

**BY ORDER OF THE COMMANDER 30TH  
SPACE WING**

**AIR FORCE MANUAL 23-110V2  
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**30TH SPACE WING**

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**(30SW)** The OPR for this supplement is 30 LRS/LGRDMP. The Paperwork Reduction Act of 1974 as amended in 1996 and AFI 33-360, Volume 2, **Forms Management Program**, affects this publication. AFMAN 23-110, Volume 2, 1 October 2002, is supplemented as follows:

***SUMMARY OF REVISIONS***

This document is substantially revised and must be completely reviewed. All Part 2 supplements are combined into one document. Part 2 revisions by Chapter are:

**Chapter 1:** Identify computer satellite accounts supported by Vandenberg AFB, Material Management.

**Chapter 2:** Corrects office symbols, section titles, etc., brought about by realignment of the Supply Flight into the Logistics Readiness Squadron. Minor editorial corrections are made.

**Chapter 5:** Deletes outdated listing/report distribution information.

**Chapter 7:** Deletes outdated/redundant procedures.

**Chapter 9:** Assigns Customer Service the responsibility for maintaining off-line requisition log for DRMO withdrawals. Deletes REX codes "C" & "H", adds REX codes "M", "R" & "U". Incorporates HQ AFSPC time frames for validation of REX codes. Minor editorial changes and corrects OPR office symbols.

**Chapter 10:** Eliminates requirement to maintain a listing of personnel authorized to sign for bulk deliveries. Minor editorial corrections are made.

**Chapter 11:** Corrects paragraph numbers and minor editorial corrections. Deletes repetitive information. Clarifies processing of initial issue requests. Allows additional thirty minutes of delivery time for deliveries to North Base and South Base organizations and offices. Deletes four organizations from list of off-base customers with accompanying delivery instructions. Add IEX "W". Corrects office titles and office symbols brought about by realignment from the 30<sup>th</sup> Supply Flight to the 30<sup>th</sup> Logistics Readiness Squadron.

**Chapter 12:** Allows additional delivery time for organizations/offices located on North and South Base. Allows additional delivery time for HAZMART items due to additional environmental processing requirements. Deletes Fort Hunter-Liggett (US Army), Camp San Luis (US Army), Lompoc ROTC, and Cal Poly ROTC from the list of supported off-base organizations.

**Chapter 13:** Designates the Pickup and Delivery Section as the section responsible for the pick up of all property destined for Material Management. Deletes references to the Individual Equipment Unit. Removed obsolete critical item (condemned waived) procedures. Designates the Inspection Section as processor of all equipment turn-ins. Minor editorial corrections, e.g., corrects paragraph references.

**Chapter 14:** Deletes references to Bioenvironmental Engineering in the hazardous materials approval process. Minor editorial changes, i.e., office symbol, building address, etc.

**Chapter 15:** Deletes out dated/obsolete information. Corrects paragraph and attachment numbers. Changes the exception phrase for SEX Code "I". Deletes SEX Code "L". Adds SEX Codes "J" and "N". Correct OPR office symbols.

**Chapter 16:** Identifies personnel authorized to process reverse post (RVP) transactions. Minor editorial corrections are made.

**Chapter 17:** Designates wing/base AWP monitor. Deletes outdated information.

**Chapter 18:** Specifies who will sign FIX documents. Clarifies where the D04, Daily Document Register, will be archived. Designates OPR for classified authorization receipt listing.

**Chapter 19:** Corrects paragraph numbers. Corrects OPR office symbols.

**Chapter 20:** Specifies signature requirements on item identity changes (TRIC "FCH").

**Chapter 21:** Two separate supplements to this chapter are combined into one document. Repetitive information in Section M has been deleted. Changed Base Supply to Material Management. Minor editorial corrections and paragraph numbering changes are made.

**Chapter 22:** Corrects paragraph numbers. Deletes outdated references and processes. Changes references to the Materiel Management & Systems Flight to Management & Systems. Authorizes contractor project managers to sign documents when organization commander's signature is required.

**Chapter 24:** Authorizes the 576 FLTS Materiel Control to process TRIC TRN transactions. Deletes production control identification numbers and allows maintenance organizations to use assigned supply organization and shop codes instead. Minor editorial corrections are made throughout.

**Chapter 25:** Corrects paragraph number. Selects option allowing customers with SBSS connectivity to process their own bench stock issues. Designates Pickup and Delivery as the section responsible for delivering bench stock parts.

**Chapter 27:** Replaced Base Contracted Automated System (BCAS) with Standard Procurement System (SPS). Minor editorial corrections have been made.

**Chapter 32:** Clarifies delivery times when operating under post-post conditions. Correct attachment numbering. Deleted base service store inputs from post-post processing sequence. Minor editorial corrections are made throughout.

**Part 13:** Specifies the Daily Document Register (D04) will be electronically distributed. Specifies the Pickup and Delivery Section will be responsible for the pickup of all supplies and equipment regardless of category. States the delivery time frames for issues under normal operating procedures and post-post (manual) procedures. Deletes most document serial numbers assigned to various organizations for processing direct turn-ins to the Defense Reutilization Marketing Office (DRMO). Requires contractors to obtain Contracting Officer's authorization to screen and withdraw property from DRMO. States telephone requests for due-out cancellations will not be accepted.

## **PART 2 CHAPTER 1**

### **Introduction to the Standard Base Supply System**

#### **SECTION 1C**

**1.29.1.** Computer Operations is responsible for monitoring, controlling, and submitting difficulty reports (DIREPS).

#### **SECTION 1D**

**1.31.4.1.** Material Management provides computer support to the following satellite accounts: Account A1 – FB/FE 6044, Fresno ANG; Account A2 – FB/FE 6041, Moffett Field ANG; and Account A3 – FB/FE 6043, Channel Islands ANG

## **PART 2 CHAPTER 2**

### **Chief of Supply (COS) Organization and Responsibilities**

#### **SECTION 2A**

**2.4.** The Supply Readiness Control Center (SRCC) is the responsibility of Procedures Section.

**2.6.3.** Status of Resources and Training System (SORTS) reporting is accomplished by the Government

(30 LRS/LGRDM).

**2.8.2.** The Maintenance/Material Management Liaison, Zero Overprice (ZOP) and TCTO Reconciliation Meeting will be held the second Thursday of October. Meeting frequency will change depending on mission requirements. The Project Manager will chair the meeting.

