

**BY ORDER OF THE 375TH  
AIRLIFT WING COMMANDER**



**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 14**

**SCOTT AIR FORCE BASE  
Supplement 1**

**20 NOVEMBER 2000**

**Supply**

**STORAGE AND RELATED OPERATIONS**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 14, is supplemented as follows.**

### ***SUMMARY OF REVISIONS***

**This document is substantially revised and must be completely reviewed.**

14.3.1.1. (Added) Organizations requiring courtesy storage will submit a signed, written request, to the 375 AW/LGSD (SMI Asset Manager) for approval/disapproval. Indicate approximate amount of space needed and length of time storage is required. All property being courtesy-stored will be segregated and properly identified to the owning organization, i.e., courtesy storage for orgn/shop, point-of-contact, length of storage, and phone number.

14.3.1.2. (Added) Munitions courtesy storage requirements are contained in SAFBI 21-201, *Conventional Munitions Operations Procedures*.

14.3.4. Warehouses are assigned the following functional numbers. These numbers become the first two digits (numeric) of the permanent warehouse location assigned to the item record:

**Table 14.3. Added. Warehouse Functional Numbers.**

<u>WHSE NO</u>	<u>BLDG NO/LOCATION</u>
01B/C/M	4001 (Main Warehouse)
01D	4001 (Repair Cycle)
01E	4001 (IEE)
01F/G/H/R	4001 (BSS)
03	4006 (Cylinder Storage)
04	3210 (LP Munitions)

<u>WHSE NO</u>	<u>BLDG NO/LOCATION</u>
05P	512 (Corrosive/Caustic)
07	Drum Storage (Behind Bldg 4001)
08P/08F	Bldg 555 (HAZMAT Storage)
09	560 Bulk Storage/Deicing Fluid
13	CE - Bulk (Rock, Sand, etc.)
15	4005 (Toxic Storage)
18	565 (MOGAS Serv Sta)
19	565 (Diesel)
33	3306 (HAZMAT Drum Storage)
99	545 (POL Storage)

14.4.2. Bin locations for functional check items will have "Functional Check" stamped in red on a standard bin label next to location bin label.

14.5. Place a Materiel Safety Data Sheet (MSDS) from the correct manufacturer/distributor with all HAZMAT property before being placed in a warehouse location.

14.6.2. Receiving documents will be filed in computer-date sequence by FSC. A separate suspense file of adjustment documents will be maintained pending IAD notifications. Completed files will not contain documents over 90 days old.

14.9.1. **NOTE:** All storage areas will maintain a central suspense file, in computer-date sequence, until the transaction appears on the Daily Document Register (DO4) or a bin label is received.

14.14.6.3. **NOTE:** Pick-Up and Delivery will deliver compressed gas cylinders to the customer. Storage and Issue personnel selecting the cylinders will inspect them for defects.

14.17.3.1. All health hazard issues are preapproved through the AF-EMIS System.

14.17.4. The Authorized User List in EMIS is used as authority to issue IEX 9 Items without obtaining certification from BES for individual transactions.

14.23.2. The SMI Asset Manager as Chief Inspector will establish this program.

14.26.1.4. Funds Management will determine if a credit turn-in or RVP should be processed.

14.28.3. Records Maintenance will assign NPPC 4.

14.30.1.2. **NOTE:** Only the inspector's certification is required.

14.34.4.1.2. Customers or users of common items identified as suspect will be notified via the Base Bulletin. Customers or users of peculiar-type items will be notified by telephone, with back-up documentation maintained in Inspection.

14.40.4.2. Inspection will use Serial Numbers 0100-0149 for functional check items. See AFMAN 23-110, Volume 2, Part 2, Chapter 11/SAFB1, for a complete list of serial numbers. **NOTE:** War Readiness will be responsible for the functional check program for RSP.

14.41.3. When a suspected health hazard item is received in Base Supply and before processing, Inspection will check the latest Health Hazard Listing to determine if the item has been coded. The inspector will ensure all hazardous material is properly identified and coded with the appropriate IEX Codes prior to

receipt. Items not appearing on the listing will be checked against AFMAN 23-210, Federal Standard, 313C, Tables 1 and 2, and T.O. OO-11ON-3 to determine if a hazardous or reactive rating requires review by another organization before assignment of a Health Hazard Issue Exception Code (IEX) or Health Hazard Flag. An approved AF Form 3952, **Chemical Hazardous Material Request/Authorization**, will be required before issue.

