

**BY ORDER OF THE COMMANDER
EGLIN AIR FORCE BASE**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 21**



**EGLIN AIR FORCE BASE
Supplement**

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Materiel Management

SPECIAL LOGISTICS SUPPORT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 2, Chapter 21, 1 April 2009, is supplemented as follows:

This supplement applies to all units assigned or attached to Eglin Air Force Base (EAFB), to include any associate/tenant organizations and off-base and remote site units participating in the Eglin Materiel Management Program via a formal support agreement. This supplement should be read in conjunction with AFMAN 23-110, Volume 2, Part 2, Chapter 21, *Special Logistics Support Procedures*. Send comments and suggestions about this publication for improvements on AF Form 847, *Recommendation for Change of Publication*, to the Office of Primary Responsibility (OPR). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

SUMMARY OF CHANGES

This document has been revised to update procedural policies and delete outdated information.

21.7.1.1. The 46th Test Wing (46 TW) and Air Force Research Laboratory-Munitions Directorate (AFRL-RW) Logistics Materiel Control Activities (LMCA) will be allowed to process the following transaction identification codes (TRIC): FCI, FEC, FED, FER FET, FIL, ISU, 1XA, 1SA, 1ED, XHB, XS1, and 1ET. TRIC TIN can be processed after approval is received from the LMCA Chief or Equipment Control Unit (ECU) Chief. The signature of the LMCA Chief or their appointed alternate is required on all accountable documentation processed by LMCA personnel. Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 11; *Issue Procedures*, Chapter 13; *Returns (Turn-ins) to the Retail Supply System*, and Chapter 22; *Equipment Management*, for LMCA Equipment Procedures.

21.8.2. LMCA and AFRL-RW will access Air Force (AF) Portal website <https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do> to obtain their custody receipt listings.

21.8.3.2.3. The LMCA and AFRL-RW will provide signed copy 1 of the Consolidated Custody Receipt Listing (R23) to the 96 LRS Equipment Accountability Office annually during the month of December.

21.18.3. Consumption data will be provided to AFGLSC for updating the SBSS database records.

21.67.1. The cylinder/container listing is not required since the 96 LRS no longer stores vendor owned cylinders.

21.67.3. Added) The Issue Point (IP) manager will call/fax request to applicable contractor.

21.67.3.1. Added) The IP will fax a copy of the contract to the HAZMAT Cell (96 LRS/LGRMSH) after the contractor processes the receipt.

21.67.3.2. Added) The 96 LRS/LGRMSH will then process the Hazardous Materiel Management System (HMMS) tracking labels.

21.67.3.3. Added) The contractor will pick-up and attach labels to cylinders upon delivery to IP/customer.

21.108.1. The 96 LRS/LGRV Vehicle Management Flight elects not to establish a supply point for vehicle tires.

21.115. The 96 LRS elects not to use this option.

21.144.1. The HMMS is used as the standard base tracking system for processing hazardous waste disposal transactions.

21.144.1.1. Added) A contract has been awarded to support EAFB in the acquisition of hazardous materials.

21.144.1.2. Added) Customers have authority to purchase hazardous material from the contractor via Government-Wide Purchase Card.

21.144.1.3. Added) All requests for hazardous items are processed by the IP manager using HMMS.

21.146.1. The 96 LRS Materiel Management Flight HAZMAT Cell is the point of contact (POC) for controlling required supply actions and processing transactions.

21.149.1. The IP will process a turn-in using HMMS. The customer will deliver the item(s) to Waste or schedule for pick-up depending on the size/quantity.

21.149.5. Each IP is responsible for disposing of waste/excess material by contacting the Hazardous Waste Contractor (96 CEG/CEV) at 882-7664.

21.158.3. The Customer Support Section (96 LRS/LGRMCE) is the POC for referral of inquiries regarding weapons serial number reports and data.

21.169.2. The 96 LRS/LGRMCE is the POC for referral of inquiries regarding Controlled Communications Security serial number reports and data.

21.205.1. The Flight Service Center (FSC) will use locally developed excel program to track Time Compliance Technical Order (TCTO) requirements.

21.205.3. The Materiel Management Officer elects not to hold face to face TCTO reconciliation meetings. The FSC will hold and document monthly TCTO reconciliation meetings.

21.209. (Added) Adopted Form

AF Form 847, *Recommendation for Change of Publication*.

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Commander