

**BY ORDER OF THE COMMANDER,
354TH FIGHTER WING (PACAF)**



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**354TH FIGHTER WING
Supplement 1**

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Supply

**USAF STANDARD BASE SUPPLY SYSTEM –
ORGANIZATION AND RESPONSIBILITIES**

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AFMAN 23-110, Volume 2, Part 2, Chapter 2, 1 April 2003 is supplemented as follows:

This supplement implements AFPD 23-1, *Requirements and Stockage of Materiel*. This supplement does not apply to Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

2.1.4. The LRS commander elects the option to align Administration (Systems Management) section under Management and Systems Flight.

2.3. (2.3. in PACAF SUP 1). The LRS commander elects the option to align Customer Service under Management and Systems Flight.

2.4. The LRS commander elects the option to establish a Squadron Readiness section under Readiness Flight.

2.6.1. Management and Systems Flight is no longer responsible for wartime LRS policy and procedures, instead the responsibility is delegated to Readiness Flight.

2.6.3. The LRS commander elects the option to have Readiness Flight manage all Weapon System Management Information System (WSMIS) and Status Of Resources and Training System (SORTS) data.

2.7.1. The LRS commander elects the option to give responsibility for wartime planning and mobility management to Readiness Flight.

2.8.5. (2.8.5. in PACAF SUP 1). Customer Service will hold customer interface meetings quarterly. It is open to all resource advisors, material support supply liaisons and other functions that receive service. It

is an open forum to discuss current changes and to address customer questions. Minutes are completed and distributed.

2.10.4. When assigned, satellite accounts are notified annually by formal correspondence and offered the opportunity to schedule their personnel for Computer Support Base (CSB) orientation by Systems Management section.

2.13.2. The LRS commander elects the option to have Flight Service Center (FSC) manage the Precious Metal Recovery Program.

2.13.5. (2.13.33. in PACAF Sup 1). Systems Management section will act as a focal point for all micro-computer support actions.

2.13.12.4. The LRS commander elects the option to have a readiness unit mobility NCO responsible for maintenance of deployment plans.

2.13.26.2. The LRS commander designates the Resource Manager to be his/her Financial Work Group representative.

2.15.3. The Commander's Support Staff (CSS) is responsible for controlling and monitoring the Weight Management and AF Fitness programs for LRS.

2.21.6.3. All documentation used to support unresolved discrepancies is filed monthly with the consolidated inventory adjustment register (M10).

2.22.3. The LRS commander elects the option to establish wartime planning and mobility management under the Readiness Flight.

2.22.4. The LRS commander has assigned microcomputer support responsibility to the Systems Management section.

2.22.4.10. Computer Operations will appoint a Supply Asset Tracking System (SATS) primary and alternate security administrator.

2.22.4.11. (Added) All small computer hardware and software requirements are ordered, received, installed and tracked by the Systems Management section.

2.24.2.10.3. Customer Service analysis is performed semiannually.

2.24.2.13. Customer Service will issue SATS smart cards.

2.24.2.13.3. Customer Service will validate the SATS smart card list annually when SATS is operational.

2.24.2.14. The LRS commander elects the option to have Customer Service maintain the Authorization Receipt Listing and documentation that authorizes individuals to receipt for classified property when SATS is operational. (Referenced in 2.26.4.)

2.27.19.8.1. (Added) Supply Interface System (SIFS) inbound residue files are reviewed by PACAF Regional Supply Squadron Computer Operations section as listed in PACAFI 23-206, paragraph 3.19.

2.28.3.2.2. Local Purchase is no longer practiced at Eielson. The LRS commander has declined the option to have inbound section and base contracting personnel work together to resolve local purchase adjustment (LPA) status and local purchase receipt problems.

2.29.2.7. The LRS commander will maintain the authority to approve or disapprove other authorization changes within applicable Basis of Issue allowance.

2.29.10. The FSC manages the Special Purpose Recoverable Authorized Maintenance program in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 22, Paragraph 22.181, PACAF SUP 1.

2.30.6.2. Publication reviews will be held in conjunction with Procedures and Accountability section internal surveillance visits. Discrepancies identified are monitored by Procedures and Accountability section until all corrective actions have been completed.

2.36.1. (2.36.1.2. in PACAF SUP 1). Self-Inspections are handled in accordance with 354 FWI 90-202.

2.36.2. Each flight (Fuels Management Flight see paragraph 2.36.2.5. of this supplement) will forward results of their self-inspection to their flight self-inspection monitor for consolidation into one memorandum letter. Letters will include the total number of items inspected for flight, number of "open" discrepancies, corrective action taken or to be implemented, and an estimated completion date. Flight self-inspection monitor will forward the letter to the Procedures and Accountability section no later than the last duty day of June and December.

2.36.2.5. (Added) The Fuels Management Flight will conduct internal inspections IAW AFI 23-201. These inspections will fulfill the requirement to accomplish self-inspections as stated in 2.36.2. of this supplement. Inspection results will be sent to Procedures and Accountability section in the same format described in paragraph 2.36.2. in this supplement.

