



Maintenance

**MANAGEMENT AND MAINTENANCE OF
NON-NUCLEAR MUNITIONS**

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This instruction implements Air Force Policy Directive AFD 21-2 Non-Nuclear and Nuclear Munitions. It provides 15th Airlift Wing and all tenant units organizational commanders, custodians, and other customers with the information required to obtain support from the 15th Aircraft Maintenance Squadron, Munitions Flight (15 AMXS/MXFE). It is to be used by organizations as a guide in obtaining support from the Munitions Flight. This guide prescribes procedures for accountability, control, issue, turn-in, expenditure, inventory, forecasting procedures for munitions requirements, as well as relief from accountability and disposition of munitions residue. It applies to all organizations assigned, attached, or tenant to the 15th Air Lift Wing having a valid requirement and proper authority to maintain or expend munitions type items. It is the responsibility of all commanders, account custodians, other customers, and the Munitions Flight to ensure compliance with procedures established in this guide. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units.

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Chapter 1

REFERENCES ACRONYMS AND TERMS

1.1. References

- 1.1.1. DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunitions, and Explosives.
- 1.1.2. DOD 7200-10, Guidance for Accounting and Reporting of Government Property, Lost, Damaged, or Destroyed.
- 1.1.3. AFI 23-111, Management of Government Property in Possession of the Air Force.
- 1.1.4. AFI 21-201, Management and Maintenance of Non-Nuclear Munitions.
- 1.1.5. AFI 31-101, Air Force Resource Protection Program.
- 1.1.6. AFMAN 23-220, Reports of Survey for Air Force Property.
- 1.1.7. AFMAN 91-201, USAF Explosives Safety Standards.
- 1.1.8. AFCAT 21-209, Ground Munitions
- 1.1.9. 15 ABWI 91-201, Handling, Storage, and Transportation of Training / Exercise Explosives.
- 1.1.10. PACAF Supplements thereto.

1.2. Terms and Acronyms

- 1.2.1. Accountability: The obligation imposed on a person by law, lawful order, or regulation for keeping accurate, auditable records of property. The person having this obligation need not have actual possession of the property. "Accountability" is concerned primarily with keeping records, while "responsibility" is concerned primarily with custody, care and safekeeping. Accountability for munitions begins with issue and continues until expended or other authorized relief from accountability is submitted to the Munitions Flight.
- 1.2.2. Allocation: The quantity available to maintain/expend for the fiscal year. Authorizations are sometimes allocated at 100 percent and other times at a lesser percentage because of budget constraints. The command allocation report provided to you each fiscal year, shows your allocation and percent of fill. See also definition under "authorization."
- 1.2.3. Approved Munitions Storage Facilities: Any facility that has an explosive safety license and meets the requirements for security and safety prescribed in AFI 31-101, *Air Force Resource Protection Program*, and AFMAN 91-201, *USAF Explosives Safety Standards*. This license must be approved prior to receiving munitions for storage. The Wing Safety Office (15 AW/SEW) approves all explosive licenses. See also "explosive safety license."
- 1.2.4. Audit Trail: A clear and distinct documented chain of events that shows all actions affecting accountability from the time of issue to expenditure or turn-in. The loss of documentation or misuse of munitions results in a break in the audit trail and the loss of accountability.
- 1.2.5. Certifier: The designated organizational representative, appointed by the organizational commander, responsible for certifying accountable expenditure documents. Ensures the forms agree with supporting documents and the stated quantities as actually used, before signing AF Form 2005.

1.2.6. Custodian: The designated organizational representative, appointed by the organizational commander; responsible for preparing and forwarding munitions documentation to the Munitions Flight and for signing custody receipts as the responsible individual for property charged to the organization. Custodians are responsible for proper operation of their account in accordance with this guide as well as AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*.

1.2.7. Custody Account: Type of account used by an organization that requires an established level of munitions on hand at all times. The annual forecasted allocation returned by higher headquarters will be used as the authorized quantity for the account.

1.2.8. Custodial Responsibility: Any person in possession of government property has custodial responsibility. The custodian is personally responsible for all property under their control for storage, use, repair, or safeguarding. Custodial responsibilities may be extended to include pecuniary liability as provided in AFMAN 23-220, *Reports of Survey for Air Force Property* and AFI 23-111, *Management of Government Property in Possession of the Air Force*.

1.2.9. Emergency Issue: Any organization requiring munitions that cannot comply with routine issue procedures established in this guide.

1.2.10. Expenditures: Authorized consumption or installation of munitions items. The expenditure will be documented on AF Form 2005, and certified by the commander or his/her designated representative as an authorized expenditure.

1.2.11. Explosive Safety License: A license to store explosives within operational buildings or locations approved by the 15 AW Weapons Safety Officer (15 AW/SEW). See also "approved munitions storage facilities."

1.2.12. Frozen Account: Custody accounts frozen by the MASO because the account is not managed or maintained properly. This usually results after numerous efforts have been made by the Munitions Flight to resolve problems. At this point, the commanders are notified to solve the problem. The primary criterion is failure to comply with this AFI-21-201 or this guide.

1.2.12.1. Custody accounts are frozen automatically whenever an inventory is performed. Once the account is reconciled it will be unfrozen and the custody account will be released for resumption of transactions. It behooves the custodian to complete the inventory and forward the required documentation to the Munitions Flight as soon as possible to alleviate any problems.

1.2.13. Lot Number: Refers to the batch, lot, or group of munitions produced at one time by a manufacturer to identify, control, account for, and report munitions assets. The composition of munitions differs from one manufacturer to another and quality may change in production. Though all munitions are controlled by national stock number (NSN), they are further controlled by lot number. Lot number integrity is an absolute must in maintaining the accountability of munitions. If this integrity is lost, munitions must be turned in to the Munitions Flight for proper disposition.

1.2.14. Munitions Accountable Systems Officer (MASO): An individual appointed under the provisions of AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions* to account for, manage, and report munitions and explosive items in an Air Force munitions account through auditable and accountable records. The MASO is responsible for controlling the processing of supporting documentation and maintaining supporting document files.