#### **SECTION 2B**

**2.13.12.2.** Computer Operations' lead technician is the supply systems monitor.

**2.13.21.3.** Inventory adjustments will be approved and/or certified by a designated Government representative.

**2.13.24.** Supply Management Activity Group (SMAG) duties are the responsibility of the Government.

**2.13.25.** The Management & Systems manager is delegated equipment approval authority.

#### **SECTION 2C**

**2.21.7.** Computer Operations' lead technician is the security manager for SBSS Terminal Security System and the Standard Asset Tracking System (SATS).

**2.21.8.** SATS administration is the responsibility of Computer Operations.

**2.22.3.** The Supply Readiness Control Center (SRCC) is the responsibility of Procedures.

**2.23.** Funds Management is the responsibility of the Government.

**2.24.2.10.3.** Analysis of customer complaints/problems will be accomplished semiannually (Jan & Jul).

**2.24.2.13.** Customer Service and the Inventory Section will issue SATS smart cards.

**2.24.2.13.3.** Customer Service will accomplish the annual SATS smart card validation.

**2.24.2.14.** Document Control retains responsibility for the Authorization Receipt Listing.

**2.25.2.** Only complete and special inventories will be conducted.

**2.26.4.** Document Control retains responsibility for the Authorization Receipt Listing.

**2.27.19.8.** This option not selected.

**2.29.2.7.** Authority is delegated to the Management & Systems manager.

#### **SECTION 2D**

**2.35.** Computer Operations will monitor DIREPS.

#### **SECTION 2E**

**2.50.5.** The M16 Analysis is not required.

#### **SECTION 2F**

**2.58.1.** Customer Service conducts General Supply Indoctrination (Block I) training.

**2.58.2.** Bench Stock Support Section conducts Bench Stock Management (Block IIA) training.

**2.58.3.** Repair Cycle Support conducts Repair Cycle Management (Block IIB) training.

**2.58.4.** Equipment Management conducts Equipment Management (Block III) training.

#### **SECTION 2G**

**2.62.1.** Demand Processing is aligned under Management & Systems.

**2.62.3.4.3.** Management & Systems will be monitor AFEMS email notices.

**2.62.4.6.3.** Reconciliation of technical order files is not required.

#### **SECTION 2I**

**2.73.8. NOTE:** The Inspection Section will schedule and accomplish an aggressive surveillance inspection program for items in storage.

**2.74.6.** The Receiving Section will work with Contracting to resolve local purchase problems.

### **PART 2 CHAPTER 5**

#### **Batch Mode Processing Procedures: Daily, Monthly, Quarterly, Semi-Annual and Annual Reports and Listings**

##### **SECTION 5A**

**5.3.3.2.3.3.** A central file of recurring AF Forms 2011, Base Supply ADPE Work Request, will be maintained in Computer Operations.

##### **ATTACHMENT 5A-1**

**A5A1.4.2.** Computer Operations will assign the work orders.

##### **ATTACHMENT 5C-14**

**A5C14.5.2.** The M14 will be run quarterly.

##### **ATTACHMENT 5C-21**

**A5C21.5.2.** The M21 will be run quarterly.

### **PART 2 CHAPTER 7**

#### **Reject Management Notices**

##### **SECTION 7A**

**7.9.2.3.** Customer Service is the only section authorized to process the D818, Reject Processor, to clear rejected input images. Customer Service will ensure reject clears are processed no later than 1500 daily, and any supporting documentation is maintained until reviewed by the Quality Assurance Evaluator during surveillance of Required Service 26.

### **PART 2 CHAPTER 9**

#### **Requisitioning**

##### **SECTION 9A**

**9.6.9.** R04, Option 3 will be used.

**9.14.2. NOTE:** Customer Service will process all DRMO withdrawals and maintain the off-line requisition log.

**9.14.4.1.** Customer Service will maintain the off-line requisition log for DRMO withdrawals.

**9.14.4.2.** A letter signed by the unit commander is required for military and civil service personnel to

screen and withdraw property from DRMO. Contractor personnel must be authorized in writing by their respective contracting officer to screen and withdraw property from DRMO.

## SECTION 9B

**9.42.2.** Blanket coordination of AF Form 9, **Request for Purchase, Version 1**, requests for plaques and trophies will be used.

## SECTION 9C

**9.59.5.** Per AFSPC Supplement 1, REX codes will be reviewed and validated at the following intervals:

**Table 9C6.2. (Added) REX Review Table**

REX CODE	INTERVALS	OPR
1	Weekly	30 LRS/LGRDMM
3	Monthly	30 LRS/LGRDMM
4	Quarterly	30 LRS/LGRDMM
5	Quarterly	30 LRS/LGRDMM
All Others	Semiannually	As Appropriate

## SECTION 9L

**9.124.** Stock Control personnel will process all tracer action required (TAR) documentation.

## ATTACHMENT 9C-2

**Table 9C.2.1. Off-line requisition serial numbers are assigned as follows:**

SERIAL NUMBERS	ASSIGNMENT/USE
9000 - 9099	NAS Moffett Field, CA
9100 - 9199	MICAP/NMCS/PMCS
9200 - 9299	Off-line other than MICAP
9300 - 9399	Unused
9400 - 9499	Channel Islands ANG, CA
9500 - 9649	Fresno ANG, CA
9650 - 9683	Unused
9684 - 9734	Infrastructure (Bulk Receipts)
9735 - 9760	Precious Metals Recovery Equipment
9761 - 9799	Off-line Shipment
9800 - 9849	HQ AFSPC/EQUIPMENT
9850 - 9899	HQ AFSPC/LGSW
9900 - 9999	Receiving (J Receipts)

9A01 - 9A99	Fresno ANG, CA (Additional)
9J01 - 9J99	Channel Islands ANG, CA (Additional)

**9C.2.1.3. (Added).** Each section will maintain a register of off-line requisitions and shipments to preclude the duplicate use of serial numbers. The register will provide columnar entries as follows:

**9C.2.1.3.1. (Added).** Requisition Number

**9C.2.1.3.2. (Added).** Stock Number

**9C.2.1.3.3. (Added).** Unit of Issue & Quantity

**9C.2.1.3.4. (Added).** Routing Identifier

**9C.2.1.3.5. (Added).** Project Name

**9C.2.1.3.6. (Added).** Due-Out

**9C.2.1.3.7. (Added).** Noun

**9C.2.1.3.8. (Added).** Requester's Name

**9C.2.1.3.9. (Added).** Technician's Initials

#### ATTACHMENT 9C-6

**Table 9C6.1. Requisition exception codes A through V are for base use as follows:**

REX CODE	EXCEPTION NOTICE CODE	PHRASE	ECC REQUIRED	MONITOR
A	P	Project 879 1FW (2LL)	No	Fresno LGSMS
B	P	Special Support Requirement	Yes	LGRDMM
K	R	Do not B/O or Reqn Dash-1 NSN	No	LGRDMM
L	R	HICS Support (FB2532)	Yes	LGRDMM
M	R	DLA Contract	Yes	LGRDMM
R	R	HAZMART (JBB/IEX 8)	Yes	LGRDMM
U	R	GSA Phase-Out	Yes	LGRDMM
V	R	Fresno ANGB CA IEU/BSS (Reqn Modifier)	No	Fresno LGSMS

## PART 2 CHAPTER 10

### Receipt Processing

#### SECTION 9A

**10.3.6.** Listing is not required. Bulk deliveries are not authorized.

10.4.1.2. Option 2 (Para 10.4.1.2.2.) is selected.

10.4.1.4. Procedures in paragraph 10.4.1.4.2. will be used.

10.7.2. Stock Control will perform research on all 356 rejects.

#### SECTION 9C

10.34.3. **NOTE:** Signatures are not required during processing.

