



*Supply*

**STANDARD BASE SUPPLY  
CUSTOMERS' PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the AFDPO WWW site at:  
<http://www.e-publishing.af.mil>.

---

OPR: LGSP (SMSgt Rayfield Covington)  
Supersedes AFMAN23-110V2PT13\_AFSPC  
SUP1, 2 Feb 98.

Certified by: LGS (Col David S. Johnson)  
Pages: 6  
Distribution: F

---

This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT13, *Standard Base Supply Customers' Procedures*. This supplement describes AFSPC's procedures for use in conjunction with the basic AFMAN. It applies to all AFSPC activities operated or supported by the USAF Standard Base Supply System (SBSS). This supplement does not apply to Air Force Reserve Command and Air National Guard units.

**SUMMARY OF REVISIONS**

Deletes paragraphs 1.14.3 through 1.14.4.4.5, 3.10.1.1, 3.10.1.2, 3.10.1.3, 8.5.5.2, 8.13.3.6, 8.23.4, 8.34.1 and 8.70. Changes all references to IMPAC procedures to Government-wide Purchase Card (GPC) procedures. Changes the requirements for storing EOQ items (ERRC XB3) on supply points in paragraph 3.10.1. Adds contractor commercial Contract Line Item Number (CLIN) and weapon system assets to paragraph 1.3.6. Adds Mission Support Base Supply (MSBS) hazardous materials procedures to paragraph 3.25. Adds information on waiver procedures to paragraph 3.25.2. Adds the requirement to coordinate with the Base Supply Functional Director in paragraph 8.5.6.2. Deletes statement on how the contractor accounts for Government Furnished Equipment in paragraph 8.5.1.7.3. Deletes requirement to have MAJCOM approval in paragraph 8.5.2.24. Deletes reference to hand tools and individual equipment in paragraph 8.5.2.28. Deletes sub-account custodian duties from paragraph 8.5.6.3. Changes paragraphs 8.13.3 through 8.13.3.5 to 8.14.3 through 8.14.3.5.

1.3.6. The customer must check with Base Supply to see if assets are available on the shelf prior to using the GPC, General Services Administration programs (i.e., Advantage and Muffin) or the contractor commercial CLIN. The customer must also coordinate with Base Supply on GPC and contractor commercial CLIN purchases involving Custodial Account/Custody Receipt Listing (CA/CRL) controlled assets, hazardous materials and weapon system assets.

1.11.4.1. Request for items having/supporting a line replacement unit with a Mission Capable (MICAP) reportable Standard Reporting Designator (SRD) will be initially processed with an Urgency of Need Designator (UND) of A. If the request is killed, the requirement must then be verified by the appropriate maintenance activity and backordered with a UND of 1, J, /(slash) or B. Requirements for items having/supporting an item with a MICAP reportable SRD cannot be backordered with UND A.

1.16. When a system is decommissioned or upgraded, a list of all items no longer required will be provided to the host Base Supply to expedite the redistribution of these items.

1.21. (Added) Basic Storage Procedures.

1.21.1. (Added) General. The concepts of safe storage practices outlined in DoD 4145.19-R, **Storage and Warehousing Facilities and Services**, and AFMAN23-210, **Joint Service Manual for Storage and Materials Handling**, apply.

1.21.2. (Added) Range of Items Stocked. The two categories of property authorized for storage by a unit are bench stock and supply point items. The sites designate temporary storage areas for receiving and processing DIFM, turn-ins, shipments, etc.

1.21.3. (Added) Management and Storage of Supply Point Items. Supply point bin numbers usually reflect the supply point assets' four-digit item number from the supply point detail record. These numbers should run consecutively from 0001 to 9999. However, do not request item number changes from the MSBS only for the purpose of realigning numbers, unless the sequence has become unmanageable. New items will normally be assigned the next available detail number in sequence. An exception to this policy would be when the site has different sizes of storage bins. If the new item will not fit into the bin represented by the next available number in sequence, then notify the MSBS supply point monitor of the bin or item number you wish to have assigned to the item. Request any required changes to supply point item or detail numbers through the MSBS supply point monitor. A reconciliation of the items, quantities authorized and on-hand must be conducted semiannually and a complete inventory must be conducted annually.

1.21.4. (Added) Store items in or near the maintenance work area.

1.21.5. (Added) Cross-reference odd sized items that cannot be placed in bin or rack sequence, to reserve locations.

1.21.6. (Added) Classified and hazardous items require special storage practices.

1.21.7. (Added) Management and Storage of Bench Stock Items. Bench stock should be located in or near the shop supported. Use a reserve location if there is not enough space in the primary location. Prime and reserve locations are cross-referenced on bin labels. If complete rewarehousing of a bench stock is required, contact the Bench Stock Support Unit at the MSBS, for guidance and new bin labels. Bin labels may be locally procured if only a small number is required. Put the labels on the bin or bin subdivision. Bin labels for property stored in outside storage areas are prepared according to DoD 4145.19-R-1, **Storage and Materials Handling**. Items procured using the GPC procedures will not be commingled or stored in the bench stock storage location.

