

**BY ORDER OF THE COMMANDER
90TH SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 13, CHAPTER 3**



**90TH SPACE WING
Supplement 1**

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ISSUE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 13, Chapter 3, 1 July 2002, is supplemented as follows and applies to 90th Space Wing organizations. It provides guidance to customers supported by Transtecs Corporation Supply. This chapter explains how to obtain expendable supplies from Base Supply. It does not apply to Air Force Reserve and Air National Guard Units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, Records Disposition Schedule (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332/AFSPC Sup 1, Privacy Act, for documents containing privacy act information. For official use only information, comply with DoDR 5400.7, DoD Freedom of Information Act Program, Air Force Supplement/AFSPC Sup 1, Chapter 4.

SUMMARY OF REVISIONS

This publication is revised to create a separate chapter supplement to AFMAN 23-110, Volume 2, Part 13, and it revises issue request submission and bench stock responsibilities.

3.4. Issue Request Submission. Base Civil Engineer (BCE) requests will be submitted and coordinated from BCE Material Control. CEMAS procedures are addressed in AFMAN 23-110, Volume 2, Part 2, Chapter 31.

3.4.3. Requester will provide T.O. reference and required information on Priority 1 and 2 items within 2 hours. All others must be furnished within 4 hours of the request or cancelled due to lack of information. All copies of the **DD Form 1348-6, DOD Single Line Item Requisition System Document**, will be returned to the initiator if adequate description is not provided.

3.4.9. Submit initial issue requests to Base Supply for review, and approval or disapproval.

3.7.1. **(NOTE) (Added): Bench Stock Responsibilities.** Option taken as stated.

3.7.4. Immediate requirements for a bench stock item will be processed by Demand Processing personnel IAW AFMAN 23-110, Volume 2, Part 2, Chapter 26.

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