

**BY ORDER OF THE 6TH
AIR MOBILITY WING COMMANDER**



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

**MACDILL AIR FORCE BASE
Supplement 1**

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Supply

DOCUMENT CONTROL

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AFMAN 23-110, Vol 2, Part 2, Chap 18, is supplemented as follows:

SUMMARY OF REVISIONS

Replaced Document Control Section with Procedures and Accountability (para 18.16.3.); added para 18.21.4.1. (NOTE); changed NOTE 25 to NOTE 24 in Atch 18A-3. **A bar (|) indicates a change since the last edition.**

18.4.4.1. (Added) In accordance with HQ USAF/ILSP, message source documents with TRIC ISU, TIN, REC, DOR, MSI, SHP, AXA, BSU, and FCU will be retained for 75 months. Transactions processed through SATS do require paper copies, however, these transactions must be retained in SATS for 75 months. All other transactions not processed through SATS will be maintained using the current Document Control Imaging System.

18.15.6.3. Each flight will appoint in writing a primary and alternate delinquent document monitor.

18.16.3. Procedures and Accountability is utilizing Automated Document Control (ADC) procedures. No external file is required for FIC and FCU documents.

18.21.4.1. NOTE: The responsibility to maintain the Authorization Receipt Listing and documentation that authorizes individuals to receipt for classified property will be maintained in the Customer Service Section.

Attach 18A-3, NOTE 24. Non-fileable documents will not be returned to the generating activity for quality edits.

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