

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



AFMAN 23-110, VOL 2, PART 2, CHAPTER 7

**354TH FIGHTER WING
Supplement 1**

6 OCTOBER 2003

Supply

**USAF STANDARD BASE SUPPLY SYSTEM –
REJECT AND MANAGEMENT NOTICES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 2, Chapter 7, 1 April 2003 is supplemented as follows:

This supplement implements AFPD 23-1, *Requirements and Stockage of Material*. This supplement does not apply to Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

7.9.2.3.1. (Added) LRS squadron reject monitor (Procedures and Accountability personnel) will:

7.9.2.3.1.1. (Added) Maintain overall surveillance of reject processing.

7.9.2.3.1.2. (Added) Screen the Cumulative Reject Listing (D818) daily to ensure rejects are processed/cleared.

7.9.2.3.1.3. (Added) Provide technical assistance to all flight/section reject monitors and outlying agencies.

7.9.2.3.1.4. (Added) Maintain appointment letters for all flight/section reject monitors.

7.9.2.3.1.5. (Added) Maintain copies of the Cumulative Reject Listing (D818) for previous and current month.

7.9.2.3.1.6. (Added) Be authorized to use the “Clear All” option only with the written approval of the LRS Commander.

7.9.2.4. (Added) Each flight and outside agency with access to Integrated Logistics Systems-Supply (ILS-S) will:

7.9.2.4.1. (Added) Appoint primary and alternate reject monitors for the flight/agency and provide Procedures and Accountability (Attention: 354 LRS/LGRSP) a copy of the appointment letter.

7.9.2.4.1.1. (Added) Ensure all rejects are corrected within prescribed timeframes.

7.9.2.4.1.2. (Added) Ensure each reject monitor has access to a copy of the Cumulative Reject Listing (D818) for use in monitoring rejects.

7.9.2.5. (Added) Terminal operators will:

7.9.2.5.1. (Added) Pull copy of the reject notice for section reject suspense file if corrective action re-input cannot be accomplished.

7.9.2.5.1.2. (Added) Annotate reject notices requiring action by another section with at least the following information and forward it to the action agency:

7.9.2.5.1.2.1. (Added) Action agency to which reject is being forwarded.

7.9.2.5.1.2.1.2. (Added) Office symbol of forwarding section and date/forwarded.

7.9.2.5.1.2.1.3. (Added) Forwarding individual's name (printed).

7.9.2.6. (Added) Section monitors will:

7.9.2.6.1. (Added) Establish a reject suspense file. File rejects in document number sequence by input device. Records Maintenance and Inventory will file rejects in stock number sequence.

7.9.2.6.1.2. (Added) Review Cumulative Reject Listing (D818) daily to ensure all rejects caused by their respective section, pseudo reader (Function 000) and applicable terminals are corrected.

7.9.2.6.1.3. (Added) Forward all Special Inventory Requests (1GP) documents to Inventory within one duty day.

7.9.2.7. (Added) PACAF RSS will clear NOR rejects involving invalid MICAP control data for due-ins.

7.9.2.8. (Added) Maintenance Support Liaison (MSL) will clear NOR rejects involving invalid MICAP control data for due-outs.

7.19.2.3. (Added) Enter the following information in the "Reason Why" field when force clearing rejects:

7.19.2.3.1. (Added) If a reject issue is reprocessed with a different document number, enter the new document number and the transaction number.

7.19.2.3.1.2. (Added) If the requester cancels a rejected issue request, enter "Cancelled per requestor" In place of requestor, put their Rank/Title and last name.

7.19.2.3.1.3. (Added) If an input is processed twice, enter "PROCD Twice/TR#" where the TR# is the transaction serial number of first input.

7.19.2.3.1.4. (Added) Always enter the most important information when force-clearing rejects, i.e., document numbers, transaction serial numbers, names, Difficulty Report (DIREP) numbers, message numbers, etc.

7.19.2.3.1.5. (Added) Do not use general statements such as, “reprocessed,” “processed in error,” “canceled,” “frozen,” or “no longer required.”

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Commander