

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AF MANUAL 23-110, VOLUME 2, PART 2, CHAPTER 20**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**



**27 AUGUST 2003**

**Logistics Readiness**

**INVENTORY PROCEDURES**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 20, is supplemented as follows:**

This supplement does not apply to the Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

This revision changes office symbols as a result of the Chief of Staff Logistics Review.

20.11.7.4. Bases may utilize AETC Form 1102, **Supply Inventory Research Worksheet**, or a locally developed database for research and documentation of inventory discrepancies. If the AETC Form 1102 is not used, supplement local method of documentation. Individuals identified in Attachment 20G (Added) (AETC) must certify and approve the adequacy and thoroughness of inventory research actions before making an inventory adjustment. **NOTE:** A worksheet and consolidated transaction history (CTH) are not required for research when making an inventory adjustment involving an XB3 item received damaged in transportation involving leakage or spillage.

20.12.2.1. Complete AETC Form 1102 or locally approved form, and attach the CTH for each discrepancy resulting from the first inventory recount that meets the criteria for further research. Use transportation documentation (manifests, government bill of lading [GBL], etc.) if available, as supporting documentation for inventory adjustments (IAD) processed with TEX code T.

20.13.2. The deputy commander for logistics or equivalent (support group, etc.) is the approval authority at AETC bases not operating under the standard chief of supply (COS) structure. Additionally, the functional director (FD) or functional commander (FC) is the approval authority at contracted supply accounts.

20.16.1. For organizations located off base, the inventory team accepts a certified statement, signed by the detachment or organization commander, that acknowledges the commander's responsibility for small arms and weapons (by serial number) in his or her possession and the performance of required physical inventory

results. For required weapons in survival kits prepositioned aboard aircraft in security areas, the inventory team accepts a certified statement from the supervisor of the life support section instead of a physical inventory.

20.16.3. Establish controls to ensure equipment custodians perform a 100 percent inventory of all weapons at least 9 months prior to the effective contract or MEO start date.

**20.74. (Added)(AETC) Forms Prescribed.** AETC Form 1102.

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Deputy Director of Logistics

***1 Attachment (Added)(AETC)***

20G. Authentication Officials for AETC Form 1102

## Attachment 20G (Added)(AETC)

## AUTHENTICATION OFFICIALS FOR AETC FORM 1102

Type Account	Type of Items	Certifying Official (Note 1)	Approving Official (Note 1)
B/E	CLASSIFIED (CIC equal to A through H, K, L, S, T, 5, 6, and 8).	Management and Systems Officer (Note 2)	COS
B/E	PILFERABLE less ammunition (CIC).	Management and Systems Officer (Note 2)	COS or assistant
B/E	SENSITIVE less ammunition (CIC equal to Q, R, and 4).	Management and Systems Officer (Note 2)	COS
B/E	NONCLASSIFIED/NONSENSITIVE/NONPILFERABLE over \$1,000 extended cost.	N/A	COS

**NOTES:**

1. At contractor-operated COS activities, FC or FD will sign as the COS. The contractor's senior supply executive will sign as the management and systems officer. This requirement applies to both the certifying and approving officials on AETC Form 1102.
2. The operations support flight commander will certify or approve the AETC Form 1102 for bases operating under the Bin Row Chief concept with a decentralized inventory element.