#### SECTION 9D

10.37.2. The Standard Form 364, **Report of Discrepancy**, is used to report local purchase discrepancies.

10.37.2. **NOTE:** The Receiving Section will work the local purchase discrepancy program.

#### ATTACHMENT 10A-4

10A4.7.4. The procedures in paragraph 10A4.7.4.2 will be used.

### PART 2 CHAPTER 11

#### Issue Systems

#### SECTION A

11.2.2. Computer-generated facsimile forms will be accepted.

11.3.1. Spreadsheets will not be accepted.

11.3.2.2. Per AFSPC Supplement 1, Demand Processing will process non-EAID ("P" deck) issue requests.

11.4.1.2. **NOTE.** Pre-serial numbered AF Forms 2005 will be utilized by all except Demand Processing, HAZMART, 576th Materiel Control and Transportation's Materiel Control. Demand Processing, HAZMART, and the 576th Materiel Control will use the electronic AF Form 2005, **Issue/Turn-In Request, PC program**. Transportation's Materiel Control will use AF Form 2413, **Supply Control Log**. See table below for serial number assignments. Supply action will be annotated on the AF Form 2005, AF Form 2413 or entered in the electronic AF Form 2005 PC program. Delivery times will not be recorded, except during exercises/contingencies.

#### 11.4.1.2. (Added) Table 1. Serial Numbers Assignment/Use

SERIAL NUMBERS	ASSIGNMENT/USE
0001 - 0249	Demand Processing (Expedite/Routine /Non-EAID Issues)
0250 - 0299	381ST Materiel Control
0300 - 0349	30 SFS Supply Section
0350 - 0499	532 TRS/DOAS (Expedite/Routine Issues)
0500 - 0599	30 CES (Expedite/Routine Issues)
0600 - 0699	Raytheon Aerospace, 82 LSS/MANV
0700 - 0899	576 FLTS Materiel Control (Expedite/Routine Issues)

0900 - 0999	30 LRS/LGRDMS (RPC)
1000 – 1099	30 LRS/LGRDMS (Mobility bag issues)
1100 – 1999	Not Used
2000 – 2199	PMEL (Expedite/Routine Issues)
2200 - 2399	Dynamic Science Incorporated (Expedite/Routine Issues)
2400 – 2599	Martin Marietta Corporation (Expedite/Routine Issues)
3000 – 3099	ITT/Federal Services Corporation (Expedite/Routine Issues)
4000 - 4199	148th Space Operations (Expedite/Routine Issues)
4200 - 4499	Not Used
4500 - 4549	HAZMART Free Issue (Do Not Post)
4550 - 4999	Receiving (Turn-ins)
5000 - 5299	HAZMART/Issue (Expedite/Routine Issues)
5300 - 5399	HAZMART/Turn-Ins
5400 - 5424	HAZMART/Cylinder Issues
5425 – 5499	HAZMART/Gas Issues
5500 - 5599	30 SCS Materiel Control
5600 – 5699	30 LRS/LGRDMS (Reutilization program free issues)
5700 - 5999	Not Used
6000 – 6050	30 TRNS Materiel Control (Expedite/Routine Issues)
6051 - 6999	Not Used
7000 - 7999	End of Year Processing
8000 - 8999	CAMS Post-Post Issue
9000 - 9099	Storage & Issue/Scheme Project Materials
9100 - 9900	HQ AFSPC
9901 - 9925	Fuels Section
9926 - 9999	Receiving (Turn-Ins)
<b>NOTE:</b> Credit turn-ins require 30 LRS SMAG approval prior to processing.	

**11.9.1.1.** The following delivery times are established per AFSPC IMC 00-02:

**Table 2. Delivery Table**

SUPPLY DELIVERY PRIORITY	SUPPLY DELIVERY TIME
1 – 2	ASAP but NLT 30 minutes (see notes 1 & 3)

3	ASAP but NLT 1 hour
4	ASAP but NLT 4 hours (see note 2)
5	ASAP but NLT 8 hours (see note 2)
6 – 7	ASAP but NLT 12 hours (see note 2)

**NOTE 1:** For priorities 1 – 2, the 30-minute delivery time will apply to organizations and offices located on the main base. Deliveries to North Base, i.e., Pad Refurb and the Tracking Station, and South Base, i.e., Power Plant and Titan Launch Facility, are allowed a maximum of one hour.

**NOTE 2:** For priorities 4 – 7, a delivery vehicle will not be dispatched to solely meet specified supply response times; but all deliveries for these priorities will be made no later than the end of the next duty day.

**NOTE 3:** Due to additional processing requirements placed on the HAZMART to ensure compliance with existing environmental regulations, the HAZMART is allowed up to one hour to deliver priorities 1 & 2.

**11.9.2. (Added)** Per AFSPC IMC 00-02, Vandenberg Material Management services two off-base activities; Camp Roberts (US Army) and the Department of Military Sciences at the University of California at Santa Barbara. Camp Roberts has a dedicated supply run to Vandenberg AFB every Thursday. All property for Camp Roberts will be held until picked up during their scheduled supply runs. The Department of Military Sciences will dispatch personnel to pick up property when notified.

**11.13.1.3.1.** Urgency of Need (UND) B issue requests will be processed post-post for NSNs under inventory.

**11.16.1.** Customer Service Section will process reduced price issues from a list of items pre-approved by the Supply Management Activity Group (SMAG) Manager.

