

**BY ORDER OF THE COMMANDER  
21ST SPACE WING**

**AIR FORCE MANUAL 23-110**



**21ST SPACE WING  
Supplement 1  
11 MAY 2004**

**Supply**

**DOCUMENT CONTROL**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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The OPR for this supplement is CORSC/LGRSP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 18, *Document Control*. This supplement describes 21SW procedures for use in conjunction with the basic AFMAN. It applies to all Peterson AFB Standard Base Supply System (SBSS) functions. It also applies to all activities assigned to and those activities supported by the 21st Space Wing. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Vol. 4).

**SUMMARY OF REVISIONS**

Changes office symbols in paragraphs **18.34.7.1. (Added)**, **18.34.7.1.2. (Added)**, **18.34.7.2.1. (Added)**, **18.34.7.2.2. (Added)** and **18.34.7.2.3. (Added)** Paragraph **18.34.7.2. (Added)** changes flight managers or functional supervisors to functional leads and paragraph **18.34.8.** changes Flight Chiefs or functional supervisors to functional leads. Deletes paragraph 18.7.1. and attachment 18D-15. A bar ( | ) indicates a revision from the previous edition.

18.12.1. Maintain files in document number sequence.

18.12.2.2. Retain all destroyable documents for 15 calendar days.

18.14.2.1. File post-post suspense documents in ascending Julian date serial number sequence.

18.15.2.7. (Added) EACC and AFSCN Shipment and Receipts. A delinquency criteria of 30 days applies for direct EACC and AFSCN shipment and receipt processing.

18.15.4. System designators A4 and A9 are considered on-base organizations. System designator A8 documents will become delinquent on the 31st calendar day after the processing date.

18.16.2. Base Supply source documents and document control records are scanned and stored on CD-ROM.

18.16.6.1. Documents are signed by the Accountable Officer or designated representative versus the Management and Systems Officer or the Supply Manager.

18.16.6.3.2. Letter must be signed by the Accountable Officer.

18.34.6. Both delinquent and pre-delinquent sections are printed.

18.34.7. Distribute delinquent document listings as follows:

18.34.7.1. (Added) Part One. One copy to:

18.34.7.1.1. (Added) Document Control, PMI/LGRSCD.

18.34.7.1.2. (Added) Chief of Supply, 21 LRS/LGRD.

18.34.7.2. (Added) Part Two. Two copies of function 000 and two copies of each function number, as applicable, to the functional leads.

18.34.7.2.1. (Added) Supply Manager, PMI/LGRS.

18.34.7.2.2. (Added) Customer Support, PMI/LGRSC.

18.34.7.2.3. (Added) Material Storage and Distribution, PMI/LGRSD.

18.34.8. Functional leads will appoint a primary and an alternate delinquent document monitor and any other functional monitors, as required. Monitors must have general knowledge of document flow and be capable of researching transaction listings. Document Control conducts a meeting with all designated monitors not later than 0900 each duty day. All delinquent monitors annotate the listings with location and reason for delayed processing and hand carry to Document Control no later than 1300 the same day. Document Control annotates the master list and briefs the Supply Manager on any delinquent document in delinquent status two days or more.

18.34.9. Retain listing for 30 days.

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