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Maintenance

**MUNITIONS ACCOUNTABILITY
PROCEDURES**

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IAW AFI 21-201, Para 2.10.8, the Munitions Accountable Systems Officer (MASO) has developed this Instruction to aid Commanders, Custodians and munitions users in munitions accountability procedures. This guide will detail Commander, Certifier and Custodian responsibilities, define terms and give visual clarification of form procedures. The Commander has the overall responsibility for his/her organization's munitions and should be well versed in AFI 23-111, *Management of Government Property in the Possession of the Air Force*. This guide provides detailed procedures and responsibilities pertaining to the munitions account. Besides the commander, all certifiers and custodians are equally responsible for the safety, security and proper utilization of all munitions assigned to their account. To ensure the custodians can accomplish these critical responsibilities, this guide provides detailed information on: Forecast, Allocations, Documentation, Storage, Handling, Transportation and Notification Procedures. For custody and consumption accounts, custodians will receive training and revalidation of courtesy storage agreements as applicable. Munitions Operations will schedule this training. Munitions personnel will assist with any unusual or difficult situations.

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1. COMBAT AMMUNITION SYSTEM - BASE (CAS-B):

1.1. The purpose of the Combat Ammunition System (CAS) is to improve United States Air Force combat capability by providing effective munitions logistics Command and Control (C2) at each level of combat direction and execution from the base-level unit through the Joint Chiefs of Staff (JCS).

1.2. **Overview** - The CAS system is an independent, standard and interactive system comprised of components and capabilities integrated horizontally and vertically at three management levels: Unit, Command, Air Logistics Centers, HQ USAF, or the Joint Staff; and the Defense Standard Ammunitions Computer System (DSACS). CAS improves Air Force combat capability by providing effective strategic and tactical munitions logistics command and control (C2) at each level of combat direction or execution from the unit through the Joint Staff.

1.3. CAS facilitates combat execution and management of non-nuclear munitions resources and nuclear assets. The CAS operates within its own hardware environment as a separate, standard, independent and interactive combat data automation system and secure communications network. It is TEMPEST certified and secured to process data classified through SECRET. It replaces the Standard Base Supply System (SBSS) hardware and software combination.

1.4. The Combat Ammunition System is designed to operate at three operational levels which are: Combat Ammunition System - Air Force Material Center (CAS-A) at Air Force Material Centers (AFMC), Combat Ammunition System - Command (CAS-C) at MAJCOM level, and Combat Ammunition System - Base (CAS-B), at base level. To better understand the entire CAS, let us briefly review each level of operation within the CAS.

1.4.1. CAS-A - Supports AFMC, Air Staff Logistics Readiness Center (LRC), and MAJCOM requirements for munitions planning and control. This includes programming for sufficient material resources to support Air Force requirements, item management, distribution, engineering, and developing technical standards for munitions storage, maintenance, handling, surveillance, inspection and disposal.

1.4.2. CAS-B - Is the standard USAF base-level automated munitions data system. It supports the generation of combat sorties, Logistics Marking and Reading Symbology (LOGMARS), and automates a wide range of functions to support munitions maintenance and inventory control activities. The primary objective of CAS-B is to improve AF base-level munitions maintenance and inventory control activities utilizing a technologically advanced computer system to provide effective munitions logistics management. The role of CAS-B is to provide the software necessary to support base-level munitions maintenance activities and allow an interface with CAS-A and CAS-C through the Automated Digital Network (AUTODIN) or Defense Data Network (DDN).

1.4.3. CAS-C - Consists of software components functionally equivalent to the CAS-A. CAS-C provides a complete munitions status within each MAJCOM area of responsibility. CAS-C applications include stockpile management, planning and munitions decision tools.

1.4.3.1. Criticality - Because the data or applications involve the Military Department, Joint Chiefs of Staff, Defense Agency, Unified or Specified Command Mission critical primary functions, the CAS has been categorized as Criticality Factor - 1 (CF-1).

1.4.3.2. Security - The CAS-B system on the Dell Power edge 6300 platform configuration operates in the Multi-level Security (MLS) Mode and processes information with a classification up to and including SECRET.

1.4.3.3. Mainframe - The Dell Power edge 6300 is the minicomputer platform that runs CAS-B. This system does not interface with SBSS.

1.4.3.4. Reports - The products generated by CAS are different from those in the SBSS. They provide similar information with some exceptions. CAS products have security banners and classification labels on the top and bottom of each page. CAS also has its own base document number and audit trail system that accounts for all system transactions. In some cases this base document number may appear to look like the former SBSS document numbers, but they are generated and accounted for in a totally different manner from the old system.

