

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

**AIR FORCE MANUAL 23-110, VOL 2,
PART 2, CHAP 32**



**MILDENHALL
Supplement 1**

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Supply

CONTINGENCY POST-POST OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 100 LRS/LGRS (Ms. Shirley Gordon)

Certified by: 100 LRS/LGRS
(Capt Britt H. Singleton)

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AFMAN 23-110, Volume 2, Part 2, Chapter 32, 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* [will become AFMAN 33-322, Volume 4]).

SUMMARY OF REVISIONS

Revisions made in accordance with Organizational structure changes per Annex T to HQ USAF PAD 02-05, Logistics Readiness Squadron (LRS).

32.1.1. Standard Asset Tracking System (SATS) will be used for post-post actions refer to 100th LRS Operating Instruction 23-7. A bar (|) indicates revisions from the previous edition.

32.2.3. Purpose: This supplement provides specific action to continue supply support during post-post operations. The procedures in this supplement also apply to the use of microcomputer terminals and floppy diskettes for recording and processing all post-post transactions. The term “normal post-post” refers to that period when the computer is off-line for end-of-day, end-of-month processing, or for preventive maintenance. The term “extended post-post” refers to that period when the computer is inoperative of extended periods of time for reasons other than those mentioned under “normal post-post” periods.

32.2.3.1. Post-Post Control Team responsibilities during manual operations.

32.2.3.1.1. The 100th LRS/CC will appoint a primary and alternate Post-Post Control Team (PPCT) Chief in writing.

32.2.3.1.2. During periods of extended post-post, PPTC members will report directly to the team chief. They will remain under the team chief's supervision until the post-post is completed. The following list is the minimum number of personnel required from each flight, section.

If the team chief determines the workload in a flight requires additional personnel for recovery, he, she will contact the applicable flight manager and request assistance. Flight managers will appoint PPCT members, by letter to the PPCT Chief. The PPCT Chief will maintain a list of all current team members.

LGRD

2 - Inbound
 1 - Storage
 1 - APS bldg 719
 1 - APS bldg 550
 1 - Flightline Support

LGRS

1 - Customer Service
 1 - Systems Management
 1 - Procedures

32.3. During Phase I operations, post-post inputs from Customer Service, APS bldg 719/550 and Inbound will be held in their respective areas until notified by Systems Management that the main computer is on-line and post-post processing can begin.

32.4. During extended post-post operations, documents will be hand-carried directly to Procedures & Accountability from the section, element completing final action.

32.5. The following reports and listings will be used for post-post operations.

32.5.1. Automated SNUD

32.5.2. AWP Validation Listing (D19)

32.5.3. MICAP Status Report (R49)

32.5.4. Other Asset List (R64)

32.5.5. Priority Monitor Report (D18)

32.5.6. Organization Effectiveness Report (M24)

32.5.7. Exception Phrase Listing (R03)

32.5.8. Shipping Destination Record Listing (R08)

32.5.9. Local Purchase Research and Follow-up List (M37)

32.5.10. The name of the person confirming a zero warehouse balance will be entered on the back of the AF Form 2005, *Issue/Turn-in Request*, (property will be immediately selected and prepared for issue when call-in is taken). Normal storage and issue procedures will be accomplished when notified by the PPCT Chief to begin preparation of the zero serviceable balance recap sheet. Any issue, which results in a zero balance, will have the stock number and warehouse location annotated on the AF Form 3135, *General Purpose Form*. These forms will be forwarded to Customer Service.

Routine issue requests will only be accepted during Phase IV.

32.6. When stock replenishment requisitioning cannot be accomplished during alternate site processing, Customer Service must manually submit those requisitions.

The following products are required:

32.6.1. Zero balance warehouse location listing

32.6.2. FRC product

32.6.3. Automated SNUD

32.6.4. Problem Item List (R29)

32.6.5. Repair Cycle Data List (Q04)

32.6.6. Repair Cycle Asset Management List (D23)

32.6.7. Priority Monitor Report (D18)

32.6.8. AWP Validation Listing (D19)

32.6.9. The primary source of stock numbers, which require a stock replenishment requisition, will be from the AF Form 3135, provided by Storage. Data required: NSN and warehouse location. Before submitting a requisition, consider the following:

32.6.10. Have assets been received and placed in location

32.6.11. Are assets in the receiving area

32.6.12. Due-outs

32.6.13. Due-ins

32.6.14. Due-in status (if possible)

32.6.15. Repair capability

32.6.16. DIFM assets

32.6.17. Requisition exceptions

32.6.18. Demand level

32.6.19. Adjusted stock level

32.7. Interchangeable and substitute items

32.7.1. Customer Service will prepare a Special Requisition (SPR) to load the due-in and an off-line AOA to requisition the asset. The SPR will be forwarded to the PPCT. The AOA will be taken to the RPS for downloading and transcribing.

32.8. Flightline Support will notify Customer Service (by telephone) of Due-Out Release (DOR) actions resulting from serviceable turn-ins.

32.8.1. During post-post operations all warehouse copies will be maintained in NSN sequence in a suspense file until return to normal day-to-day operations. Receipt management notices will be attached to the warehouse copies and maintained in normal receipt files for future use.

32.8.2. If shipments are made, use the post-post program diskette to load shipping information for processing when the system becomes operational.

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

AF Form 2005, *Issue/Turn-In Request*

AF Form 3135, *General Purpose Form*

AFMAN 23-110, Volume 2, Part 2, Chapter 32, *Contingency Processing:- Manual Post-Post, Automated Post-Post, Processing, Wartime Processing and Contingency Planning*

AFMAN 37-139, *Records Disposition Schedule*

D18, *Priority Monitor Report*

D19, *AWP Validation Listing*

D23, *Repair Cycle Asset Management List*

M24, *Organization Effectiveness Report*

M37, *Local Purchase Research and Follow-up List*

Q04, *Repair Cycle Data List*

R03, *Exception Phrase Listing*

R08, *Shipping Destination Record Listing*

R29, *Problem Item List*

R49, *MICAP Status Report*

R64, *Other Asset List*

Operating Instruction 23-7, *Standard Asset Tracking System (SATS) Procedures*

Abbreviations and Acronyms

AFMAN—Air Force Manual

APS—Aircraft Parts Store

AWP—Awaiting Parts

DIFM—Due-In From Maintenance

DOR—Due-Out Release

FRC—Fund Requirements

HQ—Headquarters

LRS—Logistics Readiness Squadron

MICAP—Mission Capable

NSN—National Stock Number

PPTC—Post-Post Team Chief

RPS—Remote Processing Station

SATS—Standard Asset Tracking System

SNUD—Stock Number Directory

SPR—Special Requisition

UND—Urgency of Need Designator

USAF—United States Air Force

STEVEN K. GREGORCYK, Lt Col, USAF
Commander