



TURN-IN PROCEDURES

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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

AFMAN 23-110, Volume 2, Part 2, Chapter 13, is supplemented as follows:

13.3.1. Chief of Supply (COS). The Flight Service Center (FSC) picks up repair cycle items from on-base repair and/or backshop activities. The Pick-up and Delivery Element will pick up equipment items. The supported activity has the option of delivering these items; the COS agrees to this arrangement when the option is taken.

13.3.4.1. COS Option. All serviceable turn-ins for readiness spares packages (RSP) and mission support kits (MSK) will be processed through the War Readiness Element.

13.3.5. Equipment authorization inventory data (EAID) equipment being turned in to base supply from off-base organizations, except Eareckson, will have a copy of the AF Form 2005, *Issue/Turn-In Request*, attached. Before contractor shipment of property, forward remaining copies of the AF Form 2005 directly to long range radar (LRR) Contractor Materiel Control for signature. After signature, Materiel Control will forward the AF Form 2005 to base supply for processing. The forward operating base (FOB) will forward the signed AF Form 2005 directly to 3 SUPS/LGSPC. Equipment liaison personnel will accomplish normal processing actions and forward a copy of the AF Form 2005 to the Receiving Element, LGSDR. Receiving will match documentation with property and complete normal processing actions.

13.9.2. COS Option. Critical (condemned waived) assets will be processed through the FSC.

13.23.2.1. Serviceable XB3 items will be picked up from on-base organizations by Pick-Up and Delivery (when serviceable pick-up location is the same area as shop's bench stock) for turn-in processing by the Receiving Element.

13.23.3.1. The organization/activity may establish as many pick-up points as deemed necessary for efficient operations. Organizations will provide a list of the pick-up points and locations to 3 SUPS/LGSDR. The information required is building and room number or street address, telephone number, organization account, and shop codes assigned to the pick-up point (if available), and point of contact (POC) for each pick-up point. Organizations must ensure materiel placed in turn-in points is protected from pilferage and the elements. It's unauthorized to place hazardous material and hazardous waste products at pick-up points. Dispose of materiel in accordance with 3 WG OPLAN 19-3, *EAFB Hazardous Waste Management Plan*.

13.28.1. COS Option. FSC will process due-in-from maintenance (DIFM) turn-ins. Mobility readiness spares package/in-place readiness spares package (MRSP/IRSP) items will be processed in accordance with paragraph 13.3.4.1, this supplement.

13.28.3. COS Option. The FSC will pick up DIFM returns from the maintenance reparable processing centers. Pick-up during after hours and weekends is done by the FSC.

13.35.2.1. COS Option. Store all used equipment, Issue Exception Code U with new equipment.

13.36. COS Option. Unserviceable/condemned NF1 items will be transferred/turned-in to defense reutilization marketing office (DRMO) by the using organization/activity. The Customer Service Element will be the central call-in point for the using organization/activity to obtain an offline serial number for the transfer document.

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