

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

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



**Scott Air Force Base  
Supplement 1**

**15 MAY 2003**

**Supply**

**ORGANIZATION AND RESPONSIBILITIES**

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

***SUMMARY OF REVISIONS***

This supplement was revised to provide additional guidance and clarification, update current policies and procedures, and delete outdated information. **A bar ( | ) identifies the new policy changes since the last revision.**

- 2.3.1. **NOTE** : Base Supply is organized as reflected in Table 2A-2.1 of this supplement.
- 2.4. A Supply Readiness Control Center will not be established.
- 2.8.2. Supply/Maintenance forums will be held as needed to discuss any support problems that arise.
- 2.8.5. Major organization/tenant unit meetings will be held as required.
- 2.13.13.1. The 375 LRS Commander or the functional director (FD) is the accountable officer under the Scott AFB Contract Operation.
- 2.13.20. Computer Operations, 375 LRS/LGSPC, 256-5511/5735, is the point of contact for Base Supply after-hours support.
- 2.13.21.3. 375 LRS/CC or the FD is the approving/certifying official for inventory adjustments.
- 2.13.24. The Funds Manager, 375 LRS/LGRS, will perform these duties.
- 2.13.25. The Funds Manager, 375 LRS/LGRS, will perform these duties.
- 2.13.26. The Funds Manager, 375 LRS/LGRS, will perform these duties.
- 2.13.26.1. The Funds Manager, 375 LRS/LGRS, will perform these duties.
- 2.13.26.2. The Funds Manager, 375 LRS/LGRS, will perform these duties.
- 2.13.26.3. The Funds Manager, 375 LRS/LGRS, will perform these duties.
- 2.13.26.4. The Funds Manager, 375 LRS/LGRS, will perform these duties.

2.13.26.5. The Funds Manager, 375 LRS/LGRS, will perform these duties.

2.21.2. The project manager/deputy project manager will perform these duties.

2.21.6.1. Inventory will maintain documentation on unresolved discrepancies and requests for criminal investigations as supporting documentation for inventory adjustments. Supporting documentation will be filed with the monthly M10 in document control.

2.22.3. A Supply Readiness Control Center will not be established.

2.22.4. Supply microcomputer support is provided by Computer Operations.

2.24.2.10.3. Customer Service will perform a semiannual customer service analysis.

2.27.19.6. Upon receipt of software releases, the Defense Enterprise Computer Center systems monitor will verify and forward SBSS systems change release documentation and AFMAN 23-110 advance documentation to LGSPC prior to loading new software.

2.27.19.8. Computer Operations is responsible for the Supply interface system actions.

2.28.3.2.2. Stock Control will work with Base Contracting to resolve local purchase status and receiving problems.

2.36.2.2.2. This option will not be used.

2.36.2.2.3. This option will not be used.

**2.36.6.1. NOTE :** Training will receive reports indicating training requirements only.

2.40.4. Quality Assurance will monitor all special interest items (SII) and maintain an SII file IAW AFMAN 37-139, *Records Disposition Schedule*. The SIIs will be forwarded to the designated OPR for action and returned by the established suspense date. The accountable officer will be notified of SIIs and all actions taken to ensure compliance.

2.50.4. Stock Control will perform a semiannual Supply Discrepancy Report analysis.

2.50.5. Stock Control will perform a semiannual Shipment Loss Analysis.

2.50.6. Customer Service will perform a semiannual analysis of customer services/complaints.

2.50.8. The Inventory Analysis Program is not used.

2.55. Not applicable to the Scott AFB contract operation.

2.55.1. Not applicable to the Scott AFB contract operation.

2.55.2. Not applicable to the Scott AFB contract operation.

2.55.3. Not applicable to the Scott AFB contract operation.

2.55.4. Not applicable to the Scott AFB contract operation.

2.55.5. Not applicable to the Scott AFB contract operation.

2.55.6. Not applicable to the Scott AFB contract operation.

2.55.7. Not applicable to the Scott AFB contract operation.

2.55.8. Not applicable to the Scott AFB contract operation.

2.55.9. Not applicable to the Scott AFB contract operation.

- 2.55.10. Not applicable to the Scott AFB contract operation.
- 2.55.11. Not applicable to the Scott AFB contract operation.
- 2.55.12. Not applicable to the Scott AFB contract operation.
- 2.55.13. Not applicable to the Scott AFB contract operation.
- 2.57.3.2. Customer Service/Training will coordinate and schedule training based upon individual customer requirements.
- 2.57.3.3. Customers will receive a certificate after training is completed.
- 2.61. The Deputy Project Manager, Procedures, and the Stock Control Lead will perform these duties.
- 2.62.3.4.3. Equipment Management will monitor AFEMS Program E-Mail Notices.
- 2.62.4.6.3. Technical Order (TO) reconciliation will not be accomplished.
- 2.63.8. Receiving will process receipts for local manufacture (JBD) items.
- 2.64. Stock Control will perform mission support functions.
- 2.65.3.3. Option 1 will be used.
- 2.71. Munitions Management is assigned to the 375 MXS.
- 2.72. Repair Cycle is aligned under 375 LRS/LGSD.
- 2.73.2.2. Storage and Issue will maintain a limited TO file.
- 2.74.6. Stock Control will coordinate with Base Contracting to obtain missing LPS status for local purchase (JBB) receipts, and they will obtain a DD Form 1155, **Order for Supplies or Services**, for local purchase (JBB) receipts.
- 2.75.3.3. Pick-Up and Delivery will perform bench stock deliveries.
- 2.77.1. Storage and Issue will perform bench stock support duties.
- 2.77.4.2. Customers authorized to assume responsibilities for binning, inventory, etc., will have a letter of authorization on file in the Storage and Issue Office.

**Table 2A2.1. SBSS Office Symbols. Under the contract operation, the following functional title and address symbols will be used:**

TITLE	OFF SYM	TITLE	OFF SYM
Project Manager	375 LRS/TSI/LGS	Deputy Project Mgr/Distribution Mgr	375 LRS/TSI/LGSD
Quality Assurance/Analysis/ Procedures/Inventory	375 LRS/TSI/LGSP	Pick-Up and Delivery	375 LRS/TSI/LGSDD
Computer Operations	375 LRS/TSI/LGSPC	Hazardous Materiels Pharmacy	375 LRS/TSI/LGSDH
Customer Service/Training	375 LRS/TSI/LGSPT	Receiving/Inspection/Repair Cycle	375 LRS/TSI/LGSDR
Demand Proc/Research/ Records Maintenance/ Docu- ment Control	375 LRS/TSI/LGSMD	Storage and Issue/Bench Stock	375 LRS/TSI/LGSDS
Equipment Management	375 LRS/TSI/LGSME	War Readiness and Mobility	375 LRS/TSI/LGSDW
Stock Control	375 LRS/TSI/LGSMS		

**Attachment 2E-5 (Added)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

**FD**—Functional Director

**SII**—Special Interest Items

**SBSS**—Standard Base Supply System

**TO**—Technical Order

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