

**BY THE ORDER OF THE COMMANDER
305TH AIR MOBILITY WING**

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



**MCGUIRE AIR FORCE BASE
Supplement 1**

22 JUNE 2004

USAF Supply Manual

ORGANIZATION AND RESPONSIBILITIES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

2.3.1. To enhance customer support, several sections/elements have been realigned among flights. Realignment of these sections/elements is addressed in this supplement.

2.3.3. Signature authority is delegated to the Accountable Officer and Management and Systems Flight Chief for all custodial records governing the accountability and management of the operating stock within the standard base supply system.

2.4. Wartime Responsibilities. The LRS commander or Chief of Supply has established a Supply Readiness Control Center (SRCC) or Squadron Readiness Section (SRS). The SRS will be a separate section assigned to the Readiness Flight Commander.

2.7.1. Wartime planning and mobility management responsibilities will be established as the SRCC or SRS. The SRCC or SRS will be a separate activity reporting to the Readiness Flight Commander. Responsibilities can be found in AFMAN 23-110V2PT2CH2.

2.7.2. Reference paragraphs 2.7.2 through 2.7.5 and 305 LRS Operating Instruction 10-403, *Supply Contingency Operations*. SRCC or SRS augmentees may be chosen from all flights as required.

2.8.1. The Logistics Readiness Squadron (LRS) Commander will utilize the monthly Intermediate Repair Enhancement Program (IREP) meeting to satisfy the requirement of supply/customer forums between the LRS and Maintenance. The Operations Officer will be the designated representative for LRS at the IREP meeting and will ensure minutes/action items are recorded and distributed to all attendees.

2.8.5. COS will hold meetings when requested by the organization.

2.9. Supply/Customer Assistance Teams. An annual schedule will be prepared similar to the annual surveillance schedule for supported activities. Send a copy of the schedule to supported activities. Coor-

dinate with the unit 2 weeks prior to scheduled visit. The Materiel Management Flight Commander may be appointed to visit those activities supported through Decentralized Supply Support procedures.

2.10.1. Training Section will develop and administer the orientation program for newly assigned personnel. The orientation program will be conducted monthly. Training will send a letter to all organizations with newly assigned supply personnel resulting from PCS.

2.11.1. Following is a guideline for locally assigned duty titles:

2.11.1.1. (Added) Flight Chief - Civilian in charge of a flight.

2.11.1.2. (Added) Flight Commander - Military Officer in charge of a flight.

2.11.1.3. (Added) Assistant Flight Chief - Civilian Assistant to the Flight Chief/Commander.

2.11.1.4. (Added) Manager - CMSgt below Flight Chief/Commander.

2.11.1.5. (Added) Superintendent - SMSgt or MSgt below Flight Chief/Commander occupying a 9 level position on the Unit Management Personnel Roster (UMPR).

2.13.5. A Microcomputer Support Element will be established within the Management and Systems Flight, aligned under the Systems Management Section (LGRSS).

2.13.12.3.1. Personnel will be considered for rotation when promoted and/or when they learn their current positions. All rotations should be coordinated through the Squadron Chief Enlisted Manager (CEM) or designated functional representative. Flight Commanders/Chiefs will maintain a listing documenting the date each 3, 5, 7, and 9 skill level was assigned to his/her current duty, and the date the individual is scheduled for rotation. Reasons for not rotating the individual within the specified time periods will be documented, with an info copy forwarded to the CEM. Formal meetings with all Flight Commander/Chiefs will be held when deemed necessary by the CEM or Commander.

2.13.12.3.1.9. (Added) Each Flight Commander/Chief will maintain a rotation status report/disk to support the internal assignment of their personnel. The report will contain the following information:

2.13.12.3.1.9.1. (Added) Name of all 3, 5, and 7 skill-level individuals and the date they were assigned to their current duty/position.

2.13.12.3.1.9.2. (Added) Date each individual is scheduled for rotation.

2.13.12.3.1.9.3. (Added) List of approved exceptions by name.

2.13.12.4. The Unit Deployment Manager (UDM) assigned to the SRS is responsible for the maintenance of deployment plans (see section 2D).

2.13.25. Equipment Management will approve authorization changes within the applicable allowance document basis of issue. The Management and Systems Flight Chief/Manager will act as the Equipment Approval Authority (EAA) for all equipment requests, which will be forwarded to the Command Equipment Management Office (CEMO).

2.13.26.2. The Supply Management Activity Group (SMAG) will serve as the COS/LRS CC representative to the Financial Working Group (FWG).

2.22.3. Refer to paragraph **2.7.1.**, this supplement.

2.22.4. Refer to paragraph **2.13.5.**, this supplement.

2.23.13.1. SMAG will serve as the COS/LRS CC representative to the FWG.

2.24.2. The Customer Service Section has been aligned under the Management and Systems Flight. It encompasses the Research, Records Maintenance, and Demand Processing functions. All responsibilities assigned to these operations will now be accomplished by AMCRSS.

