

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**

**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 22**



**PACIFIC AIR FORCES COMMAND  
Supplement 1**

**2 JUNE 2003**

**Logistics Readiness**

**EQUIPMENT MANAGEMENT**

**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: HQ PACAF/LGRDM  
(MSgt Randy Thompson)  
Supersedes AFMAN 23-110,V2,P2,  
Chap 22/PACAF1,  
25 Oct 99 and IC 00-01, Jun 00

Certified by: HQ PACAF/LGR  
(Col Ted A. Brewer)  
Pages: 6  
Distribution: F

---

This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

***SUMMARY OF REVISIONS***

Renumbered and updated all paragraphs to correspond with basic manual. Procedures for regionalized bases have been added. NOTE: Since all PACAF bases are regionalized all references to Equipment Management Section (EMS) were deleted. New or revised material is indicated by an bar (|).

**AFMAN 23-110, Volume 2, Part 2, Chapter 22, is supplemented as follows:**

22.1.1. (Added) All equipment responsibilities and processes outlined in AFMAN 23-110, are realigned to either the PACAF RSS or ELO and further specified in PACAFI 23-206.

22.2. ELO and PACAF RSS.

22.5.4. PACAF RSS or ELO.

22.5.4.4. PACAF RSS or ELO.

22.6.3. CEMO or PACAF RSS.

22.8.1. Used equipment assets (budget code 9 only) determined to be serviceable by an inspector, will have an issue exception (IEX) code of "U" placed on the item record prior to transferring the asset to stock. The inspector will also annotate AF Form 1574 (Serviceable Tag--Materiel) with the word "used." At the option of local management, property may be either stored with new equipment or in a separate area. The option selected will be documented in a local supplement. The ELO will notify customers, prior to release of asset, that it is used equipment. When used equipment, for that particular national stock number (NSN), goes to zero balance, the Inspection Section will ensure IEX code "U" is removed. NOTE: Used equipment in which the stock fund has been reimbursed will be free issued.

22.9.1.1. NF1 accountability for mobility bag items is waived. Items will be accounted for in the Mobility Inventory and Accountability and Accounting System (MICAS).

22.10.2. NF1 accountability is only required for mobility (use code A) items.

**Table 22A1.1. NOTE 4a:**

Produce a new Custodian Authorization/Custody Receipt Listing (CA/CRL) when requested by the custodian, upon change of a custodian or when a maximum of 12 months have elapsed from the date of the last signed CA/CRL.

22.18.2. PACAF RSS.

22.19.1.1. All mobility equipment allowances are mandatory and will be on-hand or on-order. For base funded assets, establish requirements as memo due-outs until funding is available.

22.19.4.1. (Added) PACAF RSS will download customer request for allowance standard hard copies. Downloads will be in electronic form and e-mailed to the customer.

22.20.1.1. (Added) PACAF RSS is responsible for updates to AFEMS and SBSS records.

22.21.2. Do not send AF Form 601 (Equipment Action Request) for equipment requirements directly to the WR-ALC Allowance Standards (AS) manager. Custodians will submit requests to ELO who will forward requests for allowance changes to ASs to PACAF RSS for review. PACAF RSS will forward to PACAF Command Equipment Management Office (CEMO) for evaluation. After coordination and approval by CEMO or PACAF RSS, the request will be forwarded to the applicable WR-ALC AS manager.

22.21.2.1. ELO or PACAF RSS.

22.21.2.1.1. (Added) ELO will scan the request to ensure it includes all necessary information. If request is incomplete return to custodian for correction. If the request is complete, forward it to PACAF RSS for processing. All equipment requests will be forwarded to PACAF RSS electronically via e-mail.

22.21.5. In addition to electronically submitting the request through AFEMS, ELO will also submit via mail or fax, paper copies of AF Form 601, DD Form 1348-6, Department of Defense Single Line Item Requisition System Document, and any commercial brochure to PACAF RSS and HQ PACAF/LGRSE.