2.36.3.4. All recurring AF Forms 2011 (Automated Data Processing Equipment Work Request) will be routed through Procedures and Accountability section prior to submission to Systems Management section to ensure requests pass quality checks.

2.37.2.1. All flight or office operating instructions will be forwarded to Procedures and Accountability section in typed form for review prior to implementation.

2.40.4. The following procedures are used to control, document and process all Special Interest Items (SII):

2.40.4.1. (Added) Procedures and Accountability section will:

2.40.4.1.1. (Added) Review all incoming special interest items to determine the impact on LRS.

2.40.4.1.2. (Added) When applicable to LRS, forward copies of checklists to all applicable flights for initial review and inclusion in self-inspection programs.

2.40.4.1.3. (Added) Monitor completion/termination of all special interest items applicable to LRS.

2.40.4.1.4. (Added) Maintain an electronic folder on each special interest item applicable to LRS.

2.40.4.2. (Added) Applicable flights will:

2.40.4.2.1. (Added) Perform initial reviews of all applicable special interest items and forward reply of initial reviews to the Procedures and Accountability section.

2.40.4.2.2. (Added) Provide one copy of all identified discrepancies to the Procedures and Accountability section.

2.40.4.2.3. (Added) Ensure all special interest items are in applicable flight's Self-Inspection checklist until termination.

NOTE: Special interest items with past due termination dates will not be deleted until receipt of an updated Inspector General (IG) special interest item listing.

2.44. Readiness Flight is responsible for maintenance of deployment plans.

2.45. Refer to LRS Operating Instruction 23-101 for After Hours Operating Instruction. It is available for download at this Eielson IntraWeb address: <https://intraWeb.eielson.af.mil/orgs/sptg/lrs/lgrs/pubs/pubs.htm>.

2.46.2. The LRS commander declines the option to require Procedures and Accountability section to review Supply Interface File System Inbound Review Listing and Automated Data Reports Submission System –Defense Data Network Transmittal List. This process is performed at PACAF Regional Supply Squadron.

2.50.4. Procedures and Accountability section will scrutinize incoming Supply Discrepancy Report (SDRs) on a semiannual basis.

2.50.5. The LRS commander elects the option to have a Shipment Loss Analysis (M16) accomplished quarterly.

2.50.6. The LRS commander has determined a customer complaint/problem analysis will be accomplished semiannually.

2.50.7. Option 3 as noted in AFMAN 23-110, Volume 2, Part 2, Chapter 23 for Individual Equipment Element out-processing is not used.

2.50.8.4. Procedures and Accountability section will accomplish a complete analysis of inventory adjustments and discrepancies semiannually using previous 6 months data.

2.55.8. The LRS commander elects the option to have CSS maintain Weighted Airman Promotion System (WAPS) library for all LRS personnel.

2.57.3.1. The Training section is responsible for administering the LRS commander's training program. This includes base level customer "block 1" training. Base Customer Service Center (BCSC) is responsible for "block 2 and 3" training.

2.58.5.4. The LRS commander determined Equipment Liaison Office is responsible for briefing command supplements, local policy and local requirements to reappointed equipment custodians that performed custodian duties at their previous assignment.

2.60. NOTE: Demand Processing is assigned to BCSC and Mobility section is assigned to War Readiness section.

2.62.3.3. (2.62.3.3. in PACAF SUP 1). The LRS commander elects the option to replace Stock Number Directory (M14) listing with Automated Stock Number User Directory (ASNUD).

2.62.3.4.3. The LRS commander declines the option to assign a program manager to monitor the Air Force Equipment Management System (C001) E-Mail notices.

2.62.4.6.3. The LRS commander declines the option to reconcile technical orders each year with all supported organizations.

2.63.8. The LRS commander authorizes Flight Service Center to process receipts for local manufacture items.

2.73.2.2. The LRS commander determined one limited file of technical orders is sufficient to service all LRS warehouse activities.

2.73.8.5. The Flight Office for the applicable functional area will perform a follow-up inspection within 10 days to ensure discrepancies were corrected or to establish an open item for tracking.

2.74.6. The LRS commander has declined the option for Inbound to work with base contracting to obtain the following local purchase receipts: missing local purchase status (LPS) and/or DD Forms 1155, Order for Supplies or Services/Request for Quotations.

2.75. Pickup and Delivery operations have been transferred to 354 LRS Vehicle Management Flight in accordance with AFI 24-301.

2.77. Bench Stock Support section is aligned under Customer Service in Management and Systems Flight.

2.77.4.1. Organizational bench stock monitor will maintain and update bench stock placards, review on-hand balances, replenish and bin bench stock items. 354 LRS Vehicle Management Flight will deliver the property in accordance with AFI 24-301.

2.78. Retail Sales functions are contracted out.

2A1.3.1. (Added) Mission Support duties have been transferred to the Maintenance Supply Liaison section under Management and Systems Flight.

2A1.3.2. (Added) Aircraft Parts Store duties have been transferred to Materiel Management section.

2A1.3.4. (Added) Equipment Management and Stock Control duties have been transferred to Customer Service due to regionalization.

2A1.3.5. (Added) Document Control and Inventory are aligned under the Procedures and Accountability section.

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Commander