

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

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



**45TH SPACE WING
Supplement 1**

1 APRIL 2003

Supply

DOCUMENT CONTROL

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 45 LRF/CC (Maj Jeffrey N. Pruitt)
Supersedes AFMAN 23-110, Volume 2, Part
2, Chapter 18_45SWSUP1,
15 March 1999

Certified by: 45 MSG/CC (Col Stephen J. Werner)
Pages: 3
Distribution: F

This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH18, *Document Control*, and AFMAN 23-110V2PT2_AFSPCSUP1. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN and AFSPC Supplement. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

18.10.5. Copy 5 or copy 1 may be used as the auditable document.

18.12.2.2. **NOTE:** Documents may be retained for a period of fifteen (15) days. Destroyable receipt documents may be kept for 45 days for the purpose of researching items on the MILSTAMP tracer reconciliation (program NGV597). IEE may retain destroyables for a period of 15 days.

18.13.3. (Added) Document Control and Inventory are the only elements authorized to make reverse post inputs.

18.13.4. (Added) Document Control will monitor all assigned "Q" freezes by establishing a suspense file of FFC notices and through use of the local "Frozen Records Listing". Document Control will research transaction registers as necessary to ascertain the individual or unit which is responsible for the freeze code assignment when they haven't received a request for reverse posting. When the FFC does not have the responsible unit or individual identified, and Document Control doesn't have a matching reverse-post request, the freeze code will be deleted. When a freeze code "Q" has been assigned for 3 workdays, it will appear on the listing until it is cleared. Document Control will contact the responsible unit or individual concerned to find out why it has not been cleared. If after 5 workdays Document Control doesn't feel that continued retention of the "Q" freeze is justified, the freeze code will be deleted.

18.15.1. Documents will be added to the Delinquent Document Listing on the third workday following the date transaction was processed.

18.15.2. The delinquency criteria for off base issues and shipments is 30 days. Pick-Up and Delivery will notify all off-base customers (with the exception of down-range customers) when material has been

issued or due-out released to their organizations. The name of the person contacted and the date will be annotated on the reverse side of the DD Form 1348-1A. Pick-Up and Delivery will notify the customer again at approximately the 25th day period if the property has not been picked up. The customer will be advised at that time that they have 5-duty days to pick the item up or a non-credit turn-in will be processed and the item returned to stock. The name and date will be annotated on the reverse side of the DD Form 1348-1A.

18.15.6.3. Document Control will distribute 1 copy of the Delinquent Document Listing as follows:

Supply Manager

Document Control

Delinquent Monitor

45 LRF/LGRD/QAS

* Receiving

* Inventory

* Bench Stock

* Repair Cycle Support

* IEE

HAZMART

Warehouse 01/11

* COSO

Warehouse 06/07 (CCAFS)

* Pick-Up & Delivery

Inspection

* Indicates element must return the listing to the Document Control Element annotated to reflect action taken.

18.15.7. The actual research of delinquent documents and the preparation of lost documents performed by the responsible activity. Document Control will maintain oversight, and have the ultimate responsibility for the control of delinquent documents.

18.15.7.3. An explanation as to how or why the original was lost or mutilated will be annotated on the document. All lost document certification will be signed by the Supply Manager prior to forwarding the document to the Accountable Officer for approval. After approval, the document will be forwarded to Document Control for filing.

18.16.2. Document Control utilizes the Bell & Howell Optical Disk System. Documents will be maintained on the disk according to AFMAN 37-139, utilizing AFMAN 23-110 accountable document criteria.

J. GREGORY PAVLOVICH, Brigadier General, USAF
Commander