

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

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



**341 SPACE WING
Supplement 1**

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EQUIPMENT MANAGEMENT

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The OPR for this supplement is DCSI SBSS (Mrs. Kim Budzienski). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume II, Part Two, Chapter 22, Equipment Management**. 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 AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-332, Vol 4).

SUMMARY OF REVISIONS

This document has been substantially revised and must be completely reviewed.

This revision corrects paragraph numbering, updates terminology (paragraphs [22.47.6.1.](#), [22.48.2.1.1.](#), [22.48.2.1.3.](#), [22.51.](#), [22.70.2.1.5.](#)), adds instruction for turn-ins (paragraph [22.25.2.3.](#)) and deletes references no longer supported by the basic.

22.12. Process all equipment transactions within 10 workdays unless specifically stated elsewhere.

22.21.6. NOTE. The AF Form 600 is not used; use a locally developed log.

22.22.2. Maintain a list of technical advisors by function, name and phone number.

22.25.2.1.1. NOTE. The AF Form 600 is not used; use a locally developed log.

22.25.2.3. Turn-in requests are not accepted over the phone.

22.25.3. NOTE. The AF Form 600 is not used; use a locally developed log.

22.25.4. NOTE. Customer Service processes activity code P items; an equipment control number is not required.

22.25.6. The AF Form 600 is not used; use a locally developed log.

22.47.6.1. The Equipment Liaison technician is delegated authority to sign FEC documents.

22.48.2.1.1. The Program Manager appoints Equipment Liaison personnel to act as limited inspectors and provides a courtesy copy of the appointment to the Functional Director. Equipment Liaison trains individuals in supported geographically separated units when travel time to those units is more than one duty day by the most economical means of transportation.

22.48.2.1.3. Identity change documents require approving official signature. Approving official responsibilities are delegated to the Equipment Liaison. Appointment is in writing.

22.51. The Equipment Liaison technician is delegated authority to sign FME/FED documents in the absence of the Program Manager or using custodian.

22.70.2.1.5. NOTE. Establish the deployment due-in file in Equipment Liaison.

22.129.2.1.2. Ensure turn-in and transfer action is coordinated with the LMR System Manager on AF Form 3215/AF Form 2005. No transaction requests are accepted by phone.

22.193.2.1.1. The chief inspector processes SPRAM identity changes.

Table 22A1.1. Note 4b. Off-base custodians have 30 work days to sign and return the Custodian Authorization/Custody Receipt List (R14).

Attachment 22B3

22B3.2. The AF Form 600 is not used; use a locally developed log.

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Commander