2. ESTABLISHING A MUNITIONS ACCOUNT:

2.1. Organizations requiring munitions to perform their mission must establish a munitions custody account. The requesting organization will submit two copies of a letter to Munitions Operations (341 MXS/LGMWO) requesting a munitions custody account be established. Justification must include the intended use of the munitions, the prescribing directives, regulations, or messages requiring the unit to obtain or maintain munitions to perform their mission.

2.2. The unit should also prepare an AF Form 68, Munitions Authorization Record.

2.3. Once an account has been established you must have an approved munitions allocation to be able to request munitions assets. If no munitions allocation exists or has been requested, an Out-of-Cycle munitions forecast request will accompany the letter. Munitions Operations can provide guidance in completing the Out-of-Cycle forecast.

3. ORGANIZATIONAL COMMANDER RESPONSIBILITIES:

3.1. In accordance with AFI 21-201, Chapter 2, paragraph 2.7.4.3, the organizational commander assumes full responsibility for all munitions items received by their organization. In order to understand responsibilities associated with maintaining accounts, the Munitions Accountable Systems Officer (MASO) or designated representative is required to provide the commander written instructions upon establishment of munitions accounts and each subsequent commander thereafter. Primary responsibilities consist of, but are not limited to:

3.2. Maintain an auditable up-to-date record of all receipt, expenditures and turn-ins.

3.3. Provide proper storage in accordance with AFMAN 91-201, *Explosive Safety Standards*. Explosive storage licenses must be approved by Wing Explosive Safety, Security Police and the Fire Department.

3.4. Provide proper security in accordance with AFI 23-111, *The Management of Government Property in Possession of the Air Force*. Accountability and inventory integrity must be maintained to prevent unauthorized personnel access to munitions.

3.5. Command supervision and custodial control over all munitions issued to the organization. This includes ensuring munitions are utilized only for the purpose and in the quantities authorized by governing directives. Also ensure that ammunition items issued to your organization are not released to agencies or individuals outside the USAF without proper authority and approval of the MASO and higher headquarters.

3.6. Maintain a current AF Form 68, Munitions Authorization Record.

- 3.6.1. This form is used to designate organizational personnel to certify and receipt for munitions. The commander's signature on this form certifies receipt of a briefing by the MASO and understanding of the responsibilities for the account.
- 3.6.2. Part II of the AF Form 68 delegates individuals authorized to certify AF Form 2005 for issue requests and expenditures. This authority will only be delegated to noncommissioned officers or higher (or equivalent) holding the position of Section Chief or higher.
- 3.6.3. Part III of the AF Form 68 delegates individuals authorized to receipt for items issued to the organization. If the organization has a custody account, the primary and alternate custodians will be designated in note 1. Personnel appointed as custodians must be competent and responsible individuals in the grade of E-4 or higher whenever possible.
- 3.6.4. No one individual can be delegated authority in both Part II and Part III of the AF Form 68. Any person authorized to certify a request or expenditure cannot receipt for items issued to the organization.
- 3.6.5. The AF Form 68 will be revalidated or re-accomplished with the commander annually and re-accomplished whenever changes occur (ex. Commander or Primary custodian changes, information changes). Failure to maintain a current AF Form 68 will result in the account being "Frozen," and all transactions on the account stopped.
- 3.6.6. The MASO must be notified verbally when an individual's authorization is withdrawn and the MASO will delete that individual from the form (ex. PCS).
- 3.7. Ensure the MASO is notified two weeks prior to a change in organizational commander or change in personnel authorized to request/receipt for munitions.
- 3.8. Ensure that the unit out-processing form contains the requirement for departing personnel to transfer the account to a new custodian prior to departure or turn-in all munitions and explosives to the MASO.
- 3.9. Take prompt action to remove a custodian who continually disregards the responsibilities of maintaining the munitions account.
- 3.10. Develop procedures for the control, collection and turn-in of all munitions scrap/brass and their containers. (See Munitions Containers and Residue sections pages 23 & 24).
- 3.11. Aid the MASO in correcting any deficiencies in the operation of the munitions account.
- 3.12. Ensure routine issue requests are submitted on AF Form 2005 to Munitions Operations at least 10 days prior to the requirement. Verify emergency issue requests are justified and approved, in writing, by the appropriate Group Commander (or equivalent) or designated representative. Ensure emergency issue request accompanies AF Form 2005 issue request when presented to Munitions Operations.
- 3.12.1. An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/consumed within 12 hours of issue. Poor planning does not constitute an emergency.
- 3.13. Designate in writing acting commanders of the account during periods of absence. This may be accomplished by providing a copy of "G" series orders to Munitions Operations.