1.2.15. Munitions Residue: It is the material remaining after an explosive item has functioned normally or has been removed by washout (chemicals) or other acceptable means. See **Chapter 7** of this guide for procedures on the proper disposition of munitions residue.

1.2.16. Out-of-Cycle Forecast Request: A request from an organization submitted outside of the normal forecasting time frame to add or increase munitions requirements on their custody account. This usually happens as a result of new mission requirements or poor forecasting. The custodian fully justifies and completes the request why the out-of-cycle is needed with approval from the organizational commander and group commander.

1.2.17. Pecuniary Liability: Incurred through command, supervisory, custodial or personal responsibility for loss, damage, or destruction of property resulting from willful misconduct, deliberate unauthorized use, or negligence as prescribed in AFMAN 23-220, *Reports of Survey for Air Force Property*. Persons having command, supervisory, or custodial responsibility may share pecuniary liability in any appropriate case.

Chapter 2

RESPONSIBILITIES

2.1. Organizational Commanders and Custodians

2.1.1. Commanders will assume full responsibility for all ammunition items received by their organization. Accountability, lot number and inventory integrity must be assured to keep sensitive, pilferable, and hazardous munitions from unauthorized personnel which precludes unauthorized use.

2.1.2. Commanders and Custodians are responsible for the safety, safeguarding, lot number integrity, and accountability of all issued munitions until they are expended or turned in.

2.1.3. Commanders/Custodians will notify the Munitions Flight immediately when munitions are lost, stolen, or otherwise unaccounted for.

2.1.4. Commanders/Custodians will ensure ammunition items issued to their organization are not released to agencies or individuals outside the United States Air Force without proper authority and prior approval of the Munitions Flight and higher headquarters.

2.1.5. Commanders will ensure all authorized representatives and custodians are familiar with the publications and applicable supplements contained in paragraph 1.1. as well as other publications mentioned throughout this guide. Any questions on procedures will be directed to the Munitions Flight.

2.1.6. Commanders/Custodians will maintain an auditable record of all issues, expenditures, and turn-ins of munitions items. They must provide accurate forecasting, adequate storage, proper security, control, and custodial responsibility for all ammunition items received by their unit.

2.1.7. Commanders/Custodians ensure a custody account jacket file is maintained current with all the applicable items listed in paragraph 3.2.2.

2.1.8. Commanders will ensure that custodians transfer munitions accountability to a new custodian at least 45 days before release of duty. When a primary account custodian is removed from the AF Form 68, the commander assumes primary custodial responsibilities for the account.

2.1.9. Custodians/Munitions Users will monitor shelf and service life of munitions in their custody account and report any assets approaching their expiration date. Notify Munitions Section 90 days prior to expiration date.

2.2. Munitions Flight Supervisor/MASO

2.2.1. Ensures all possible support is rendered to account custodians and unit commanders in maintaining their munitions account.

2.2.2. Ensures timely and accurate processing of all required documentation affecting accountability.

2.2.3. Briefs commanders, custodians, and certifiers on their responsibilities when an account is established or when a change in commander or custodian occurs.

2.2.4. Makes semi-annual visits to organizations to ensure custody accounts are properly managed and accountability is being maintained.

Chapter 3

ESTABLISHING AND OPERATING A MUNITIONS ACCOUNT

3.1. Establishment of a Munitions Account

3.1.1. A munitions account must be established before any munitions are released to an organization. Munitions authorized for retention to support assigned mission/contingency are custody issued to a using organization. These munitions include assets issued for training, operations, and mobility. Munitions issued to organizations through custody accounts remain on the Munitions Flight's accountable/auditable records.

3.1.2. . Submit an out-of-cycle request (**Attachment 1**) and AF Form 68, Munitions Authorizations Record to 15 AMXS/MXFE. The memorandum will have justification/purpose, applicable directive(s) authorizing the munitions, formula for deriving the quantity required, and applicable category code and must be signed by the organizational commander. The MASO may or may not recommend approval, based on justification and availability of assets. A copy of the request will then be sent back to the originator.

3.1.3. **Out-of-cycle requests must be approved by your MAJCOM functional manager who, in-turn, will coordinate the request with HQ PACAF Munitions Division .** The request is then worked with applicable agencies at the USAF Ammunitions Control Point (ACP) and Air Staff. The approval process between MAJCOM, USAF ACP, and Air Staff normally takes several weeks. Be patient.

3.1.4. Prepare AF Form 68 specifying personnel to certify and receipt for munitions and send it with the out-of-cycle request. Notify the Munitions Flight ahead of time so we can provide you with a user ID/supply point code which will be used in Part I of the AF Form 68. For further explanation of the AF Form 68, see paragraph **3.2.4**. The AF Form 68 must conform to the format and instructions shown in **Attachment 3**.

3.1.5. Obtain an explosive safety license by contacting the Wing Safety office (15 AW/SEW) at 449-0787. Send a copy of this license to 15 AMXS/MXFE. Organizations disapproved for an explosive license may request for courtesy storage with the Munitions Flight (See **Attachment 2** and **Attachment 3**). See paragraph **3.8**. below for more procedures on courtesy storage.

3.1.6. Establish a custody account jacket file (IAW AFI 21-201) to maintain all required documents, reports, and other correspondence. The primary custodian will maintain and keep this folder current at all times. Your training briefing will provide specifics as to what is required in the jacket folder.

3.1.7. The MASO will brief the commander, custodians, and certifiers (from AF Form 68) so they fully understand and recognize their responsibilities prior to the release of any munitions to their account. This is usually accomplished via memorandum. Each individual briefed signs the memorandum attesting to the briefing, makes a copy for their custody account jacket file and sends the original back to the Munitions Flight.

3.1.8. Once final approval is received from Air Staff/MAJCOM, prepare an AF Form 2005, Request for Issue as shown in **Attachment 4** for subsequent issue of assets. See paragraph **3.4**. below for proper issue procedures.

