

BY ORDER OF THE COMMANDER

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



**FAIRCHILD AIR FORCE BASE
Supplement 1**

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Supply

**RETAIL OUTLET LINE ITEM ACCOUNTING
AND BULK ISSUE**

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AFMAN 23-110 Volume 2, Part 2, Chapter 23 is supplemented as follows: This supplement is not applicable to Air National Guard and 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.

23.1. All references to the Base Service Store (BSS), Tool Issue Center (TIC), and Individual Equipment Element (IEE) are not applicable to Fairchild AFB. Envision Xpress provides these services.

23.8. A BSS is not established at Fairchild AFB. BSS services are provided by Envision Xpress.

23.9.2. Envision Xpress manages all FSC 5100 and 5200 (expendable and EMC 1 hand tools) items.

23.14.1.1. (Added) BSS type items (as described in paragraph 23.11.1.) are managed by and ordered through Envision Xpress. BSS items will not be loaded in the Standard Base Supply System (SBSS). The following guidelines have been established for BSS managed items requested through Customer Service Center (CSC).

23.14.1.2. (Added) Direct the requester to obtain the item directly from the Envision Xpress or the GSA Advantage Program located at <http://www.fss.gsa.gov>.

23.14.1.3. (Added) Exception: Only specialized tools (i.e. a special wrench for an aircraft) will be ordered through SBSS.

23.16.2.1.1. Since Fairchild AFB does not have a BSS/TIC or IEE, this directive will not be used.

23.22.1. An IEE is not established at Fairchild AFB. IEE services are provided by Envision.

23.22.1.1. (Added) IEE type items are managed by and ordered through Envision Xpress. IEE items will not be loaded in the SBSS with the exception of items managed by the War Readiness Section (WRS). Direct the requester to obtain the items directly from Envision Xpress or directly from the Defense Logistics Agency (DLA).

23.23.1.2. Items authorized for chemical warfare are excluded from IEE management. The CSC will manage individual equipment (ERC "NF") an AS 016, Part C, designated for Chemical Warfare Defense Equipment (CWDE).

23.23.5.2. CWDE not listed in AS 016, Part C will be ordered by the WRS on a pool basis. WRS will hand-receipt required items to individuals.

23.31. Option 4 will be used as described in paragraph 23.31.3.4.1. Outprocessing through the IEE is not required at Fairchild AFB. Personnel will report to the WRS with a copy of their orders, a copy of their outprocessing checklist(s) and their military identification card. WRS personnel will check the Supply Assets Tracking System (SATS) program to ensure outprocessing personnel are not in possession of a SATS card. WRS personnel will send all of the SATS cards they have collected and a list of personnel to inactivate in SATS to the CSC. Also WRS personnel will check the equipment custodian listing for any equipment accounts. If outprocessing personnel are equipment custodians they will need to go to CSC and get a clearance slip, stating they have cleared themselves of their equipment account. If any accountable mobility gear assets are lost or not turned in, outprocessing personnel will be held accountable for any items not returned. A Report of Survey (ROS) may be required, further guidance can be found in AFMAN 23-220. Once all the accountable mobility gear assets, the SATS card (if applicable), and the equipment custodian clearance slip (if applicable) are turned into WRS, outprocessing personnel will receive an out-processing clearance letter from WRS personnel.

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