22.21.5.2.8. The brochure can be faxed or mailed to PACAF RSS and HQ PACAF/LGRSE.

22.21.6.1. (Added) An automated/manual control register or log can be used. As a minimum, the electronic register will have the same data entries as the AF Form 600.

22.21.9. PACAF RSS and/or ELO.

22.22.2.1. Ensure personal equipment used in government offices has identification attached to identify the owner.

22.23.2. The Superintendent or NCOIC of PACAF RSS Equipment Management will review and certify the annual review of special allowance flags.

22.25.1. ELO will scan request into Paperport program (if available). Request will then be submitted to PACAF RSS using e-mail with the request as an attachment to the e-mail. If Paperport program is not available, request will be recreated in an e-mail to PACAF RSS.

22.25.1.4. (Added) Submit request directly to PACAF RSS using e-mail or fax. Include all pertinent data.

22.25.4. The Logistics Readiness Squadron commander (LRS/CC) has the option to process EMC 1 items using activity code "P" through Demand Processing, Customer Service (One-Stop Shop) or ELO.

**22.28.1.2.2. NOTE:** The LRS/CC has the option to maintain an electronic folder system for the storage and retrieval of equipment management data which is normally maintained in the CA/CRL folder. If dual systems (manual/electronic) are used for the same CA/CRL folder, apply a method to correlate the two folders.

22.28.2.1. (Added) The Training Element will provide ELO with a copy of certificates of training, AF Form 2426, Training Request and Completion Notification or a locally devised form to certify the date custodians were trained. This documentation will be filed in the CA/CRL jacket file.

22.29.2. Primary and alternate custodians will be scheduled for training IAW AFMAN 23-110, Vol 2, Part 13. The Training Element will conduct custodian training prior to the custodian signing the CA/CRL. Training must be accomplished within 30 days of appointment. If required, the commander must request postponement of training, in writing.

22.29.2.9. Low speed vehicle (LSV) and golf car (scooter) are now managed as equipment. Units with these vehicles on-hand will ensure their applicable CA/CRLs reflect the primary NSN 2340PSCOOTER and ASC 036AOOA. The initial basis of issue is determined by current on-hand inventories. This guidance does not apply to LSVs and/or golf cars purchased with non-appropriated funds. Notes 1 - 4 apply to all primary and sub stock numbers:

**22.29.2.9. (Added) NOTE 1:** In some cases increased authorizations for LSV/golf cars may result in authorization reductions of general purpose (GP) vehicles. These reductions will be given consideration by the base LGT in determining approval/disapproval as appropriate. Copy of recommendation and comments relative to authorization of GP vehicle will be included with justification to MAJCOM CEMO.

**22.29.2.9. (Added) NOTE 2:** LSV(s) authorized and purchased under this allocation will require an "x" registration number assigned by WR-ALC/LV.

**22.29.2.9. (Added) NOTE 3:** All LSV/golf car authorizations require coordination with base ground safety/security forces to insure operation is permitted on base prior to approval of purchase. Units will coordinate with base vehicle maintenance to ensure there is a maintenance agreement for the LSV/golf cars. Current guidance stipulates vehicle maintenance on LSV/golf cars is not the responsibility of the host transportation section.

**22.29.2.9. (Added) NOTE 4:** The host Logistics Readiness Squadron will ensure that all LSV/golf cars have a pilferable code "z" assigned.

22.29.2.13. PACAF RSS and/or ELO.

22.29.2.17. PACAF RSS and/or ELO.

22.31.1.1. (Added) Off-base custodians and alternates will attend a formal training course when located within a reasonable distance of the support base. If not possible, the LRS/CC will provide training as required to the off-base units through training packages, etc. Off-base custodians will establish a recurring requirement for AFMAN 23-110, Vol 2, Part 13 through the PACAF Theater Distribution Center to ensure continued updates.

22.35.2.1. Custodians must successfully complete Block III, Equipment Custodian Training, or have been a custodian within the last two years, prior to signing the CA/CRL.

