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OPR: 375 LRS/TSI/LGSP (Ms. Shanks)
Supersedes AFMAN 23-110, Volume 2, Part 2,
Chapter 9 SAFBS1, 31 July 2000.

Certified by: 375 LRS/TSI/LGS (Mr. Sutton)
Pages: 3
Distribution: F

AFMAN 23-110, Volume 2, Part 2, Chapter 9, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

9.13.6. (Added) The following steps should be used when processing Sole Source/Brand Name (SS/BN) requests:

9.13.6.1. (Added) Stock Control will forward a copy of the SS/BN letter of justification with a DD Form 1348-6, **DOD Single Line Item Requisition System Document**, to the 375th Contracting Squadron.

9.13.6.2. (Added) Stock Control will annotate the requisition number on the SS/BN letter for "firm" items and forward it to the 375th Contracting Squadron.

9.13.6.3. (Added) A copy of the SS/BN letter will be filed with the original DD Form 1348-6 in Research for "memo" items until the request is firmed up. When funds become available, Research will process the FIL and forward it one copy of DD Form 1348-6 and SS/BN letter to Stock Control for annotation of the requisition number. Stock Control will forward the letter to the 375th Contracting Squadron.

9.14.2. Local Defense Reutilization & Marketing Office (DRMO) procedures are addressed in AFMAN 23-110, Volume 2, Part 13, SAFBS1, *Standard Base Supply Customer's Procedures*. Organizations will be notified as changes occur.

9.14.4. Stock Control will use the following local procedures when processing customer requests: act as the focal point for assisting customers requesting property from DRMO; review all requests to ensure the customer submits necessary documentation; establish due-outs.

9.14.4.1. Initiate follow-up action if DRMO withdrawal has not been cleared within 5 days.

9.14.4.2. The Chief of Supply has authorized organizational equipment custodians to screen and pick up property from DRMO. If additional personnel are required, the organizational commander may appoint them by letter to 375 AW/LGSMS.

9.14.4.2.3.1. After customers pick up the property from DRMO, they must hand-carry all documentation to Stock Control for final processing.

9.14.8. The option for Base Supply to review XR1 images against customer due-outs will not be exercised.

9.18.5. File the 350 Management Notices in document number sequence.

9.30.3. Calendars will not be ordered through the Standard Base Supply System (SBSS). Customers will order/purchase calendars via IMPAC from the on-base Office Depot store or website.

9.42.2. Base Supply will not stock special awards. Use a blanket coordination letter.

9.107. . Scott AFB uses the Standard Procurement System (SPS).

9.111. The customer will use the IMPAC Card to the fullest extent possible.

9.124. Stock Control will process all tracer reconciliation documentation.

9.151. Local purchase follow-up procedures are found in AFMAN 23-110, Volume 2, Part 2, Chapter 10, paragraph 10.44, SAFBS1, *Receipt Processing*.

9C2.1.3 (Added) Manually assigned requisition serial numbers are as follows.

Table 9C2.3. (Added) Manually Assigned Requisition Serial Numbers.

<u>ASSIGNMENT/USE</u>	<u>ACCOUNT</u>	<u>SERIAL NUMBER</u>
MICAP	FB4407	9000-9019
Unused		9020-9099
Stock Control	FB/FE4407	9100-9299
Unused		9300-9499
REMS	FE4407	9500-9599
Unused		9600-9899
Receiving/Receipt not due in		9900-9999

9C6.1.4. (Added) **Attachment 9C-6** Requisition Exception Code (REX). The following REX codes are loaded as Requisition Override Records unless they are followed by an asterisk. The ECC images will be maintained for each Requisition Override Code. The ECC images will be prepared/maintained for individual stock numbers assigned a REX, as specified below. Submit any changes, additions or deletions to Procedures and Analysis.

<u>CODE</u>	<u>ENC</u>	<u>EXCEPTION PHRASE/ REQ MODIFIER DATE</u>	<u>OPR</u>	<u>EEC IMAGE REQUIRED</u>
E	P	Assign RID DPK	Stock Control	For Phrase Only

<u>CODE</u>	<u>ENC</u>	<u>EXCEPTION PHRASE/ REQ MODIFIER DATE</u>	<u>OPR</u>	<u>EEC IMAGE REQUIRED</u>
M	R	LP item migrate to NSN or go IMPAC	Stock Control	For Phrase Only
S	P	Advice Code 6X R/I DTV FB4600	Stock Control	For Phrase Only

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