2.24.2.2. The supply area best suited to find a solution would be determined by the Customer Service Section Supervisor/NCOIC.

2.24.2.10.3. Analysis of customer complaints/problems will be accomplished semiannually, using the most recent 6 months worth of data.

2.24.2.13. Customer Service Section and the Aircraft Parts Store will issue Supply Asset Tracking System (SATS) Cards.

2.24.2.13.3. Customer Service Section is assigned responsibility to generate and forward an annual SATS listing for accuracy and currency.

2.24.2.14. Responsibility to maintain the Authorization Receipt Listing and documentation that authorizes individuals to receipt for classified property will be maintained in the Customer Service Element. A copy of the list (either hard copy or electronic copy) will be provided to Document Control, Pick-up and Delivery, and Receiving Elements.

2.25. Inventory. Inventory Element will not be decentralized.

2.27.19.8. The Supply Interface System (SIFS) Inbound Residue Listing will not be forwarded to the Procedures Element for review.

2.28.3.2.2. Receiving will work with base contracting to resolve local purchase adjustments (LPA) status and local purchase (JBB) receipt problems.

2.36.2.2.2. When the annual surveillance is waived due to being scheduled the month before, during or after a Major Command (MAJCOM) Management Effectiveness Inspection (MEI) or Unit Effectiveness Inspection (UEI), it will be documented by Procedures Element and filed accordingly.

2.36.2.2.3. When the option is taken to waive a scheduled surveillance, it will be republished and scheduled not later than one year from previous schedule.

2.36.2.3. Surveillance visits will be scheduled, performed, and reported by flights versus sections/elements.

2.37.2.2. Copies of all local supplements will not be sent to the MAJCOM.

2.37.3.3. Procedures Element will send a copy of advance documentation to all affected organizations and activities.

2.38.2. Requests for assignment, changes, or deletions of exception phrases will be submitted in writing. The request will be signed by the applicable Flight/Assistant Commander/Chief and forwarded to the Procedures Element. The request must be validated by the Procedures Element and forwarded to the Records Maintenance Element for load actions. Procedures Element will determine the alpha/numeric code to be assigned. Records Maintenance is the only element authorized to load, change, or delete exception phrase records.

2.40.4. When Special Subject/Interest Items (SS/IIs) are received from MAJCOM or other formal channels, they will be reviewed and OPRs assigned. The OPRs will be suspense to review the SSIIIs and provide written response concerning their content. Responses will be compiled and forwarded to the Mission Support Group SII monitor. SSIIIs will be kept in file until the expiration date.

2.43.1. All incoming Supply Discrepancy Reports (SDRs) will be routed through the Procedures Element. Procedures Element will suspense SDRs to the applicable flight for action/information.

2.43.2. All follow-ups for incoming SDRs will be routed through the Procedures Element for review prior to submission.

2.44. Deployment Plans. Will be maintained by the SRS. The UDM will review and coordinate on all new plans or changes to existing plans.

2.46.1. Systems Management will be the point-of-contact for all aspects of data transmission in the U2200/400 database.

2.46.1.2. Computer Operations will be the point-of-contact for all aspects of data transmissions in the U2200/400 database concerning error resolution.

2.46.2. The COS/LRS CC will be briefed by the Procedures Element on any time delays encountered in resolving errors.

2.50.4. The incoming Supply Discrepancy Report (SDR) analysis will be accomplished semiannually or as required by the COS/LRS CC.

2.50.5. The quarterly M16 analysis will not be performed.

2.50.6. Customer complaint analysis will be performed semiannually or out-of-cycle when directed by the COS/LRS CC.

2.50.8. The Inventory Analysis Program (IAP) will be used.

2.50.8.3. The semiannual inventory analysis will be accomplished by the Procedures Element.

2.50.10. The SRS is responsible to perform all functions related to Status of Resources and Training System (SORTS) reporting and assessment.

2.55.10. The Unit Training Manager is responsible for all Mobility Training requirements, e.g., Chemical Warfare, Combat Arms, Self-Aid/Buddy Care, Task Qualification Training, and Law of Armed Conflict.

2.55.11. The Training Element will manage the Squadron Ancillary Training Program during normal operations.

2.58.1.3. (Added) The Training Section will be the focal point for scheduling supply customer block training. Classes will be conducted monthly for Block I training and as-required for Block IIA and IIB training in the Training Classroom.

2.58.2. Aircraft Parts Store will conduct Block IIA training for all bench stock customers on a quarterly basis. In addition, Vehicle Management Materiel Control will conduct training as required for customers within their flight that cannot wait for the quarterly training and Customer Service Section will train all other customers when required.

2.58.3. Flight Service Center (FSC) will conduct Block IIB Training. Classes will be conducted quarterly in the FSC. A copy of the class roster will be forwarded to the Training Section.

2.58.4.3. (Added) Equipment Management Section (EMS) will conduct Block III Training. Classes will be conducted twice a week (as needed) in the EMS office. A copy of the class roster will be forwarded to the Training Section. EMS will also maintain a copy for tracking purposes.