- 3.14. Report the loss, theft, or unauthorized expenditure of munitions to the MASO and Security Police Law Enforcement immediately.
- 3.15. Maintain a current IS507A Custody Account Listing for all items on the organization's account.
- 3.15.1. This listing shows total quantity authorized and on-hand for each item on the account.
 - 3.15.2. The IS507A is revalidated each quarter when the custodian performs a lot number inventory.
 - 3.15.3. Once the inventory has been completed the IS507A will be signed by the custodian, certified by the organizational commander and approved by the MASO.
 - 3.15.4. Each time there is a custodian change, the account will be inventoried and a new IS507A will be signed by the new custodian, certified by the organizational commander and approved by the MASO.
 - 3.15.5. Copies of all transactions, which affect the balance of the account, must be maintained until a MASO approved IS507A reflecting an updated balance is received.
- 3.16. Ensure the organization meets all suspenses.
- 3.16.1. Suspenses are placed on required documentation and other actions to keep the account valid.
 - 3.16.2. Failure to meet an initial suspense will result in the organizational commander being notified in writing and given the opportunity to correct deficiencies within 15 days or the account will be frozen. If discrepancies are not corrected within 15 days after notification, the MASO will freeze the account. If the discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.
- 3.17. Organizational commanders will make every effort to maintain munitions by lot number. Lot Number Integrity - All munitions items MUST be controlled throughout their "lifetime" by their lot number. This is to ensure operational readiness and safety as certain lot numbers are sometimes suspended or restricted from use because of defects. By way of lot numbers, these items can easily be traced and taken out of circulation.
- 3.17.1. Many munitions items carry a shelf/service life and the lot number is used to record date of installation or expiration.
 - 3.17.2. Lot numbers can be used in detecting any possibility of munitions assets being obtained through improper channels.
- 3.18. One of the most important duties of an organization using munitions is to annually prepare a five-year forecast of your munitions requirements. It is due to Munitions Operations by the last duty day of October annually. Separate quantities are forecasted for mobility, operations and training requirements according to munitions allowances cited in governing directives or other allowance documents from higher headquarters. The forecast is accomplished in accordance with AFI 21-209. Annual forecasts are channeled up to USAF and consolidated with Air Force wide requirements. The Air Force determines what percentage of the total forecasted quantity is supportable for each item. This percentage is then channeled back down to the base level, which determines each organizations allocation for the fiscal year.

Unused portions of the allocation at the end of the year are not carried forward. Any requirements not forecasted for may seriously affect your mission for the forthcoming year.

3.18.1. Out-of-Cycle Requests (OOCR) - In the event that an unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to 341 MXS/LGMWO. It will be endorsed and forwarded to the "user" for them to forward to their MAJCOM functional manager. Munitions Operations will forward an information copy to HQ AFSPC/LGMW. OOCRs may not be submitted prior to the third quarter of the fiscal year (1 April) or until at least 50 percent of the allocation has been expended.

3.19. Surveillance visits will be conducted on a semi-annual basis by Munitions Operations personnel and a primary or alternate custodian. This visit will consist of an inventory, serviceability inspection and custodial management inspection. Commanders will be briefed in writing, unless results warrant a personal briefing, on the findings of each visit. These visits will be considered a military appointment, failure to make the appointment will be considered a 'no show' and the custodians organizational commander will be notified.

3.20. If any assistance is required in maintaining your munitions account, please contact Munitions Operations at extension 6406, 6086 or 6404.

4. CUSTODIAN RESPONSIBILITIES:

4.1. In accordance with AFI 21-201, paragraph 17.2.2, it is required that all personnel on the AF Form 68 be briefed on their responsibilities. Munitions custodians are appointed by their commander (one Primary, one Alternate) and assume their responsibilities by signing AF Form 68, Munitions Authorization Record.

4.2. AF Form 68, Munitions Authorization Record - Commanders use this form to designate two sets of individuals. Each set assumes a different role and cannot, under any circumstances, interchange or interface those roles.

4.3. Part II of AF Form 68 (front side) delegates individuals authorized to certify AF Form 2005 for issue requests and expenditures. They are responsible for ensuring that munitions are being utilized only for the purpose and in the quantities authorized by governing directives. This authority will only be delegated to noncommissioned officers or higher (or equivalent) holding the position of Section Chief or higher.

4.3.1. Part III of AF Form 68 (backside) delegates a primary and alternate custodian to handle the day-to-day management of the account, and if desired, other individuals in part III to receipt for munitions. An appointed custodian must be in the grade of E-4 or higher whenever possible.

