

**BY ORDER OF THE COMMANDER,
15TH AIRLIFT WING**

**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 7**



**15TH AIRLIFT WING
Supplement 1**

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Supply

REJECT AND MANAGEMENT NOTICES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to all units assigned, attached, or associated to the 15th Airlift Wing. It does not apply to the Air National Guard or United States Air Forces Reserve units and members.

SUMMARY OF REVISIONS

Renumbered and updated paragraphs to correspond to basic manual. This supplement updates the roles and responsibilities of the reject monitors. Added process days for clearing rejects and to state the reason for clear carding rejects. A bar (|) indicates revisions from a previous edition.

AFMAN 23-110, Vol 2, Part 2, Chap 7, 1 April 2004 is supplemented as follows:

7.3.1. A copy of the reject notice must be provided to the branch reject monitor. The branch reject monitor will maintain all reject notices in suspense file by date, reject number, and document number sequence until it is cleared.

7.9.2.3. Branch chiefs who have access to the Standard Base Supply System (SBSS) database will appoint a primary and an alternate branch reject monitor in writing to the Procedures and Accountability Section. The branch reject monitor will distribute the daily reject listing to the responsible section within their branch. When another section's reject occurs, the generator's section reject monitor will ensure the timely return and processing of the reject.

7.9.2.3.1. (Added) All outside organizations with SBSS capabilities will submit a letter to the Procedures and Accountability Section. Letter will identify input device number, individual's name, rank, duty phone, and whether they are the primary or alternate reject monitor. This letter will be updated as monitors change or if they depart their position. Individuals identified will be authorized to process the D818 Reject Processor.

7.9.2.3.2. (Added) Reject monitors are responsible to their branch for the effective management of rejects and the control of reject clear inputs. Monitors will:

7.9.2.3.2.1. (Added) Maintain reject notices in a master suspense file and destroy the master suspense copy once the reject is cleared off the D818 Listing.

7.9.2.3.2.2. (Added) Review the D818, Cumulative Reject Listing, daily for reject accountability for their branch.

7.9.2.3.2.3. (Added) Ensure rejects are processed within 6 calendar days.

7.19.2.3. If rejects are reprocessed and do not clear the D818 Reject Program, the "Reason Why" field will have the transaction serial number of the reprocessed transaction number.

7.19.2.3.1. (Added) The following examples are acceptable phrases to be used in the reason why block:

DOC# changed to xxxxxxxxxxxxxxxx

TR # S/D corrected, TR#

CANX and give specific reason why

PROC PP- TR#, if it was processed post-post TRIC changed to xxx TR#

PROGRAM ERROR and date processed (if it has been processed with all original data and it never came off the reject listing) DIREP and number

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