

**BY ORDER OF THE INSTALLATION
COMMANDER**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART THIRTEEN, CHAPTER 1**

**CHARLESTON AIR FORCE BASE
Supplement 1**

18 MARCH 2004

Supply

**STANDARD BASE SUPPLY CUSTOMER'S
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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<http://www.e-publishing.af.mil>

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Supersedes AFMAN23-110V2PT13CH1,
CAFBS1, 28 June 2002

Pages: 2
Distribution: F

AFMAN 23-110, Vol II, Part 13, Chapter 1, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.3.5.2. The National Institute for the Blind (NIB) has been hired to complete the function of Base Service Store, Individual Equipment, and Tool Issue. Logistics Readiness Squadron no longer supports this function. Contact NIB personnel at (843) 552-8074.

1.9. **Requesting New Organization Codes..** To load, change, or delete an organization code use CAFB Form 17, Organization/Shop Code Request.

1.9.4. The customer will also indicate their organization's normal duty hours.

1.9.15. Customers' management reports and listings are accessed through Supply Paper Reduction (S-PRO) website <http://437lgs-pserver/>.

1.10.1. (Added) The Base Automated Service Store support for administrative supplies, hand-tools, and warranted tools have been contracted out.

1.10.3.1. Submit all requests for appointments/changes of equipment custodians by letter directly to the Logistics Readiness Squadron Consolidated Customer Service section (LGRSC).

1.10.3.3. The letter will also include the custodian's duty phone number and signature.

1.10.5.1. Organizations requiring access to DRMO facilities will visit bldg 1902 in Ft Jackson, SC, or use the Internet site <http://www.drms.dla.mil>. For information on DRMO withdrawals, contact the Logistics Readiness Squadron's Consolidated Customer Service Section.

1.17.3.5.3. Personnel must have proof they attended block training to be exempted.

1.18. **Organization Refusals..** If the customer is unable to fit organizational refusal information on the Standard Asset Tracking System (SATS) label, use a plain piece of bond paper and provide a brief explanation, and reason for refusal; then attach it to the SATS label.

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