

**BY ORDER OF THE INSTALLATION
COMMANDER**

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



**CHARLESTON AIR FORCE BASE
Supplement 1**

25 MARCH 2004

Supply

ORGANIZATION AND RESPONSIBILITIES

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: 437 LRS/LGRSP (MSgt Troy D. Perry)

Certified by: 437 LRS/LGRS
(CMSgt George T. Swinehart)

Pages: 5

Distribution: F

AFMAN 23-110, Vol II, Part Two, Chapter 2 and AMC Supplement 1 are supplemented as follows:

2.1.4. The Management and Systems Flight includes the following sections: Procedures and Accountability, Consolidated Customer Support Section (CCSS), Systems Management, Resource Management, and Training. Readiness is realigned directly under the Readiness Flight office symbol LGRR. The administration section consists of the Commander Support Section (CSS) and is directly under the 437 LRS/CC.

2.1.8. This section discusses the Material Management Flight and the duties of Aircraft Parts Store, Flightline Service Center (FSC), Readiness Spares Package (RSP), Storage, Inspection, and Receiving. War Readiness is realigned directly under the Readiness Flight office symbol LGRRW. Demand Processing has been realigned under the CCSS.

2.3.1. **Note:** (AMC Sup 1) The 437 LRS will align to five flights IAW HQ USAF Program Action Directive (PAD 02-05).

2.3.2. See HQ PAD 02-05 Annex T for Logistics Readiness office symbols.

2.4. Wartime Responsibilities. The LRS Commander elects the option to establish a Squadron Readiness Section under the Readiness Flight.

2.6.1. The 437 LRS Readiness Section (437 LRS/LGRRW) will perform these wartime responsibilities.

2.6.3. The 437 LRS Commander (437 LRS/CC) elects the option to assign responsibility for the Supply Status of Resources and Training System (SORTS) to the Readiness Section (437 LRS/LGRRW)

2.7.1. The LRS/CC elects the option to give responsibility for wartime planning and mobility management to the Readiness Flight.

2.8. Supply/Customer Forums. The LRS/CC will utilize the Intermediate Repair Enhancement Program (IREP) meeting, prescribed by AFI 21-101, Aerospace Equipment Maintenance Management, para 8.2., to satisfy the requirement of supply customers forums between the 437 LRS and Maintenance.

2.8.4. The 437 LRS Procedures Section (437 LRS/LGRSP) will take minutes and distribute.

2.8.5. Other meetings will be described under para **2.9.** of this supplement.

2.9. Supply/Customer Assistance Teams. Supply-related customer assistance visits will be conducted as required, but at least annually. The CCSS will be the focal point for scheduling visits. Visits will be documented and forwarded to applicable sections/commanders.

2.13.1. The 437 LRS Commander assumes the position of the Chief of Supply and Supply Squadron Commander.

2.13.2. The Bench Stock Section has been decentralized. The CCSS will process non-maintenance requests and all G081 users will input their own requests.

2.13.12.1. The Chief Enlisted Manager (CEM) is appointed to manage enlisted matters and manpower actions pertaining to assigned military personnel.

2.13.12.4. The Readiness Flight Commander and Superintendent are designated as the Unit Mobility Officer and Noncommissioned Officer (NCO). These individuals will be responsible for the maintenance of the squadron deployment plans.

2.13.14.2. Health of the Squadron briefings will be held monthly as a way to meet with flight chiefs and the management analysis supervisor.

2.13.25. AMC Regional Supply Squadron will be the approving authority for authorization changes for allowance source documents.

2.13.26.2. The LRS Commander designates the Resource Manager to be his/her Financial Work Group representative.

2.14.1. The Operations Officer/Superintendent and Logistics Manager will be responsible for duties previously performed by the Deputy Chief of Supply.

2.15.3. The Commander's Support Staff (CSS) is responsible for controlling and monitoring the Health and Wellness Program.

2.15.4. The Logistics Readiness Control Center is responsible for the Disaster Preparedness Operations Plan.

2.20.1. The Management and Systems Flight includes the following sections: Procedures and Analysis, CCSS, Accountability (combined Inventory and Document Control), Systems Management, and Training. Readiness is realigned directly under the Readiness Flight office symbol LGRR. The administration section consists of the Commander Support Section (CSS) and is directly under the 437 LRS/CC.

2.22.3. The Readiness Flight will manage wartime planning and mobility management.

2.22.4. The LRS commander has assigned microcomputer support responsibility to the Systems Management Section.

2.24.2.10.3. Perform analysis semiannually (January and July).

2.24.2.13.1. The Aircraft Parts Store will issue SATS smart cards along with the CCSS.

2.24.2.13.3. CCSS will generate a list annually by organization/shop codes of all individuals issued a smart card and forward to the organization's commander to validate the list for accuracy and currency.

2.24.2.14. CCSS will be responsible for maintaining the Authorization Receipt Listing and documentation that authorizes individuals to receipt for classified property.

2.25.1. The Procedures and Accountability Section is responsible for inventory processes.

2.26.1. The Procedures and Accountability Section is responsible for document control processes.

2.27. Computer Operations. Computer operation functions will be supported by the RSS, the Systems Management Section will act as a liaison for any problems that are encountered.

2.28. Stock Control. Stock Control functions will be performed by RSS, except for Local Purchase (LP and Tracer Action Required (TAR) processing).

2.28.2.5. There is no mission change program for the C-17A airframe.

2.28.3.2.2. Use procedures in paragraph 2.28.3.2.3.

2.29.1. Equipment Management functions will be performed by RSS, except those not outlined in AMCI 23-230.

2.29.2.7. The LRS Commander will maintain the authority to approve or disapprove other authorization changes within applicable Basis of Issue allowance.

