

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

**AFMAN 23-110, VOLUME 2, PART 2,
CHAPTER 20**



**45TH SPACE WING
Supplement 1**

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Supply

INVENTORY PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH20, *Inventory Procedures*, and AFMAN 23-110V2PT2, AFSPC Sup 1. 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.

20.10.4. **NOTE:** The Supply Manager elects to report all losses.

20.11.1.4. Whenever research results in an unresolved discrepancy which indicates that there is evidence of personal responsibility, the matter will be elevated to the Supply Manager who will decide whether formal investigation is warranted. Whenever formal investigation is indicated, the Supply Manager will notify both the Accountable Officer and the Project Manager. The Supply Manager will also ensure that a criminal investigation is requested according to AFI 71-101 (Volume 1&2), *Criminal Investigations, Counterintelligence, and Protective Service Matters*. The matter will be documented as outlined in AFMAN 23-110, Volume 2, Part 2, Chapter 2, para 2.25.11. The Supply Manager will sign the letter, which will be forwarded through 45 LRF/LGRD (Accountable Office) and 45 LRF/CC to 45 MSG/CC. Formal files will be maintained in the administrative area and disposed of according to AFMAN 37-139, *Records Disposition Schedule*.

20.14.1. The Supply Manager maintains trend charts.

20.14.2.2. The analysis is performed by LOGOPS/LGRSD.

20.16.3. The 3 percent annual inventory of weapons in sealed containers is elected.

20.32.1.2.1. (Added) Repair Cycle will submit an AF Form 2011 requesting an inventory listing in location sequence with a statement and signature block similar to that printed on the normal supply point, Q13, inventory list. Bin labels will also be produced in the same sequence. All listings will be produced on Tuesday (one day before the scheduled flight). Repair Cycle will advise the CSR Logistics Support

Representative that the lists will be ready for pick up the following morning. CSR will hand carry the listings to the aircraft and notify the downrange supply personnel to meet the aircraft and pick up the listings upon arrival. No listings will be sent through normal mail due to potential delays, which may be incurred.

20.32.1.2.2. (Added) Two weeks before the inventory, Repair Cycle will submit an AF Form 2011 to produce two listings. The first listing will be comprised of all the supply point issues and DORs that should have been on the last ship. The second list will be comprised of all the issues and DORs that are in the Transportation holding area at Patrick or at the port awaiting the next ship. A copy of the listings will be sent to the CSR Logistics Support Unit (LSU) at Ascension. These listings will be used by CSR downrange supply technicians to reconcile the out-of-balance conditions.

20.32.1.2.3. (Added) Upon receipt of inventory listings at the downrange locations, the actual inventory should begin and be completed within four work weeks or sooner.

20.32.1.2.4. (Added) Once completed, the CSR LSU at Ascension will immediately forward the annotated and signed listings to Repair Cycle who will forward the listing to Inventory for subsequent action.

20.32.1.2.4.1. (Added) Inventory will review the listing. For those records out-of-balance, Inventory will FAX a recount list to Ascension LSU for recount. After the listing is returned, Inventory will perform the required research and actions IAW AFMAN 23-110.

20.32.1.2.4.2. (Added) CSR and LOGOPS Contractor will work together to resolve the out-of balance conditions.

20.32.1.2.4.3. (Added) For the unresolved discrepancies that do not meet the automatic adjustment criteria as stated in AFMAN 23-110, Inventory will obtain approval from the FAC prior to processing the adjustments.

20.32.1.2.4.4. (Added) For those records in-balance, Inventory will submit a AF Form 2011 to have the Computer Operations run a surge program to update the date of last Inventory (DOLI).

20.32.1.2.4.5. (Added) Once the inventory is completed, Inventory will forward the inventory lists to Repair Cycle Support.

20.32.1.2.5. (Added) No special procedures are deemed necessary for Antigua supply point inventory and normal AFMAN 23-110 procedures apply.

20.32.1.2.6. (Added) Prior to the end of the fiscal year, Inventory will submit an AF Form 2011 requesting Computer Operations run a surge program to identify all down range details that have not been inventoried within the past year. Any details identified will be inventoried using special inventory procedures.

20.35.1.3. The Supply Manager elects to have any MRSP transferred into this account inventoried within 10 working days from receipt.

20.42.1. The name of the individual requesting a special inventory adjustment for gas cylinders will be placed in positions 41-72 of the 1GP document. The reason why phrase "CYL EXCH" will be entered in positions 73-80, which will indicate that the customer turned in a different size cylinder than the one issued (for example, 200 CF for a 250 CF). Storage and Issue personnel will normally accomplish the special inventory and verification prior to processing the adjustment. An adjustment will not be processed if the quantity balances are not equal.

20.62.2.1. When an overage is discovered, process according to AFMAN 23-110, Volume 2, Part 2, Chapter 14, Section E and this chapter.

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