14.41.4.1. The I45, Hazardous Item Review Listing, will be processed monthly and the I50, Hazardous Item Review Listing, will be processed semiannually by HAZMAT personnel and forwarded to Bioenvironmental for coding. These listings will select all item records in the Federal Stock groups listed in Federal Standard 313 that do not have IEX Codes 8,K, 9, M or a Health Hazard Flag (HHF) 1. The HAZMAT personnel will attach a cover letter, with suspense, to be returned to LGSDH within 10 workdays. The HAZMAT personnel will load the updated IEX and HHF Codes in the SBSS and file a printed copy of the report until a new report is completed.

14.42.1. All health hazard items will be issued through HAZMAT.

14.43.2. Repair Cycle personnel will process critical assets.

14B2.5. **NOTE1:** The following blocks of numbers will be used for FCC processing:

**Table 14B2.5. NOTE 1 Blocks of Numbers for FCC Processing.**

0001-0039	Inspection Element
0040-0049	Unused
0050-0099	BSS/TIC
0100-0149	Repair Cycle
0200-0249	IEE
1000, 3000, and 5000	BASS Assigned

14B6.4. **NOTE 1:** \*The following blocks of numbers will be used for FCH processing:

**Table 24B6.4. NOTE 1. Blocks of Numbers for FCH Processing.**

0001-0039	Inspection
0040-0049	Unused
0050-0099	Retail Sales
0100-0149	Repair Cycle
0200-0249	IEE
1000, 3000, and 5000	BASS Assigned

\*For FCC/FCH inputs into the BASS System, serial numbers beginning with 1000, 3000, and 5000 are automatically assigned.

14.55.4. (Added) Withdrawals from DRMO will be IAW AFMAN 23-110, Volume 2, Part 2, Chapter 9, Section A, paragraph 9.14. Hazardous Material DRMO Withdrawals should be coordinated through HAZMAT, prior to withdrawal. Distribution of the unserviceable AOX documents will be as follows:

**Table 14.55.4.1. (Added) Unserviceable AOX Documents.**

Copies 1 and 2:	DRMO Copy.
Copy 3:	Pick-Up and Delivery will forward this copy to Receiving with property for processing

14.62.1. The warehouse location validation schedule is accomplished annually with the inventory schedule.

14.66.1. (Added) Correcting Storage Errors. The Serviceable Balance-No Location/Listing is used as a working tool by required storage functions in all warehouses to correct storage errors in their area of responsibility.

14.66.2. (Added) Research Storage Errors. Storage functions will take the following action to research storage errors:

14.66.2.1. Run inquiry to determine if a Warehouse Location Change has been submitted. Reprocess when applicable.

14.66.2.2. Research the Warehouse Location Change Suspense File to see if a change is pending. Process the change if appropriate.

14.66.2.3. Research the Bin Notice File to see if a bin notice is on file with a Warehouse Location Change (FCS) if applicable.

14.66.2.4. Perform additional research as determined locally.

14.66.2.5. Request a special inventory (1GP) if the property cannot be located.

14.66.3. (Added) Processing Storage Errors. Within 3 workdays, the appropriate Storage Function will process a FCS if required. Annotate each line item with the warehouse location, special inventory transaction number or the transaction number of the input that reduced the balance to zero after the listing was created.

14.66.3.1. (Added) Storage and Issue, Base Service Store, Individual Equipment, and HAZMAT Pharmacy (hazardous material) will review the listing for completeness and subsequent filing. Also, these functions may use this listing to identify training needs within their respective areas.

14.66.3.2. (Added) The appropriate function files the annotated listing for 30 days.

14.71. Stamps may be used instead of written signatures except for receipt of property at the destination and receipt of property from contractors or vendors.

14.72. Stamps may be used for warehouse change documents, issue, due-out releases, and shipments.

14.73.2. DD Form 577, **Signature Card**, is used to control stamps.

THOMAS WALCZAK  
Functional Area Manager