1.22. (Added) AFI 25-201, **Support Agreements Procedures**. Tenant units negotiate agreements with their host support base in accordance with AFI 25-201. Include unique procedures outlined in this regulation. Address agreement difficulties to HQ AFSPC/LGSP.

1.23. (Added) Receipt of Shipments from other than the MSBS.

1.23.1. (Added) Site Supply Specialist Responsibilities. The site supply specialist is the focal point for processing all receipts.

1.23.2. (Added) The site supply specialist signs the receipts for property, annotating the receiving documents with the due-out document number, date received, quantity received, the date called in to the receiving section and the individual contacted. Property received without paperwork requires the supply specialist to create a DD Form 1348-1A, **Issue Release/Receipt Document** and a DD Form 1574, **Serviceable Tag – Material**.

**1.23.3. Added)** Notify the receiving section immediately by any electronic means and provide the following:

1.23.3.1. (Added) Stock number of the item received.

1.23.3.2. (Added) Quantity shipped.

1.23.3.3. (Added) Quantity received.

1.23.3.4. (Added) Requisition number.

1.23.3.5. (Added) Organization due-out document number, if release of specific due-out is desired.

1.23.4. (Added) The supply specialist sends one legible copy of the receiving document by mail or telefax to the receiving section for verification.

3.3.2. Refer to paragraph 1.11.4.1., this supplement.

3.4.14.5. Processing as Fill or Kill is not required.

**3.10.1. NOTE:** EOQ items (ERRCD XB3) will no longer be authorized on supply points unless they have authorized minimum levels, are approved by the Base Supply Functional Director and have a unit cost of \$2,500 or more. An approved copy of the request will be forwarded to the Numbered Air Force (NAF) LG. Exception: Nuclear Ordinance Commodity Management (NOCM) XB3 items are authorized on supply points regardless of the cost.

3.25. (Added) Hazardous Materials (HAZMAT) and Ozone Depleting Substances (ODS) issues. The MSBS will not stock or issue hazardous items.

3.25.1. (Added) HAZMAT issues will be processed by the Hazardous Materials Pharmacy (HAZMART) only for the authorized quantity. These quantities will be tracked by the HAZMART until the container is determined to be empty or unused, the quantities are properly disposed of as hazardous waste, or until they are returned to the HAZMART for reissue (reissue will be on a free-issue basis).

3.25.2. (Added) ODS issues will only be processed by the HAZMART for customers who submit an approved waiver with their issue request or who have an approved waiver for continued use on file at the HAZMART. Waivers must be submitted in accordance with AFI 32-7086, Chap 4 and Attachment 2.

4.5.1. Equipment Management Element (EME) will not accept requests for turn-in over the phone.

6.6. DIFM status and location will be verified on all issued DIFM details daily. The Air Force standard for issued DIFM is 10 days total.

6.7. When the maintenance activity determines that a non-stock listed supply point (part numbered) item needs to be repaired and neither they nor any Air Force activity on base has the repair capability, the maintenance activity may contact the host SBSS and request contract repair for the particular item. Maintenance will initiate an AF Form 9, **Request For Purchase**. The AF Form 9 will include appropriate fund

cite, signatures, a suggested repair facility and a statement that the item will be returned to the Repair Cycle Support Element for processing. Upon notification by base contracting of the shipping address of the repair vendor, SBSS will process the item to base transportation for shipment and change the DIFM status to Contractor Repair (CTR). If the item requires packaging, Base Supply will prepare the proper documentation to have the item packaged before shipment. Upon receipt of the repaired item, the maintenance activity will then fill out the DD Form 1574 and attach it to the property.

**NOTE:** For other items requiring contract repair costing less than \$2,500, the maintenance activity should use their GPC procedures to accomplish the repair. If the AF Form 9 is the customer-preferred method for acquiring the repair, then the customer must provide justification along with the AF Form 9 to the Contracting Squadron Commander or the Chief of the Contracting Office for their approval.

8.5.1.7.3. (Added) Military personnel have their own equipment (CA/CRL) account and are not sub-accounted under the contractor for items which require Equipment Authorized Inventory Data (EAID) accountability.

8.5.2.24. All government employee personal property located in the workplace, such as refrigerators, televisions, radios, microwaves, etc., must have written approval of the current commander or the current commander's designated representative. In the case of contractor personal property the approval must come from the program manager or his designated representative. The approval letter must be attached to the property to document ownership and authorization for use in the workplace. The letter must also stipulate the government assumes no responsibility if property is lost, damaged or stolen.

8.5.2.28. (Added) AFSPC units geographically separated from their support bases manage all EAID equipment using the single point and sub-account custodian concept described in paragraph 8.5.5. (Added) below.

