



---

**NOTICE:** This publication is available digitally on the Air Force Electronic Publishing WWW site at:  
<http://afpubs.hq.af.mil>.

---

OPR: LGSP (CMSgt Raymond E. Heath, Jr.)  
Supersedes AFMAN23-110V2PT2CH9\_AFSPC  
SUP1, 1 Oct 98.

Certified by: LGS (Thelbert J. Collins)  
Pages: 3  
Distribution: F

---

This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH9, **Requisitioning**. 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. This supplement does apply to Air Force Reserve Command and Air National Guard units.

### **SUMMARY OF REVISIONS**

This supplement updates MILSTRIP Base Supply Assistance Request instructions.

### **SECTION 9A - REQUISITIONING PROCEDURES**

9.6. The base Supply Management Activity Group verifies funds availability for all shop codes MK and CW (mobility and chemical warfare) requirements.

9.6.3.3. Set the MACR to allow automatic requisitioning for both due-outs and stock replenishment to the maximum extent possible within current obligation and commitment authority. Develop MACR parameters from an analysis of past stock fund activity and adjust periodically as available obligation and commitment authority dictate.

9.16.1. Do not use AIG message addresses to request lateral support. Address messages requesting lateral support only to bases known to be a user of the needed item(s).

9.16.2. Do not establish automated lateral support requisitioning programs without authorization from HQ AFSPC/LGS.

9.18.2. The Base Budget Office sends the prioritized budget code "Z" requirements list to the Command Budget Office, Director of Financial Analysis (HQ AFSPC/FMA), for funding approval.

### **SECTION 9B - REQUISITIONING PROCEDURES FOR SPECIAL REQUIREMENTS**

9.39.2.1.1. When submitting AOE/AO5 requisitions by mail or message, include a point of contact and telephone number.

9.42.2. Trophies and plaques will not be stocked in base supply.

## SECTION 9C - REQUISITION DATA ELEMENTS

**9.59.5. REX Code Reviews.** See Table 1 for criteria to review and validate REX codes.

**Table 1. REX Code Review Criteria.**

REX Code	Intervals	OPR
1	Weekly	LGSMS
3	Monthly	LGSMS
4	Quarterly	LGSMS
5	Quarterly	LGSMS
All Others	Semiannually	As Appropriate

## ATTACHMENT C2 REQUISITION SERIAL NUMBERS

**C.2.1.1. Requisition Serial Numbers.** See Table 9C.2.1. for requisition numbers.

**Table 9C.2.1. Requisition Serial Numbers.**

Number/Series	Assignment/Use
9800 - 9849	HQ AFSPC EQUIPMENT
9850 - 9899	HQ AFSPC/LGSW

## SECTION 9F - REQUISITION IN-LINE FOLLOW-UP

### ATTACHMENT F5 MILSTRIP SUPPLY ASSISTANCE REQUEST (SAR) FORMAT

**F5.7.1.** The following additional information is required: requisitioning objective, demand level, all outstanding requisition numbers (to include priority, current status and quantity) and the status of all reparables (DIFM details); include the TCN if item was returned. If the item or items are awaiting parts, provide the bits and pieces national stock number, quantities, current status and source of supply.

**F5.7.2.** Requests for supply assistance are accomplished when requisition status is unacceptable to the customer. MICAP or stock control supervisors may require a mission impact statement to help bring increased management attention within the wholesale supply system to problem parts requests. If needed, the customer provides this statement and fully describes the negative impact caused by the lack of the part. This impact statement should be provided within three duty days. If the actual need does not warrant a three day turn around, the MICAP probably should be downgraded. The mission impact statement is included in the SAR and forwarded to the respective Numbered Air Force (NAF). Telephone follow-ups should be accomplished with the source of supply prior to any formal correspondence. These conversations must be documented and provided to the applicable NAF. If the SAR cannot be resolved at base level or by NAF a copy of all documentation and attempts to resolve the issue should be forwarded to HQ AFSPC/LGSW. Also, please include HQ AFSPC/LGSW as an info addressee when you request NAF assistance.

**SECTION J - LOCAL PURCHASE REQUISITION PROCEDURES FOR CUSTOMER INTEGRATED AUTOMATED PURCHASING SYSTEM AND BASE CONTRACTING AUTOMATED SYSTEM**

9.111.1. It is recommended that organizations obtain an International Merchant Purchase Authorization Card in lieu of utilizing SF 44 procedures (ref: chapter 21, section Z, para. 21.3.1).

9.115.2. The supply manager, in conjunction with the Base Civil Engineer, will determine the method to be used for requisitioning bulk delivery items.

**SECTION 90 - SUPPLY DISCREPANCY REPORTS**

9.151.1. Send unresolved Supply Discrepancy Reports to HQ AFSPC/LGSP.

KAI LEE NORWOOD, Col, USAF  
Director of Logistics