

**BY ORDER OF THE COMMANDER,  
354TH FIGHTER WING (PACAF)**

**AFMAN 23-110, VOL 2, PART 2, CHAPTER 13**



**354 FIGHTER WING  
Supplement 1  
12 DECEMBER 2003**

**Supply**

**USAF STANDARD BASE SUPPLY SYSTEM -  
TURN-IN PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 13, 1 April 2003 is supplemented as follows:**

This publication implements AFD 23-1, *Requirements and Stockage of Material*. This supplement does not apply to Air National Guard or Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

13.3.1. The LRS commander elects to have Flight Service Center pick up repair cycle (XD/XF) items and Vehicle Operations Element (LGRVO) will pick up equipment items. Supported activities may deliver Repair Cycle, Equipment and Special Purpose Recoverable Authorized Maintenance (SPRAM) items to building 2811.

13.3.3. LGRVO will pick up serviceable "XB3" material from on-base organizations designated as collection/pickup points. Items are delivered to Inbound Element for turn-in processing.

13.3.4.1. The LRS commander elects to have no alternate turn-in points within Logistics Readiness Squadron.

13.6.2. AF Form 2005 is used as a source document for turn-in action.

13.6.3. NOTE: Turn-in document numbers are assigned as follows:

Activity Code	Serial Number	Assigned to
R	1807-1900	Serviceable Hazardous Material Turn-in (HAZMART)
R	5050-5100	Inbound Element
R	5101-5150	Flight Service Center
P	8201-8300	Base Customer Service Center (Equipment Liaison Office)
C	9900-9931	Aircraft Part Store Element (APS)

13.6.3.1. (Added) Repair cycle type items (“XD2” or “XF3”) not under Due In From Maintenance control are processed in accordance with AFMAN 23-110, Volume 2, Part 2, Chapter 20, Section C and Chapter 13, Section D.

13.13. (Added) The Flight Service Center will manage all Maintenance Deficiency Report/Quality Deficiency Report (MDR/QDR) responsibilities.

13.18.1.2.1. If the Equipment Liaison Office determines that an error occurred because the wrong item was picked up, LGRVO will return the item and pick up the item.

13.18.2. NOTE: The LRS commander declines the option to have an inspector process turn-ins. Inbound Element is responsible for equipment turn-ins. (Referenced in 13E2.5.4. and 13C1.3.3.)

13.22.1.2.1. (Added) When practical, scrap metals may be turned over to Resource Recovery and Recycling Program.

13.22.3.2.1. Turn-in activity will fill out DD Form 1574 with national stock number, nomenclature, respective organization/shop code, unit of issue and quantity.

13.23.1. LGRVO will pick up “XB3” material from on-base organizations and ensure required documentation is completed. Items are delivered to Inbound Element for turn-in. When practical, scrap metals may be turned over to the Resource Recovery and Recycling Program.

13.23.1.1. (Added) LGRVO will contact collection points every two weeks.

13.27.1. The Flight Service Center will process Due In From Maintenance turn-ins. (Referenced in 13D1.5.2.)

13.27.1.1. (Added) Do not process found on base (FOB) turn-ins for serialized control (COMSEC/Weapons) assets. Contact Procedures and Accountability so appropriate research can be conducted.

13.27.3. The LRS commander elects to have Flight Service Center pickup Due In From Maintenance assets.

13.33.1. Equipment turn-ins are processed using post-post procedures.

13.34.1.2.1. (Added) Prior to accepting turn-in documentation from the equipment custodian, the Equipment Liaison Office will ensure property is properly prepared for turn-in. LGRVO will schedule a pick-up date and time with the custodian. If property is not ready for pick-up, the reason is annotated on AF Form 2005 and Equipment Liaison Office is notified. The Equipment Liaison Office supervisor will initiate action to resolve any problems.

13.34.2.1.1. (Added) Issue Exception Code “U” is assigned to all item records with used assets on-hand. When both new and used equipment is on-hand, an Issue Exception Code “B” applies to the new item. When used equipment goes to zero balance, Inbound Element will remove Issue Exception Code “U.”

13.35. The LRS commander elects the option to have Inbound Element process activity code “P” document number turn-ins.

13.36. (13.36. in PACAF Sup). The LRS commander elects the option to allow turn-in of unserviceable/condemned NF1 items directly to the Defense Reutilization and Marketing Office.

13C1.2.3.1. (Added) When XB3 items are received from on base organizations for turn-in, property will contain a DD Form 1574 or 1577 with condition tag attached. A condition tag will be completely filled out to include national stock number, organization/shop code and signature.

13C1.3.3. NOTE: The LRS commander declines the option to have the inspector process the turn-in.

13D1.5.2. NOTE: The LRS commander declines the option to have the inspector process the turn-in. Flight Service Center will process Due In From Maintenance turn-ins.

13E.2.5.4. NOTE: The LRS commander declines the option to have the inspector process the turn-ins. Inbound Element will process equipment turn-ins.

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