

BY ORDER OF THE COMMANDER
21st SPACE WING

AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 10



21st SPACE WING
Supplement 1

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Supply

RECEIPT PROCESSING

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is CORSC/LGRSP (Mr. Paul L. Bentley). This supplement implements and extends the guidance of Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 10, *Receipt Processing*. This supplement describes 21 SW procedures for use in conjunction with the basic AFMAN. It applies to all Peterson AFB Standard Base Supply System (SBSS) functions. It also applies to all activities assigned to and those activities supported by the 21st Space Wing. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will convert to AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

Global: Changes Materiel Handling to Receiving and Customer Support to Customer Service. Paragraph 10.7.2 changes research/processing responsibilities for MICAP requisitions. Adds paragraph 10.19 to allow discrepant assets to remain on site until disposition is provided by Base Supply. Adds paragraph 10.37.2.NOTE requiring Customer Service to work the local purchase discrepancy program. A bar (|) indicates a revision from the previous edition.

10.4.1. Use of electronic counting scales is not authorized.

10.4.1.4. Use Option B.

10.5.4.1. Use the procedures in paragraph 10.5.4.2 to help prevent loss or replacement of property.

10.6.2. Maintain serial number use log for six months per AFMAN37-139, table 37-14, rule 4.

10.7.2. Customer Service is assigned research responsibilities and Receiving is assigned the processing responsibilities for non-local purchase 356 rejects. Mission Support is assigned research/processing responsibilities for mission capability (MICAP) requisitions.

10.14.3. Assets are kept in the receiving area until released for processing by Inventory. Inventory is notified when a rejected receipt causes a storage problem in the reject hold area. In this case, Inventory personnel take priority action with the responsible agency to ensure that rejected receipts are cleared as soon as possible.

10.16.1. Use receipt processing procedures as outlined in paragraph 10.16.

10.19. All shipment discrepancy assets received by EACC or AFSCN sites will be retained at the site until disposition is provided by Base Supply.

10.30.1. Receiving processes all receipts of local manufacture items.

10.37.2. Receiving uses the Standard Form 364, *Report of Discrepancy*, to report local purchase discrepancies.

10.37.2. NOTE: Customer Service will work the local purchase discrepancy program.

10.38.5. Receiving personnel get missing forms through Customer Service.

Attachment 10A-4

10A4.7.4.1. This option will be exercised.

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