

INSTRUCTION FOR COMPLETING PART RETURN FORM

ITEM	INSTRUCTION
1	Enter the status of part/article (us/scrap/turn in).
2	Enter the base of working team.
3	Enter line item(s).
4	Enter description of part/article.
5	Enter part number of part/article.
6	Enter serial number of part/article (if applicable).
7	Enter quantity of part/article.
8	Enter reason for scrap/unserviceable/turn in.
9	Enter signature, name, designation, and date of the engineer raising the report.
10	Enter signature, name, designation, and date of the person received the part/article.