

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**AFMAN 23-110, VOLUME 2, PART 13,
CHAPTER 4**



**45TH SPACE WING
Supplement 1**

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Supply

TURN-IN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT13CH4, **Turn-In Procedures**, and AFMAN 23-110V2PT13, AFSPC Sup 1. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN and AFSPC Supplement. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

4.4.2.1. The customer has the option of determining whether or not they prefer to deliver the turn-in's to Base Supply or if they wish to establish pickup points and have Base Supply turn in the expendable items. A list of pickup points and locations will be provided to Base Supply.

4.4.2.4.1. (Added) The property will be picked up during normal delivery trips to the activity and returned to Receiving so they can prepare and process the turn-in documentation. If bins are full and a pick-up is desired, the activity may call 494-4161.

4.4.2.6.1. (Added) Activities may turn in unserviceable and scrap directly to DRMO or material may be picked up by Base Supply for transfer to DRMO. If the organization possesses its own DODAAC, the organization will assign its own document number.

4.4.3. (Added) The following guidelines are provided for contractors to ensure that all Government Furnished Property (GFP) is properly controlled and distributed.

4.4.3.1. (Added) All GFP serviceable items that are identified to a National Stock Number (NSN) will be processed through Base Supply. All serviceable equipment will be processed through Base Supply.

4.4.3.2. (Added) All GFP unidentifiable items turned in by a contractor will be processed through their plant clearance function as outlined in their contract.

4.4.3.3. (Added) All Air Force equipment will be processed through Base Supply.

4.4.3.4. (Added) Expendable (XB3) items are authorized batch processing to DRMO and must be processed through Base Supply in order that a document number can be assigned. Unique items or items that cannot be identified to a NSN should be processed using the same procedures.

4.6.3. Base Supply assigns organizations their own block of unique serial numbers for those customers who desire to turn-in scrap directly to DRMO. Customers will maintain document registers and file the signed copy of the transfer. A block of numbers can be obtained by calling the Records Management. Contractors will not possess their own block of numbers but will process excesses through Base Supply. **Table 4.6.3. (Added)** lists the blocks of serial numbers that have been issued to customers.

Table 4.6.3. (Added) Off-Line DRMO Serial Numbers.

SERIAL NO.	ORGANIZATION ID
9550 – 9559	45 SW/JAD
9560 – 9569	45 SFS/SFTC
9570 – 9579	Unused
9580 – 9589	45 CES/CECR
9590 – 9699	LOGOPS/LGRS
9700 – 9709	Unused
9710 – 9719	920 TH RQG
9720 – 9729	45 SFS/SFOI
9730 – 9739	45 CES/CEX
9740 – 9749	45 OSS/OSAFR
9750 – 9759	45 SCS/SCBMA
9760 – 9769	114 th CBCS
9770 – 9779	3 SLS/MAOB
9780 – 9789	ROTC - SATELLITE HIGH
9800 – 9809	45 OSS/OSM
9810 – 9819	45 SCS/SCAS
9820 – 9829	Unused

4.6.5. (Added) Base Supply Pick-up and Delivery Element will only pick up material during their normal delivery route/runs or when called by customers. Downrange stations will process all DRMO items to a R920 detail pending the scheduled visit by DRMO. The A5J will be processed prior to the visit to preclude creating documents, which would become delinquent. Ships are authorized to process DRMO materials to the nearest DRMO facility.

4.7.1. Unserviceable hazardous material will be turned in according to 45 SW OPLAN 19-14, Petroleum Products and Hazardous Waste Management Plan.

4.7.3. (Added) Ensure all self-propelled ground vehicles, powered ground equipment, internal combustion engines or motors, fuel devices, fuel assemblies, and fuel cells or tanks are prepared for storage and shipment in accordance with applicable technical directives. They must be completely drained, purged and sealed with appropriate pressure seal type metal plugs and caps with gasket and "O" rings. Include any written certification as necessary.

4.7.4. (Added) All equipment that contains freon, i.e. air conditioners, refrigerators, ice machines, etc, must have the freon purged prior to turn in to Base Supply. In addition, the activity will attach a placard to the equipment identifying the shop that purged the freon, the phone number of the shop, and the date purged. To comply with federal environmental regulations, this equipment can only be purged by an authorized shop.

4.10.1. (Added) ADPE on EAID records or DIFM details, as applicable, will be turned in to Base Supply in the normal manner. Base Supply will report the assets to the applicable inventory manager (IM) or systems manager (SM) and Defense Automation Resources Information Center (DARIC) for disposition as appropriate. Upon notification by Stock Control that IM reporting is complete, Storage and Issue should prepare Standard Form 120, Report of Excess Personal Property, for DARIC reporting.

4.10.2. (Added) Process all other ADPE turn-in requests through the Information Processing Center (45 SCS/SCBB) prior to turn-in to Base Supply. If ADPE items are not on EAID or DIFM details, the custodians should report the asset on SF 120, through 45 SCS/SCBB to DARIC for disposition or according to property control procedures.

4.10.3. (Added) Custodians will be responsible for any directed shipments by DARIC (processing directly to Transportation). If the item is stock listed (NSN) and instructions are received to dispose of through DRMO, the custodian should turn in the asset to Base Supply with the SF 120 attached containing the DOD case number. Base Supply will hold the item for IM reporting prior to processing the asset to DRMO.

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