

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



**AFMAN 23-110, VOLUME 2, PART 2,
CHAPTER 7**

**45TH SPACE WING
Supplement 1
1 APRIL 2003**

Supply

REJECT AND MANAGEMENT NOTICES

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 7_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) 23-110V2PT2CH5, *USAF Standard Base Supply System*, and AFMAN 23-110V2PT2, AFSPC Sup 1. 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.

7.9.1.1. (Added) Control of Cumulative Rejects. Responsibilities and procedures to control cumulative rejects are as follows:

7.9.1.1.1. (Added) Records Management Section will:

7.9.1.1.1.1. (Added) Monitor the reject control program.

7.9.1.1.1.2. (Added) Ensure reject control monitors and alternates are appointed within the applicable elements.

7.9.1.1.1.3. (Added) Review the daily and cumulative reject listing (GV818) and summarize cumulative rejects by terminal.

7.9.1.1.1.3.1. (Added) Determine trends, weak areas and training requirements only if excessive rejects warrant.

7.9.1.1.1.3.2. (Added) Establish controls to ensure prompt corrective actions.

7.9.1.1.1.4. (Added) Visit reject monitors when excessive rejects are evident. Ensure prompt corrective action is taken on all rejects in the reject suspense file.

7.9.1.1.1.5. (Added) Advise Supply Manager and functional supervisors of all rejects over 5 days old.

7.9.1.1.1.6. (Added) Ensure the use of reject clear processing is not abused.

7.9.1.1.1.7. (Added) Reject meetings will be held when the need arises, not on a scheduled basis.

7.9.1.1.2. (Added) All functional supervisors will:

7.9.1.1.2.1. (Added) Appoint applicable reject monitors and alternates. Provide name, section and telephone number of these individuals, by letter, to the Records Management Section.

7.9.1.1.2.2. (Added) Assist the reject monitors in resolving reject-processing problems.

7.9.1.1.3. (Added) Reject Monitors will:

7.9.1.1.3.1. (Added) Ensure timely corrective actions are taken on all rejects.

7.9.1.1.3.2. (Added) Follow-up daily on rejects forwarded to another section for corrective action. Normal return time should not exceed second workday.

7.9.1.1.3.3. (Added) Process reject clear action. Ensure each reject clear image contains a concise statement indicating the reason for the clear image action.

7.9.1.1.3.4. (Added) Use assigned computer terminals to the maximum extent possible for re-input of corrected reject transactions.

7.9.1.1.3.5. (Added) Assist other elements, as necessary, to ensure expeditious processing of rejects.

7.9.1.1.3.6. (Added) Ensure the Computer Operations provides priority support on all rejects.

7.9.1.1.4. (Added) Computer Operations will:

7.9.1.1.4.1. (Added) Quality control input documents for obvious format errors and proper sequencing.

7.9.1.1.4.2. (Added) Ensure timely distribution of rejects printed on the mainline printer to originating sections.

7.9.1.1.4.3. (Added) Provide priority support on all rejects.

7.9.1.1.4.4. (Added) Ensure a copy of the daily and cumulative reject listing is forwarded to the Records Management Section.

Attachment 7B1**907 REJ INPUT EXCEEDS PROJECT FMR FUND BALANCE**

DISTRIBUTION: One copy to the requesting organization's resource advisor organization to resolve with resource advisor (FAX or e-mail may be used). One copy to the Records Management Section (activity code B only).

NOTE: TEX 3 is to be used only after obtaining the prior approval of the RA. The use is restricted to mission critical items.

ACTION: Notify the Resource Advisor (RA).

4. (Added) The 907 reject would be cleared, as the transaction would not be processed.

5. (Added) The MRSP personnel will process aircraft requirements, which result in a 907 reject, where the only asset available is in the MRSP, using UJC 1A. These actions are necessary, as TEX 3 is not authorized for MSI inputs.

6. (Added) Once a 907 reject is received from any organization, subsequent requests would be held without processing until funds are available. Base Supply will hold the documents for a maximum of six days (awaiting resolution of the funding shortage in the PFMR) before returning the unprocessed document to the originator.

J. GREGORY PAVLOVICH, Brigadier General, USAF
Commander