3.2. Operation of a Munitions Account

3.2.1. All munitions issued to a custody account remain on accountable records until expended, installed, turned in, or are lost, damaged, or destroyed and relief from accountability has been received per instructions in **Chapter 5**.

3.2.2. Custody Account Jacket File. Each munitions custodian will establish and maintain a custody account jacket file as shown below:

3.2.2.1. Tab 1 - A properly completed AF Form 68 approved by the MASO.

3.2.2.2. Tab 2 - Current year's approved allocation document, including any AF Form 1996's.

3.2.2.3. Tab 3 - Current fiscal year forecast.

3.2.2.4. Tab 4 - Expenditure Log

3.2.2.5. Tab 5 - Latest reconciled Quarterly MASO Custody Inventory (signed by the commander, custodian, and MASO) and count sheets.

3.2.2.6. Tab 6 - Latest reconciled Annual MASO Custody Inventory (signed by the commander, custodian, and MASO) and count sheets.

3.2.2.7. Tab 7 - Documented training and briefings.

3.2.2.8. Tab 8 - Copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory.

3.2.3. Delegation of Authority. Commanders are required to certify that all issue requests for munitions are authorized and needed to meet mission requirements. In addition, they must attest to proper expenditure of assets certifying the expenditure was authorized and within established allocations as well as receipt for all munitions received by the organization. In the absence of the commander, they may delegate authority in writing (i.e., letter or G series orders) to sign the AF Form 68. A copy of the document delegating their authority must be furnished to the MASO. Note: Delegation of Authority does not release the commander from pecuniary liability.

3.2.4. AF Form 68, Part II, will be used to delegate individuals to certify issue and expenditure requests in Block A, AF Form 2005. Personnel delegated authority to certify requirements must be personnel in the position of Section Chief or higher and must be a noncommissioned officer or higher (or equivalent). They should be well aware of their organizations munitions requirements versus authorized, on-hand, and expended. Individuals delegated to perform this function CANNOT receipt for munitions in Part III.

3.2.5. AF Form 68, Part III will be used to delegate a minimum of two individuals (one primary and at least one alternate) to act as custodians and manage the day-to-day activities of the account. It also provides them authority to receipt for munitions on issue documents and sign Block E, AF Form 2005 for expenditures. Individuals delegated to perform this function CANNOT certify issue and expenditure requests in Part II.

3.2.6. The AF Form 68 must be submitted to 15 AMXS/MXFE bearing payroll signatures in ballpoint pen or ink (blue or black). Carbon signatures or photocopies are not acceptable.

3.2.7. The MASO approves the AF Form 68 and returns a copy to the customer to be filed in their munitions custody account jacket file. AF Form 68 will be current at all times and re-accomplished annually. However, when authority is withdrawn, additions are made, or a change of commander

occurs, a new AF Form 68 will be prepared and submitted to 15 AMXS/MXFE within 15 days of the change.

3.2.8. Appointed personnel should be familiar with this munitions guide, AFI 21-201 *Management and Maintenance of Non-Nuclear Munitions*; AFI 23-111, *Management of Government Property in Possession of the Air Force*; AFI 31-209, *Air Force Resource Protection Program*; and AFMAN 91-201, *USAF Explosives Safety Standards* and all policies and procedures established therein.

3.3. Transfer of Custodians

3.3.1. At least 45 days prior to a primary custodian's PCS/PCA move, transfer, TDY in excess of 45 days, or retirement, the losing primary custodian will notify the Munitions Flight (15 AMXS/MXFE) that a change in primary custodian is required. If the change is by direction of the commander, there may be less lead-time. Notify the Munitions Flight as soon as the change is directed. Both the primary and alternate custodians should not be absent at the same time. Should this situation exist, a temporary custodian must be appointed and briefed. Munitions issued to an organization must be under custodial supervision at all times.

3.3.2. Commanders should ensure that their unit clearance/out processing forms contain the requirement for departing munitions primary custodians, to transfer custody to a new custodian or turn-in all munitions and explosives issued on the custody account back to the MASO.

3.3.3. Commanders should ensure that their unit clearance/out processing forms contain the requirement for departing munitions primary custodians, to transfer custody to a new custodian or turn-in all munitions and explosives issued on the custody account back to the MASO. The losing and gaining primary custodians will conduct a complete physical inventory of the custody account to ensure all property is accounted for.

3.3.4. If the inventory reveals no discrepancies, both the losing and gaining custodian as well as the commander will sign the Custody Account Listing and Special Inventory Listing attesting to its accuracy and forward it to the Munitions Flight for validation. Skip to paragraph [3.3.7](#). below.

3.3.5. If the inventory reveals an out-of-balance condition, the losing/gaining custodian and MASO will research all transactions since the last inventory in an attempt to uncover any paperwork errors that would account for the difference. If a paperwork error is found during this research, the losing custodian will be instructed on the necessary actions to correct the error.

3.3.6. If an out-of-balance condition still exists after extensive research, necessary action identified in [Chapter 5](#) will be required before the losing custodian is relieved of responsibility. Once the proper paperwork is received the Munitions Flight will perform an inventory adjustment to reconcile the on-hand balances with the inventory results. The losing and gaining custodians as well as the commander will sign the both Custody Account Listing and Special Inventory Listing relieving the losing custodian of responsibility.

3.3.7. The gaining custodian will prepare a new AF Form 68 and submit it to 15 AMXS/MXFE. The gaining custodian will be briefed on their responsibilities of custody account management, sign the memo attesting to the briefing, keep one copy in their custody account jacket file and send the original to the Munitions Flight for filing.

3.4. Issues Procedures

3.4.1. Request for issue will be made on AF Form 2005, in one copy with original signatures, properly certified and prepared. The AF Form 2005 will be TYPED. Incomplete or improperly prepared documents will be returned to the requester for correction. All requests will be reviewed by the MASO or designated representative and approved prior to processing.

3.4.2. No issues will be processed if the customer is not authorized the item or exceeds their allocated quantity for the fiscal year. Customer will be notified and documents will be returned disapproved.

