

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

**AF MANUAL 23-110,  
VOLUME II, PART 2,  
Chapter 2**



**MAXWELL AFB SUPPLEMENT 1**

**6 MARCH 2003**

**Supply**

**CHIEF OF SUPPLY (COS) ORGANIZATION AND RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume II, Part 2, Chapter 2, 1 January 2003, is supplemented as follows.**  
A star (★) indicates changes since previous edition.

2.8.2. Meetings are held quarterly to present, discuss, and formulate solutions to problems in all areas of common concern with special emphasis on MICAP conditions, repair cycle management, system changes, applicable statistics, etc.

2.13.26.2. The Funds Manger is the CIS's representative to the FWG.

2.24.2.15. (Added) (MAFB) Process outgoing clearance of personnel who PCS or separate from the Air Force. Coordinate with Equipment Management, Mobility, and Munitions to ensure all supply obligations are met before clearing the base.

★2.24.2.10.3. Customer complaints or problems are forwarded to MSD-QPI for review and action.

2.25.12. The Inventory Element prepares a semi-annual analysis of inventory adjustments and discrepancies. Forward analysis to the Analysis Element for coordination and to the Management and Systems Officer for signature.

★2.29.2.7. The Customer Service Operations approves and disapproves other authorization changes within the applicable allowance BOI.

★2.40.4. The Procedures Element conduct the review of special subject or interest items that apply to the Chief of Supply. Establishes a suspense file to monitor all actions. Consolidates all replies and forwards to the Chief of Supply through the Chief, Management and Systems Flight.

★2.43.2. Adhere to the procedures stipulated in AFMAN 23-110, Volume I, Part 1, Chapter 5, Section 5D.

★2.50.4. Perform a quarterly analysis of incoming RODs. Perform a semiannual analysis of outgoing Supply Discrepancy Reports.

2.50.5. The M16 analysis is not required.

★2.50.6. Customer complaints are reviewed by MSD-QPI.

2.50.8.4. The Inventory Element conducts a semiannual analysis of inventory adjustments and discrepancies.

2.58.5.5. The Equipment Element briefs reappointed equipment custodians on command supplements, local policies, and local requirements.

★2.62.3.4.3. The program manager assigned to monitor the AFEMS (C001) E-mail notices is assigned to the Customer Service Operations.

★2.65.3. Use option 2.

★2.65.10. The Storage and Issue Element monitors the shelf life program for MRSP assets.

RICHARD H. BARNES, JR.  
Chief of Supply