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Supply

ISSUE SYSTEMS

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AFMAN 23-110, Vol 2, Part 2, Chap 11, is supplemented as follows: This supplement is not applicable to Air National Guard or US Air Force Reserve units. Ensure all records created by this instruction are maintained and disposed of IAW AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

11.1. All references to responsibilities of the Demand Processing (DP), Equipment Management Section, Stock Control, Records Maintenance and Bench Stock will be accomplished by the Customer Service Center (CSC) Section.

11.1.1. (Added) The Retail Sales includes Base Automated Service Store (BASS), Tool Issue Center, Individual Equipment and Hazmart. Retail Sales has been privatized, and all references to responsibilities of Retail Sales will be accomplished by the Envision Express.

11.1.2. (Added) All references to responsibilities of the Mission Support and MICAP Section will be accomplished by Aircraft Parts Store (APS).

11.1.3. (Added) All references to responsibilities of Repair Cycle will be accomplished by the Flight Service Center (FSC). All references to responsibilities of Pickup and Delivery (P&D) will be accomplished by the Vehicle Operations Section.

11.2.2. Computer facsimile forms (i.e., AF Form 2005, **Issue/Turn-in Request**, or equivalent) may be used in lieu of forms printed by the Publication Distribution Office.

11.3.1. The 92d Logistics Readiness Squadron (92 LRS) Commander does not choose this option to use spreadsheets in lieu of AF Forms 2005. Requests for supplies will be submitted to CSC, APS or Envision as applicable.

11.4.1.1. A suspense system will be maintained for at least 15 calendar days. Until such time as the G081 Aircraft Management System and SBSS are fully interfaced, all points of submission may maintain their suspense copies as long as necessary to resolve discrepancies.

11.4.1.2. NOTE: Pre-serialized AF Form 2005 will be used in lieu of copy two for determining the next available serial number.

11.6.2.4. NOTE: The APS and/or CSC will report post-post issue requests to the Storage element. The APS and/or CSC will create the post-post document (SATS label) and have the SATS label print out on the Storage element's SATS printer for the issue and delivery of requested item(s) to the requesting activity.

11.8.1. The local delivery time requirements are outlined in AFMAN 23-110, Volume 2, Part 13, Chapter 3/FAFB1, *Issue Procedures*. This outlines responsibilities and procedures applicable to Fairchild AFB.

11.11.2.3. Upon receipt of "kill" issue notification (management notice I023), CSC, APS, or Envision will contact requesters to obtain MICAP verification instructions. The CSC and the APS will re-input confirmed MICAP requirements with TEX code "7," FAD "2," and appropriate MICAP urgency justification code (UJC), and an "N" MICAP flag (position 54). All MICAP requests will be reported to APS for additional processing. UJC "BQ" due-out requests will be processed with delivery destination "TNB".

11.13.1.3. The APS and/or CSC section will inform the Storage element of the requirement. The APS and/or CSC section will create the post-post document (SATS label) and have the SATS label print out on the Storage element's SATS printer for the issue and delivery of requested item(s) to the requesting activity.

11.14.1. CSC will process issue requests for the Fuels Management Flight. CSC will run a SPR with an off-line requisition number, PRI 02, Special Requirements Flag of R. Requisition in 5,000-gallon increments. Fuels will let CSC know when more deicing fluid needs to be ordered.

11.14.2. The Fuels Management Flight will buy LOX fluid off base by utilizing the Government Purchase Card (GPC). Deicing fluid required by transient aircraft will be issued to the 92d Maintenance Squadron's AGE Flight.

11.14.3. The Fuels Management Flight will supply CSC with an annual request for deicing fluid where the CSC will submit an off-line requisition to the depot.

11.15.2. The CSC and the APS will forward processed issue documents (DD Form 1348-1A, *Issue Release/Receipt Document*, not AF Form 2005) containing TEX codes "D" or "H" to Resource Management for approval prior to issue (release of the property) to the customer.