22.47.6.1. FEC output approval authority has been delegated to the Chief, PACAF RSS Equipment Management Element.

22.48.2.4.1. (Added) ELO will forward FER document to PACAF RSS for processing. After processing ELO will obtain signatures.

22.53.1. ELO and/or PACAF RSS will prepare any necessary 1ET/FED transactions, but only PACAF RSS will process all 1ET/FED transactions.

22.56. ELO and/or PACAF RSS.

22.66.4. (Added) Develop local procedures in AFI 10-403, Deployment Planning to assist deployment equipment custodians in accounting and processing equipment during unit deployment.

22.67.1.2.1.3. Output deployment listings will be sent to HQ PACAF/LGRSE upon request only. AFEMS is used in lieu of listings.

22.67.3.3. Copy four of the Temporary Issue Receipt (AF Form 1297) will go to the home base equipment custodian and copy five will go to the deploying equipment custodian.

22.69.5. Output deployment listings will be sent to HQ PACAF/LGRSE upon request only. AFEMS is used in lieu of listings.

22.77.3.1. The Base Vehicle Utilization Board is not used in PACAF. The Wing MXG or equivalent is approval authority for all vehicle authorization requests.

22.77.3.5. Vehicles will be processed for repair or disposition IAW AFI 24-301, Vehicle Operations.

22.77.9. The process for adding, changing, and deleting vehicle allowances and authorizations is found in AFI 24-301.

22.78.3. (Added) Prior to withdrawing vehicles from Defense Reutilization and Marketing Office (DRMO), units must be in compliance with AFI 24-301.

22.98.2.1.2. (Added) PACAF bases will use deployment procedures described in AFMAN 23-110, Vol 2, Pt Two, Chap 22, Section H for assets on board an aircraft away from the home station for extended periods.

22.118.2.1. (Added) ELO will FAX or e-mail a copy of the notification to PACAF RSS and file original in the custodian CA/CRL jacket file.

22.129.1. All requests submitted to base supply relative to Land Mobile Radio (LMR) management must be coordinated through the base LMR Systems Manager. This includes initial and replacement issues, turn-ins, etc.

22.129.2.1.1. All request submitted to base supply relative to LMR management must be coordinated through the base LMR Systems Manager. This includes initial and replacement issues, turn-ins, etc.

22.129.2.1.2. All turn-ins of condemned LMR assets will be processed through the base LMR manager for demilitarization prior to sending assets to the DRMO.

22.129.3. (Added) The stock number composition for LMR requests will be created using the following format:

22.129.3.1. (Added) Use 5820P for positions 1-5, manufacturer code for positions 6-7 (e.g., "MO" for Motorola, "GE" for General Electric, "RE" for Realistic, etc.), and model number in positions 8-15.

22.129.3.2. (Added) Examples of correctly structured LMR stock numbers are: 5820PMOSABER1 (Motorola Saber 1 hand-held), 5820PRETRC-434 (Realistic TRC-434 scanner), 5820PGETE-66 (General Electric TE-66 hand-held).

22.134.1.1. Allowance ID suffix will be the Julian date for the termination of the loan.

22.135.4. (Added) Requests for the manufacture of operations training aids will be processed using this paragraph and references contained in ACCI 36-2253, Operations Training Aids Manufacture Program: Custodian will submit automated AF Form 601, DD Form 1348-6 to HQ PACAF/LGRW for approval. After evaluation and approval by HQ PACAF/LGRSE and HQ PACAF/DOS the training request package will be forwarded to 4444 OS/TSC (Luke AFB) to manufacture the training aid. Upon return of the approved automated AF Form 601 and DD Form 1348-6 from HQ PACAF/LGRSE, the custodian, and ELO will coordinate the following actions:

22.135.4.1. (Added) Load the item record reflected on the AF Form 601/DD Form 1348-6 using routing identifier JBZ and budget code "blank."

22.135.4.2. (Added) Load in-use detail record citing ASC 014000, SAF L, and establish memo due-out.