**11.16.2.** See **Chapter 19**, Stock Control.

## **SECTION 11B**

**11.26.3.1.** Organization and shop code 118CM will be used.

**11.29.** IEX “U” is assigned to small arms repair parts. See Attachment 11A-9.

**11.30.4.1.** The 289 reject notice will be cleared by the HAZMART.

**11.30.4.1. NOTE:** . Refer to HAZMART procedures.

**11.37.1.** Written justification will be submitted to the Management and Systems manager.

**11.37.1.1. (Added)** The items listed below are expended during missile launches. The 576th FLTS Materiel Control is authorized to process all issue requests for these items as initial issue. Copy 1 of the output management notice will be forwarded to the Repair Cycle Support Section for filing.

### **11.37.1.1. (Added) Table 3. Items Expended During Missile Launches**

NATIONAL STOCK NUMBER	NOUN
1420-01-021-0846	SIGNAL CONDITIONER
1420-01-057-1601	MOD 5 CABLE KIT "C"

1420-01-057-1062	SIGNAL CONDITIONER
1420-01-057-1063	MOD 5 CABLE KIT "B'
1420-01-057-7007AH	INSTALLATION KIT
1420-01-271-6520	MOD 5 MONITOR GROUP KIT
1420-01-248-2796	DECODER RECEIVER
1420-00-453-1330AH	TIMER SET INTERVAL
1420-00-883-5713AH	RACEWAY CONDUIT SUPPORT SET
5930-00-435-1317AH	SWITCH, INERTIA
6150-01-058-5203AH	CABLE SET ASSEMBLY
6150-01-074-4871	CABLE ASSEMBLY SET
6150-01-390-3261AH	CABLE ASSEMBLY
6150-00-404-5262AH	CABLE SET RACEWAY
6150-01-452-5961	CABLE ASSEMBLY
6150-01-461-0350AH	CABLE ASSEMBLY

**11.37.4.** Written justification will be submitted to the Management and Systems manager. After processing, Customer Service will annotate the document number on the letter and forward it to Repair Cycle Support for processing against the D20, Base Supply Surveillance Report, and filing.

**ATTACHMENT 11A-2 Table 11A2.1.**

**Block G:** For MICAP use per AFSPC Supplement 1.

**Block H:** No Specific Purpose per AFSPC Supplement 1.

**Block I:** For additional FIL information or complete with unit code per AFSPC Supplement 1.

**ATTACHMENT 11A-7 Table 11A7.1.** Transaction Exception (TEX) Code B is not used locally. TEX Code % (percent sign) requires written approval of the SMAG Manager. The SMAG Manager determines the percentage of discount.

**ATTACHMENT 11A-9 Table 11A9.2.** The following alpha IEX Codes have been locally assigned for the purpose indicated by the exception phrase:

IEX CODE	ENC	EXCEPTION PHASE	MANAGER	ECC REQUIRED
P	R	Precious Metal Item	LGRDMM	No
Q	R	Radioactive Materiel	LGRDMH	No
R	R	Mobility Item	LGRDMM	Yes
S	R	Potentially Classified Item	Fresno ANG	Yes
T	R	RSA II Peculiar Items (LM)	LGRDMM	No
U	R	Small Arms Repair Parts	LGRDMM	Yes

V	R	Respiratory Protection Program	LGRDMH	No
W	N	576 <sup>th</sup> E-Lab/PREL Check Required	LGRDMP	No

**NOTE:** 2a. Exception Notice Code R will be assigned to both IEX 8 and 9.

**NOTE:** 3. IEX Code D is used in conjunction with the ECC for the REX 4.

**NOTE:** 5b. ECC records are not required for these IEX Codes.

**ATTACHMENT 11A-15 per AFSPC Supplement 1:**

**11A15.3.2.2.1.** Destroy all copies.

**11A15.4.2.** Option is not elected.

**ATTACHMENT 11B-1 per AFSPC Supplement 1:**

**NOTE:** Table 11B1.1. Blocks C and G-I not used.

**PART 2 CHAPTER 12**

**Due-Out Release/Cancellation Validation**

**SECTION 12A**

**12.5.6. (AFSPC IMC 00-02) (Added)** The following delivery times are established:

**Table 1. Supply Delivery Priority and Time.**

DELIVERY PRIORITY	DELIVERY TIME
1 – 2	ASAP but NLT 30 minutes (see notes 1 & 3)
3	ASAP but NLT 1 hour
4	ASAP but NLT 4 hours (see note 2)
5	ASAP but NLT 8 hours (see note 2)
6 – 7	ASAP but NLT 12 hours (see note 2)

**NOTE 1:** For priorities 1 – 2, the 30-minute delivery time will apply to organizations and offices located on the main base. Deliveries to North Base, i.e., Pad Refurb and the Tracking Station, and South Base, i.e., Power Plant and Titan Launch Facility, are allowed a maximum of one hour.

**NOTE 2:** For priorities 4 – 7, a delivery vehicle will not be dispatched to solely meet specified supply response times; but all deliveries for these priorities will be made no later than the end of the next duty day.

**NOTE 3:** Due to additional processing requirements placed on the HAZMART to ensure compliance with existing environmental regulations, the HAZMART is allowed up to one hour to deliver priorities 1 & 2.

**12.5.7. (AFSPC IMC 00-02) (Added)** Vandenberg Material Management services two off-base activities, Camp Roberts (US Army) and the Department of Military Sciences at the University of California at Santa Barbara. Camp Roberts has a dedicated supply run to Vandenberg AFB every

Thursday. All property for Camp Roberts will be held until picked up during their scheduled supply runs. The Department of Military Sciences will dispatch personnel to pick up property when notified.

**12.16.3.1.** UND A&B equipment due outs only require a weekly review.

## **PART 2 CHAPTER 13**

### **Turn-In Procedures**

#### **SECTION 13A**

**13.3.1.** The Pickup and Delivery Section (P&D) will pick up equipment and repair cycle items from on-base activities.

**13.3.2.** P&D will pick up bench stock items from on-base activities.

**13.3.3.** Materiel Controls are designated as pickup points and will be visited weekly.

**13.3.4.1.** Alternate turn-in points: Due-in from maintenance (DIFM) assets (ERRC: XD2/XF3) go to RCSS. All XB3 items, except hazardous materials, go through the Receiving Section. Hazardous materials will be processed through the HAZMART.

