

**BY ORDER OF THE COMMANDER,  
436TH AIRLIFT WING**

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



**DOVER AFB  
Supplement 1  
26 AUGUST 2003**

**Supply**

**TURN-IN PROCEDURES**

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OPR: 436 LRS/LGRSP (TSgt Daigneault)

Certified by: 436 LRS/CC (Lt Col Pruitt)  
Pages: 2  
Distribution: F

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

13.3.1. The Vehicle Operations Section picks up equipment items from on-base activities. Flight line Service Center (FSC) personnel pick up reparable assets from on-base activities. Using activities may turn in property directly to the appropriate Logistic Readiness Squadron Section (Vehicle Operations Section and Inbound Cargo Section for EOQ items/FSC for reparable and supply point items), if the requirements set forth in AFI 24-202, *Preservation and Packing*, are met.

13.3.3. Vehicle Operations Section personnel make collections of serviceable XB3 items (accompanied by a properly prepared DD Form 1574, **Serviceable Tag**). The DD Form 1574 must contain required data as outlined in technical order 00-20-3, table 3-2.

13.3.4.1. Aircraft Parts Store, and Flight line Service Center are alternate turn-in points within the Logistics Readiness Squadron.

13.18.2. **NOTE:** Flight line Service Center will process all Due-In-From-Maintenance (DIFM) turn-ins.

13.21.2.2. The using organization turns in unserviceable/scrap XB3 assets directly to Defense Reutilization and Marketing Office (DRMO) utilizing the Electronic Turn-In Document System link,  
<https://www.drms.dla.mil/etid.html>.

13.23.2.1. The Vehicle Operations Section validates established pick-up points and points of contact annually.

13.23.3. (Added) The Vehicle Operations Section will check base collection/pick-up points when delivering property in that area.

13.27.1. The Flight line Service Center is designated as the location for processing DIFM turn-ins.

13.27.3. The Flight line Service Center (FSC) personnel pick up DIFM returns. Using activities may turn in these items directly to FSC if the requirements set forth in AFI 24-202, *Preservation and Packing*, are met.

13.28.4. (Added) Turn-ins processed through the Standard Asset Tracking System does not require preparation of an AF Form 2005.

13.31. Before processing the interchangeability code “I” turn-ins, Flight Line Service Center (FSC) personnel will contact the Resource Management Section via telephone or e-mail for approval. FSC will maintain a register that will be used to document the NSN, document number, quantity and the reason for processing the “I” by pass turn-in.

13.35. Organizations will use the Defense Reutilization and Marketing Office Electronic Turn-in Document System (<https://drms.dla.mil.etid.html>) to turn in non-equipment authorized in-use detail (EAID) items.

13.35.1. (Added) The post-post option is used for equipment turn-ins. Attachments 13E-2, EAID and 13E-4, Non-EAID contain processing instructions.

13C1.3.3. **NOTE:** Inbound Element will be primary point of contact for all expendable turn-ins.

13E2.5.4. **NOTE:** The Inbound Element will process turn-in of equipment items.

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