11.15.2.2. Resource Management will prepare reverse post paperwork and take to document control for processing.

11.16.1. Items will not be sold at reduced prices without Resource Management coordination/approval.

11.26.3. Cylinder refining is accomplished by a local contractor and is billed through a Blanket Purchase Agreement (BPA), which is handled through Base Contracting.

11.31. The Mission Support Group Commander has elected to satisfy requirements for KC-135 aircraft parts; source coded as local manufacture, without processing the request through 92 LRS. Requirements for non-KC-135 aircraft parts, source coded as local manufacture, will be processed through 92 LRS. Further procedures are outlined in the 92 LG OI 23-1, *Maintenance Local Manufacturer*.

11.31.2.1.1. Equipment custodians will submit equipment and parachute requirements to the CSC. Civil Engineers will submit non-equipment requirements to CSC. Requirements for non-equipment aeronautical items will be submitted to APS.

11.31.2.1.2. CSC will cancel due-in details and process REX 2 requisitioning for equipment and Civil Engineer requirements. APS will process all other user requirements.

11.31.2.1.3. CE MICAP issue requests will be processed by CSC. All other MICAP issue requests will be processed by APS.

11.31.2.2.1. Using activities will send requests to their assigned call-in point, the CSC or APS as appropriate, as stipulated in paragraph [11.31.2.1.3](#).

11.31.2.2.2. CSC will perform this function for equipment and BCE items. ASC will perform these functions when requests fall under their area of responsibility.

11.31.2.2.3. CSC will process transactions for equipment items and BCE requirements. FSC will process transactions for all other user requirements. CSC and APS will prepare and forward all DD Form 1348-1A copies to the appropriate fabrication shop.

11.51. The 92 LRS/LGRV has control of all vehicles and is responsible for all transactions.

11A.1.1. A SATS label now replaces the DD Form 1348-1A.

11A2.4. For other than time change requests, Block "C" of the AF Form 2005 issue request will be used to indicate the final status of request after processing, i.e., issue, kill, backorder, etc. A copy of the output management notice may be attached and filed with the original copy of the AF Form 2005.

11A5.4. In addition to asterisked (*) information, the following data is also required on all post-post documents: Block "W" will contain initials and date of personnel preparing the post-post document.

11A-6.4. NOTE 6L. The model, serial number, and manufacturer's name will be written on the ISU/DOR document.

11A9.3. Requests for Issue Exception (IEX) code assignment will be forwarded to the Procedures and Accountability Section (LGRSP) for approval. Upon review and approval, Procedures personnel will forward the request to CSC for load action. After loading exception deletion will also be forwarded to the Procedures and Accountability section. Deletion requests must include a declaration stating all codes have been removed from applicable item records. Procedures personnel will process an ASNUD inquiry to ensure all codes have been removed prior to forwarding the request to the CSC for deletion action. To ensure codes and records are valid, procedures personnel will compare supplements against the Exception Phrase Listing (R03/NGV870) on a quarterly basis (January, April, July, and October). The following is a list of locally assigned issue exception codes:

Code	ENC	Exception Phrase	Monitor
Q	P	ACFT WARRANTY TIN IAW TO 00-35D-54	LGRD
R	R	Reserved for HQ SSG	LGRSC
T	R	Mated: Requires Multiple Processing	LGRD
S	P	Small arms repair auth orgs only	LGRD

NOTES:

ECC not required, phrase only.

11A9.3. **NOTE** 3a. The 92 LRS Commander has directed the ENC to be changed to “R” for IEX “8,” “9,” and “M.”

11A9.3. **NOTE** 4c. Issue exception code "D" items that do not use the nomenclature field for processing instructions will have the processing instructions on the ECC card for the corresponding requisition exception code.

11A15.2. Upon completion of issue processing actions, all pertinent management notices will be destroyed.

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