

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 10**



**374 TH AIRLIFT WING COMMAND
Supplement 1**

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Supply

RECEIPT PROCESSING OVERVIEW

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to all assigned, attached, associate, and satellite units.

SUMMARY OF REVISIONS

Updates functional names and office symbols. A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume 2, Part 2, Chapter 10, is supplemented as follows:

10.1.1. (Added) Throughout this chapter references are made to DD Form 250, **Materiel Inspection and Receiving Report**, DD Form 1155, **Order for Supplies or Services**, DD Form 1348, **DoD Single Line Item Requisition System Document (Manual)**. The 374th Logistics Readiness Squadron Cargo Movement Inbound Element (374 LRS/LGRDCI) will use DD Form 1348-1A, **Issue Release/Receipt Document**, as the receiving document.

10.3.6. The personnel list is not required. 374 LRS/LGRDCI will process all receipts. The 374th Civil Engineer Squadron (374 CES) will forward receipts for bulk item delivery to 374 LRS/LGRDCI for processing.

10.4.1. Electronic counting scales are not used.

10.4.1.4. Option B will be used.

10.4.1.5.4. Use copy 3 as a local purchase receiving document and send it to Defense Finance and Accounting Services Air Force Vendor Pay (DFAS-J/FPF) during post-post downtime.

10.5.1. Use the suggestion cited in paragraph 10.5.1.1. of AFMAN 23-110, Volume 2, Part 2, Chapter 10.

10.5.3.1. Due-out release documents and property for off-base supplies will be delivered by 374 LRS Vehicle Operations Section Pickup and Delivery (374 LRS/LGRVO).

10.5.3.2. Due-out release documents and property for off-base equipment items will be delivered by 374 LRS/LGRVO.

10.5.4.1. Use the following procedures in conjunction with the suggestion cited in paragraph 10.5.4.2. of AFMAN 23-110, Volume 2, Part 2, Chapter 10.

10.5.4.1.1. (Added) The 374 LRS Materiel Management Storage and Issue Element (374 LRS/LGRDMS) will sign a copy of the “notice to stock” and provide a signed copy to 374 LRS/LGRDCI.

10.5.4.1.2. (Added) The 374 LRS/LGRDCI will file the signed management notice for 90 days.

10.6.2. The 374 LRS/LGRDCI manages the 356 reject program.

10.7.2. Pacific Air Forces (PACAF) Regional Supply Squadron (RSS) will accomplish these responsibilities.

10.13. Refer to the applicable support agreement for method of receipt processing and credit judgment.

10.16.1. Use procedures cited in paragraph 10.16.2. instead of those in paragraph 10.15. of AFMAN 23-110, Volume 2, Part 2, Chapter 10.

10.25.2. The assigned tote and hold location will act as the designated reject hold area for bulk assets that were rejected. The reject hold area assigned in the Receiving Annex is designated by the R01 alpha or numeric designator for smaller assets processed in the Annex.

10.30.1. The 374 LRS Materiel Section Flight Service Center (FSC) (374 LRS/LGRDMF) will process local manufacture receipts.

10.37.2. Use telephone method to inform 374th Contracting Squadron Commodities Flight (374 CONS/LGCS) and DFAS-J/FPF of local purchase discrepancies. If the discrepancy is unresolved after 30 days, 374 LRS/LGRDCI will submit a Supply Discrepancy Report.

10.38.5. The 374 LRS/LGRDCI will contact 374 CONS/LGCS at 225-9859 directly to obtain the necessary documentation.

10.38.9. The 374 LRS/LGRDCI will load status to clear the 317 reject.

10.41.2.1. The inspector assigned to 374 LRS/LGRDCI will perform these duties. However, the chief inspector in the 374 LRS/LGRDMS is ultimately responsible.

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