2.58.5.4. EMS will provide this briefing.

2.62.3.4.3. The AFEMS (C001) program manager will be assigned to the Records Maintenance Element.

2.62.4.6.3. Technical orders will be reconciled annually by Aircraft Parts Store.

2.62.4.7. The Central Research File is maintained in the Customer Service Section, Demand Processing Element.

2.63.8. The Receiving Element will be responsible for local manufacture JBD receipt processing.

2.70.2.1. EMS will approve/disapprove reduced authorizations, turn-ins, and significant technical data changes concerning equipment items, including authorization changes within applicable allowance basis of issue. They will not take actions on those items controlled by MAJCOM or higher headquarters.

2.73.2.2. The Chief Inspector will maintain a limited file of Technical Orders. This file can serve all supply activities.

2.73.8. The Chief Inspector will perform warehouse surveillance as outlined in Chapter 14, Para 14.23.2, AMCSUP 1.

2.77.1.1. (Added) Bench Stock Support: Depending on the organization, bench stock support will be provided by the Aircraft Parts Store (APS), Customer Support Section, or Vehicle Management Materiel Control.

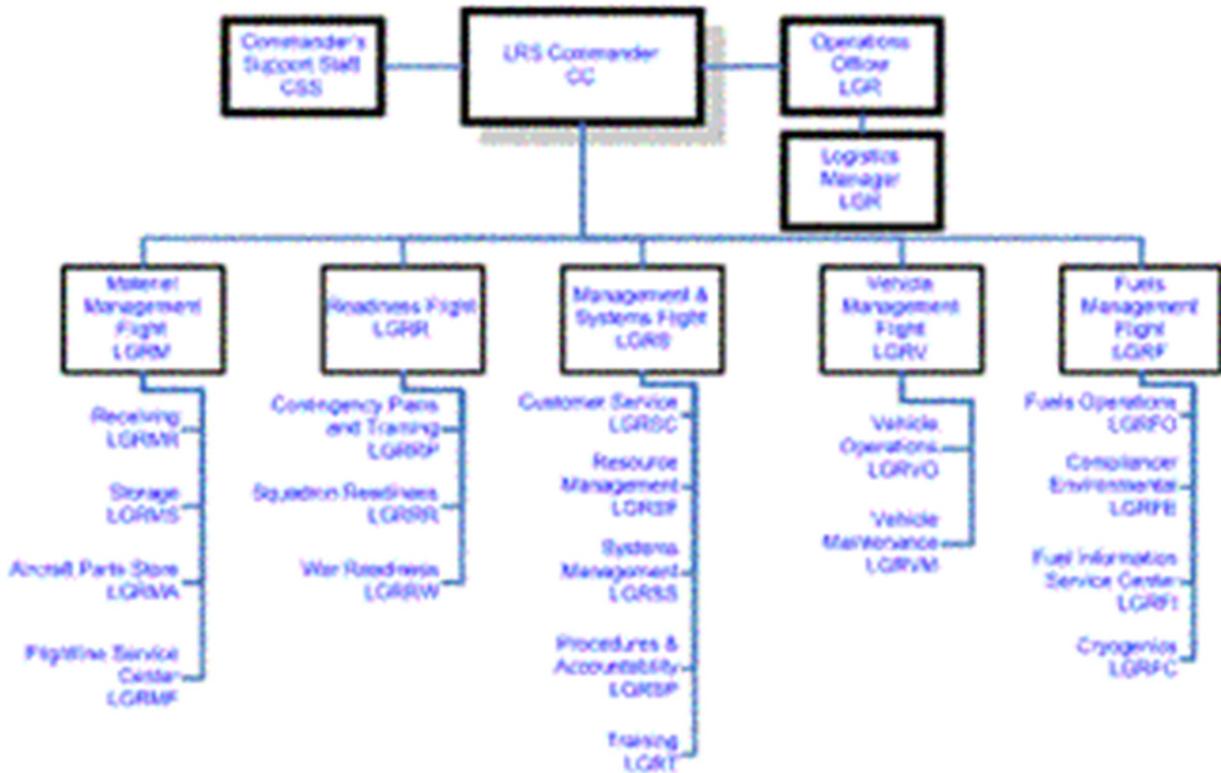
2.77.4. Customer Service is responsible for distributing bench stock bin labels to APS, Vehicle Management Materiel Control, and other supported organizations. APS, Customer Service, and Vehicle Management Materiel Control are responsible for processing 1BS inputs the day they are received. The Pickup and Delivery Section will be responsible for all bench stock issue documentation and delivery of bench stock items to applicable organizations. See AFMAN 23-110V2PT2CH25, MCGUIREAFBSUP1 for further breakdown of responsibilities.

2.78.1. Retail Sales no longer operates a Base Service Store, Tool Issue Center, or an Individual Equipment Element.

Attachment 2A-1

CHIEF OF SUPPLY ORGANIZATION CHART

2A1.1. Chief of Supply Organization Chart.



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