

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



**AFMAN 23-110, VOLUME 2, PART 2,
CHAPTER 15**

**45TH SPACE WING
Supplement 1**

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Supply

SHIPMENTS

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH15, *Shipments*, and AFMAN 23-110V2PT2_AFSPCSUP1. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN and AFSPC Supplement. 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.

15.13.3. **EXCEPTION:** The Accountable Officer or 45 LRF QAS are designated as the Base Supply representatives.

15.22.1.2.1. (Added) Lateral shipments between FB2520 and FB2521 (A2 Account) should be prepared by Records Management as necessary to meet customer priority UND "A" requirements and stockage adjustments to prevent disposition of excess when the other account has a replenishment requirement. Particular attention should be made when processing file status output to ensure maximum benefit of these procedures.

15.22.1.2.1.1. (Added) When appropriate, Records Management will initiate SHP input according to AFMAN 23-110, Volume 2, Part 2, Chapter 15, Attachment C-1 using RI DMB-SHP from 01 and DLM-SHP to A2.

15.22.1.2.1.2. (Added) Enter "@" in CC 51 if input through the UTS40 to ensure output is returned to Records Management. If input through the mainline, ensure the output is recovered.

15.22.1.2.1.3. (Added) Records Management will stamp "SHIPMENT" on copy 1 of the first book (DD Form 1348-1) and "RECEIPT" on copy 1 of the second (duplicate) book.

15.22.1.2.1.4. (Added) Forward shipping and receipt documents to Storage and Issue for processing. The shipping warehouse will forward the property and the receipt document to Receiving.

15.22.1.2.1.5. (Added) Upon receipt and processing of the property, Receiving will forward copy 1 of the receipt to the Document Control and route the property to stock or DOR as appropriate.

15.49. TRMs using TEX codes 5, E, L, N, V or @ will only be processed by Records Management. All requests for TRM action which would bypass normal stockage retention policy will be in writing and submitted to Records Management. If approved, Records Management will process the TRM and annotate the lower right-hand portion of the output document with a brief description as to why it was processed. Correspondence requesting the TRM will be maintained by the Records Management for one year as supporting documentation.

15.67.1.1. OPTION 1. Block of numbers may be obtained by calling Records Management, 4-4468.

Attachment 15A-1, paragraph 15A1.3.

Table 15A1.1. SEX Codes.

SEX CODE	EXCEPTION NOTICE CODE	EXCEPTION PHRASE	ECC REQUIRED
D	R	On-line ship to FB4620-GRD Survey	YES
I	R	Lean Logistics	YES
2	R	B14 Chap 15-39	NO

Attachment 15B-1, paragraph 15B1.4.1.1. (Added) Storage and Issue personnel will sign and place the current Julian date in block 1 of the DD Form 1348-1A or AF Form 1221, when processing a serviceable shipment, indicating that the following actions have been completed:

15B1.4.1.1.1. (Added) Verification of the item condition. The item has been visually checked for visible damage (dents, cracks, breaks, missing power cords, deterioration or corrosion, etc.). If this check reveals discrepancies which change the condition of the item to other than serviceable, the item will not be shipped, but brought to the attention of the element lead or supervisor.

15B1.4.1.1.2. (Added) Ensure that shelf-life items and items within stock groups 68 and 91 are properly annotated with the correct re-inspection dates prior to the shipment.

15B1.4.1.1.3. (Added) All serviceable equipment items will be affixed with proper markings, tags, labels, etc., such as:

15B1.4.1.1.3.1. (Added) Serviceable equipment items will have serviceable condition tags (DD Form 1574).

15B1.4.1.1.3.2. (Added) DIFM items will have serviceable condition tags (DD Form 1574) and an AFTO Form 350.

15B1.4.1.2. (Added) Prior to shipment, Storage and Issue personnel will check the "ship to address" to prevent misdirected shipments.

Attachment 15C-1, Table 15C1.1, NOTE 12. Records Management Supervisor will act as the 45 LRF/LGRD representative and will also require the approval of the 45 LRF funds manager.

J. GREGORY PAVLOVICH, Brigadier General, USAF
Commander