4.3.2. The AF Form 68 with original signatures is submitted to the Munitions Accountable Systems Officer (MASO). Upon approval the MASO will enter the approval date in the date block on the front of the form and send a copy to the custodian. It is revalidated / re-accomplished annually or re-accomplished when changes occur, whichever is first. The MASO must be notified verbally when an individual's authorization is withdrawn and the MASO will delete that individual from the form.

4.4. When a change in primary custodian occurs, the munitions account must be properly transferred to the new custodian 45 days before released from duty. The following actions must be accomplished:

4.4.1. AF Form 68 re-accomplished and new personnel briefed.

4.4.2. A 100% inventory is conducted with the old and new custodian and Munitions Operations personnel, utilizing the Custody Account Listing (IS507A).

4.4.3. The new custodian(s) are briefed on their responsibilities by Munitions Operations personnel.

4.5. When a change in commanders occurs, AF Form 68 is re-accomplished and the new commander must sign after being briefed by the MASO or designated representative.

4.6. Storage facilities for munitions kept in the organization must meet the explosive storage, safety and security criteria outlined in AFMAN 91-201 and MAFBI 31-101. AF Form 2047, Explosive Facilities License, must be coordinated with the Wing Explosive Safety Manager, Security Police, Fire Department and Munitions Maintenance. Quantities and items stored will not exceed limits cited on the license. The license must be affixed, in plain view, on the storage facility.

4.6.1. "Courtesy Storage" may be available in the munitions storage area for organizations that do not or cannot meet storage requirements. In this case, a courtesy storage agreement between the unit and Conventional Inspection/Storage Section is required.

4.6.2. Mobility assets are handled, stored and transported the same as other assets. Procedures for deploying with mobility munitions are found in AFI 21-201. In brief, they are as follows:

4.6.2.1. Munitions custodians (supply points) who deploy from Malmstrom AFB with munitions will immediately contact the MASO so that MASO transfer paperwork can be processed. Note: According to AFI 21-201 paragraph 34.1.1, only units deploying for more than 30 days must transfer accountability of deployed munitions from the local MASO to the deployed MASO.

4.6.2.2. If deployed assets are on a custody account and time does not permit actual turn-in and shipment, custodians will turn in (paper work transactions only) the munitions on their account which they deploy with. In turn, the MASO gives the custodian shipment document(s) for the munitions deploying. This paperwork must be given to the deployed MASO upon arrival at the deployed location. If for some reason time does not allow custodians to obtain the shipment document(s), the losing MASO will mail copies to the gaining MASO.

4.6.2.3. Once at the deployed location, the munitions custodian sets up a custody account with the deployed MASO. The custodian asks the MASO to issue those munitions immediately needed to meet operational needs. Deployed munitions that are not immediately needed become part of the gaining account's stock. Once an account is set up, the custodian is then responsible to the deployed MASO for all expenditures, inventories, etc.

4.7. Custody Account Listing (IS507A) - The IS507A is a custody receipt listing used for inventory verification and accountability.

4.7.1. Inventories are performed quarterly (by the custodian), when a change in custodian occurs, and during surveillance visits from Munitions Operations personnel.

4.7.2. The total quantity of all lots should equal the respective on-hand balance shown on the Custody Account Listing. If not, documentation supporting the difference will be available, such as AF Form 2005 for an authorized expenditure, otherwise a discrepancy exists.

4.7.2.1. The Custody Account Listing is provided in one copy. Once the inventory is performed, and no discrepancies have been discovered, the primary/alternate custodian and the

commander must sign. Signatures certify that assets on hand are properly secured, stored and accounted for. The custody account listing is forwarded to Munitions Operations for MASO validation/approval. After MASO validation/approval, a copy will be returned to the custodian for filing in the jacket file. If a discrepancy is discovered, notify Munitions Operations to request their assistance in resolving the matter.

4.7.3. It is imperative that each custodian understands how to read the Custody Account Listing and what it is used for.

4.7.4. Issues, expenditures and turn-ins.

4.7.4.1. All these transactions are documented on AF Form 2005.

4.7.4.2. Certified in block A by an individual on the front side (Part II) of the AF Form 68 (for issues and expenditures only).

4.7.4.3. Contain "CONSUMPTION/CUSTODY ISSUE" or "CERTIFIED CUSTODY EXPENDITURE," the purpose the item will be or was used for, and the governing directives that authorizes its usage, i.e., "Certified Custody Issue Request for Training IAW AFL..."(Block E).

4.7.4.4. Issues (IS517A) must be submitted at least 10 workdays in advance of the required delivery date. