

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

**AIR FORCE MANUAL 23-110VOL2PT13CHAP 5**



**MILDENHALL  
Supplement 1  
04 MAY 2004**

**Logistics**

**DUE-OUT PROCESSING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume 2, Part 13, Chapter 5, 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.

5.6.5. Request for cancellation of due-outs can also be submitted to the Customer Service Center (LGRSC) either by phone or in writing. 352 SOG customers must submit request through their applicable aircraft parts store. All requests must include a specific reason why the items are no longer needed.

5.9. Prepare the AF Form 1667, **Supply Difficulty Report**, in four copies. The Customer Service Center will provide assistance, if necessary, for completion of blocks 1-8. When an equipment item is involved, the equipment custodian should coordinate and assist in preparing the report. Ensure blocks 4, 5 and 6 of the AF Form 1667 indicate in detail, how and to what extent the mission is being impaired; also give specific references to any previous supply assistance request.

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

AF Form 1667, *Supply Difficulty Report*

AFMAN 23-110, Volume 2, Part 13, Chapter 5, *Due-Out Processing*

AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms***

**AFMAN**—Air Force Manual

**HQ**—Headquarters

**LRS**—Logistics Readiness Squadron

**SOG**—Special Operations Group

**USAF**—United States Air Force

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