

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**

**AFMAN 23-110, VOLUME 2, PART 13,  
CHAPTER 7**



**45TH SPACE WING  
Supplement 1**

**1 APRIL 2003**

**Supply**

**MANAGEMENT PRODUCTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT13CH7, *Management Products*. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

7.8. (Added) Requester must prepare and forward to LOGOPS/LGRSP on AF Form 2011, **Base Supply ADPE Work Request**, in two copies to request a miscellaneous report. Contact Computer Operations for assistance in filling out this form. See **Attachment 7A7 (Added)** for required entries on AF Form 2011.

**Table 7A2.4. (Added) Status Explanation. Additional status codes frequently used.**

Status	Explanation
CA	An explanation in writing will be provided if this code is used.
CB	Cancelled by depot because quantity is not available, as a result of requisition citing advice code 2J. Do not substitute or backorder - Fill or Kill.
ZC	Due-out cancelled at customer request.
ZG	Item permanently not available from Procurement.
ZO	Due-out cancellation of an obligated due-out.
ZQ	Due-out cancellation-requestor initiated during Bench Stock review.
ZE	Procurement action cannot be taken until the DD Form 1348-6 is received.
Z4	Procurement action cannot be taken until additional description is provided.
	<b>NOTE:</b> An explanation of other codes, if required, can be obtained by calling Stock Control or Customer Service.

**Attachment 7A7 (Added)****REQUIRED ENTRIES ON AF FORM 2011****Table 7A7.1. (Added) Requester Required Entries on AF Form 2011.**

<b>Block</b>	<b>Title</b>	<b>Explanation</b>
1	Report Title	Enter the program title as shown in each attachment header with the report select code and program number. Example: Stock Number Directory (M14/GV814). For SURGE and QLP request, enter the title of the desired report, the report select code, and the program number. Example: local Purchase Analysis (SURGE/GV003).
2	Date of Request	Self-explanatory.
3	Requirement	Describe the requirement in detail. Use additional bond paper, if necessary. Provide the following information for Air Force programs: <ul style="list-style-type: none"> <li>(1) Selection criteria: What data is desired?</li> <li>(2) Sort sequence: In what order should the data be?</li> <li>(3) Output headers: What should be printed?</li> <li>(4) Special actions: Specify such items as control</li> <li>(5) Breaks</li> <li>(6) Percentages, desired accumulators</li> </ul>
4	Justification	Describe fully the reason behind the request. Justification should include message numbers, directives from higher headquarters, or valid manual, regulation references.
5	Precedence	Check either the priority or routine. Priority requests must have proper justification in Block 4.
6	Frequency	If this is a one-time request, enter "ONE-TIME" in this block. If this is to be a recurring program, enter the proper frequency, such as daily, weekly, or monthly. Coordinate the specific date and time with the Computer Operations Element.
7	Input	Input does not refer to the select and parameter inputs, but rather, where the desired data are currently stored. If the data are not on disk or tape, check OTHER and specify where it is in the space provided. Provide the estimated volume in the space provided. For example: to refer to specific item records, place the current item record count in the space provided.

Block	Title	Explanation
8	Output	In the spaces provided, place the type form required, such as the bin label or tab paper, and the number of copies desired. Enter the approximate output volume in this block. If no reasonable approximation can be made, enter UNKNOWN.
9	Name/Grade/ Section of Requester	Self-explanatory.
10	Phone	Enter the requester's phone number. Satellite requesters will include the DSN prefix in this block.
11	Flight Chief Sig- nature and Grade	Self-explanatory.
12	Phone	Enter the flight chief's phone number. Satellites will include the DSN prefix in this block.

J. GREGORY PAVLOVICH, Brigadier General, USAF  
Commander