

**BY ORDER OF THE COMMANDER,  
354TH FIGHTER WING (PACAF)**

**AFMAN 23-110, VOL 2, PART 2, CHAPTER 18**



**354TH FIGHTER WING  
Supplement 1  
19 MAY 2003**

**Supply**

**USAF STANDARD BASE SUPPLY SYSTEM –  
DOCUMENT CONTROL PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 18, 1 January 2003, is supplemented as follows:**

This supplement implements AFD 23-1, *Supplies and Material Management*. This publication does not apply to the Air National Guard or US Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

18.3.3.1. (Added) The Bell & Howell hard drive will be backed-up daily. All back-ups will be stored in a secure place.

18.3.4. A general password has been established for retrieval from the Bell & Howell image system for viewing only.

18.4.4. Procedures and Accountability will maintain both the current and prior fiscal year's Consolidated Transaction Registers (R72) on magnetic media.

18.6.1.1. (Added) Bell & Howell documents do not need to be signed out on AF Form 1208 or AF Form 614, after they have been scanned and indexed.

18.7.1.2.1. (Added) The Bell & Howell sequences and retrieves by document number or stock number with transaction number.

18.8.2. (Note) LRS commander declines the options to use stamps in lieu of written signature to authenticate actions requiring signatures by logistics readiness personnel and customers. However, inspectors may use stamp where their signatures are required.

18.9.2.5. Shipments to system designator "A1" satellite accounts (168 ARW) located on Eielson AFB do not require a logistics readiness representative's signature. However, a 168 ARW representative must print his/her name in block 14 and sign block 15 of the DD Form 1348-1A or print his or her name on line 30 and sign line 31 of the DD Form 1348-1A.

18.12.2. (Note) Per implementation of suggestion # EIE 97-0171, authority granted by HQ USAF/ILSP, all destroyable DCC images will be cleared manually, utilizing the Automated Document Control Program. All destroyable documents will be retained by the generating flight for a period of 10 working days. The Procedures and Accountability Section will no longer accept destroyable documents.

18.15.6. (Note) Systems Management will process a daily SURGE program after the current day cross-over, providing each flight with all the current day's "fileable flagged documents".

18.15.6.4.1. (Added) Each flight chief will appoint a primary and alternate Delinquent Document monitor in writing to the Procedures and Accountability Section. The respective flight chief will ensure monitors brief Procedures and Accountability personnel NLT 1500 hours daily on the status of all pre-delinquent and delinquent documents.

18.16.6.1. The Flight/Satellite activity cover letter requesting a record alteration by Record forced Alteration (FIX) action will include signature blocks, 1st/2nd endorsements, with recommended approval/disapproval signature block for the requesting flight chief and approval/disapproval signature block for the Management and Systems officer or commander. The letter should list as much data as possible for positive management decision on FIX request.

18.21.1. Procedures and Accountability will maintain the Authorization Receipt Listing and documentation that authorizes individuals to receipt for classified property.

18.30.3.3.1. The LRS commander will not approve putting TDY (for delinquent document) in the OPR field of the Document Control Record (DCR) when an individual is TDY.

Attachment 18A3.1. (Note 5.B.1) Shipments: Limited Inspectors assigned to Storage & Issue will sign or stamp block EE of the DD Form 1348-1A or line 31 of the DD Form 1348-1A, for serviceable shipments.

Attachment 18A3.1 (Note 24) Procedures and Accountability will not return non-fileable documents to the generating activity for quality edits.

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Commander