

**BY ORDER OF THE COMMANDER,
51ST FIGHTER WING**

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



**51ST FIGHTER WING
Supplement 1**

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Supply

ORGANIZATION AND RESPONSIBILITIES

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This supplement applies to all units deployed, assigned, attached, or tenant to the 51st Fighter Wing.

SUMMARY OF REVISIONS

Deleted repetitive and contradicting information. Identified changes due to realignment under PACAF Regional Supply Squadron (RSS) concept. Added a reference that a Base Service Store is not operated at Osan AB. Added the use of the Automated Stock Number User Directory (ASNUD) by the Consolidated Customer Support Element. Added references pertaining to how the annual surveillance will be conducted. This document is substantially revised and must be completely reviewed.

AFMAN 23-110, 1 January 2004, Vol II, Pt Two, Chap 2, is supplemented as follows:

2.1.4. The Management and Systems Flight includes the following sections: Procedures and Analysis, Consolidated Customer Support Element (CCSE), Accountability (combined Inventory and Document Control), Computer Operations, and Training. Readiness is realigned directly under the Readiness Flight, office symbol LGRR. The Administration section consists of the Commander Support Section (CSS) and is realigned directly under the 51 LRS/CC.

2.3. (PACAF Sup 1) The Consolidated Customer Service Element (CSSE)/One Stop Shopping is assigned under the Management and Systems Flight (LGRS) as the CCS Element.

2.3.4. (Added) The 51 LRS/CC elects to establish a "One Stop Shopping" operation, referred to as the CCS Element.

2.4. The COS elects to establish a Unit Control Center (UCC), office symbol LGRRR. The UCC reports directly to the COS.

2.6.3. The 51 LRS/CC elects the option to assign responsibility for the Supply Status of Resources and Training System (SORTS) to 51 LRS/LGRRR. Responsibility for the Weapon System Management Information System (WSMIS) is assigned to the Aircraft Parts Store (APS), 51 LRS/LGRDMA.

- 2.7.1. Wartime planning and mobility management is established in 51 LRS/LGRR.
- 2.8.1. Consolidated Customer Service Element will schedule and conduct Supply/Customer Forums.
- 2.8.2. Supply/Customer Forums will be conducted at least quarterly.
- 2.8.4. Consolidated Customer Service Element will distribute commander-approved minutes.
- 2.9. Supply/Customer Assistance Visits will be conducted periodically and will be documented.
- 2.13.2. Management of the Precious Metals Recovery Program (PMRP) is delegated to the Inbound Cargo inspection function (51 LRS/LGRDCI).
- 2.13.12.1. The Senior Enlisted Manager (SEM) is appointed to manage enlisted matters and manpower actions pertaining to assigned military personnel.
- 2.13.12.4. Personnel assigned to 51 LRS/LGRRR are appointed as unit deployment managers (UDMs) and are responsible for maintenance of squadron information included in deployment plans.
- 2.13.16. PACAF Regional Supply Squadron (RSS) has responsibility for preparation of reports.
- 2.13.25. PACAF RSS is the approving authority for authorization changes of allowance source documents.
- 2.13.26.2. The Resource Advisor (RA) is the 51 LRS/CC representative in the Financial Working Group (FWG).
- 2.15. The CSS performs these duties, except those in paragraph 2.15.4, which are performed by 51 LRS/LGRRR.
- 2.20.1. See paragraph [2.1.4](#) above.
- 2.21.4. (Added) Adjusted Stock Level Requests are approved by RSS.
- 2.21.5. (Added) Terminal Security. The NCOIC/Assistant NCOIC, Computer Operations Element (COE), are appointed as security managers for the SBSS Terminal Security System and the Standard Asset Tracking System (SATS). Each flight will assign, in writing, terminal area security monitors for their flight based on terminal location. Letters of appointment will be provided to LGRSS.
- 2.21.6. (Added) SATS Security. The NCOIC/Assistant NCOIC, COE, are appointed as SATS security administrators; however, CCSE and APS (Aircraft Parts Store) are responsible for loading individuals requesting a SATS smart card in the SATS database. APS will issue new SATS cards to individuals requesting a SATS smart card in the SATS database. CCSE will maintain and file all SATS applications. SATS applications will be disposed of when a customer's SATS card is deactivated.
- 2.22.3. See paragraph [2.4](#).
- 2.22.4. A Supply Microcomputer Support is established in the COE within the Management and Systems Flight.
- 2.23. Funds Management functions as identified in PACAFI 23-206, Chapter 6.
- 2.24.2. The CCSE will be the single point for customer call-in and assistance (e.g., complaints and questions).
- 2.24.2.10.3. The Customer Complaints Analysis will be conducted semiannually.
- 2.24.2.13. The CCSE will generate a list annually by organization/shop codes of all individuals issued a smart card and forward to the organization's commander to validate the list for accuracy and currency.

