

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

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

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**14 MARCH 2003**

**Supply**

**ORGANIZATION AND RESPONSIBILITIES**



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

Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule*. This publication does not apply to Air Force Reserve Command and Air National Guard units. A ★ indicates new or revised material from the previous version.

**SUMMARY OF REVISIONS**

Bases are no longer required to choose an authorized MAJCOM option, unless specified in an AETC supplement (paragraph 2.1.1 is deleted). If the MAJCOM does not choose to take an option, bases may do so at their discretion; and requirement for supply to establish, operate and maintain the aircraft tail number bin is deleted (paragraph 2.63.1.5 is deleted).

2.1.1.1. (Added)(AETC) For contract operations, staff all MAJCOM directive correspondence through the accountable contracting officer (ACO). The functional director/commander will notify HQ AETC immediately if there is a problem with the contractor complying with directive actions. Provide a copy of the Contractor Discrepancy Report (CDR) documenting failure to comply to HQ AETC/LGSP. Unless otherwise notified, HQ AETC will assume the contractor is compliant.

★2.8.1. Each flying and training wing (except Goodfellow) will conduct an Intermediate Repair Enhancement Program (IREP) meeting in accordance with AFI 21-101, *Aerospace Equipment Maintenance Management*.

2.11.2. Quality assurance evaluator (QAE) technicians are equivalent to flight chiefs for the purpose of delegation of signature authority. They will be familiar with their duties for Performance-Base Service Contracting, and adhere to all applicable Air Force instructions.

2.13.25. The COS may authorize the management and systems officer to act as the equipment approval authority (EAA).

- 2.22.4.11. (Added)(AETC) Act as the supply squadron's small computer and local area network (LAN) security monitor.
- 2.22.4.12. (Added)(AETC) Be familiar with AFI 33 series publications relating to microcomputer management.
- 2.22.4.13. (Added)(AETC) Perform minor microcomputer maintenance and record keeping. Initiate requests for repair of microcomputers, as required.
- 2.22.4.14. (Added)(AETC) Be the focal point for coordination with the base small computer support center (SCSC) on all matters relating to microcomputers.
- 2.22.4.15. (Added)(AETC) Assume computer systems management custodian responsibilities, and coordinate all applicable actions with the base equipment control officer (ECO) to ensure correct accountability.
- 2.22.4.16. (Added)(AETC) Prepare, justify, and process all AF Forms 3215, **IT/NSS Requirements Document**, for microcomputer requirements.
- 2.22.4.17. (Added)(AETC) Be responsible for preparing and processing all AF Forms 9, **Request for Purchase**, for microcomputer hardware.
- 2.22.4.18. (Added)(AETC) As required, be the POC for D043A, *Master Item Identification Database Access*; D143C, *Automated AF Form 86 System Access*; D035, *Stock Control and Distribution System*; *Standard Automated Materiel Management Telecommunications System* (SAMMSTEL); *Advanced Traceability and Control* (ATAC); *Logistics Information Network* (Web Link); *Defense Logistics Agency* (DLA) system access; *Federal Logistics* (FEDLOG) on compact disk capability; *Weapon System Management Information System* (WSMIS), and other new automated systems as they are developed and come on line.
- 2.22.4.19. (Added)(AETC) Be the systems administrator for the LGS LAN.
- 2.22.4.20. (Added)(AETC) Assist computer operations personnel with implementing SBSS enhancements, using microcomputer technology.
- 2.24.2.11. (Added)(AETC) Maintain a price challenge suspense log to include a control number. The control number will show the current calendar year with a three-digit number (for example, 99-001).
- ★2.30.12. (Added)(AETC) Send an updated list of COS key personnel via e-mail, [aetc.lgrpp@randolph.af.mil](mailto:aetc.lgrpp@randolph.af.mil), to the HQ AETC/LGSPX POC, in excel format, by the first of March, June, September, and December, to include: functional area chiefs, project managers, and current e-mail addresses for personnel listed. **NOTE:** This requirement is exempt from Report Control Symbol (RCS) reporting per AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, paragraph 2.11.12.
- ★2.36.2. An annual surveillance visit is not required for munitions flight aligned under the COS.
- ★2.58.4. Training will include, as a minimum, Air Force Equipment Management System (AFEMS) hands-on processing of allowance standard validation for organization authorization and allowance standard change request submissions.
- ★2.66.3. Bases operating decentralized supply support units will follow established guidance in AETCI 21-102, *Instruction for Forward Assets Support Training (FAST) Operations*.
- ★2.73.8. **NOTE:** AETC bases will establish a warehouse surveillance program to ensure all assets are ready for issue, and deterioration/corrosion is controlled.

2.82.2. Refer to AFI 23-201, *Fuels Management*, for additional information on fuels management flight responsibilities.

★2.85. (Added)(AETC) Forms Adopted. AF Form 9, AF Form 86, and AF Form 3215.

JOE F. HARRISON, Colonel, USAF  
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