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The OPR for this supplement is DCSI SBSS (Mrs. M. Budzienski). This supplement implements and extends the guidance of AFMAN 23-110, Volume II, Part Two, Chapter 9, *Requisitioning.* 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 designations, revises offline requisition numbers (**Table 9C2.3. (Added)**) and related register requirements (para **9C.2.1.3. (Added)**) and updates locally assigned requisition codes/ modifiers (**Table 9C6.3. (Added)**).

9.14.2. *NOTE:* Customer Service processes all DRMO withdrawal transactions.

9.53. Offline requisition numbers are obtained from Customer Service.

9.107. Receiving takes action on the Local Purchase Open Item List.

9.109. Customer Service processes all local purchase transactions.

9.112. Customer Service approves the emergency request. Process the issue UND A with TEX Z to establish the memo due-out.

9.123.1. Receiving is responsible for the MILSTAMP Tracer Reconciliation Program.

9.144. Inspection is responsible for all Supply Deficiency Reports (SDRs).

Table 9C2.3. (Added) Offline Requisition Numbers.

Serial Numbers	Function
9000 – 9089	Customer Service – general use
9090 - 9099	Customer Service - NOCM
9300 - 9399	Customer Service - SCARS

9C.2.1.3. (Added) A register will be maintained for offline requisition numbers. Entries will be as follows:

1. DIC/TRIC

2. Serial Number

3. Stock Number

4. Quantity

5. Unit of Issue

6. Priority

7. Routing Identifier

8. Due-out Document Number

9. Initiator's Name

10. Transaction Date

Table 9C6.3. (Added) Locally Assigned Requisition Codes/Modifiers.

Code/Modifier	Notice Code	Phrase	ECC	Monitor
D	R	Process as Priority 6	No	Customer Service
A	R	Required minimum buy	No	Customer Service
P	P	Fax AOE w/1348-6 to Hill	No	Customer Service

9L1.1. Receiving processes all TAR documentation and freezes the item record prior to forwarding to Inventory.

9L3.1. Receiving processes all TAR documentation and freezes the item record prior to forwarding to Inventory.

9L4.1. Receiving processes all TAR documentation and freezes the item record prior to forwarding to Inventory.

9L6.1. Receiving processes all TAR documentation and freezes the item record prior to forwarding to Inventory.

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