3.4.3. Munitions will be released only to the commander and individuals listed in Part III of the AF Form 68. Recipients will be required to present their identification card before any assets are released. A signed copy of the AF Form 2005 showing receipt of the property will then be provided to the account custodian for retention in the munitions custody account jacket file.

3.5. Expenditure Procedures

3.5.1. Each time custody munitions are expended, consumed, or installed, the custodian will prepare and submit a certified AF Form 2005, in one original copy to 15 AMXS/MXFE. The AF Form 2005 will be TYPED. Incomplete or improperly prepared documents will be returned to the requester. All expenditures are reviewed by the MASO or designated representative and approved prior to processing. Once processing is complete, a copy of this transaction will be returned to the account custodian for retention in the custody account jacket file.

3.5.2. The custodian must provide the AF Form 2005 documenting the expenditure/installation within five working days to the MASO for processing. If AF Form 2005 cannot be completed immediately after expenditure, it is a good habit to pick a day and reflect back during the week and prepare all expenditure documents for that week. Failure to submit expenditures in a timely manner is a violation of your custodial responsibilities identified in AFI 23-111, *Management of Government Property in Possession of the Air Force*.

3.5.3. Individuals authorized to certify munitions expenditures (Part II of AF Form 68) ensures the stated quantity expended did actually occur. The certifier should confirm the expended quantity agrees with supporting documents the organization uses to track such expenditures such as AF Form 710 Ground Weapons Training Record, Life Support installation records, training sheets, etc., before certifying the AF Form 2005.

3.5.4. The commander and custodian must ensure that the munitions expended were utilized only for the purpose authorized by regulation and that the expended quantities do not exceed the fiscal year allocations. Munitions will not be expended for reasons other than those stated on your annual munitions allocation report.

3.5.5. Expenditure documentation must not be used for the purpose of making up shortages or adjusting records. This would be classified as falsifying official records. If shortages or losses occur, see [Chapter 5](#) of this guide to determine the proper method for identifying the shortage or loss.

3.6. Turn-in Procedures

3.6.1. A turn-in is used to reduce accountable on-hand quantities. This usually occurs when assets are in excess to requirements, restricted or suspended from use in accordance with munitions safety technical orders, or the unit loses its commitment for an item. When it is determined that a turn-in is required, the customer will:

3.6.1.1. Ensure items are be packed in their original container. Only one stock number and lot number per container will be used.

3.6.1.2. Packing material will be used to prohibit item movement within the container. The correct stock number, nomenclature, quantity, and lot number will be marked on the outside of the container.

3.6.1.3. Munitions scrap or residue (expended items) will be turned in separately and packed separately from serviceable items.

3.6.2. Request for turn-ins will be made on AF Form 2005, and prepared in two copies as illustrated in [Attachment 7](#). The AF Form 2005 will be TYPED. Incomplete or improperly prepared documents will be returned to the custodian. All turn-in requests will be reviewed by the MASO.

3.6.3. Verification of type and quantity of munitions being turned in will be accomplished by the munitions in-checker. A certified munitions inspector will determine actual serviceability. At the time munitions are physically turned in to the Munitions Flight, the munitions in-checker will perform a physical count of all assets contained in its container (except those in factory sealed boxes and still intact). If the count matches quantity on documentation he will sign and date Block A on both copies of AF Form 2005 and give copy two to the custodian for retention in the custody account jacket file.

3.6.4. If the physical count and quantity entered on AF Form 2005 differ, the in-checker will resolve the discrepancy immediately with the custodian. Turn-in documentation will be corrected by circling the erroneous quantity and annotating the correct quantity above or to the right of the circled quantity on both copies.

3.6.5. Munitions Found on Base. If a customer wishes to turn-in an item that was not originally issued to their account, they should contact the Munitions Flight, and do a Found-on-Base (FOB) turn-in. Make certain to identify the turn-in as a FOB turn-in. This will ensure the balance of the customers account is not affected. Commercial type munitions will not be accepted for turn-in by the Munitions Flight.

3.7. Mobility Procedures

3.7.1. Munitions required to support base or wing mobility plans will be specifically identified as mobility. The Unit Deployment Managers (UDM) will be the person who deploys first and is available at the final destination to accept responsibility. Limit the number of mobility munitions accounts to expedite deployment processing and ensure accurate transfer of accountability. Usually, only one mobility account is established per squadron if a mobility commitment is required. The MASO and 15 AW/LGX coordinate closely to properly establish deployment custody accounts.

3.7.2. Munitions custodians who deploy from their home station with custody munitions will coordinate with the MASO in sufficient time to prepare all necessary paperwork. The custodian will turn-in (paperwork transaction only) all munitions they are deploying with to the MASO. Munitions Flight will process the turn-ins and prepare shipping documents when deploying to an established SRAN or DODACC for longer than 30 days.

3.7.3. The custodian will hand-carry these shipping documents with them. When the custodian has reached their destination they will turn over the shipping documents to the deployed location's MASO for proper receipt, and if appropriate, establish a custody account at that location for re-issuance of the munitions. This process is necessary in order to retain proper accountability.

3.8. Courtesy Stored Munitions

3.8.1. The Munitions Flight may store ammunition and explosive items when such storage is considered to be in the best interests of the organization and the Air Force. When this situation exists, the accountability and responsibility for munitions will remain with the owning organization. Before courtesy storage can be approved, a formal written courtesy storage agreement must be signed by the requesting organizational commander and submitted to the Munitions Flight Supervisor (15 AMXS/MXFE). See [Attachment 2](#) and [Attachment 3](#) for an illustration of the courtesy storage agreement. This agreement will be updated annually in October to coincide with the new fiscal year allocations.

3.8.2. For routine access to munitions (training, inventory, maintenance, etc.) notify the Munitions Flight NLT noon on the Wednesday prior to the week access is required. For deployment or operational necessity, give at least 24 hours notice when possible. If emergency access is required during non-duty hours, notify 15 AW Maintenance Operations Center (MOC) at 448-6910/11/12/13 and they will contact Munitions Flight on-call personnel.

