

BY ORDER OF THE COMMANDER
21st SPACE WING

AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 13



21st SPACE WING
Supplement 1

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Supply

TURN-IN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is TECOM/LGS (Mr. Paul L. Bentley). This supplement implements and extends the guidance of **Air Force Manual (AFMAN) 23-110, Volume 2, Part 2, Chapter 13, Turn-in Procedures**. This supplement describes 21SW 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. This supplement does not apply to the US Air Force Reserve and Air National Guard Units.

SUMMARY OF REVISIONS

Updates element titles throughout this supplement. Paragraph 13.4.2. and 13.14.1.2.4. require EACC and AFSCN sites to maintain unserviceable assets and Deficiency Report exhibits until shipment or disposition instructions are provided by Base Supply. Paragraph 13.6.3. deletes turn-in serial numbers for BASS and Satellite Supply's. A bar (|) indicates a revision from the previous edition.

13.3.1. Repair cycle and equipment items are picked up from on-base activities by Pick-up and Delivery.

13.3.3. Organizations may, at their own discretion, deliver consumable serviceable XB3 items to Receiving for turn-in processing.

13.4.2. Turn-ins from EACC and AFSCN sites that do not result in automatic shipment will be retained by the site until shipping instructions are provided by Base Supply.

13.6.3. Turn-in serial numbers are assigned as follows for use by function as indicated. Keep an informal register to control assignment of document numbers.

ACTIVITY CODE	SERIAL NUMBER	FUNCTION ASSIGNED
P	0200 - 0299	Equipment Management
P	0300 - 0399	Individual Equipment
R	0400 - 0499	Hazardous Materiel
R	0500 - 0599	Receiving
R	0600 - 0625	Customer Support FOB
R	0626 - 0650	S/D A9, 21 SOPS Unserviceable FOB

13.14.1. No Deficiency Report exhibits are processed for turn-in without prior approval of the SBSS Deficiency Report monitor.

13.14.1.2.4. EACC and AFSCN sites will maintain control of assets while awaiting disposition instructions from Base Supply.

13.14.4.3.1. Requirements processes a due-in from maintenance (DIFM) detail change input (DFM) to record the Deficiency Report control number (RCN) and to enter a follow up date (30 days from the Deficiency Report message date).

13.28.1. All physical turn-ins will be processed by Material Handling. Customer Support will process all EACC and AFSCN site turn-ins if assets are still at the site. If the item does not automatically ship, Customer Support will process a DFM to establish a warehouse location of 09S999S (xxx), xxx equals site organizational code.

13.28.3. Material Handling will pick up DIFM returns.

13.34.1. All equipment item turn-ins are made with no deviations, using the post-post procedures provided in attachment 13E-2.

THOMAS M. O'TOOLE
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