

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

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 22**



**374TH AIRLIFT WING COMMAND
Supplement 1**

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Supply

EQUIPMENT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to assigned, attached, associate, and tenant units.

SUMMARY OF REVISIONS

Delete paragraph 22.228 (Added) and obsolete 374 AW Form 5, **Equipment Request**. A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume 2, Part 2, Chapter 22, is supplemented as follows:

22.12. The maximum time limit for processing requests is 15 workdays.

| 22.32.2. The 374th Logistics Readiness Squadron Equipment Liaison Office (ELO) (374 LRS/LGR-SCE), noncommissioned officer in charge (NCOIC) is the certifying official for the annual review of special allowance flags.

22.48.2.2.2. The ELO inspector will sign in-use identity change (FER) documents.

22.65.5. (Added) In the event of an unscheduled deployment, the equipment custodian and ELO have the following responsibilities:

22.64.5.1. (Added) The equipment custodian will:

22.65.5.1.1. (Added) Review custodian authorization/custody receipt listing (CA/CRL) to ensure deployed equipment is identified.

22.65.5.1.2. (Added) Notify ELO of deployed equipment as soon as possible.

22.65.5.1.3. (Added) Sign and date the transfer document (1ED) when processed by ELO.

| 22.65.5.1.4. (Added) File a copy of the 1ED document in the custodian folder.

22.65.5.1.5. (Added) Notify ELO as soon as equipment is returned.

22.65.5.2. (Added) ELO will:

22.65.5.2.1. (Added) Verify deployed equipment using the CA/CRL.

22.65.5.2.2. (Added) Process 1ED input to transfer asset into deployed status.

22.65.5.2.3. (Added) Obtain equipment custodian's signature on the 1ED.

22.65.5.2.4. (Added) Validate deployed assets every 120 days.

22.134.4. When the loan has expired, ELO will request the return of loaned property in writing.

Attachment 22A1.1. NOTE 3d. Off-base organizations are allowed 30 workdays to turn in excess equipment. Air Force News Agency (OL-C AFNEWS/BGMS), Air Force News (AFN) Tokyo, Detachments 13, and 14 will include ELO as addressed on all requests for disposition instructions forwarded to Headquarters AFN (HQ AFN). These requests will be filed in the respective custodian file until receipt of instructions from HQ AFN.

Attachment 22A1.1. NOTE 4a. A reconciliation of all jacket files will be performed annually by producing a new CA/CRL and having it signed by the custodian.

Attachment 22A1.1. NOTE 4b. Off-base organizations are allowed 30 workdays to return the signed original CA/CRL. In the event the listing is not returned within the required time frame, the 374 LRS Management and Systems Flight (374 LRS/LGRS) superintendent will send a follow-up letter to the organization giving them an additional 5 workdays for on-base organizations and 10 workdays for off-base organizations to have the listing returned. If the listing is still not returned, the 374 LRS Commander (374 LRS/CC) will send a letter to the organizational commander requesting return of the listing.

Attachment 22B2.1. NOTE 3. A certified listing will be used in lieu of AF Form 601, **Equipment Action Request**, for all miscellaneous allowance source code (ASC) 041 and 048 requirements.

Attachment 22C1.4. NOTE 1. The custodian authorization account listing will contain the organization, shop code, rank, name, phone number, office title, office symbol, training date, date eligible for return from overseas (DEROS) and primary and alternate custodian code.

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