3.9. Custody Account Inventories

3.9.1. The primary or alternate munitions custodian will accomplish a Quarterly Custodian Inventory in the months of February, May, August, and November. Munitions Flight personnel will assist the custodians in the Semi-annual MASO Custody Account Inventory during the months of November and May.

3.9.2. The Munitions Flight will produce the Custody Account Listing (CAL) and send them to the custodian along with instructions. This action freezes your account and no transactions can be accomplished until the CAL and inventory listing is reconciled. To limit the time the custody account is frozen, you must accomplish the inventory in a timely manner.

3.9.3. The results of the inventory will be annotated on the Special Inventory Listing and signed by the custodian performing the inventory. Semi-annually, when Munitions Flight personnel accompany the custodian on the inventory both will jointly sign the Special Inventory Listing attesting to its accomplishment. All copies of the Special Inventory Listing must contain original signatures. Make no marks on the Custody Account Listing (CAL) except for the appropriate signatures. The CAL when signed becomes an accountable and auditable document maintained by the Munitions Flight.

3.9.4. If a discrepancy exists between the counted quantity and charged quantity on the CAL and cannot be corrected through a reconciliation of expenditure/issue/turn-in documents, then the custodian will immediately notify the commander and the MASO. If, after exhaustive research, the discrepancy still exists, the custodian's commander will take appropriate action IAW [Chapter 5](#) of this guide. When discrepancies exist due to lot number problems; the Munitions Flight will physically inspect all assets of the item in question.

3.9.5. Upon completion of the inventory, the custodian and the commander will sign their respective signatures on all copies of the CAL and forward to 15 AMXS/MXFE within five duty days. Once the Munitions Flight receives the CAL, it will be validated within the CAS-B computer and the account will be unfrozen for normal transactions.

3.9.6. The MASO will sign the CAL approving the inventory and a copy of the CAL will be returned to you for filing in your custody account jacket file. Remove the previous CAL plus copies of issues, expenditures, and turn-ins (AF Form 2005) from the folder. Ensure these documents were not processed after the date of the current CAL. For audit purposes, any documents affecting balances of

charged quantity after the date of the CAL must be maintained until the next CAL is produced and sent to you.

3.9.7. The MASO or his designated representative will visit, inventory, and inspect each custody account during the Semi-annual MASO Custody Account Inventory to ensure compliance with established procedures and this guide. This is a good time for custodians to ask questions and receive immediate feedback to their questions and/or concerns.

3.10. AF Form 1996, Adjusted Stock Levels

3.10.1. An AF Form 1996 is required for munitions items not included in the Air Munitions Requirements Forecast, RCS: HAF-LGS (A) 9452. This usually consists of aircraft squibs, etc. required to be on-hand for in-transit aircraft (735 AMSS).

3.10.2. Special level request will be submitted on AF Form 1996 in three copies illustrated in Attachment 11 and submitted to the MASO for review. The MASO will sign the special level and submit the AF Form 1996 to the appropriate authority for final approval/disapproval. The AF Form 1996 will be re-accomplished when there is a change in the authorized quantity or justification, or every two years, whichever is sooner.

3.11. Lot Number Integrity Program

3.11.1. All munitions are assigned a unique lot number identifier used in the management of the item. This lot number is a vital historical record used to maintain the serviceability of the item during scheduled inspections. It is of the utmost importance that the lot number be maintained for the lifetime of all munitions assets. LOT NUMBER INTEGRITY MUST BE MAINTAINED. Otherwise, munitions are considered unserviceable and the custodians can be held liable.

3.12. Transportation and Handling of Munitions

3.12.1. This section provides some safety requirements that must be adhered to when transporting and handling explosives. Take precautions to ensure minimum exposure of people and property during transportation and handling of explosives. Contact the Wing Weapons Safety Manager for all training, transportation, and handling requirements.

3.12.2. It is your responsibility to transport munitions outside of the Munitions Storage Area (MSA). Explosives can only be transported in a DOD or service owned vehicle (government owned). Contact Vehicle Dispatch for U-Drive vehicles. The Munitions Flight does not have vehicles for your use. Vehicles not properly equipped will not be allowed to leave the MSA with munitions. The Munitions Flight does not have excess tie-down straps, fire extinguishers, placards, or any other handling equipment.

3.12.2.1. Prior to use, inspect motor vehicles used to transport explosives to determine that:

3.12.2.2. Fire extinguishers are filled and are in good working order. A minimum of two 2A:10BC rated fire extinguishers are required for each vehicle transporting explosives.

3.12.2.3. Electric wiring is in good condition and properly attached.

3.12.2.4. Chassis, motor, pan, and underside of body is reasonably free of oil, grease, and fuel.

3.12.2.5. Fuel tank and feed lines are secure and not leaking.

3.12.2.6. Brakes, steering, lights, horn and windshield wipers are functioning properly.

3.12.2.7. Tires are properly inflated and free of defects.

3.12.3. Placard vehicles with the correct hazard class symbol. Placards provide general warning to all personnel and furnish specific guidance for fire fighting forces responding to an emergency. Use DOT placards as outlined in Subpart F of Title 49, CFR Part 172. Placards may be omitted for HC/D 1.4 material transported on base.

3.12.4. Chock vehicle and set parking brakes during loading and unloading of explosives. Do not leave explosive-laden vehicles unattended. Do not carry explosives in a passenger compartment of a vehicle.

3.12.5. Do not operate vehicles containing explosives until the cargo has been checked to ensure safe transportation. For on base movements, explosives must be restrained, blocked, braced, tied down, or otherwise secured to the vehicle to prevent movement and must not damage explosives or containers. Restraining devices may include chains and binders, cargo nets and tie down straps, sideboards, and tailgates, etc.

3.12.6. Drivers must be qualified to operate the vehicle and knowledgeable of the explosives being transported and its associated hazards. In addition, Air Force civilian drivers must have a commercial Drivers License, with a hazardous materials endorsement to transport explosives off a military installation.

3.12.7. All vehicles to be used for off-base shipments of explosives will be inspected by the shipping activity before and after loading for compliance with safety regulations. Inspections will be done using DD Form 626, Motor Vehicle Inspection (Transporting Hazardous Material).