#### **SECTION 13B**

**13.18.2. NOTE:** This option is taken.

#### **SECTION 13C**

**13.22.2.1.** Materiel Controls are designated as pickup points and will be visited weekly.

#### **SECTION 13D**

**13.27.1.** DIFM turn-ins will be processed in RCSS.

**13.27.3.** P&D will pickup DIFM returns.

**13.31.** The SMAG Manager will approve the turn-in request prior to processing. (Email coordination is acceptable.)

#### **SECTION 13E**

**13.35.** Inspection Section will process all EAID and non-EAID equipment turn-ins.

#### **ATTACHMENT 13C-1**

**13C1.3.3. NOTE:** This option not taken.

#### **ATTACHMENT 13E-2**

**13E2.5.4. NOTE:** Inspection Section will process the turn-in.

#### **ATTACHMENT 13E-4**

**13E4.2.4.** Change Receiving Section to Inspection Section.

**13E4.3.4.** Change Receiving Section to Inspection Section.

**13E4.4.4.** Change Receiving Section to Inspection Section.

## **PART 2 CHAPTER 14**

## **Storage and Related Operations**

### **SECTION 14A**

- 14.6.1. The automated SASSY program is used instead of the Stock Number Directory.
- 14.6.2. Notice to stock documents will be filed in Julian date sequence and maintained for 60 days.
- 14.9.1. **NOTE:** Load/change/delete requests (FCS) are kept in a suspense file in the Storage and Issue Section office, and matched against the Daily Document Register (D04).
- 14.14.6.3. **NOTE:** The customer has the option to pre-inspect and accept delivery of compressed gas cylinders at the supply storage and issue point, on a one-for-one basis.
- 14.14.7.2. **NOTE:** The HAZMART supervisor may approve the extension.
- 14.14.8. Change Storage and Issue to HAZMART.
- 14.14.9. HAZMART inspector will tag cylinders' condition.
- 14.14.10. Change Storage and Issue to HAZMART.
- 14.14.11. HAZMART will control vendor-owned cylinders or containers.
- 14.14.11. **NOTE:** Change Storage and Issue to HAZMART.
- 14.14.12. Change Storage and Issue to HAZMART.
- 14.17.1. **(Added)** The storage and issue of hazardous commodities is controlled by the HAZMART Section, 30 LRS/LGRDMH, 344 8th Street, Bldg. 8317, Vandenberg AFB CA 93437-5322.
- 14.17.4. The HAZMART will develop any required listings.

### **SECTION 14B**

- 14.26.1.4. The SMAG Manager will make this decision.
- 14.28.3. The Inspection Section loads Numeric Parts Preference Code 4 to those items requiring modification.
- 14.35.2. Demand Processing will maintain the central file of DD Forms 1348-6, DoD Single Line Item Requisition System Document.
- 14.40.6. Program GV401, functional check option, will be processed monthly.
- 14.41. Health hazard commodities are monitored/controlled by the HAZMART.
- 14.42.1. The HAZMART will develop any required listings.
- 14.43.2. Critical (condemned waived) assets will be processed through the RCSS.

### **SECTION 14E**

- 14.68.2. **NOTE:** Deliver items to RCSS, Bldg 5500A, Vandenberg AFB CA 93437-5000.

### **SECTION 14F**

- 14.71. The Project Manager authorizes stamps as required by this paragraph.
- 14.72. The Project Manager authorizes stamps as required by this paragraph.

### **ATTACHMENT 14A-1**

- 14A1.2.1. Update the SASSY.

**PART 2 CHAPTER 15****Shipments****SECTION 15A**

**15.9.** The Project Manager elects not to use this option.

**15.10.** The Project Manager elects not to use this option.

**SECTION 15B**

**15.13.3. EXCEPTION:** The SMAG Manager must approve the retention of GSD items above the ERL.

**SECTION 15G**

**15.67.1.** Option 1, paragraph 15.67.1.1. is selected. See **Part 13**, Turn-In Procedures, for organizational serial numbers.

**15.69.** Vandenberg Services Division is designated as the point of contact for the disposal of hazardous waste in accordance with applicable disposal contracts.

**ATTACHMENT 15A-1**

**Table 15A1.1. SEX Codes (NOTE: Submit requests for shipment override records and shipping destination records to 30 LRS/LGRDMM, 306 8th Street, Bldg 8339, Vandenberg AFB CA 93437-5322.)**

SEX CODE	EXCEPTION NOTICE CODE	EXCEPTION PHRASE	ECC REQUIRED	MONITOR
A	R	Ship reparable to HQ AFSPC/CEM, Peterson AFB CO	Yes	LGRDMM
B	R	Do Not Ship - Project Pacer Blue	Yes	LGRDMM
C	R	Do Not Ship prior to approval from RPC Fresno ANGB CA	Yes	LGRDMM
D	R	AFSPC/LGSW- Fresno ANGB CA (WCDO)	Yes	LGRDMM
F	R	Ship reparable to Tooele Army Depot Tooele, UT 84074	Yes	LGRDMM
G	R	Do Not Ship - 465L Strategic Automatic Command & Control System (SACCS) System	Yes	LGRDMM
H	R	Do Not Ship - Glory Trip Asset	Yes	LGRDMM

I	R	SLRSC – Request Depot Disposition	Yes	LGRDMM
J	R	Do Not Ship As Priority Cargo	Yes	LGRDMM
K	R	Do Not Ship - D-Brite System (30 SCS)	Yes	LGRDMM
M	P	PROJECT 879, 144FW, Fresno ANGB	Yes	LGRDMM
N	R	Mobility Items	Yes	LGRDMM
R	R	Do Not Ship - Repair & Return Item Contact Stock Control	Yes	LGRDMM
S	R	Do Not Ship - Serialized Control & Reporting (SCARS) Monitor Approval Required	Yes	LGRDMM
T	R	Do Not Ship Radioactive Materiel	Yes	LGRDMM

#### **ATTACHMENT 15B-1**

**15B1.3.3.** The requirement to forward serviceable shipments to the Inspection Section is waived. Storage and Issue personnel will validate the condition and documentation.

#### **ATTACHMENT 15C-1**

**15C1.4. NOTE 12:** The use of 2E is authorized only with the approval of the SMAG Manager.

### **PART 2 CHAPTER 16**

#### **Reverse Post Procedures**

##### **SECTION 16A**

**16.4.4.** This option is not selected.

**16.4.4. NOTE:** Only personnel assigned to Inventory/Document Control will process reverse post transactions.

##### **SECTION 16B**

**16.5.** The reverse post initiating activity will prepare a Reverse-Post Request that contains: DIC or TRIC, stock number, quantity, transaction number(s), reason for reversal, and actions taken to prevent recurrence. The Management and Systems manager must approve the request.

