

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

AIR FORCE MANUAL 23-110VOL2PT2CHAP22



**MILDENHALL
Supplement 1**

04 May 2004

Logistics

EQUIPMENT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 100 LRS/LGRSP
(T/Sgt Christopher L. Jenkins)
Supersedes AFMAN23-110, Vol 2, Pt 2,
Chap 22, 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 2, Chapter 22, 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.

22.1. All equipment responsibilities and processes are realigned as indicated in AFMAN 23-110, Volume 2, Part 2, Chapter 21, USAFE Supplement 6, Special Logistics Support Procedures.

22.12. The maximum processing time for Urgency of Need Designator (UND) A requirements is five duty days, UND B requirements is ten duty days and UND C requirements is 15 duty days.

22.20.6. (Added) (AFMAN 23-110, Volume 2, Part 2, Chapter 22, USAFE Supplement 1, Equipment Management) NOTE: An AF Form 600, Equipment Control Register, will not be used as a document control register.

22.24.2.1. (Added) NOTE: An AF Form 600 will not be used as a document control register.

22.24.3. (Added) (Chapter 22, USAFE Supplement 1) NOTE: An AF Form 600 will not be used as a document control register.

22.24.5. (Added) (Chapter 22, USAFE Supplement 1) Customer Service Center will process requests for equipment management code (EMC) "1" items using activity code "P". Items managed by the Individual Equipment Element (IEX "E") are excluded.

NOTE: An AF Form 600 will not be used as a document control register.

22.28.1.2.2. NOTE: The 100th LRS commander does not exercise the option to maintain an electronic folder for the storage and retrieval of equipment management data.

22.29.2.10. NOTE: On-base activities will not be granted more than 15 additional workdays to complete the inventory unless approved by the LRS commander or the Deputy Operations Officer. Off-base activities will not be granted additional workdays to complete the inventory unless approved by the LRS commander or Deputy Operations Officer.

22.33.3. The Equipment Liaison Office (ELO) will submit AF Form 2011, Base Supply ADPE Work Request, requesting the Organizational Visibility List (R15) be processed at least monthly. Customers will access the listing via the local area network (LAN).

22.35.2.1.2.2. (Chapter 21, USAFE Supplement 6, para 21.128.14.2.9.) Newly appointed custodians (Primary/Alternate) with a training certificate over two years old must attend Block III, Equipment Custodian Training prior to signing the Custodian Authorization/Custody Receipt Listing (CA/CRL).

22.47.1.1. The Customer Service Center Superintendent or deputy is delegated the authority to sign "FEC" documents.

22.48.2.1.3. An approving official signature is not required on "FER" documents.

22.53.2.2. The Customer Service Center Superintendent or deputy is delegated the authority to sign 1ETX/FED output documents.

22.70.2.1.5. NOTE: ELO will maintain the FEDs and establish a deployment due-in file.

22.138.3. Forward the I012 (Stock Awaiting Disposition) management notice and 156ALL inquiry to the Inbound Element.

22.187.3.4. Primary and alternate custodians must successfully complete Block IIIA, Special Purpose Recoverables Authorized Maintenance (SPRAM) Custodian Training prior to signing the R25/NGV893, SPRAM Report List.

22.191.3.1.1. A signed and dated AF Form 2005, Issue/Turn-In Request can be attached to the unsigned "FET" issued document DD Form 1348-1A, Issue Release/Receipt Document and filed in the Procedures and Accountability Element. Block "A" will reflect the printed name and signature of the gaining custodian and block "E" will reflect the losing custodian's signature/in-use detail document number.

22.193.2.1.1. Individuals in the Storage Element will not act as inspectors in re-identifying SPRAM assets.

22.193.2.1.3. An approving official signature is not required on "1SA" (SPRAM Identity Change) documents.

Table 22A1.1.

NOTE 4.d. The Custodian Document Register will be filed with the CA/CRL.

22C1.2.2. This option is not exercised. Formal correspondence designating individuals to sign for the commander will be maintained.

22C1.2.3. A list of custodians will be maintained on a password controlled excel spreadsheet.

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

AF Form 2005, Issue/Turn-In Request

AF Form 2011, Base Supply ADPE Work Request

AF Form 600, Equipment Control Register

AFMAN 23-110, Volume 2, Part 2, Chapter 21, USAFE Supplement 6, Special Logistics Support Procedures

AFMAN 23-110, Volume 2, Part 2, Chapter 22, Equipment Management

AFMAN 23-110, Volume 2, Part 2, Chapter 22, USAFE Supplement 1, Equipment Management

AFMAN 37-139, Records Disposition Schedule

DD Form 1348-1A, Issue Release/Receipt Document

I012, Stock Awaiting Disposition

R15, Organizational Visibility List

R25/NGV893, SPRAM Report List

Abbreviations and Acronyms

AFMAN—Air Force Manual

CA/CRL—Custodian Authorization/Custody Receipt Listing

ELO—Equipment Liaison Office

EMC—Equipment Management Code

HQ—Headquarters

IEX—Issue Exception Code

LAN—Local Area Network

LRS—Logistics Readiness Squadron

SPRAM—Special Purpose Recoverables Authorized Maintenance

UND—Urgency of Need Designator

JOHN G. SCHAEUFELE, Lt Col, USAF
Commander