Chapter 4

MUNITIONS REQUIREMENTS FORECAST

4.1. Purpose

4.1.1. The annual munitions forecast is the primary means of requesting and allocating munitions required for training, mobility, and operational needs. It is a very important report and demands the attention of the commander and custodians alike. The annual forecast is submitted to give depot and manufacturer's sufficient lead time to meet training, operational, and mobility requirements. The effectiveness of munitions support depends a great deal on the accuracy of the forecast. Poor forecasting, resultant under-funding, and munitions expenditures exceeding authorizations are primary causes of ammunition shortages. It is important that authorizations are not exceeded because authorizations are one of the tools used to forecast ammunition requirements. The Air Staff budgets for substantiated requirements to maintain worldwide ammunition stock levels necessary to meet only those requirements. Therefore, if one unit or command expends more munitions than it is authorized, a shortage may result which affects everyone. Lead-time on delivery of munitions is increasing and could be 18 or more months after funds are approved. Accurate and credible forecasts will ensure the Air Staff has the necessary justification to obtain funds for munitions.

4.2. Procedures

4.2.1. During the first quarter of each fiscal year (Oct-Dec), the MASO will provide users of munitions a copy of their munitions forecast worksheet, which will be used to validate each requirement listed on the worksheet. The worksheet will cover a period of five fiscal years. It takes some forward thinking and initiative on the custodians' part to see what mission changes will impact their organization over the next five years and accurately forecast for those changes. A letter will be attached providing detailed instructions on how to update the munitions forecast worksheet.

4.2.2. Ensure category codes are correct for each of your authorizations. Conventional ammunition requirement categories are based on the type of mission for which munitions and explosives are needed. The following category codes will be used on the forecast:

4.2.2.1. CATEGORY - A - Replacement of Unserviceable Items. Munitions required to replace worn out or damaged assets, or assets with an expired shelf/service life. This category must not be used to generate a stock of replacement items over and above the historical record or expected service/shelf life expiration.

4.2.2.2. CATEGORY - B - Combat Requirement for Ground Forces/EOD. Munitions for Security Forces and Ground Support missions, not part of an aircraft weapon system. Typically includes munitions deployed from a home base for mobility, unit relocation, and augmentation as well as pre-positioned munitions for incoming forces as appropriate.

4.2.2.3. CATEGORY - C - Non-expendable Training Munitions/Dispensing Systems. Training munitions such as D-1 and D-2 trainers, dummy, empty, inert, and other munitions that are not expended in the course of normal training.

4.2.2.4. CATEGORY - D - Expendable Training Munitions. Munitions required to complete qualification and proficiency training, Operational Readiness Inspections (ORI), higher command inspections, demonstrations, exercises, competitions, operational or tactical evaluations for Air-

crew, Ground Forces, Security Forces, Special Operations Forces, Search and Rescue, Para-Rescue, and Explosives Ordnance Disposal personnel where munitions and components expenditures are expected and/or required.

4.2.2.5. CATEGORY - T - Current Operations. Munitions required for daily operations, such as airlift flights over hostile areas, drug interdiction, Operation Nobel Eagle, EOD, Security Forces, and Office of Special Investigations (OSI) protection of AF Installations, equipment, and personnel. These munitions are not expected to be, but may be, expended during the course of real world/daily operational situations.

Chapter 5

LOSS, THEFT, RECOVERY OF MUNITIONS AND RELIEF FROM ACCOUNTABILITY

5.1. Loss, Theft, Recovery

5.1.1. Whenever a loss, theft, destruction, or recovery of munitions occurs, or is suspected to have occurred, for reasons other than fair wear and tear, authorized expenditures, aircraft crash, installation or disposal, immediate action will be taken to notify the MASO, and the appropriate agencies.

5.2. Relief From Accountability

5.2.1. Relief from accountability of munitions will be obtained by processing an inventory adjustment document (IAD). Inventory adjustments will not be processed until a thorough investigation has been completed. This investigation must include an inventory recount and a transaction history report. IADs also require approval in writing from the certifying and approving official. This signed approval will be attached to the IAD.

5.2.2. Relief from accountability of munitions will be obtained using the following criteria:

5.2.2.1. The commander of the custodian responsible for the assets will initiate a Report of Survey (ROS) if the loss is a result of negligence, willful misconduct or deliberate unauthorized use of munitions is suspected or when the loss involves munitions assigned a specific Controlled Inventory Item Codes. The Controlled Inventory Item Code (CIIC) is a one-position alphabetic/numeric code, which indicates the security classification, security risk, or pilferage controls, required for transportation or storage of subject asset. There are four risk categories (very high, high, moderate, and low) and its assignment is relative to the CIIC assigned to a munitions type. You can determine the CIIC for a particular item by looking on your Custody Account Listing. A CIIC consist of classified and unclassified sensitivity with varying degrees of risk as well as pilferable codes. A ROS is required for the following CIIC codes:

5.2.2.1.1. CIIC 1 - Highest Sensitivity (Risk Category I). Non-nuclear missiles and rockets in a ready-to-fire configuration (e.g., AT-4, Redeye, Stinger, Dragon, LAW, Viper) and explosive rounds for non-nuclear missiles and rockets. This category also applies in situations where the launcher (tube) and explosive rounds, though not in "ready to fire" configuration, are jointly stored or transported.

5.2.2.1.2. CIIC 2 - High Sensitivity (Risk Category II). They are characterized as man-portable, ready to function, and usable for anti-personnel and material purposes. Examples include some demolition munitions (C4, TNT, dynamite, shape charges), frag grenades, and antipersonnel mines.

5.2.2.1.3. CIIC 5 - Highest Sensitivity (Risk Category I). Arms, ammunition, and explosives with a physical security classification of Secret.

5.2.2.1.4. Classified Item Code - "Confidential". These munitions items require protection in the interest of national security IAW the provisions of DOD 5200.1-R, Information Security Program.

