

**BY ORDER OF THE COMMANDER,
436TH AIRLIFT WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 9**



**DOVER AIR FORCE BASE
Supplement 1**

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Supply

REQUISTIONING

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AFMAN 23-110, Volume 2, Part 2, Chapter 9 is supplemented as follows: This supplement prescribes specific guidance for all Dover AFB users/customers.

9.11.5. Local funds will not be used for purchase of centrally procured supply or investment equipment items. HQ AFMC provides funding for these items. If the item manager authorizes local procurement of centrally procured or investment equipment, they will provide an appropriate fund cite by issuing an obligation authority for an amount sufficient enough to cover the estimated cost of the item plus transportation costs. Use AFMAN 23-110, Vol 1, Part 1, Chapter 8 for additional guidance.

9.12.5.2. The requirements justification letter for budget code 1 and 9 items will contain the stock number, nomenclature, on-hand balance, extended cost and justification.

9.14.2.1. Withdrawals from Defense Reutilization and Marketing Office (DRMO) are processed after an authorized organizational representative makes verification of asset availability. Customer guidance is provided in AFMAN 23-110, Vol 2, Part 13, Chapter 3, DAFB Sup1. Note: The Customer Service Section will accomplish all transactions involved.

9.14.4.2.4. The Customer Service Section will develop and maintain a suspense system. They will also assist customers with walk through requests.

9.14.8. The Logistics Readiness Squadron Commander will not negotiate with the servicing DRMO to obtain or request the XR1 file to screen local DRMO items for customer due-outs.

9.18.5. The Supply Resource Management will determine the filing sequence.

9.30.1. Each organization will use the Government Purchase Card (GPC) to buy calendars.

9.31. Compressed Gases. Local Manufacture Dedicated Support Section will assume all Stock Control functions.

9.33.4.2.1. (Added) Upon receipt of the 350-management notice, the Customer Service Section will ensure the correct price loaded on the -1 stock number and demand data transferred from the -1 stock number to the basic stock number.

9.42.1. The Customer Service Center will accomplish the certification of AF Form 9, **Request for Purchase**.

9.42.2. The Logistics Readiness Squadron will not stock special awards, trophies or plaques.

9.59.1. Submit requests in writing to the Procedures and Accountability Section, for assignment or deletion of requisition exception codes authorized for local use.

9.106.3. (Added) The Inbound Element will contact Base Contracting directly to obtain missing DD Form 1348-1 and DD Form 1155.

9.124. Program Logic. The Customer Service Section will process all Tracer Action Required documentation (CTH, receipts, proper statements on DD Form 1348-1A (receipts), and freeze the item record (1GP)) prior to forwarding the documentation to Procedures and Accountability for special inventory processing.

9B1.1. Stock Control. Local Manufacture Dedicated Support Section has developed a local work order request form in lieu of DD Form 1348-1A. Off-line requisition serial numbers are assigned as follows:

Off-line Number	Section
9800-9820	Aircraft Parts Store
9821-9835	Vehicle Management Flight
9836-9845	Customer Service
9846-9860	REMS Monitor
9861-9870	AWP Monitor
9871-9880	Local Purchase Monitor
9881-9890	WRSK/MRSK
9891-9899	Inbound Cargo Section

Table 9C6.1. Requisition Exception Code (REX)

REX Code	Notice Code	Phrase	ECC Card Required	Monitor	Remarks
A	R	Customers to Purchase With GPC	No	Customer Service	Identify LP records that are still loaded, for which requisitioning actions have occurred

REX Code	Notice Code	Phrase	ECC Card Required	Monitor	Remarks
C	P	C-17 Parts Transient Support	No	Customer Service	C-17 stock replenishment requisitions are submitted with project code 592 and priority 03
T	R	Chemical Warfare Defense Equipment	No	Customer Service	Control requisition of CWDE items that are not depot funded

9L1.2.3. No distribution required.

9L1.3. Document Control Action. Tracer Action Monitor will validate each entry on the list against the Standard Automated Tracking System to verify customer receipt of the shipment.

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Commander