

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

**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 5**



**MCGUIRE AIR FORCE BASE  
Supplement 1**

**3 JUNE 2004**

**Supply**

**BATCH MODE PROCESSING PROCEDURES: -  
DAILY, MONTHLY, QUARTERLY,  
SEMIANNUAL, AND ANNUAL REPORTS AND  
LISTINGS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 5, is supplemented as follows:** This supplement prescribes specific guidance for all McGuire AFB supply users/customers.

### ***SUMMARY OF REVISIONS***

Changes have been made to bring this supplement into compliance with Air Force standards. The following paragraphs were updated: **5.3.3.1.1.**, removed Daily Operations Schedule; **5.3.3.2.3.3.**, AMCRSS & Systems Management replaced Computer Operations Section; and **5.4.2.3. (Added)**, AMCRSS Scheduling Office replaced 305 SUPS Computer Operations. **A bar ( | ) indicates a revision from the previous edition.**

5.3.2.2. Option Two (2) will be used.

5.3.3.1.1. The Monthly Computer Forecast will be utilized.

5.3.3.2.3.3. Air Mobility Command Regional Supply Squadron (AMCRSS) and Systems Management will maintain a central file of AF Form 2011, **Base Supply ADPE Work Request**, for all recurring reports. Note: All AF Forms 2011 will be validated annually with the ADPE Scheduler. AF Forms 2011 will be reaccomplished biannually.

5.4.2.1. Distribution of supply computer reports will be varied to meet local requirements.

5.4.2.3. (Added) Any organization can request a list of box numbers for reports/listing by completing AF Form 2011 for a QLP 37 (Organization Listing). Submit the request form to the AMCRSS Scheduling office via the web thru the 305 LRS Systems Management section in building 3101.

5C14.5.2. The report will run monthly after the monthly SNUD changes.

5C21.5.2. The report will be run on a quarterly basis.

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