2.24.2.13.3. CCSE will generate a list annually by organization/shop codes of all individuals issued a smart card and forward to the organization's commander to validate the list for accuracy and currency.

2.25.13. These charts will be presented at the monthly "How Goes It" briefing to 51 MSG/CC and will consist of monthly inventory adjustments and overall inventory accuracy rates.

2.27.19.4. System processing priorities are as follows:

1. Post-Post transactions
2. Walk-through requests
3. Priority receipts
4. Expedite issues
5. Inventory Adjustment Documents (IAD)
6. Reverse Post (RVP) transactions
7. Item record loads
8. SPR loads
9. Routine receipts and serviceable turn-ins
10. Routine documents
11. Special projects
12. Other requirements
13. Inquiries

2.27.19.8. PACAF RSS will handle the Supply Interface System (SIFS) Inbound Residue Listing.

2.28. Stock Control functions will be performed by RSS, except for Local Purchase (LP) and Tracer Action Required (TAR) processing, as outlined in PACAFI 23-206.

2.29. Equipment Management functions will be performed by RSS, except those outlined in PACAFI 23-206 and in PACAFI 90-222 (base).

2.30. Administration. The CSS will manage responsibilities outlined in paragraph 2.15. of the basic the manual. Each flight/section will manage responsibilities in paragraphs 2.30.1-6.

2.36.2.1. Fuels Management Flight (51 LRS/LGRF) will forward spot check evaluations to the Procedures Element quarterly to be included in the surveillance spreadsheet.

2.36.2.2.2. Waivers to the annual surveillance will be signed by 51 LRS/CC and filed in Procedures and Analysis (51 LRS/LGRSP).

2.36.7. Replies are due to the Management and Systems officer within five workdays of the date the spreadsheet is received identifying the findings/observations discovered during the weekly surveillance. Replies will contain all corrective and preventive actions taken and/or planned and will indicate whether a discrepancy is CLOSED (corrective action completed) or OPEN. These entries will be annotated on their applicable spreadsheet and returned to 51 LRS/LGRSP. The 51 LRS/LGRSP will maintain the overall squadron spreadsheet and will monitor compliance.

2.37.3.2. The Procedures and Analysis Element (51 LRS/LGRSP) will ensure flights and sections review the AFAMAN 23-110 compact disc (CD) by notifying flights in writing (e-mail acceptable) of changes and the effective date of the changes that affect them. The 51 LRS/LGRSP will provide guidance to

flights and sections on those changes that require procedural clarification within a week from receipt of new CD. The 51 LRS/LGRSP will coordinate with 51 LRS/LGRSS to load the CD on the server.

2.38.1. The 51 LRS/LGRSP will validate locally assigned exception codes and phrase records semiannually by comparing existing supplements against the Exception Phrase Listing (R03/NGV870). Validations will occur during the applicable supplement review and six months afterwards.

2.39.2. The Readiness Flight, 51 LRS/LGRRP, will maintain a file of all active AFPD 25-2 agreements that require supply/support action.

2.40.4. Air Force, PACAF, and wing Special Interest Items (SIIs) applicable to the 51 LRS are filed in the Squadron Self-Inspection Book IAW 51 FWI 90-201. Procedures to control, document, and process to completion all SIIs that apply to the 51 LRS are as follows:

2.40.4.1. (Added) Upon receipt of a new SII, 51 LRS/LGRSP will send it to the applicable flights for information and review.

2.40.4.2. (Added) SIIs will be reviewed and documented during quarterly self-inspections IAW 51 FWI 90-201.

2.40.4.3. (Added) SIIs will be special topics for review by 51 LRS/LGRSP during annual surveillance visits.

2.43.1. The 51 LRS/LGRSP will receive, review, and route all incoming Report of Discrepancy/Supply Discrepancy Reports (ROD/SDR).

