

**BY ORDER OF THE COMMANDER,
RAF MILDENHALL (USAFE)**

AIR FORCE MANUAL 23-110VOL2PT13CHAP3



**MILDENHALL
Supplement 1
04 MAY 2004**

Logistics

ISSUE PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 100 LRS/LGRSP
(TSgt Christopher L.Jenkins)
Supersedes AFMAN 23-110, Vol 2, Pt 13,
Chap 3, Mildenhall Supplement 1,
1 March 2003.

Certified by: 100 LRS/CC
(Lt Col John G. Schaeufele)
Pages: 3
Distribution: F

AFMAN 23-110, Volume 2, Part 13, Chapter 3, is supplemented as follows: (This supplement applies to all Mildenhall units. Maintain and dispose of records created by prescribed processes in accordance with Air Force Manual [AFMAN] 37-139, *Records Disposition Schedule*.)

SUMMARY OF REVISIONS

Revisions made in accordance with Organizational structure changes per Annex T to HQ USAF PAD 02-05, Logistics Readiness Squadron (LRS). A vertical bar in the left margin indicates revised information.

3.2.2.1.1. Expedite call-in point can be reached at extension 2305 or 2124. Walk-thru requests are welcomed. The Customer Service Center NCOIC can be reached at 5451.

NOTE: Call-in point for 352 Special Operations Group (SOG) customers located on the north side of the flight line is the Aircraft Parts Store (Building 550) and can be reached at extension 5050 or 5051. Parts issued from Building 550 are over-the-counter and customers are required to pick-up all issues. Call-in point for all 351 ARS, 352 SOG and 95 RS customers located on the south side of the flight line is the Aircraft Parts Store (Building 719) which can be contacted at extension 3693 or 2379. Parts issued from Building 719 are over-the-counter and customers are required to pick-up all issues.

Call-In point for 100 AMXS and 100 MXS is Tanker Supply (Building 809). For consumable (XB3) hazardous materials (IEX 7,8,9, or M) contact HAZMART (Building 845) at extension 3327 during normal duty hours. For after hours support, contact the after hours support function at extension 5711.

3.2.2.1.2. The routine call-in point for non-flying organizations can be reached at extension 2322.

NOTE: The Logistics Readiness Squadron Commander has decentralized routine issue request processing. Routine call-in points for flying organizations are as follows:

352 SOG-APS

351 ARS-APS

95 RS-APS

100 AMXS- Customer Service (LRS Tanker Supply)

100 MXS-Customer Service (LRS Tanker Supply)

3.2.2.4. Equipment custodians should contact their squadron resource advisor to ensure funds are available prior to placing equipment requests. Memo (unfunded requirements) will not be accepted. The Equipment Liaison Office (ELO) can be contacted at extension 2595.

3.6.3.5. When an item is added to an established bench stock, the Organization Bench Stock Listing (S04) will be checked, and the first sequential item number will be used whenever possible.

3.7.1. Care and safeguarding of bench stock items must be provided IAW AFI 23-111, *Management of Government Property in Possession of the Air Force* (formerly AFR 20-14). Local controls (that is, locked bins, controlled access, etc.) will be established to provide adequate security for sensitive/pilferable type items. NOTE: Organizations with access to a remote terminal (i.e., SBSS and/or CAMS) will conduct a weekly walk-thru and input routine bench stock replenishment on items that are 50% or below their authorized quantity.

3.8. Requests for additions, deletions, changes, and orders for a bench stock will only be accepted from the bench monitor who has been designated in writing or from the shop supervisor. Requests for an addition to bench stock that exceeds the established price threshold will not be honored until a deviation letter for the threshold is received from the applicable group commander.

3.14. When requesting routine non-stock listed items the customer will provide two copies of AF Form 2005, *Issue/Turn In Request*, with a completed DD Form 1348-6, *DOD Single Line Item Requisition System Document (Manual - Long Form)*, to the Customer Service Center. For assistance completing these forms contact Customer Service Center at extension 2322. The customer should ensure Customer Service Center annotates a document serial number on their copy of the AF Form 2005 and DD Form 1348-6, for future reference. This will aid the Customer Service Center section to trace any inquiries. Requests for equipment items (EAID) will be submitted with the same forms to Customer Service Center Equipment Liaison Office who will take action to load a stock number for the requested item.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AF Form 2005, Issue/Turn In Request
AFI 23-111, Management of Government Property in Possession of the Air Force
AFMAN 23-110, Volume 2, Part 13, Chapter 3, Issue Procedures
AFMAN 37-139, Records Disposition Schedule
DD Form 1348-6, DOD Single Line Item Requisition System Document (Manual - Long Form)
S04, Organization Bench Stock Listing

Abbreviations and Acronyms

AFI—Air Force Instruction
AFMAN—Air Force Manual
ARS—Air Refueling Squadron
CAMS—Core Automated Maintenance System
EAID—Equipment Authorization Inventory Data
ELO—Equipment Liaison Office
HQ—Headquarters
IAW—In Accordance With
IEX—Issue Exception Code
LRS—Logistics Readiness Squadron
NCOIC—Noncommissioned Officer In Charge
RS—Reconnaissance Squadron
SBSS—Standard Base Supply System
SOG—Special Operations Group

JOHN G. SCHAEUFELE, Lt Col, USAF
Commander