

**BY ORDER OF THE COMMANDER
341ST SPACE WING**

**AIR FORCE MANUAL 23-110, VOLUME II,
PART TWO, CHAPTER 18**



**341 SPACE WING
Supplement 1**

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Supply

DOCUMENT CONTROL

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The OPR for this supplement is DCSI SBSS (Mrs. Kim Budzienski). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume II, Part Two, Chapter 18, Document Control**. This supplement describes Malmstrom Air Force Base's (MAFB) procedures for use in conjunction with the basic AFMAN. This supplement applies to all personnel assigned to the 341st Space Wing and subordinate units, and personnel assigned or attached to, or supported by, MAFB. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-332, Vol 4).

SUMMARY OF REVISIONS

This revision corrects paragraph numbering (paragraphs **18.8.2.**, **18.9.2.1.1.**, **ATTACHMENT 18A3.**), deletes the requirement for appointment of delinquent document monitors, changes terminology (paragraph **18.15.7.3.**) and identifies the area responsible for maintaining the Authorization Receipt Listing (paragraph **18.21.1.**). A bar (|) indicates a revision from the previous edition.

- | **18.8.2. (NOTE).** Signature stamps are authorized.
- | 18.9.2.1.1. Provide Document Control a list of authorized inspectors when changes occur.
- 18.12.2.2. (NOTE).** Retain DCC "D" images 15 days from date of transaction, then purge.
- 18.13.1.5. Annotate reverse-posts with the erroneous transaction date/serial number, TTPC(s) reverse-posted, and the reason for reverse-post action.
- 18.15.7.3. Lost document certification is signed by the supply functional director/designated representative.
- | **18.21.1. (NOTE).** Document Control maintains the Authorization Receipt Listing.

Attachment 18A3.

TABLE 18A3.1, NOTE 5b(1). Forward serviceable shipments to Inspection for review/signature.

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