8.5.4. (Added) Single Point Custodian at Geographically Separated Units (GSU):

8.5.4.1. (Added) Is the single contact between all on-site organizations and the supporting EME.

8.5.4.2. (Added) Establishes and maintains custody receipt jacket files for each equipment sub-account containing the following:

8.5.4.2.1. (Added) Commander's letter appointing the primary and alternate custodian.

8.5.4.2.2. (Added) CA/CRL signed by the sub-account custodian.

8.5.4.2.3. (Added) DD Form 1348-1A, documenting actions subsequent to the latest CA/CRL.

8.5.4.2.4. (Added) Copy of the AF Form 601, **Equipment Action Request**, with supporting documentation.

8.5.4.2.5. (Added) Serialized list of weapons, if applicable, signed by the storage facility Officer-in-Charge and/or Noncommissioned Officer-in-Charge.

8.5.4.3. (Added) Provides equipment custodian training to sub-account custodians.

8.5.4.4. (Added) Reviews and signs AF Form 601 prepared by the sub-account custodians prior to sending them to the commander for signature in block 9. Do not use block 22 of the AF Form 601 for internal coordination; leave blank.

8.5.4.5. (Added) Assist sub-account custodians with equipment management problems.

8.5.4.6. (Added) Uses AF Form 600, **Equipment Control Register**, to monitor and control AF Form 601 actions. Assigns a control number to each AF Form 601 received. The control number consists of the Julian date and a 4-digit numeric sequence beginning with 0001 each calendar year.

8.5.5. (Added) Sub-account Custodian of the GSU:

8.5.5.1. (Added) Prepares AF Form 601 for all actions pertaining to the sub-account and forwards to the single point custodian for review and signature.

8.5.5.2. (Added) Signs DD Form 1348-1A and forwards a copy to the single point custodian for filing with the applicable CA/CRL.

8.5.6. (Added) Contactor Operations.

8.5.6.1. (Added) Contractors at geographically separated locations may operate under the single point custodian concept. The commander appoints in writing with the concurrence of the site manager a primary and alternate single point custodian.

8.5.6.2. (Added) Sub-accounts are established at the discretion of the commander and/or the contractor in coordination with the Base Supply Functional Director.

8.5.6.3. (Added) Single point custodian duties and responsibilities are defined in paragraphs 8.5.4. (Added) of this supplement.

8.5.6.4. (Added) Contractor-owned property must be clearly marked or tagged to indicate ownership.

8.14.3. (Added) HQ AFSPC/LGSW is the approval/disapproval authority for redistribution orders for all AFSPC equipment assets. Forward request to mailing address: HQ AFSPC/LGSW, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4390: message address HQ AFSPC Peterson AFB CO//LGSW//. Request must include the following information:

8.14.3.1. (Added) Stock Number, noun, quantity and unit of issue.

8.14.3.2. (Added) Losing/Gaining Base Routing Identifier and Stock Record Account Number (SRAN).

8.14.3.3. (Added) Losing/Gaining Equipment Account Identifier and SRAN.

8.14.3.4. (Added) Losing/Gaining Equipment Account Organization and Shop Code.

8.14.3.5. (Added) Losing/Gaining Equipment Custodian, Name, Office Symbol and Phone Number.

**NOTE:** The requestor is responsible for providing the required information. The host Base Supply customer service or equipment management element can assist in obtaining this information.

8.23.17. Budget Code Z items. AFSPC units that are tenants on other bases, forward Budget Code Z requirements (local purchase equipment items with unit price greater than \$99,999) to the host Base Supply for inclusion in the host MAJCOM's 3080 submission.

8.55.2. (Added) When the maintenance activity determines that an equipment item (not under warranty) needs to be repaired/calibrated, and neither they nor any Air Force activity has the repair capability and no government contract exists, then they will initiate an AF Form 9. The AF Form 9 will include appropriate fund cite, signatures, a suggested repair facility and a statement that the item will be returned to the maintenance activity preparing the AF Form 9. A copy of the AF Form 9 will be retained in the custodian's folder. Upon notification by base contracting of the shipping address of the repair vendor, base supply will assist the maintenance activity in preparing the DD Form 1149, **Requisition and Invoice Shipping Document** and forward the asset and DD Form 1149 to base transportation for shipment. If the item

requires packaging, Base Supply will prepare the proper documentation and have the item packaged before shipment. When the repaired item is received from the repairing activity, the maintenance activity will inspect the item to ensure it is serviceable.

**NOTE:** If the cost of repair will be \$2,500 or less, the maintenance activity should use the GPC procedures to accomplish the repair. If the AF Form 9 is the customer-preferred method for acquiring the repair, then the customer must provide justification along with the AF Form 9 to the Contracting Squadron Commander or the Chief of the Contracting Office for approval.

KAI LEE NORWOOD, Col, USAF  
Director of Logistics