

**BY ORDER OF THE COMMANDER
305TH AIR MOBILITY WING**

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



**MCGUIRE AIR FORCE BASE
Supplement 1**

3 JUNE 2004

Supply

TURN-IN PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 2, Chapter 13, is supplemented as follows: This supplement prescribes specific guidance for all McGuire AFB supply users/customers.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes have been made to bring this supplement into compliance with Air Force standards. Major updates were made to Sections A-E. Table 13.3 was added and office symbols/names were updated.

13.3.1. Equipment items will be picked up from all on-base activities by the Vehicle Operations Section, Pick-up & Delivery (P&D). The Equipment Liaison Office will coordinate equipment pickups with Vehicle Ops by providing the appropriate paperwork and the deadline by which the equipment must be picked up. P&D will then coordinate with the affected organization to arrange a time and date for pickup. Flightline Service Center is responsible for the pickup and turn-in of Due-In From Maintenance (DIFM) assets from on-base agencies. In cases where the Flightline Service Center is required to make a pickup and it is determined that it is beyond their capability, i.e., size or weight, coordination with P&D is necessary to ensure the pickup is accomplished within the prescribed DIFM time frames.

13.3.4.1. There are no alternate turn-in points.

13.6.2.1. (Added) Storage & Issue, Aircraft Parts Store, Flightline Service Center, Equipment Liaison Office, and the Receiving Section will maintain a register to control assignment of document numbers.

13.6.2.2. (Added) The element/section responsible for preparing turn-in requests will ensure AF Form 2005, **Issue/Turn-in Request** (Copy 1) and DD Form 1348-1A, **Issue Release/Receipt Document**, is stamped and all required entries listed in AFMAN 23-110V2PT2CH18, Attachment 18A-3 are annotated.

13.18.2. The inspector will process the turn-in.

13.23.1.1. (Added) The pickup locations are listed in Table 13.3. Pick-up and Delivery Element will not take items from serviceable item bin without a DD Form 1574, **Serviceability Tag**. Customer Service Element will assist Receiving Element on loading NSNs in SBSS so a serviceable turn-in can be processed. Every Wednesday will be the pick up day.

Table 13.3. (Added) Pickup Locations.

FLIGHT/SECTION	OFFICE SYM	PICKUP	LOCATION
ACCESSORIES FLIGHT (MXMC)			
ELEN Section	MXMCE	YES	Bldg 2305
Pneudraulics Section	MXMCP	YES	Bldg 2305
Aircraft Fuels Section	MXMCF	YES	Bldg 1837 A-Bay
AGE FLIGHT (MXMG)			
AGE Servicing Section/Dispatch	MXMGS	NO	N/A
AGE Programs & Mobility	MXMGM	NO	N/A
AGE Inspection/Repair/VNCO	MXMGR	NO	N/A
AVIONICS FLIGHT (MXMV)			
EWS Section	MXMVC	YES	Bldg 2306- Rm 27 (Inside next to EXIT)
Conventional Avonics Section	MXMVA	YES	Bldg 2306- Rm 27 (Inside next to EXIT)
FABRICATION FLIGHT (MXMF)			
Structural Maintenance	MXMFB	NO	n/a
Metals Technology	MXMFA	NO	n/a
Survival Equipment	MXMFC	NO	n/a
NDI Lab	MXMFN	NO	n/a
Plastic Shop	MXMFP	NO	n/a
MAINTENANCE FLIGHT (MXMT)			
Isochronal Inspection Section	MXMTI	YES	Bldg 3210- Two on each wing stand
A/R Section	MXMTA	NO	shares w/ ISO
Wheel & Tire Section	MXMTW	NO	shares w/ MXMCE & MXMCP
A-Check Section	MXMTE	NO	n/a
PROPULSIONS FLIGHT			
MXMP	YES	Bldg 180- Support Section	
TMDE FLIGHT	MXMD	NO	305 MXS/MXMD makes routine runs to supply
MUNITIONS FLIGHT	MXMW	NO	n/a
305th AIRCRAFT MAINTENANCE (AMXS)			
Consolidated Tool Kit	MXAS	YES	Bldg 3209 Tier 2, 1st floor caged area

13.27.1. Repair Cycle support or Flightline Service Center is the designated location for the processing of DIFM turn-ins, with the exception of the Vehicle Management Flight (Materiel Control Element), which will process Vehicle Maintenance DIFM turn-ins. The Aircraft Parts Store is the designated location for serviceable MRSP/IRSP turn-ins.

13.27.3. Repair Cycle support or Flightline Service Center will pick up DIFM returns and the AFTO Form 350, Reparable Item Processing Tag.

13.31.1. (Added) Coordination with the Resource Management Element (LGRSR) will be accomplished prior to processing turn-ins with Interchangeability Code I with a price variance of \$500 or more. The D-20, Part 3, will be monitored by the Supply Management Activity Group for violations.

13.34.4. Off-base organizations will turn-in all condemned equipment assets to the Logistics Readiness Squadron.

13C1.3. **NOTE:** The inspector will process the turn-in.

13D1.5. **NOTE:** The inspector will process the turn-in.

Table 13E1.2. Input Format and Entry Requirements.

NOTE 1: Tote box/hold bay numbers will be entered.

13E.2.5. NOTE: The inspector will process the turn-in.

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