

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



**AIR FORCE MANUAL 23-110
VOLUME 2, PART 2, CHAPTER 11
HILL AIR FORCE BASE
Supplement 1
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Supply**

ISSUES SYSTEMS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Disposition Schedule*.

AFMAN 23-110, Volume 2, Part 2, Chapter 11, is supplemented as follows:

11.3.1. Supply requests for supplies are prepared on AF Form 2005, **Issue/Turn-In Request**, and submitted by hand, email, telephone, fax, or terminal.

11.3.2.2. Non-EAID items (activity code P) AF Forms 2005 are hand carried or faxed to the Environmental Management Section (EMS).

11.3.3.3. Hazardous issue requests are submitted via the Hazardous Material Management System (HMMS). HMMS print out request will be used as the file copy.

11.3.3.4. Quick reference numbers are not utilized at Hill AFB.

11.8.1. The Defense Depot Hill Utah (DDHU) establishes delivery time requirements.

11.9.1. Delivery responsibility for all items stored in a DLA warehouse resides with DDHU, with the exclusion of Bench Stock material. Supply Equipment and Bench Stock personnel will coordinate with Transportation Division (75 TRANS/LGT) for transportation of these items. The Hazardous Materiel Dispensing Facility (75 LG/LGSMH) is responsible for the pick-up of 75

Supply Division (75 LG/LGS) hazardous dispensing facility warehouse location (FCS) request and the delivery of the customer breakdown request.

11.9.2. Off-Base deliveries responsibility resides with DDHU.

11.11.2.3. Demand Processing (DP) will forward copy 1 of the AF Form 2005, Kill Action Notice to the Mission Support Element (75 LG/LGSM). DP will keep copy 2 in suspense and destroy copy 2 when copy 1 is returned. The Mission Support personnel will change the Urgency of Justification Code (UJC) and enter an N in position 54 of the ISU. **NOTE:** Mission Support personnel will begin the preparation of the Mission Capability (MICAP) checklist.

11.11.3.2. If a distribution problem exists (off-base or remote on base location), coordinate with 75 LG/LGS and DDHU.

11.13.1.3.1. Urgency of need B issue request will not be processed during inventories.

11.14.1. The Fuels Management (75 LG/LGSF) office will process all transactions associated with Liquid Oxygen (LOX), Liquid Nitrogen (LIN), and Aircraft De-Icing fluid. Liquid runway deicer will be ordered through 75 LG/LGSMH, Hazardous Material Cell.

11.30.1.1. (Added). The following procedures are used at Hill AFB. Hazardous Material Management System (HMMS) will be used to identify shops authorized IEX 9 items. The Exception Notice Code (ENC) for Issue Exception Code (IEX) 9 will be an "R".

11.30.1.2 (Added). Upon receipt of an SBSS 289-reject notice, 75 LG/LGSMH will use the HMMS-Request/Material Data Safety Sheet (MSDS) to verify the request for an IEX 9.

11.30.1.3 (Added). Initial hazardous request will consist of the DD 1348-6, **DOD Single Line Item Requisition System Document**, the **Material Safety Data Sheet** (MSDS), AF Form 3952, **Chemical Hazardous Material Request/Authorization**, and appropriate inter-office routing form. The request will be sent to 75 LG/LGSMH for research and stock number/data assignment.

11.30.1.4 (Added). The Bio-Environmental Engineering Flight (75 AMDS/SGPB) or the Environmental Management Directorate (OO-ALC EM) representative will inform the requester of a disapproved request via the HMMS.

Attachment 11A.9.2.

<u>Code</u>	<u>ENC</u>	<u>Exception Phase</u>	<u>Manager</u>
P	P	*Special Purging Required	
Q	P	*Magnetic Item (MAG)	
R	P	*AFTO 95 Required	
S	R	HI Voc Authorization Required	LGSMH
T	R	HI Voc Authorization Required	LGSMH
V		Notify WHS 6a for COR ISU length	
W	P	*OFP load maybe required	
Y	P	*Special Cleaning	
Z	P	*Gold Flag Item	

NOTES: 5.b. Hill AFB will maintain Exception Code Control Records (ECC) for Issue Exception codes 1-9 and A-O.

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