

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN EUROPE**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 5**



**UNITED STATES AIR FORCES IN EUROPE
Supplement 1**

13 AUGUST 2004

Supply

BATCH MODE PROCESSING PROCEDURES

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 USAFE/A4RMP
(SSgt Lonnie J. Caballero)
Supersedes AFMAN23-110V2PT2CH5_USAFESUP1,
30 June 2001.

Certified by: HQ USAFE/A4R
(Lt Col Bryan P. Glynn)
Pages: 2
Distribution: F

AFMAN 23-110, Volume 2, Part 2, Chapter 5, is supplemented as follows: The following supplement provides general operating and processing procedures for batch mode processing. This supplement applies to all USAFE units. It does not apply to US Air Force Reserve (AFRC) or Air National Guard (ANG) units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at: <https://webrims.amc.af.mil>.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The Logistics Readiness Squadron (LRS) Commander, the Chief of Supply (COS) and the Accountable Officer are one in the same when referenced in the basic regulation. **NOTE:** Naval Air Station (NAS) Keflavik, Iceland is designated as a Logistics Readiness Flight (LRF) within the Civil Engineer Squadron and guidance is the same for the LRS. Revisions are indicated by a vertical bar (|) in the left margin.

5.3.3.2.3.4. NOTE: For non-recurring AF Forms 2011, **Base Supply ADPE Work Request**, the LRS Commander or designated representative has the option to increase the number of required copies for documentation purposes.

5.4.1. NOTE: Normally computer products are available for customers at the USAFE Regional Supply Squadron (URSS) website by 0700 daily Central European Time (CET). The primary method of distribution is via the Air Force Portal at (<https://www.my.af.mil>) distribution/download. The previous 30-31 days of reports and listings stay in the URSS website until it is overwritten by the same calendar date. The URSS Computer Operations Element will maintain an archive of old reports for 90 days. The Main Operating Base (MOB) Computer Operations Element, as well as their customers, can access the website, download and save reports as required. **NOTE:** If MOBs want to maintain reports older than 90 days, they

must establish an archive at the base-level. Reports are maintained and disposed of according to regulations as stated in the applicable areas of AFMAN 23-110 and Web-RIMS. The alternative choices for the method of distribution available at the MOB's are customer pickup, delivery through the Base Information Transfer Center (BITC), through electronic measures using file transfer protocol (FTP), or e-mail. Final determination on alternate distribution methods rests with the host Management and Systems Flight and should only be used as a last resort. In the event the URSS website is not available for more than 2 workdays, URSS computer operations function will work with the MOB's Computer Operations Element to receive reports and listings electronically until website distribution is available.

5C4.5. REPORTING DATA : Frequency for all USAFE units: all records must be reviewed monthly.

5C10.4. (Added) Process the Inventory Analysis Program (SURGE). Process program against each system designator and send output files to the respective Procedures and Accountability Element. If the SURGE is processed against the primary database, process before the monthly Consolidated Inventory Adjustment Document Register Report (M10/NGV836).

5C14.5.2. The LRS Commander has the option to use the Automated Stock Number User Directory (ASNUD) program in place of the Stock Number Directory Report (M14/NGV814).

5D15.5.2. Process the Stock Status Scan (Q15/NGV881) on a monthly basis prior to running the Monthly Base Supply Management Report (M32/NGV808).

STEVEN J. SCHUMACHER, Colonel, USAF
Deputy Director of Logistics