

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

**AF MANUAL 23-110,
VOLUME II, PART 13**



MAXWELL AFB SUPPLEMENT 1

6 MARCH 2003

Supply

STANDARD BASE SUPPLY CUSTOMER'S GUIDE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mr Steve Siewert)
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Certified by: MSD-Supply/LGS
(Mr Richard H. Barnes, Jr.)

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AFMAN 23-110, Volume II, Part 13, 1 July 2002, is supplemented as follows. A star (★) indicates changes since previous edition.

1.10.2. Organization commanders must submit an AF Form 68, **Munitions Authorization Record**, for designated representatives to receipt for munitions. This form along with DD Form 2 AF, **Armed Forces ID Card**, or equivalent civilian ID is required to receive munitions items. Forward the completed AF Form 68 to MASO, MSD-Supply/LGSC, Maxwell AFB AL 36112.

1.10.5.1. Withdrawal of items from Defense Reutilization and Marketing Office (DRMO) is accomplished as follows:

1.10.5.1.1. (Added) (MAFB) Local DRMO Procedures. As one of your primary sources of supply, you have the option of visiting any DRMO or accessing the DRMO web site at: <http://www.drms.mil>, to request and select property for withdrawal. Once property is selected, the property is to be placed on hold. Customers will then contact the base Customers Services Operations, extension 3-2005, to obtain withdrawal authorization, complete required documentation and request shipment of property from DRMO. Customers are reminded that equipment items must be authorized by an Allowance Standard (AS) and are accountable on the R14, Custodian Authorization/Custody Receipt Listing (CA/CRL).

★1.15. Generating activities actively involved in the PRMP are required to send a copy of their appointment letter to the Base PMRP Monitor, MSD-Supply/LGSC, 455 South Kelly Street, Maxwell AFB AL 36112-6518.

1.17.3.1.2. All organizational supply representatives must attend Block I, General Supply indoctrination.

1.17.3.1.2.1. (Added)(MAFB) Newly appointed organizational bench stock monitors must attend Block I, General Supply Indoctrination and Block IIA, Bench Stock Training, unless they received training and performed bench stock duties previously.

1.17.3.1.2.2. (Added)(MAFB) Newly appointed primary and alternate equipment custodians must attend Block I, General Supply Indoctrination and Block III, Equipment Management Training, before assuming custodial duties.

★3.3.1. The standard delivery time criteria for priority/routine issues and due-out releases are as follows:

3.3.1.1.1. (Added) (MAFB) Issues

<u>Delivery Priority</u>	<u>Supply Response Time</u>
01-02	ASAP but NLT 30 minutes
03	ASAP but NLT 1 hour
04	ASAP but NLT 4 hours (See note below)
05	ASAP but NLT 8 hours (See note below)
06	ASAP but NLT 12 hours (See note below)

3.3.1.1.2. (Added) (MAFB) Due-Out Releases (DOR)

<u>Delivery Priority</u>	<u>Supply Response Time</u>
02	NLT 1 hour
03	NLT 4 hours
04	NLT 8 hours

NOTE: Supply will not dispatch vehicles solely for the purpose of meeting the specified supply delivery time; however, Pickup and Delivery makes all deliveries for these priorities not later than the end of the next duty day. Property delivered to Maxwell-Gunter Annex conforms to the established 10000 and 1400 runs. Any requests or documents processed after 1400 are delivered the next workday on the 1000 run.

3.6.1. Each organizational commander provides the Base Supply Bench Stock Monitor with the name, grade, and phone number of the primary and alternate organizational bench stock monitors.

3.7.1. NOTE. Supported activities do not process IBS inputs, except for CAMS and G081 maintenance.

3.7.2. NOTE. Walk-throughs of each bench stock are conducted weekly, except for CAMS and G081 maintenance activities.

3.7.4. Urgent bench stock requirements are defined as work stoppages and are called into Customer Services Operations, ext 3-2005.

3.11. For ammunitions procedures, refer to MAFBI 21-201, *Munitions Operations Customers Guide*.

3.14.1.1. (Added) (MAFB) A factor to consider when drafting a brand-name justification is whether or not a particular manufacturer's brand-name item is compatible with existing equipment; for example, component part, interchangeability of parts, and accessories.

3.15.1.2. (Added) (MAFB) A brand name item may not be justified based on personal preference, intangible benefits, or perceived quality. All justification for brand-name items must be able to be substantiated and withstand the scrutiny of the audit office or other auditing branches of the government.

★3.15.1.3. (Added)(MAFB) Descriptions must list the entire obvious characteristics deemed essential

4.4.2.4. The Pickup and Delivery Element checks pickup points during normal deliveries, ensuring each is visited a minimum of once per week.

