

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



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

**RETAIL OUTLET LINE ITEM ACCOUNTING AND BULK ISSUE**

**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, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** This supplement prescribes guidance and procedures applicable to the operation of the Individual Equipment Element (IEE) hours of operation and authorizes the use of the R02 and OO-ALC Form 66, **Request for Individual Equipment**. to request insignias and the use of Controlled Multiple Address Letters (CMAL). Supplement establishes the responsibility of Pick Up and Delivery to the EG&G contractor. Stock levels are not authorized on IEU items; receipts are not processed in the base service store.

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

23.3. Individual Equipment Element hours of operation are 0800 through 1500 Monday, Wednesday and Friday.

23.4.5.2. Customers will be allowed hands-on access to all Individual Equipment Element (IEE) stocked items, except pilferable items.

23.4.13.1. R02/NGV866, Interchangeable & Substitute Listing, will be utilize.

23.13. Pick Up & Delivery is the responsibility of EG&G Contractor.

23.14. Base Service Store (BSS) and Tool Issue items are not maintained in Standard Base Supply System (SBSS).

23.23.1.2. Items authorized in support of Chemical Warfare Defense Equipment (CWDE) will be excluded from IEE management.

23.23.2. Issue Exception (IEX) code E and warehouse location will not be assigned to one-time requirement items.

23.24.2. The OO-ALC Form 66 will be used for IEE managed items. The organization funds manager as well as the Commander/supervisor must sign the form. Only the form with the original signatures will be accepted, so as to avoid unauthorized duplication. To ensure availability of organizational funds, the completed OO-ALC Form 66 will only be valid for a period of 10 working days.

23.24.2.2. IEE will not accept electronic mails for letters of authorization.

23.25.5. Controlled Multiple Address Letters (CMAL) will be utilized.

23.28.1. Customers will be allowed hands-on access to all IEE stocked items, except pilferable items.

23.31.1. No option taken.

23.37.9.1. OO-ALC Form 66 will be used to request insignias.

23.40. Stock levels are not authorized on IEU items.

23.64.1. No option taken.

23.83. BSS does not process receipts.

**Section 23N. (Added) FORM PRESCRIBED.**

23.116. (Added) FORM PRESCRIBED. OO-ALC Form 66, **Request for Individual Equipment.**

MILDRED E. BONILLA-LUCIA, Maj, USAF  
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