2.30.6.1. Publications, when applicable to the 437 LRS and not otherwise available (LAN, internet, etc.) will be maintained by the unit Commander's Support Staff (CSS).

2.30.8. Upon receipt of AF Form 1000-1, **IDEA Evaluation and Transmittal**, the suggestion monitor establishes a suspense and sends the AF Form 1000-1 to the office of primary responsibility (OPR) for evaluation. Personnel with the most experience and knowledge in the area of the suggestion should perform the evaluation and sign the signature of evaluator block of the AF Form 1000-1. The flight chief of the OPR coordinates in block 4. The suggestion monitor ensures that the Base-Level Procedures and Analysis Element reviews all suggestions. Procedures and Analysis makes a complete review of the evaluation, including savings, and tangible or intangible benefits (in accordance with AFI 38-401, *The Air Force Innovation Development Through Employee Awareness (IDEA) Program*), and coordinates in block 4. Upon completion of the evaluation, the suggestion monitor sends the AF Form 1000-1 to the LRS Commander, 437 LRS/CC, for review and approval. The LRS Commander signs the responsible official block of the AF Form 1000-1 and returns it to the suggestion monitor to clear suspense and send forward, as appropriate.

2.35. Overview. Systems Management Section is responsible for the DIREP program IAW Charleston Supplement 1, AFMAN 23-110, Volume 2, Part 2, Chapter 1.

2.36.2.1. Procedures will conduct a surveillance on nontechnical areas of the Fuels Flight annually.

2.36.2.2.2. Waivers to the annual surveillance will be signed by the LRS Commander and filed in Procedures and Analysis.

2.36.3.5. Unneeded, there is no mission change program for the C-17A airframe.

2.36.3.9. Checklists derived from LSEP, UCI questions as well as crossfeed, self-inspection, and past surveillance reports.

2.37.2.2. 437 LRS/LGRSP will not send a copy of all local supplements to Major Command (MAJCOM) for review, unless otherwise requested or required.

2.40.4.1. (Added) Procedures and Accountability section will:

2.40.4.1.1. (Added) Review all incoming special interest items to determine the impact on LRS.

2.40.4.1.2. (Added) When applicable to LRS, forward copies of checklists to all applicable flights for initial review and inclusion in self-inspection programs.

2.40.4.1.3. (Added) Monitor completion/termination of all special interest items applicable to LRS.

2.40.4.1.4. (Added) Maintain an electronic folder on each special interest items applicable to LRS.

2.40.4.2. (Added) Applicable flights will:

2.40.4.2.1. (Added) Perform initial reviews of all applicable special interest items and forward reply initial reviews to the Procedures and Accountability section.

2.40.4.2.2. (Added) Provide one copy of all identified discrepancies to the Procedures and Accountability Section.

2.40.4.2.3. (Added) Ensure all special interest items are in applicable flight's Self-Inspection checklist.

NOTE: Special interest items with past-due termination dates will not be deleted until receipt of an updated Inspector General (IG) special interest item listing.

2.43.2. (Added) Local procedures for incoming supply discrepancy report (SDR) management (SF Form 364, Report of Discrepancy [ROD]) are as follows:

2.43.2.1. (Added) Upon receipt of an SDR, the squadron monitor will assign the SDR a control number and forward a copy of the SF Form 364 to the applicable storage facility with suspense for action. Research and follow up on items with a dollar value greater than \$100 for non-Department of Defense (DoD) activities and greater than \$250 for DoD activities.

2.43.2.2. (Added) Once a response is received, the squadron monitor prepares a memorandum for the 437 LRS/CC for approval and signature.

2.43.2.3. (Added) The squadron monitor will forward the response to the initiator and file the completed SDR for 1 year.

2.44. Deployment Plans. Readiness Flight is responsible for maintenance of deployment plans.

2.46.2. The LRS Commander declines the option to require Procedures and Accountability Section to review Supply Interface File System Inbound Review Listing and Automated Data Reports Submission System – Defense Data Network Transmittal List. This process is performed at AMC Regional Supply Squadron.

2.50.5. An M16 analysis will be accomplished quarterly.

2.50.6. A customer complaint analysis will be accomplished quarterly.

2.55.11. The ancillary training will be managed by 437LRS/LGRRR.

2.58.5.4. The CCSS will brief custodians on command supplements, local policies, and local requirements.

2.60. Overview. The Material Management Flight includes the following sections: Aircraft Parts Store, FSC, Receiving, Storage and Issue, RSP, and Inspection.

NOTE: Demand Processing is assigned to the CCSS Element in the Management and Systems Flight and the War Readiness Section is assigned to the Readiness Flight.

2.62.1. The CCSS, under the Management and Systems Flight, is responsible for the operation of demand processing and research for nonaircraft activities. They also perform customer service and records maintenance functions for the entire base.

2.62.2.1. The CCSS is the primary point for submission and preparation of requests for non-aircraft activities. The Aircraft Parts Store will support aircraft maintenance requests.

2.62.3.4.3. A program manager will not be assigned to monitor AFEMC (C001) e-mail notices.

2.62.4.6.3. The annual reconciliation of the technical order file is not required.

2.62.4.7. The CCSS and the Aircraft Parts Store will have access to DO43 and the Internet to accomplish required research.

2.63.8. The LRS Commander authorizes the FSC to process receipts for local manufacture items.

2.74.6. Receiving will work with contracting to obtain missing information on local purchase receipts.

2.75. Pickup and Delivery. Pickup and Delivery function is accomplished by the Vehicle Operations Element.

2.76.2.3. WCDO storage and issue is assigned to the RSP.

2.77. Bench Stock Support. Bench Stock Support Section is aligned under the CCSS in Management and Systems Flight.

2.78. Retail Sales. Retail Sales function is contracted out.

BROOKS L. BASH, Col, USAF
Commander