5.2.2.1.5. CIIC S. Classified Item Code - "Secret". These munitions items require protection in the interest of national security IAW the provisions of DOD 5200.1-R, Information Security Program.

5.2.2.1.6. CIIC T. Classified Item Code - "Top Secret". These munitions items require protection in the interest of national security IAW the provisions of DOD 5200.1-R, Information Security Program.

5.2.3. In addition to the mandatory criteria above, the commander must submit a ROS for all adjustments unless the adjustment:

5.2.3.1. Is a one-time loss involves CIIC 3 (moderate risk) munitions of 20 or fewer items valued at \$200 or less total.

5.2.3.2. Is a one-time loss of CIIC 4 and 7 (low risk), or U (unclassified) munitions of 200 or fewer items valued at \$250 or less total.

5.2.4. When the custody account loss meets the criteria in paragraphs [5.2.3.1.](#) or [5.2.3.2.](#) the organizational commander may:

5.2.4.1. Allow the responsible individual to pay for the loss by processing a DD Form 114, *Military Pay Order*; DD Form 362, *Statement of Charges/Cash Collection Voucher for Government Property Lost, Damaged, or Destroyed*; or DD Form 1131, *Cash Collection Voucher*; in lieu of a ROS.

5.2.4.2. Sign a letter stating payment is not required. This administrative letter must detail the circumstances of the loss and include a statement that monetary reimbursement is not required.

5.2.4.3. If the commander chooses one of these options, they will provide the MASO with a copy of the letter or one of the forms listed above to support the inventory adjustment. Commanders may elect to process a ROS regardless of criteria.

5.2.5. See AFMAN 23-220, *Reports of Survey for AF Property* for ROS format and procedures.

Chapter 6

COMMERCIAL OFF THE SHELF (COTS) MUNITIONS

6.1. COTS Munitions

6.1.1. Ensure COTS munitions (formerly Local Purchase Munitions) are not purchased prior to completing the procedures for approval outlined in AFI 21-201, Chapter 32. The program objective is to protect the safety and health of AF personnel and maintain accountability of dangerous items while supporting operational requirements. The intent of authorizing COTS munitions purchases is to meet unique, non-recurring, short-term (less than one year) requirements. Munitions required for long-term needs or commitments should be identified to the applicable Air Staff Agencies. COTS munitions will not be stockpiled in large quantities (more than a 90-day requirement) on military installations. This guide provides basic information for COTS munitions; refer to AFI 21-201, Chapter 32 for further guidance.

Chapter 7

CONTROL AND DISPOSITION OF MUNITIONS SCRAP AND RESIDUE MATERIAL

7.1. Responsibilities

7.1.1. Organizational Commander

7.1.1.1. Establish procedures for the collection and control of all munitions scrap/residue generated by the organization.

7.1.1.2. Ensures that all custodians listed in Part III of the AF Form 68 are briefed on their responsibilities for the collection, control, and disposition of scrap/residue.

7.1.2. Munitions Custodian/Customer

7.1.2.1. Ensures that scrap/residue generated from all expended munitions (i.e. small arms brass, smoke grenade canisters, starter carts, squibs, MK13s etc.) are turned in to the Munitions Flight.

7.1.2.2. Contact the Munitions Flight (449-2723) to schedule turn-in of scrap/residue.

7.1.3. Munitions Flight

7.1.3.1. Ensure qualified munitions inspectors are appointed in writing to support base agencies when turn-in of scrap/residue occurs.

7.2. Procedures

7.2.1. At least quarterly, the custodian will make arrangements to turn in accumulated scrap/residue to the Munitions Flight. The original container the item was issued in is recommended for turn-ins.

7.2.2. Casings and empty brass generated from the expenditure of ammunition must be inspected by a qualified munitions inspector prior to disposition. After the scrap/residue is inspected and certified free of explosives residue the Munitions Flight will turn-in the scrap/residue to Defense Reutilization and Marketing Office (DRMO).

7.2.3. EXCEPTION: EOD and CATM personnel may certify their own scrap/residue and turn it in to DRMO in accordance with T.O. 11A-1-60, *General Instruction Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, paragraph 3.3e.

Chapter 8

SUSPENDED AND RESTRICTED MUNITIONS PROCEDURES

8.1. Notification

8.1.1. After receipt of Interim Safety Supplement to T.O. 11A-1-1, *Conventional Munitions Restricted or Suspended*, the Munitions Flight will determine if the supplement applies to base stocks and/or custody munitions. If the supplement does apply, the Munitions Flight will immediately provide verbal notification to all known past and present users of the affected munitions. Formal written notification will be forthcoming by use of a Munitions Flight document shown in [Attachment 8](#).

8.2. Procedures

8.2.1. Upon notification, custodians will take immediate action to screen on-hand assets and remove them from use. Suspect munitions must be turned in to the Munitions Flight within 72 hours. Follow turn-in procedures prescribed in paragraph [3.6](#).

8.2.2. Munitions Flight will work with the customer to issue serviceable assets not affected by the suspension/restriction to replenish their custody account. In some cases, assets may have to be ordered and could take several months to arrive. Otherwise, we will notify you when munitions are released from suspension.

8.2.3. NOTE: Restricted or suspended munitions present a hazard to life and property; thus, the procedures in this guide should be strictly adhered to. Call the Munitions Flight for any clarification.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 1

SAMPLE OF OUT-OF-CYCLE REQUEST LETTER

(Date)

MEMORANDUM FOR 15 AMXS/MXFE

FROM: (Your Organization & Office Symbol)

SUBJECT: FY?? Out-of-Cycle Munitions Request

1. Request the following the munitions items be issued out-of-cycle. This request is necessary to support operations in accordance with (AFI, Manual, Directive, etc., to include page and paragraph) for (mobility or training or day-to-day operations).

2. We have (number and type of weapons) to support this mission. Formula is as follows:

(Quantity of weapons) x (number of rounds per weapon) = (requested quantity)

NSN of item:

Category Code: (Mobility = B, Training = D, Operations = T)

3. POC is ??????

(Your Commander's Signature Block)

1st Ind, 15 AMXS/MXFE

MEMORANDUM FOR (Your Organization)

Recommend approval / disapproval. Assets are / are not available in base stock.

