

**BY ORDER OF THE COMMANDER,  
436TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110,  
VOLUME 2, PART 2, CHAPTER 18**

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**DOCUMENT CONTROL**

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

18.2.4. The Munitions Accountable Supply Officer is assigned to the Munitions Flight, 436th Equipment Maintenance Squadron.

18.7.1.2. All source documents are processed and maintained in the Standard Asset Tracking System (SATS) according to the order received. Source documents not processed through SATS will be scanned in the Automated Document Control system.

18.8.2. SATS Hand Held Terminal (HHT) will verify the customer's personal identification number and authorization to sign for the applicable organization code. **NOTE:** The SATS user IDs will serve as the in-checker and inspector signature.

18.8.3.1. Additionally, individual smart cards will be used to identify members authorized to receipt for property.

18.8.3.2. Authorization to receipt for classified property will be entered into the customer's smart card. Upon delivery of classified items utilizing SATS, drivers will verify customer's identification with the classified receipt listing and Air Force issued identification card.

18.9.2.1.1. SATS user IDs will serve as the inspector's stamp or signature.

18.9.2.2.1. SATS smart card's will be used to acknowledge receipt of property and signature verification.

18.9.2.2.2. SATS user IDs will be used for bench stock assets not included in para **18.9.2.2.1.**, this supplement, in lieu of initials or stamp.

18.9.2.3.1. SATS smart card's will be used to acknowledge receipt of property and signature verification.

18.9.2.3.2. SATS user IDs will be used for bench stock DORs not included in para **18.9.2.3.1.**, this supplement, instead of initials or stamps.

18.9.2.4.1. SATS user IDs will be used for turn-ins instead of the inspectors stamp and signature.

18.9.2.5. SATS user IDs will be used instead of the inspectors stamp and signature.

18.9.2.6. The SATS HHT will verify the customer's personal identification numbers and authorization to sign for the applicable organization code for transfers to Defense Reutilization and Marketing Office.

18.10.2. Post-Post documents will be created and signed for in SATS. After transactions process through SBSS, respective elements will update the source documents with the transaction number in SATS. The respective elements will then send the 1SI image to clear the document control record.

18.10.4. SATS user ID will be used as the in-checker and inspector's signature for organization refusals requiring TIN action.

18.12.2.2. All documents will be maintained for a minimum of 15 days to research challenged transactions.

18.13.1. The reverse posted document will be annotated with the reverse posted transaction number on the front of the document/SATS label by the element processing the reverse post. The source document in SATS will be moved to the history file by Document Control with the statement, "Reverse Post Required." Additionally, include explanation and reverse post transaction number.

18.14.2.1. Documents scanned into the ADC will be filed by date received and ascending Julian date serial number sequence. SATS maintains documents according to the date.

18.15.6.3. Access the daily R59 Report, Delinquent Document Listing, on the Air Mobility Command Regional Supply Squadron (AMCRSS) link, (<https://amcrss.scott.af.mil/rssmain-frames.html>). Document Control is not responsible for this service.

18.15.7.3. Responsible flight chief or superintendent will ensure appropriate actions on lost documents. If replacement document is duplicated, the flight chief or superintendent must annotate "Certified True" and sign.

18.17.2.1. Consolidated Transaction History (CTH) file within the Standard Base Supply System (SBSS) database will be used instead of the Daily Transaction Register.

18.17.3.1. The CTH file within the SBSS database will be used instead of the Daily Transaction Register and will be maintained within the SBSS.

18.17.4.1. The Daily Document Control Register is available on the AMCRSS link, (<https://amcrss.scott.af.mil/rssmain-frames.html>). Register is archived monthly.

18.17.8. M16/NGV854, Shipment Loss Analysis Listing, is available on the AMCRSS link, (<https://amcrss.scott.af.mil/rssmain-frames.html>).

18.19.1. SATS smart cards will be used to receipt for property.

18.19.6. Authorization to receipt for classified property will be entered into the customer's smart card.

18.21.1. **NOTE:** Authorization Receipt Listing validation will remain a Document Control function; however, one of the semi-annual validations will be conducted in conjunction with the Supply Asset Tracking System card validation performed by the Customer Service Section.

18.24.2. Outbound Element will update Cargo Movement Operating System (CMOS) with the shipping designator. Transportation is not required to send the DD Form 1348-1A, **Issue Release/Receipt Document**, to Document Control.

18.24.4. Outbound Element will update CMOS with the shipping action and a SSC will be sent electronically to SBSS for updating the shipment record.

18.24.5. The R40 Report, Delinquent Shipment Listing, is available on the AMCRSS link (<https://amcrss.scott.af.mil/rssmain-frames.html>).

18.32.5. Document file codes are automatically updated when the SBSS receives a ISI from SATS. All quality control checks are accomplished internally.

18.34.7. The R59, Delinquent Document Listing, is available on the AMCRSS link, (<https://amcrss.scott.af.mil/rssmain-frames.html>).

18.34.11. (Added) Document Control personnel will make the final decision on disputes between elements regarding responsibility for delinquent documents.

**Table 18A3.1.**

*NOTE 2:* SATS cards will be coded to receipt for classified property.

**Table 18A3.1.**

*NOTE 5: (b)(1).* Storage and Issue personnel are responsible for validating the condition and documentation of all shipments.

**Table 18A3.1.**

*NOTE 10:* SATS smart cards will be used to receipt for bench stock property.

**Table 18A3.1.**

*NOTE 13:* SATS User IDs will be used as the inspector's signature/stamp to verify the correct shelf life.

**Table 18A3.1.**

*NOTE 20:* SATS smart cards will be used to receipt for Communication Security Equipment items.

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