fax requirements on a locally devised form. Processing and criteria is unchanged.

11.3.2.2. Customer Service is the call-in point for activity code P requests.

11.4.1.2. **NOTE:** Use preserialized AF Forms 2005. Organizations may fax requirements on a locally devised form. Processing and criteria is unchanged.

11.13.1.3.1. Process UND B requests.

11.26.1. Use organization code 412 for contract maintenance.

11.38. Supply does not process requests for rubber stamps.

11.39. Supply does not process requests for safety glasses.

11A1.3.3.2.2. Send copies 2 through 4 to the customer.

**11A2.2. Locally Assigned Issue Serial Numbers.**

Serial Numbers	Activity
0001-0399	Customer Service
0400-0499	Customer Service (Hazmart)
0501-0520	341 MMXS/MXMW
0521-0599	Repair Cycle
0600-0800	819 RHS/LGS
1100-1499	Receiving/Inspection
1500-1900	Missile Material Control – Expedite
2500-2999	Missile Material Control – Routine
3000-4000	341 CS/SCMD
4500-5000	CE Material Control
7000-7199	341 LRS/LGRVM
8500-8999	341 CS/SCMD (CAMS)

11A2.4. Leave block G1 blank.

**11A9.2. ENC CODES.**

Code	ENC	Phrase	Monitor
P	R		LGRDMH
Q	R		CATM
R	P		LGRDMS
S	P		LGRSM
V	P		MANG

11A15.3.2.2.1. Destroy I023 management notice.

11A15.4.2. Do not send management notice I004 to the requesting activity.

**Table 11B1.1.**

Leave blocks C and G1 blank.

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Commander