

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

AF MANUAL 23-110, VOLUME 2, PART 2, CHAPTER 25

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**



31 OCTOBER 2003

Logistics Readiness

BENCH STOCK SUPPORT

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at <http://www.aetc.randolph.af.mil/im>. If you lack access, contact your base publishing manager.

OPR: HQ AETC/LGRPP (MSgt T. Williams)
Supersedes AFMAN 23-110, Volume 2, Part 2,
Chapter 25/AETC Sup 1, 26 April 2002

Certified by: HQ AETC/LGR (Col D. Smith)
Pages: 2
Distribution: F

AFMAN 23-110, Volume 2, Part 2, Chapter 25, is supplemented as follows:

This publication does not apply to 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 updates office symbols in accordance with Chief of Staff Logistics Review; realigns administrative support for bench stock support under customer service in accordance with Program Action Directive (PAD) 02-05 (paragraph 25.7.1); and clarifies the use of adjusted stock levels to support bench stock items (paragraph 25.12.5). A ★ indicates revision from the previous edition.

25.4. Limit stocking of General Services Administration (GSA) items maintained in bench stock to only those directly supporting weapon systems. **EXCEPTION:** Civilian contractors supporting Department of Defense (DoD) contracts and not authorized a government purchase card may continue to stock GSA products on their bench stock.

★25.7.1. **NOTE:** Administrative support for bench stock support is realigned under customer service in accordance with Program Action Directive (PAD) 02-05.

★25.12.5. Keep adjusted stock levels for bench stock items to an absolute minimum. Normal consumption should satisfactorily support consumption patterns.

25.17.3. Bench stock personnel will process and analyze the Due-Out Status Listing (R31/NGV851) twice a month. Bench stock and stock control personnel will aggressively work this listing, along with other management products, to maximize bench stock availability and reduce mission-capable incidents. In addition, they will perform a historical analysis to determine problem items associated with low availability rates. Once determined, they will give maximum effort to these problem items.

★25.23.2. At a minimum, perform Phase I bench stock reviews quarterly.

JOE F. HARRISON, Colonel, USAF
Deputy Director of Logistics