22.135.4.3. (Added) Process special requisition (SPR) with an off-line requisition number using signal code "D" to suppress establishment of funding details.

22.135.4.4. (Added) Mail one copy of the DD Form 1348-6, citing the requisition number to the Training Support Center (4444OS/TSC), Luke AFB, AZ 85309.

22.135.4.5. (Added) Upon receipt of the training aid from the TSC, use normal receipt and due-out release procedures.

22.136.3. Once the "P" stock number is established ELO will send a copy of the management notice to PACAF RSS Stock Control. ELO will forward the request to PACAF RSS to load the equipment detail against the authorized stock number. Once an equipment detail is established, ELO will initiate a backorder against the "P" stock number.

22.174.6. For regionalized bases, when a training course receives an automatic shipment of training equipment, the instructor will tell ELO that the equipment has arrived. ELO will contact PACAF RSS who will include the equipment on authorized/in-use detail records, using ASC 000A. PACAF RSS will then request the training equipment be added to the allowance standard.

22.187.1. Perform an inventory on the SPRAM account if 12 months have elapsed since the last inventory (signed SPRAM report for recoverable assets R-25 listing).

22.187.2. ELO or Flight Service Center.

22.187.3.1. ELO or Flight Service Center.

22.187.3.3. ELO or Flight Service Center.

22.187.3.4. ELO or Flight Service Center.

22.189.2. HQ PACAF/LGRSE will authorize all transfers of SPRAM assets.

22.193.2.1.1. ELO or Flight Service Center.

22.193.2.1.2. ELO or Flight Service Center.

22.193.2.3.1. ELO or Flight Service Center.

22.193.2.3.2. ELO or Flight Service Center.

**22.193.2.2. ELO or Flight Service Center.**

22B1.4.8.2.1. (Added) For turn-in of an unserviceable ERRCD ND(x) item, enter the complete description of the malfunction on the AF Form 601. Include why the item cannot be repaired locally. The malfunction description is required to facilitate inquiry replies from the Item Manager (IM) to obtain disposition instructions.

**Table 22B2.1. NOTE 3.**

A certified listing may be maintained in lieu of individual AF Forms 601 for the following approved Allowance Source (AS) documents: when authorized by AFMC, USAF, other designated major command offices, and all wing/base level designated offices for miscellaneous ASs 041 and 048 only. The listing will include the following statement: "The above Special Allowance Flags/ASs 041/048 allowances have been validated against the original approval documentation (AF Form 601/previous listings) and are certified accurate" and will contain the name, rank, office, date, and signature of the Management & Systems Officer or PACAF RSS MMO.

Table 22E1.1. Positions 10-11. WRM reporting application code "20" will be used for War Plans Additive Requirements Report (WPARR) authorizations. For Harvest Eagle authorizations Base Augmentation Support Shelters (BASS), enter 01/02 for Kimhae, 03 for Kwang Ju, and 04 for Taegu (applies to AS 159).

**Table 22E1.1. Positions 10-11.**

WRM reporting application code "20" will be used for War Plans Additive Requirements Report (WPARR) authorizations. For Harvest Eagle authorizations Base Augmentation Support Shelters (BASS), enter 01/02 for Kimhae, 03 for Kwang Ju, and 04 for Taegu (applies to AS 159).

**Table 22E1.1. NOTE 22.**

Submit mobility equipment allowance request via AFEMS to HQ PACAF/LGRSE with the following information: name of pilot unit, date of approval, and name and DSN of individual in the pilot unit approving the request. All equipment requests affecting authorizations on mobility equipment balances (Use Code A) will cite the specific Unit Type Code (UTC) for which the requirement supports. Those requests not specifically supporting UTC taskings will provide justification citing the specific OPLAN that generated the requirement. Base Logistics Readiness Squadron (Logistics Plans) will coordinate each request and verify UTCs and/or OPLAN cited.

PETER M. O'NEILL, Colonel, USAF  
Assistant Director of Logistics