

**BY ORDER OF THE COMMANDER  
39TH LOGISTICS READINESS SQ**

**AFMAN23-110V2PT2CH10**



**INCIRLIK  
Supplement 1**

**13 JANUARY 2004**

**Supply**

**RECEIPT PROCESSING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFMAN 23-110, Volume 2, Part 2, Chapter 10, 15 January 2004 is supplemented as follows:** Conflicting Procedures. Use this supplement in conjunction with USAFE Supplement 6, Chapter 21, *Special Logistics Support*. (This supplement applies to all Incirlik personnel. Maintain and dispose of records created as a result of prescribed processes in accordance with Air Force Manual 37-139, *Records Disposition Schedule*.)

**SUMMARY OF REVISIONS**

(Paragraph **10.37.2.**) has been changed to read Report of Supply Discrepancy.

Receiving Element will process property received from the Official Document Center. HAZMART will process all hazardous items.

10.4.1.4. COS elects Option B.

10.7.2. URSS will research all 356 rejects pertaining to MICAP requisitions. Receiving will research non-local purchase and non-MICAP 356 rejects.

10.16. Process all property receipts at the host base supply.

10.37.2. Use SF Form 364 (Report of Supply Discrepancy Report) to report local purchase discrepancies to the Contracting Office. Serial numbers will be assigned as follows: Receiving, (R-Julian date-serial number 01-50) and CCSE (S-Julian date-serial number 01-50).

10.38.5. Local Purchase Receiving will notify Contracting directly to obtain appropriate documentation.

10.38.9. CCSE will contact Contracting to load status to clear 317 rejects.

10.45.10. Subsequent orders/contracts to the same vendor or contractor for the same product will not require another MSDS. Upon receipt of the initial MSDS, HAZMART will ensure the appropriate health hazard indicator code is loaded.

10A4.7.4.2. Receiving will use Option 2.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFMAN 23-110, Volume 2, Part 2, Chapter 10, *Receipt Processing*

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 23-110, Volume 2, Part 2, Chapter 21, USAFE Supplement 6, *Special Logistics Support*

***Abbreviations***

**URSS**—USAFE Regional Supply Squadron

**MSDS**—Material Safety Data Sheets

**COS**—Chief of Supply

JOHN H. ANDERSON III, Major, USAF  
Commander