

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



AFMAN 23-110, VOLUME 2, PART 2, CHAPTER 5

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

27 AUGUST 2003

Logistics Readiness

**BATCH MODE PROCESSING PROCEDURES DAILY, MONTHLY,
QUARTERLY, SEMIANNUAL, AND ANNUAL REPORTS AND LISTINGS**

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AFMAN 23-110, Volume 2, Part 2, Chapter 5, is supplemented as follows:

This supplement does not apply to Air National Guard units. It does apply to 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

Updates office symbols as result of the Chief of Staff Logistics Review. Adds requirement to forward M32 print file to LGR file server. A ★ indicates revision from previous edition.

5.3.2.1.4. (Added) (AETC) Products directed by HQ AETC/LGR or the Standard Systems Group (SSG) do not require an AF Form 2011, **Base Supply ADPE Work Request**.

5.3.2.4. The original requester may make minor pen-and-ink changes to any existing AF Form 2011. Changes must be legible and cannot significantly change the original requirement. Examples of minor changes would be an increase or decrease in the number of copies, distribution, and frequency of production.

5.3.3.2.3.3.3. (Added)(AETC) If local utility QLP and SURGE programs are needed on a recurring basis, prepare and maintain a program jacket file to include run instructions, program source code, sample of output, and any correspondence directing the use of the program. Dispose of jacket files according to AFI 36-901, *Air Force Senior Executive Resources*.

★5.29. (Added)(AETC) Forms Adopted. AF Form 2011.

5B19.8. Each day, computer operations personnel will electronically send the "01" account data file <gang>GV0<ALN><SD>*GV846UD701 to HQ AETC/LGRWA via the HQ AETC/LGR FTP server.

5C20.5.3.1. Transmit one copy of the M20 stratification listing (print file) to HQ AETC/LGRPP via the HQ AETC file server immediately after each end-of-month (EOM) processing.

5C20.5.3.2. Computer operations personnel will electronically transfer December, March, June, and September M20/NGV827 EOM output data files (RMS images) to HQ AETC/LGRPP via the HQ AETC file server immediately after EOM processing.

★5C32.8.1.2. AETC bases will forward all host M32 print files to the LGR file server NLT the first duty day after EOM processing has completed. Host bases will also forward the M32 print file for any AETC satellites residing on their database.

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