#### **ATTACHMENT 16A-3**

**16A3.1.** The Reverse Post Control Log is maintained by Inventory/Document Control.

### **PART 2, CHAPTER 17**

#### **Mission Capable (MICAP) And Awaiting Parts (AWP) Procedures**

**SECTION 17B**

**17.21.1.** The Repair Cycle Support supply technician is permanently appointed the Wing/Base AWP Monitor.

**17.27.2.2.** Requests for bits and pieces will be placed by the maintenance activity

**17.27.2.3.** Repairable end items will be stored by the maintenance activity.

**17.27.3.** Maintenance shops will store AWP end items and maintain the AWP suspense file.

**17.27.3.1.** The Project Manager elects this option.

**PART2, CHAPTER 18****Document Control****SECTION 18A**

**18.12.2.2. NOTE:** Documents with a "D" in position 53 will be retained for 15 calendar days from the transaction date and then destroyed.

**18.16.6.1.** All record forced change (FIX) output documents must be signed by the Government Accountable Officer.

**18.17.4.1.** The D04 will be archived on the LAN for the required two-year period. The Computer Operations Section is the OPR.

**SECTION 18B**

**18.21.4.1. NOTE:** The Document Control Section will maintain the classified authorization receipt listing.

**ATTACHMENT 18B-1**

**NOTE 3: Table 18B1.1.** This field will contain the social security number and phone number of the individual authorized to receipt for classified property.

**PART 2 CHAPTER 19****Stock Control****SECTION 19A**

**19.21.2.2.** The Stock Control Section will maintain the Exception Codes and Exception Control Records (ECC) file in stock number sequence. Perform a semi-annual review of all ECC images. Annotate file of ECC images to reflect the last review date.

**19.31.3.3.2.4. (NOTE): (AFSPC Sup 1).** The Requirements Section will file AF Forms 1996, **Adjusted Stock Level**, in document number sequence.

**19.36.2. (AFSPC Sup 1).** The Requirements Section will file AF Forms 1996 in document number sequence.

**19.76.5.4.** The Stock Control Section will produce a list of excess items meeting the reduced price criteria for review by the Project Manager and approval of the Supply Management Activity Group (SMAG) Manager. The SMAG Manager will determine the discount percentage on items sold at reduced prices.

**Attachment 19F-3**

**Table 19F3.1. NOTE: Codes “B” through “W” are reserved for base use as indicated below. Assignment and control of these codes also applies to satellite accounts.):**

EEX CODE	ENC	PHASE	ECC CARD REQUIRED	MONITOR
B	R	Det 41, Pacer Blue	Yes	LGRDMM
C	R	Minimum Quantity/Maximum Dollar Order	Yes	LGRDMM
D	R	Microwave Backbone Project	Yes	LGRDMM
H	R	Do not report -- item supports Glory Trip	Yes	LGRDMM

**PART 2, CHAPTER 20****Inventory Procedures****SECTION 20A**

**20.8.1.** The Government Accountable Officer must approve, in writing, all inventory adjustments for pilferable items with a dollar value of \$100 or more and controlled item code “U” (unclassified) items with a dollar value of \$1,000 or more prior to processing by the Inventory Section.

**20.10.4. NOTE.** Unresolved controlled item or weapon system spares inventory losses under \$1,000 will not be reported.

**20.14.1.** Inventory analysis charts will be maintained by the Procedures Section.

**20.14.2.2.** The Procedures Section will perform a semiannual (January and July) analysis of the previous 6 month’s inventory adjustments and discrepancies.

**20.20.3.** All identity change (TRIC “FCH”) documents must be approved and signed by a Government representative before processing.

**SECTION 20B**

**20.27.1.4.** The R12 Inventory Count Listing will be produced.

**PART 2, CHAPTER 21****Special Logistic Support Procedures****SECTION 21M - VENDOR AND AF OWNED CYLINDERS/CONTAINERS RETURNED FOR CREDIT**

**21.66. NOTE (Added):** All duties/tasks listed in this section are the responsibility of HAZMART personnel.

**ATTACHMENT 21M-1**

**21M1.4. NOTE 7:** Columns 69-80 will be used to indicate quantity of full containers, quantity of empty containers, and quantity of containers on hand receipts to organizations.

**SECTION 21X - DISPOSAL OF HAZARDOUS WASTE**

**21.155.1.** The Vandenberg AFB waste contractor is responsible for all hazardous waste transactions.

**21.157.1.** The HAZMART will be the single point of contact within Material Management for monitoring supply actions involving hazardous waste.

**21.160.5. (Added)** Local Procedures when Material Management is the Waste Generator.

**21.160.5.1.** To transfer an item from stock to the Collection Accumulation Point (CAP) or the Defense Reutilization and Marketing Office (DRMO), process a non-directed shipment (TRIC TRM) through the Standard Base Supply System (SBSS). Determine if the item should be processed to the CAP as waste or to DRMO for resale. In each case do the following:

**21.160.5.1.1.** Process property to the appropriate agency using DD Form 1348-1A, **Issue Release/Receipt Document, TRIC A5J**. Forward Copy 1 to Document Control for accountability.

**21.160.5.1.2.** Deplete bar codes if applicable.

**21.160.5.1.3.** Provide a Material Safety Data Sheet (MSDS) for the wasted item.

**21.160.5.2.** Additionally, for CAP processing, fill out the Hazardous Waste Profile Receipt Sheet (HWPRS) and a Hazardous Waste Characterization Form (HHCF), for the waste stream. For UN/NA numbers, Environmental Protection Agency (EPA) numbers, and California numbers:

**21.160.5.2.1.** Look up all ingredients on MSDS for EPA codes.

**21.160.5.2.2.** Look up product transportation data on MSDS.

**21.160.5.2.3.** Look up classification data in the Code of Federal Regulations (CFR).

**21.160.5.3.** Call the CAP contractor for drum and start date number to be put on top right hand corner of hazardous waste label. Use information from the HWPRS and HHCF to help fill out this label. Vandenberg's manifest number is CA9570025149; this also must be on each label. Include address, phone number, and building number, etc., on the label.

## **PART 2, CHAPTER 22**

### **Equipment Management**

#### **SECTION 22A**

**22.12.** Process all equipment transactions within 15 workdays unless specifically stated elsewhere in AFMAN 23-110, *USAF Supply Manual*.

#### **SECTION 22B**

**22.21.6. NOTE:** The AF Form 600, **Equipment Control Register**, log will be maintained on a microcomputer.

**22.25.2.1.1. NOTE:** The AF Form 600 log will be maintained on a microcomputer.

**22.25.3. NOTE:** The AF Form 600 log will be maintained on a microcomputer.

#### **SECTION 22C**

**22.28.1.2.1.** 30 SW Form 604, **Designation of Property Custodian**, is used to designate primary and alternate equipment custodians.

**22.28.4.** For contract organizations, project managers are authorized to sign receipts for equipment items in the absence of the custodians.

