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This supplement implements and extends guidance of Air Force Manual (AFMAN) AFMAN 23-110V2PT2CH22, *Equipment Management*. 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 apply to Air Force Reserve Command and Air National Guard units.

### **SUMMARY OF REVISIONS**

Corrects paragraph numbering. In addition, AFSPC Form 105, **Request For Vehicle Repair Authority/Disposition Instructions** is no longer a prescribed form.

### **SECTION A - AIR FORCE EQUIPMENT MANAGEMENT SYSTEM AFEMS**

**22.9.1.1.** Returnable NF1 items are exempt from EAID accounting for items stored in mobility bags.

### **SECTION B - EQUIPMENT ALLOWANCES AND AUTHORIZATIONS**

**22.20.2.4.** Do not send AF Form 601s for allowance document changes directly to the Standard Allowance Manager. Route all change requests through HQ AFSPC/LGSW.

**B2.1 NOTE 2.** Purge AF Form 601 suspense file biweekly.

### **SECTION C - PROPERTY CUSTODIANS**

**22.28.3.6.** Report equipment assets left behind or turned over by contractors to the EME.

### **SECTION I - REGISTERED EQUIPMENT MANAGEMENT/VEHICLE MANAGEMENT**

**22.75.4.2.** HQ AFSPC Vehicle Management Branch prepares a Vehicle Authorization List (VAL) annually and sends a computer disc to each location authorized Air Force Space Command vehicles. The REMS monitor and fleet manager at each base reviews the VAL for accuracy. Where AFSPC units are tenants, the VAL is reviewed for accuracy by the VCO, REMS monitor and fleet manager. Discrepancies on the VAL should be clearly annotated. Approved AF Form 601s for special allowance source codes

(041, 048, 987, etc.) are kept until the authorization is replaced or no longer required. Temporary authorizations do appear on the printed VAL. Authorization data reflected on the VAL is not changed without the written approval of HQ AFSPC Vehicle Management Branch (LGTV).

**22.75.7.** When requesting disposition instructions, send Limited Technical Inspection (LTI), automated AFTO Form 91-1, to the REMS monitor after LGT review and signature. The REMS monitor reviews the form for accuracy and completeness and enters applicable data. Send one copy of AFTO Form 91-1 to HQ AFSPC/LGTV. A copy of each will be kept in suspense until instructions are received.

**22.79.2.4.** Vehicles transferred to DRMO as excess may be returned to service to fill a valid requirement with approval from HQ AFSPC/LGTV. Vehicles reclaimed to the Air Force inventory from DRMO will be accounted for as REMS vehicles. The REMS monitor then submits the following information, by memorandum or message, to HQ AFSPC/LGTV; (1) I&S NSN, (2) Vehicle asset NSN, (3) Type and make of vehicle, (4) Total authorized and assigned (within I&S NSN), (5) Condition of vehicle (list discrepancies), (6) Repair and/or itemized maintenance cost (show vehicle maintenance coordination), (7) Age of vehicle, (8) Last vehicle replacement code assigned, (9) Identity of using activity requiring vehicle (VAL authorization), (10) Engine and chassis serial number and (11) Other comments. HQ AFSPC Vehicle Management Branch requests a vehicle registration number from WR-ALC. Upon receipt, HQ AFSPC Vehicle Management Branch approves withdrawal and gives the registration number to the REMS monitor. The Vehicle Operations Officer or the Vehicle Control Officer (VCO) for Air Force Space Command tenant units signs for the vehicle.

**22.80.5.2.** The REMS monitor initiates follow-up on redistribution action to the shipping base when vehicles are not received within 45 days. Send all other follow-ups to HQ AFSPC/LGTV.

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