WYLLACE H. YOSHIMOTO, WS-05
Munitions Accountable Systems Officer

Attachment 2

SAMPLE OF COURTESY STORAGE AGREEMENT LETTER (PART 1)

MEMORANDUM FOR 15 AMXS/MXFE

(Date)

FROM: **(Your Unit)**

SUBJECT: Courtesy Storage Agreement

1. Request 15 AMXS/MXFE, Munitions Flight, courtesy store munitions listed below:

<u>NSN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
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2. The following individuals are authorized access to subject munitions and are authorized to remove them from the courtesy storage location:

<u>Name/Rank</u>	<u>Duty Phone</u>
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3. For routine access we will notify Munitions Flight NLT noon on the Wednesday prior to the week access is required. For deployment or operational necessity, we will give at least 24 hours notice when possible.

(Your Commander's Signature Block)

Attachment 3**SAMPLE OF COURTESY STORAGE AGREEMENT LETTER (PART 2)**

1st Ind, 15 AMXS/MXFE

(Date)

MEMORANDUM FOR (Your Unit)

1. Your request to courtesy store munitions within our facilities is approved.

2. Subject munitions will meet the following requirements:

Non-DOD owned explosives and other hazardous and toxic material will not be stored in the munitions storage area (MSA). Refer to AFI21-201, Chapter 26 and 32 and AFMAN 91-201 for further guidance.

a. The owning organization is responsible for accounting and reporting supply point munitions.

b. The owning organization is responsible for the care and preservation on munitions/material.

c. The owning organization will review and renew this agreement annually or sooner if any changes occur.

d. The owning organization will be solely responsible for the transportation of subject assets.

3. To schedule access to your munitions asset, call the Munitions Flight at 449-2723. Access must be during our normal duty hours, Monday to Friday, 0700 - 2030. If access is required during non-duty hours, notify 15 AW Maintenance Operations Center (MOC) at 448-6910/11/12/13 to contact Munitions Flight on-call personnel.

4. This agreement will be reviewed and renewed annually or as changes occur. POC for this matter is Wyllace H. Yoshimoto or Robert L. Takase at 449-2723.

WYLLACE H. YOSHIMOTO, WS-05

Munitions Accountable Systems Officer

cc: (Your Unit)

Attachment 4**AF FORM 2005, CUSTODY ISSUE CHECKLIST**BLOCKS

- 1-3 Must be "ISU"
- 7 Category Code (A, B, C, or D)
- 8-22 Master Stock Number of the item being requested
- 23-24 Unit of issue
- 25-29 Quantity being requested
- 30 S- for custody issue
- 31-35 Appropriate Organization/Shop Code i.e.... 160LS, 160EO, 160AS
- 55-56 Will always be "05"
- 60-61 This will be the priority of the issue (normally "05")
- A Signature of organization commander or designated representative, date, and phone number (certifying official)
- E Must have the statement "Certified CONSUMPTION ISSUE or CUSTODY ISSUE IAW....." the regulation being used (the regulation can be found in block 1 of your AF Form 68) and must also state what the item is being used for i.e., training, mobility, operational, and so on.
- G Date the issued is needed
- J Proper nomenclature of the item being used

Attachment 5**AF FORM 2005, EXPENDITURE (MSI), CHECKLIST****BLOCKS**

- | | |
|-------|--|
| 1-3 | Must be "MSI" |
| 7 | Category Code (taken off the AM507A) |
| 8-22 | National Stock Number of item expended |
| 23-24 | Unit of issue |
| 25-29 | Quantity expended |
| 30 | S- for Custody Expenditure |
| 31-35 | Organization/Shop Code i.e.....160LS, 160EO, 160AS |
| 36-43 | Document Number the item was issued under (take off AM507A) |
| 55-56 | Will always be "05" |
| 62-66 | Structure Number (take off IS507A) |
| 67-80 | Location (take off IS507A) |
| A | Printed name and signature of organization commander or individuals listed in Part II of the AF Form 68, date, and phone number. |
| D | Lot or Serial Number of item(s) expended and Condition Code (take off IS507A) |
| E | Must have the statement "Certified Custody Expenditure", reason for use (such as training, test, operational), authorizing directive, and the custodian's signature. |
| J | Proper Nomenclature of the item being expended. |

Attachment 6**AF FORM 2005, TURN-IN CHECKLIST**BLOCKS

1-3	Must be "TIN"
7	Category Code
8-22	National Stock Number of item being turned-in
23-24	Unit of issue
25-29	Quantity being turned-in
30	S- for Custody Turn-in
31-35	Organization/Shop Code
36-43	Document Number the item was issued under (from AM507A) If the item is an FOB or the Document Number cannot be determined, Munitions Personnel will assign a Document Number
44	Condition code of item when issued
55-56	Will always be "05"
62-80	Building number and location taken off the AM507A listing
A	In-Checkers name signature, and date.
B	Munitions Inspectors signature
D	Lot or Serial Number of item being turned-in
E	Reason item is being turned-in, and applicable T.O.
I	Print Name of person doing Turn-In
J	Proper Nomenclature of the item being Turned-In

Attachment 8

SAMPLE OF MUNITIONS SUSPENSION/RESTRICTION NOTICE

MEMORANDUM FOR WHOM IT MAY CONCERN

(Date)

FROM: **(Your Unit)**

SUBJECT: Munitions Suspension/Restriction Notice

1. IAW AFI 21-201, paragraph 4.2.3 the following checks have been accomplished. ISS/SS _____ was reviewed and the following actions were initiated.

_____ No action is required at this time. Items listed in the subject ISS/SS were not in base or custody account stock.

_____ The following assets are affected and have been restricted/suspended from service and custody account custodians have been notified if applicable.

NSN & DODIC	Nomenclature	Lot No.	Qty	Document No

Inspectors Signature

MASO/Rep Signature

Inspectors Name

MASO/Rep Name

Date

Date