**22.29.2.2.** For contract organizations, project managers are authorized to sign receipts for equipment items in the absence of the custodians.

#### **SECTION 22E**

**22.47.6.1.** The Management & Systems lead technician is authorized to sign FEC output documents during the flight manager's absence.

**22.48.2.1.3.** Approving officials' signature is are required on equipment identity change documents (TRIC FER). The Project Manager has delegated the responsibility of approving equipment identity changes to Management & Systems. The manager will appoint approving officials in writing.

#### **SECTION 22F**

**22.53.2.2.** Management & Systems' lead technician is authorized to sign 1EXT/FED out put documents during the manager's absence.

#### **SECTION 22L**

**22.193.2.1.1.** Management & Systems personnel will act as inspectors. The manager will appoint approving officials in writing.

**22.193.2.1.3.** Signatures are required on SPRAM identity change documents.

#### **ATTACHMENT 22A-1**

**NOTE 4B.** Off-base custodians have 30 workdays to return the signed CA/CRL.

#### **ATTACHMENT 22B-1**

**22B1.4.3.** Vandenberg's Material Management is contract operated. Authority to sign AF Forms 601 is delegated to the Project Manager and/or the Management and Systems manager.

#### **ATTACHMENT 22B-3**

**22B3.3.** The AF Form 600 Log will be maintained on a microcomputer.

#### **ATTACHMENT 22C-1**

**22C1.2.3.** Maintain QLP/SURGE generated listing of custodians.

#### **ATTACHMENT 22E-13**

**22E13.1.3.** Signature of approving official is required.

## **PART 2, CHAPTER 24**

### **Repair Cycle Support**

#### **SECTION 24A**

**24.2.1.** The Repair Cycle Support Section (RCSS) is established as part of the Storage and Distribution Section.

**24.11.1.** The Storage and Distribution manager appoints the TRN manager. Phoenix Management personnel assigned to the 576 FLTS Materiel Control function are authorized to process TRIC TRN transactions.

**24.11.1.2. (Added)** TRN document numbers will be comprised of the assigned supply organization and shop code. Example: 576 FLTS Materiel Control will use 703 MO for Minuteman components and 713

PO for Peacekeeper components respectively.

**24.13.** DIFM turn-ins will be accomplished in the RCSS.

**24.18.1.1. (Added)** Materiel Management's manager or lead technician will validate and approve initial issue requests.

**24.18.1.4.** The RCSS will maintain the file of approved initial issue requests and supporting listings.

**24.22.3. NOTE:** The Storage and Distribution manager will approve the inclusion of XB3 items on supply point on a case-by-case basis.

**24.38.1.** Build-up supply points will be maintenance operated.

#### **SECTION 24B**

**24.46.1.** Time change issue requests will be processed by maintenance units via the CAMS/SBSS interface. RCSS will process all others.

#### **SECTION 24C**

**24.56.1.** RCSS will process all TCTO receipts and turn-ins.

**24.56.3.** RCSS will process the receipt.

**24.60.4.** The Storage and Distribution manager will schedule and chair TCTO Reconciliation Meetings.

**24.60.5.** The Storage and Distribution Manager will sign meeting minutes or TCTO Reconciliation Listing.

### **PART 2, CHAPTER 25**

#### **Bench Stock Support**

#### **SECTION 25A**

**25.11.1.4.2.** When a minimum reserve authorization (MRA) flag is not used, bench stocks will use a 30-stockage day computation of authorized quantities.

**25.16.3.1.** This option is selected. Customers with Standard Base Supply System (SBSS) connectivity will process their own bench stock fills when the 50 percent or below level is reached. All other customers will call/email/fax their requirement to the Bench Stock Support Section.

**25.17.2.1.** Urgent bench stock requirements will be submitted to the Bench Stock Support Section. If the item cannot be issued, the request will be forwarded to the Demand Processing Section for priority requisitioning.

**25.17.2.2.** The Pickup and Delivery Section will deliver the property.

### **PART 2, CHAPTER 27**

#### **Research And Records Maintenance**

#### **SECTION 27B**

**27.28.2.** The SPS will be utilized to maintain non-NSN descriptions except for locally manufactured AETC training equipment (FSC 6910L), and other non-stock listed equipment on EAID records, which will be maintained by Equipment Management.

**27.31.1.4.** DD Form 1348-6, **DoD Single Line Item Requisition System Document**, will be utilized.

**27.31.1.5.** DD Form 1348-6 will be utilized.

**27.32.2.** This option will not be used.

**27.32.2.2. NOTE :** This option will not be used.

**27.36.1.** This option will not be used.

## **PART 2, Chapter 32**

### **Contingency Processing: Manual Post-Post, Wartime Processing And Contingency Planning**

#### **SECTION 27C**

**27.42.3.** The M14, M21, and the D04 will not be maintained. Instead, the Supply Automated Stock Number Directory System (SASSY) will be used and updated daily.

#### **SECTION 32A**

**32.5.1.** Standard delivery times for post-post operations are as follows:

**Table 32A.1. Supply Delivery Time Frames (Post-Post)**

SUPPLY DELIVERY PRIORITY	POST-POST SUPPLY DELIVERY TIMES
1 & 2	ASAP but NLT 1 hour (see notes 1 & 3)
3	ASAP but NLT 2 hours
4	ASAP but NLT 4 hours (see note 2)
5 through 7	ASAP but NLT 8 hours (see note 2)

**NOTE 1:** For priorities 1 and 2, the 1 hour delivery time will apply to organizations and offices located on the main base. Deliveries to North Base, i.e., Pad Refurbishment and the Tracking Station, and South Base, i.e., Power Plant and Titan Launch Facility, are allowed a maximum of 90 minutes.

**NOTE 2:** For priorities 4 through 7, a delivery vehicle will not be dispatched to solely meet specified supply response times, but all deliveries for these priorities will be made no later than the end of the next duty day.

**NOTE 3:** Due to additional processing requirements placed on the Hazardous Materials Pharmacy (HAZMART) and to ensure compliance with existing environmental regulations, the HAZMART is allowed up to 90 minutes to deliver priorities 1 & 2.

**32.5.2.1.** The Stock Number Directory (M14) is not required. The Supply Automated Stock Number Directory System (SASSY) will be used.

