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AFM 23-110, Volume 2, Part 2, Chapter 9, is supplemented as follows: This chapter identifies and describes the duties, responsibilities, and procedures used to supply, monitor, and manage supplies and equipment items through requisitions. Specifically, the chapter explains how requisitions are produced, processed and tracked through the Integrated Logistics System-Supply (ILSS).

SUMMARY OF REVISIONS

Deletes 9.6.8.2 Use the Air Force Logistics Management Center Fund Requirement Card Program. Changes office symbols and names to reflect Logistics Readiness Squadron (LRS). Deletes 9.14.8 XR1 file will be viewed monthly by accessing the worldwide web. Changed 9.32.4 to the Customer Service Center Section. Deletes 9.65.6. Cancellation requests are done by Local Manufacturing. Deletes 9.130.5 Stock Control will coordinate with Computer Operations to ensure the Reconciliation Follow-up, cutoff Julian date is changed on the select image prior to processing. Added Attachment 9-1R Glossary of References and Supporting Information. **A bar (|) indicates a change since the last edition.**

9.14.2. Defense Reutilization and Marketing Office (DRMO) procedures will be advertised to base organizations semiannually.

9.14.2.1. 62 LRS Commander determines personnel authorized to authenticate DRMO withdrawals.

9.18.2. Resource Management maintains the 350 management notice suspense file in stock number sequence.

9.18.5. Resource Management maintains the 350 management notice suspense file in stock number sequence.

9.30.1. Using International Merchant Purchase Authorization Card (IMPAC) procedures, organizations will procure calendars through General Services Administration (GSA).

9.31. Using organizations will order compressed gases on Government Purchase Card (GPC).

9.32.4. The Customer Service Center Section will be notified if a locally manufactured item cannot be made. Customer Service Center Section will process cancellation and notify the Aircraft Parts Store for all activity code J documents.

9.42. 62 LRS Commander elects not to maintain plaques and awards.

9.60.3. Base assigned requisition override records are listed below.

EXC CODE	STOCK REPL	D/O IND	PROJECT CODE	S/D 01	RI	FSD CODE	SHIP/BILL TO	PRI	LRI	ADVICE CODE	PROJ CODE	EXCEPTION CODE
A	*				DXQ			12	1			
B	*	*		01						2D		P
C	*	*		01						2B		P
F	*	*		A1						2P		R
M	*	*	879	01				06		Coral Lean		P
N	*	*		01	DKU					6X		P
Q	*	*		A1	JBB			12			SLS Store	P

9.86. Customer Service Center Section uses R01 to review status and forwards a list of items requiring status to Fabrication Processing (62 MXS/MXMFG).

9.109.1. Prepare **DD Form 1348-6**, *DOD Single Line Item Requisition System Document* in three copies.

9.110.2. Customer Service Center Section loads descriptive data in Standard Procurement System (SPS) computer. Requisitions are produced by the ILSS and transported by Supply Interface System (SIFS) to queue pending automatic interfacing by SPS. A DD Form 1348-6 is forwarded to Base Contracting only when sufficient data cannot be loaded in the SPS computer.

9.110.2.5. If the customer is going to the vendor to pick up the property, Customer Service Center Section will fax a copy of the Due-out Release (DOR) to Inbound Cargo Element. The other two copies will be given to the customer along with a copy of the Local Purchase Walk-through Checklist. If the customer is not going to pick up the property, two copies of the DOR will be sent to the Inbound Cargo Element and one copy of the DOR will be given to the customer.

9.110.2.8. If the document is not cleared within 24 hours, Customer Service Center Section will contact the requester to determine status.

9.112.1. Customer Service Center Section will process Local Purchase Adjustments and Local Purchase Status, as necessary, to clear 317 rejects.

9.140.3.3. Shipping destination record is not required.

9.143.3. Maintain an open and closed ROD/SDR file.

NOTES:

The Management and Systems Flight (LGRS) and Distribution Flight (LGRD) SDR monitors will assign SDR control numbers utilizing an auto numbering system, located on the local area network (LAN) in folder L:\SDR Database do not move\. The numbers will be consecutive with five numeric digits. Inbound Element will maintain the local purchase consolidated ROD/SDR suspense file and

initiate follow-up action when required. In order to standardize the ROD/SDR tracking and analysis process, all ROD/SDR monitors will utilize the SDR database located on the LAN at L:\SDR Database do not move\.

9B1.1.1. (Added) Aircraft Parts Store processes backorder using TEX code M. Aircraft Parts Store faxes A0A to Fabrication Processing

9B1.1.1.1. (Added) For Mission Capability (MICAP) requests, A0A document is attached to the AF Form 129.

9B1.1.1.2. (Added) For all other backorders, Aircraft Parts Store distributes **DD Form 1348-1A**, shipping, issue, and due out release documents, to Customer Service Center Section as suspense.

9B1.2.3. Fabrication Processing faxes completed DD Form 1348-1A to Inbound Cargo Element for receipt processing.

9B1.3.2. Customer Service Center Section processes changes to the nomenclature field if necessary.

9C2.1. REQUISITION SERIAL NUMBERS

Table 9C2.1. General Requisition Serial Numbers.

<u>Number Series</u>	<u>Assignment/Use</u>
9000 – 9024	Air Mobility Command Regional Supply Squadron (AMCRSS) MICAP (C-17)
9025 – 9074	AMCRSS MICAP (C-141)
9075 – 9134	McChord AFB Post – Post Control Team
9135 – 9149	McChord AFB Civil Engineers
9150 – 9199	McChord AFB Customer Service Center Section
9200 – 9249	Inbound Cargo Element/DRMO
9250 – 9299	Aircraft Parts Store Element
9300 – 9324	Fuels Management Flight
9325 – 9399	Aircraft Parts Store Element
9400 – 9799	AMCRSS Stock Control
9800 – 9849	Readiness Spares Package Section
9850 – 9874	Customer Service Center Section (Equipment Liaison Office)
9875 – 9899	Vehicle Maintenance Section
9900 – 9999	Inbound Cargo Element/Receipt Not Due-In

****Portland ANG and Kingsley Field ANG will self-assign numbers to applicable sections using serial numbers 9000 through 9999.**

Attachment 9R-1 (Added)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION****Abbreviations and Acronyms**

A0A—Requisition

AC1—Cancellation

AIS—Automated Information System

AMCRSS—Air Mobility Command Regional Supply Squadron

DD Form 1348-1A—Shipping, issue, and dueout release documents

DD Form 1348-6—DOD Single Line Item Requisition System Document

DRMO—Defense Reutilization and Marketing Office

DOR—Due-out Release

GPC—Government Purchase Card

GSA—General Services Administration

ILSS—Integrated Logistics System-Supply

JBD—Field Manufactured Items

LAN—Local Area Network

LRS—Logistics Readiness Squadron

MICAP—Mission Capable

MILSTRIP—Military Standard Requisitioning and Issue Procedures

R01—Priority Requirements Action List

ROD/SDR—Report of Discrepancy/Supply Discrepancy Report

SIFS—Supply Interface System

SPS—Standard Procurement System

F458 Management Notice—Local Manufacture Due-In exists without required status.

317 reject—Status detail not loaded

350 Management Notice—Requisition Suppressed by REX/NPPC/BUDCD/ERRCD/QUP or Local Unit of Issue.

ROBERT R. ALLARDICE, Colonel, USAF
Commander