

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



**AIR FORCE MANUAL 23-110,
VOLUME 2, PART 2, CHAPTER 25**

**374TH AIRLIFT WING COMMAND
Supplement 1**

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Supply

BENCH STOCK SUPPORT

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

SUMMARY OF REVISIONS

Updates office symbol. A bar (|) indicates revision from the previous edition.

AFMAN 23-110, Volume 2, Part 2, Chapter 25, is supplemented as follows:

25.1.1. (Added) Bench stocks are stores of expendability, recoverability, reparability coded (ERRC) XB3 items kept on hand to reduce delays in maintenance productivity, due to parts ordering and parts delivery times. Items such as nuts, bolts, washers, and resistors are common bench stock items.

25.4.3.7. (Added) Condemned items (numeric parts preference code 3).

25.6.1.1.1. (Added) When precious metals or pilferable items are used on shadow boards, ensure they are secured from pilferage. Every effort is made to use unserviceable items on shadow boards. Other methods may be used to display bench stock items (i.e., pictures in binders).

25.6.1.7. (Added) The bench stock monitor does a weekly walk through and a monthly inventory for each bench stock. Mark bins containing 50 percent or less of the authorized quantity with a red flag.

25.6.1.8. (Added) Before processing bench stock refills, check the due-out status list (R31) if assets are already backordered to prevent excess from occurring.

25.6.1.9. (Added) Bench stock monitors will develop a locally determined method to flag bins that are on backorder.

25.6.1.10. (Added) Remove backorder flags when the items are received.

25.6.1.11. (Added) Quantities in excess of the authorized quantity may be retained on the bench stock if storage space exists and last date of usage has been less than 2 years.

25.6.1.12. (Added) Order bench stock items not on hand and that are needed immediately to perform a job through a Standard Base Supply System (SBSS) or Core Automated Maintenance System (CAMS) terminal. Order only the quantity required in performing the job using the appropriate delivery priority and urgency justification code (UJC).

25.6.1.13. (Added) Bench stock items that are small in size and with no identification etched (i.e., part number) on the item such as nuts, bolts, screws, resistors, spacers, etc., will be placed in a sealed package or bin and clearly marked to avoid misidentification. Items that are unidentifiable should be turned in to prevent improper usage.

25.6.1.14. (Added) Transfer shelf-life information (shelf-life code, manufacturing or expiration date, etc.) marked on original bulk packages to items that do not have shelf-life identified on each individual item.

25.6.1.15. (Added) Develop a local method to highlight shelf-life bin labels and precious metal bin labels to easily identify them.

25.6.1.16. (Added) Precious metal or controlled items will be controlled and stored in a secured storage space.

25.6.1.17. (Added) Develop a local method in controlling the issuance of precious metal or controlled items.

25.6.1.18. (Added) Bin size should be proportional to the size of the property being stored to prevent damage to assets.

25.6.1.19. (Added) Duplicate stock numbers on bench stock details are not authorized. Combine duplicate stock numbers into one bench stock detail.

25.6.1.20. (Added) One reserve location is authorized for each bin location.

25.9. Organizations operating a remote SBSS or CAMS terminal are responsible for the reorganization of bins when items are deleted.

25.16.3.1. This option will be used. Coordination between the supported organization and 374th Logistics Readiness Squadron Customer Support Center (CSC) (374 LRS/LGRSC) must take place.

25.17.2.1. Urgent bench stock requirements will be submitted to the 374 LRS/LGRSC unless the supported organization has the ability to input the request through an SBSS or CAMS terminal.

25.23.3.1. NOTE: The Bench Stock Support Function will coordinate with each supported organization to conduct the joint review meeting annually.

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