**32.5.2.2.** Interchangeable and Substitute Listing (R02) is required.

**32.5.2.3.** Repair Cycle Asset Management List (D23) is required.

**32.5.2.4.** Master Bench Stock List (S04) is not required.

**32.5.2.5.** Supply Point Listing (Q13) is required.

**32.5.2.6.** MSK/MRSP Listing (R43) is not required.

**32.5.2.7.** Repair Cycle Data List (Q04) is required.

**32.5.2.8.** (Added) Post-Post Due Out Listing (B00003) is required.

**32.5.2.9.** (Added) Materiel Support Listing (B00030) is required.

**32.5.2.10.** (Added) Off-line Check Listing (B00035) is required.

**32.5.5.** Routine issue requests will be accepted and forwarded to the Post-Post Control Team (PPCT) for processing after recovery.

## SECTION 32C

**32.24.1.** The contingency plan is maintained in Computer Operations.

**32.25.** The contingency plan is maintained in Computer Operations.

## ATTACHMENT 32B-1

**Table 32B1.1. Local Wartime Processing Code Assignment:**

REPORT NUMBER	PROGRAM TITLE	
B00003	Post-Post Due-Out Listing	Mandatory Category 1, 2 & 3
B00030	Materiel Support Listing	Mandatory Category 1, 2 & 3
B00035	Off-Line Check Listing	Mandatory Category 1, 2 & 3

## ATTACHMENT 32C1

**32C1.4.2.1.** Post-post processing sequence: FIL, FIC, FCU, FIS, FNL, ISU, (TEX “6”), ISU (TEX“7”), SPR, MICAP, MSI, TIN, (DIFM), TIN (OTHER), FCH, FCS, REC, (TEX “6”), REC (TEX “8”), DOC, and REC (OTHER)

## PART 13

### Standard Base Supply Customers' Procedures

**1.10.3.1.** To designate equipment custodians use 30 SW Form 604, **Designation of Property Custodian.**

**2.4.1.** The D04 will be distributed electronically via the Local Area Network (LAN) to customers with access to the standard base supply system (SBSS). Those customers that do not have LAN access will receive printed copies of their D04.

**2.5.3.** With the exception of the organizations listed below, organizations transferring property directly to DRMO will contact Customer Service for turn-in document numbers. The following organizations will use the assigned control numbers indicated:

**Table 1. Control Numbers**

CONTROL NUMBER	ASSIGNED TO	PURPOSE
D001 – D024	30 CES Exterior Electric Shop	Turn-in of transformers.
T001 – T999	30 LRS Material Management	Off-line transfers & turn-in of Government furnished property IAW

		FAR, Part 45.
X001 – X099	Space Lift Range Systems (SLRS) Repair Contractor	Turn-in of line replacement units condemned by item managers and not on SBSS records.

**3.3.1.1. (Added):** IAW AFSPC IMC 00-02 to AFMAN 23-110, Vol 2, Pt 2, Ch 11 & 12 the following delivery times are established (in-line processing):

**Table 2. Delivery Table (In-Line Processing)**

Supply Delivery Priority	Supply Delivery Time
1 & 2	ASAP but NLT 30 minutes (see notes 1 & 3)
3	ASAP but NLT 1 hour
4	ASAP but NLT 4 hours (see note 2)
5	ASAP but NLT 8 hours (see note 2)
6 & 7	ASAP but NLT 12 hours (see note 2)

**NOTE 1:** For priorities 1 and 2, the 30-minute delivery time will apply to organizations and offices located on the main base. Deliveries to North Base, i.e., Pad Refurbishment and the Tracking Station, and South Base, i.e., Power Plant and Titan Launch Facility, are allowed a maximum of 1 hour.

**NOTE 2:** For priorities 4 through 7, a delivery vehicle will not be dispatched to solely meet specified supply response times, but all deliveries for these priorities will be made no later than the end of the next duty day.

**NOTE 3:** Due to additional processing requirements placed on the Hazardous Materials Pharmacy (HAZMART) to ensure compliance with existing environmental regulations, the HAZMART is allowed up to 1 hour to deliver priorities 1 & 2.

**3.3.1.2. (Added):** The following delivery times are established for post-post (manual) operations:

**Table 3. Delivery Table (Post-Post Processing)**

SUPPLY DELIVERY PRIORITY	POST-POST SUPPLY DELIVERY TIMES
1 & 2	ASAP but NLT 1 hour (see notes 1 & 3)
3	ASAP but NLT 2 hours
4	ASAP but NLT 4 hours (see note 2)
5 & 7	ASAP but NLT 8 hours (see note 2)

**NOTE 1:** For priorities 1 & 2, the one-hour delivery time will apply to organizations and offices located on the main base. Deliveries to North Base, i.e., Pad Refurbishment and the Tracking Station, and South Base, i.e., Power Plant and Titan Launch Facility, are allowed a maximum of 90 minutes.

**NOTE 2:** For priorities 4 through 7, a delivery vehicle will not be dispatched to solely meet specified supply response times, but all deliveries for these priorities will be made no later than the end of the next duty day.

**NOTE 3:** Due to additional processing requirements placed on the HAZMART to ensure compliance with existing environmental regulations, the HAZMART is allowed up to 90 minutes to deliver priorities 1 & 2.

**3.16.1.** A letter signed by the unit commander is required for military and civil service personnel to screen and withdraw property from DRMO. Contractor personnel must be authorized in writing by their respective contracting officer to screen and withdraw property from DRMO.

**3.7.1. NOTE:** Customers with connectivity to the SBSS will process their own bench stock issues (TRIC 1BS). The Bench Stock Support Section will process 1BS issue requests for organizations that do not have SBSS connectivity.

**3.7.4.** Emergency bench stock fills will be called, faxed, or e-mailed to the Bench Stock Support Section.

**4.3.** The Pickup and Delivery Section will pickup all supplies and equipment items destined for Material Management regardless of category, i.e., equipment, due-in from maintenance (DIFM), bench stock, etc.

**4.6.2.8. (Added):** All uniform clothing items recovered from discharged airmen will be processed directly to DRMO. For additional guidance, see AFMAN 23-110, Volume 1, Part 3, Chapter 2, Paragraph 2.79.1.6.1.2.

**Attachment 4A-1, Table 4A1.3.**

**NOTE:** Disposal Authority Phrases (Added): AFMAN 23-110, Volume 1, Part 3, Chapter 2, Paragraph 2.79, Air Force Fund and DPSC Assigned Item Procedures.

**NOTE: Application (Added):** Recovered uniform clothing items.

5.6.5. Only written requests, i.e., letter, fax, or e-mail, for due-out cancellations will be accepted. Telephone requests for due-out cancellation will not be accepted.

**5.5.1.1.** The Priority Monitor Report (D18) will be distributed on a daily basis for Urgency of Need Designators (UND) A and B due-outs.

SUSANNE P. LECLERE, Colonel, USAF  
Commander, 30th Mission Support Group