4.5.3. AF Forms 2005 for turn-in of office machines, typewriters, calculators, recorders, etc., must be coordinated through Contract Repair, Bldg 804, Maxwell AFB, before submitting to Base Supply. This coordination is required, so that Contract Repair can delete the item from the service contract after 30 days. Office machines must meet the condemnation standard prescribed in T.O. 46-A-1-1, paragraph 6, before a replacement may be requested.

★4.7.1. The Supply Hazardous Material Field Office (HAZFO) is the turn-in point for unserviceable hazardous waste documentation after the hazardous waste has been cleared by 42 CES/DEEV. Before processing the turn-in, the initiator must adhere to procedures in 42 ABW Plan 19-1, *Hazardous Waste Management*.

6.3.1. Complete justification of requests for initial issue of repair cycle (XD/XF) items of alpha budget code only is submitted in writing by the requesting organization to MSD-Supply/LGSCR for review and approval or disapproval. The following information is required:

6.3.1.1. (Added) (MAFB) National stock number

6.3.1.2. (Added) (MAFB) Part number/model number

6.3.1.3. (Added) (MAFB) Nomenclature

6.3.1.4. (Added) (MAFB) Technical order (TO), figure, and index number

6.3.1.5. (Added) (MAFB) UJC

6.3.1.6. (Added) (MAFB) Quantity

6.3.1.7. (Added) (MAFB) Organization/shop code

6.3.1.8. (Added) (MAFB) Statement as to why item is not available for turn-in; for example, new requirement as a result of a new weapons system, support equipment, or initial lay-in of spares. Provide a copy of the report of survey, if the requested item is to replace a stolen or lost item.

★7.2. Most management products (reports and listings) previously received in hard copies can now be sent by e-mail or downloaded to a floppy disk. Paper copies are no longer provided. Customers should contact Computer Operations (LGSPC), extension 3-7731 for additional information.

8.5.1.7. To appoint primary and alternate equipment custodians, the organizational commander submits an appointment letter (sample at attachment 1).

★8.5.1.8. If a commander allows both the primary or alternate equipment custodians to depart the duty station without designating a new replacement within 45 calendar days then the commander signs the custodian authorization custodian receipt listing (CA/CRL) and accepts responsibility. This procedure also applies when both the primary and alternate custodians are absent for more than 45 calendar days.

8.5.1.9.1. Block III Equipment Management Training is conducted on the second Tuesday of each month in the Base Supply Conference Room, 455 South Kelly Street.

8.21.1. Excess equipment (ASC 000) must be turned in or rejustified within 15 working days of the assignment of ASC 000 except for vehicles. For off-base organizations, the time limit is 30 calendar days.

9.4.3.2.1. To initially appoint or change the custodian or alternate, the organizational commander submits a letter to the Customer Services Operations.

RICHARD H. BARNES, JR.
Chief of Supply

Attachment 1 (Added) (MAFB)

* SAMPLE APPOINTMENT LETTER

MEMORANDUM FOR: MSD-Supply/LGSPS

SUBJECT: Appointment and/or Change of Equipment Custodian(s)

FROM:

1. The following individuals are appointed equipment custodians in accordance with AFMAN 23-110, Vol II, Part Two, Chap 22 and AFMAN 23-110, Vol II, Part Thirteen, Chap1, para 1.10.3:

Supply organization code _____ Shop code _____

Organizational/Office symbol _____ Duty Location _____

a. Primary Custodian Assigned:

Name(Typed/Printed) _____ Grade _____

Street Address _____

Signature _____

Phone/FAX Number _____ Date Trained for Block 1 _____

Date Trained for Block III _____

b. Alternate Custodian Assigned:

Name(Typed/Printed) _____ Grade _____

Street Address _____

Signature _____

Phone/FAX Number _____ Date Trained for Block 1 _____

Date Trained for Block III _____

NOTE: If an alternate custodian cannot be assigned due to a one-person shop, the commander's signature is required below:

Signature of Commander _____

Typed/Printed Name _____

SAMPLE APPOINTMENT LETTER (continued)

2. If either or both custodians requires training, they will be scheduled for the next scheduled Block I, General Supply Indoctrination, and Block III, Equipment Custodian Training. Attendance of both Block I and Block III Training is mandatory prior to either custodian signing for the CA/CRL, Custodian Account/Custody Receipt Listing. Commanders must ensure their custodians receive this training.

3. As Commander, you may delegate your authority for approval of AF Form 601, Block 9, only. This authority cannot be the primary or alternate custodians. I do elect to delegate my authority to the following individuals:

Printed Name, Grade, Signature

Commander's Signature _____

Commander's Title _____