

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 13, CHAPTER 1**



**AIR NATIONAL GUARD
Supplement**

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Materiel Management

**LOGISTICS READINESS
SQUADRON/SUPPLY ACTIVITY
CUSTOMER'S PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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1.3.5.1. Customer Support Liaison Element. This is the primary point of contact for all supply-related questions and queries and also conducts demand processing.

1.3.5.2. Individual Equipment Element. “Shop” here for personal and organizational clothing (i.e., flightsuits, work gloves, cold weather gear, etc.).

1.3.5.4. Equipment Accountability Element. This is the point of contact for all matters related to equipment management.

1.4.1. The customer contact point in LRS is the Customer Support Liaison Element, which assists customers in all matters related to supply issues and may refer customers to other LRS elements for subject matter expert specific assistance. In all cases, requests for assistance must be documented and the customer must be notified of actions taken.

1.7. Logistics Readiness Squadron/Supply Activity Forms:

Table 1.1. Air Force Forms.

Number	Title
9	Request for Purchase
68	Munitions Authorization Record
126	Custodian Request Log
332	Base Civil Engineer Work Request
406	Miscellaneous Obligation Reimbursement Document
600	Equipment Control Register
601	Equipment Action Request
1046	Zero Overpricing Challenge/Referral
1230	Standard Reporting Designator (SRD) Candidate Information
1256	Certificate of Training
1445	Materials and Equipment List
1996	Adjusted Stock Level
2001	Notification of TCTO Kit Requirements
2005	Issue/Turn-in Request
2426	Training Request and Completion Notification

Table 1.3. DD Forms.

Number	Title
200	Report of Survey
362	Statement of Charges/Cash Collection Voucher
1131	Cash Collection Voucher
1348-1A	Issue Release/Receipt Document
1348-6	DoD Single Line Item Requisition System Document (Manual - Long Form)
1574	Serviceable Tag - Materiel
1575	Suspended Tag - Materiel
1577	Unserviceable (Condemned) Tag - Materiel
1577-2	Unserviceable (Reparable) Tag Materiel
2521	Hazardous Chemical Warning Label (8 1/2" x 11")

2522	Hazardous Chemical Warning Label (4" x 6")
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1.9. Requesting New Organization Codes. Submit requests for new organization codes to LRS Customer Support Liaison Element.

1.9.15. The Customer Support Liaison Element will assist customers in obtaining applicable listings in accordance with local processes and procedures.

1.10.4.2. The Customer Support Liaison Element now conducts Document Control duties.

1.10.5.1. For withdrawal of items from Defense Reutilization Marketing Office (DRMO) organizations will contact the LRS Customer Support Liaison Element.

1.17.1. IAW HQUSAF PAD 08-01 the Customer Support Liaison Element of the supporting Logistics Readiness Squadron is responsible for coordinating Base-Level Supply Customer training as it pertains to Block I General Supply Indoctrination, Block IIA Bench Stock Management, Block IIB Repair Cycle Management, and Block III Equipment Management/Registered Equipment Management. Training is to be provided by the subject matter experts within the specific elements.

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