2.43.2. The 51 LRS/LGRSP will send copies of all incoming SDRs to the applicable flights. Flights will send back replies stating the reason for the error and action taken to prevent it from happening again. Information-only SDRs do not require replies.

2.44. The 51 LRS/LGRRR will maintain applicable deployment plans. The 51 LRS/LGRR has the overall responsibility for maintaining the 51 FW Installation Deployment/Reception Plan (IDRP).

2.45. After-hours support procedures are outlined in the 51 LRS Operating Instruction 23-2.

2.50.4. Report of Discrepancy (ROD) analysis will be conducted semi-annually.

2.50.6. The Customer Complaints analysis will be performed semi-annually.

2.50.8. The AFLMA-developed Inventory Analysis Program (IAP) original and backup files are not maintained at Osan. A locally developed spreadsheet is used instead of the IAP.

2.50.8.3. (Added) Analysis will collect monthly inventory adjustment data from Inventory for the semi-annual inventory analysis.

2.50.8.4. (Added) Analysis will perform the semiannual inventory adjustment and discrepancy analysis with assistance of Inventory.

2.50.9. (Added) Significant analysis information and status will be briefed during monthly "How Goes It" meetings and bi-weekly Flight Issues meetings with 51 LRS/CC.

2.50.10. (Added) The APS will maintain the Aircraft Sustainability Module (ASM).

2.50.11. (Added) The 51 LRS/LGRRR will manage the Squadron Ancillary Training Program.

2.58.5.4. Equipment custodians, even those with a training certificate from a previous base, are required to attend Block III training for familiarization on command supplements, local policy, and local requirements.

- 2.59.3.3. (PACAF Sup 1). The Automated Stock Number User Directory (ASNUD) program will be used.
- 2.60. The distribution flight, 51 LRS/LGRD, includes the following sections: Aircraft Parts Store (APS), Flight Service Center (FSC), Inbound Cargo, Outbound Cargo, Storage and Issue, and HAZMART Pharmacy.
- 2.62.2. The duties of Demand Processing will be performed by CCSE.
- 2.62.3. The duties of Records Maintenance are performed by RSS.
- 2.62.3.4.3. A program manager will not be assigned to monitor AFEMC (C001) e-mail notices.
- 2.62.4. The duties of Research will be performed by CCSE.
- 2.63.2. The FSC will perform the duties of Repair Cycle Support IAW PACAFI 23-203.
- 2.63.8. The FSC will process receipts for local manufacture (JBD) items.
- 2.64. Mission Support. The RSS will perform these duties IAW PACAFI 23-206.
- 2.65.3.3. Option 3, tenant storage is chosen. The tenant organization is solely responsible for their MRSP; they store and maintain the MRSP in their own facilities IAW the applicable host-tenant support agreement.
- 2.65.6. The APS manages and performs all functional check responsibilities for Mobility/In-place Readiness Spares Packages (M/IRSP) under its physical control. The 51 LRS/LGRRW manages and performs all functional check responsibilities for War Reserve Materiel (WRM) under its physical control.
- 2.65.7. The CPS is not used.
- 2.65.10. The CWDE (51 LRS/LGRRW) will manage and perform all shelf-life responsibilities for WRM under their physical control.
- 2.66.1. In addition, the duties of 51 LRS/LGRD will include those outlined in PACAFI 23-203.
- 2.67. Mobility bag management will be IAW PACAFI 23-204, Deployment Bag Management and the 51 FW Installation Deployment/Reception Plan (IDRP).
- 2.73.6. Inspection will maintain a limited file of Technical Orders (TOs) to include Time Compliance Technical Orders (TCTOs) and stock lists to identify items turned in and to ensure assets are complete. The following web site lists all the current information and technical data to support all TOs, TCTOs and stock lists: www.psdm.wpafb.af.mil/toprac/to-syste.htm.
- 2.74.6. Inbound will work with base contracting to obtain the following for local purchase (JBB) receipts: Missing local purchase status (LPS) and/or DD Forms 1155, Order for Supplies or Services/Request for Quotations.
- 2.75. Pickup and Delivery function is accomplished by the Vehicle Operations Element, 51 LRS/LGRVO.
- 2.78. A base service store is not operated at Osan. The GSA will manage the Retail Sales function.

2.79. The warehouse surveillance inspection program will be incorporated into each applicable element's quarterly self-inspection program. The owning warehouse will perform its own inspection and will report findings IAW 51 FWI 90-201. See chapter 14 of this manual for procedures.

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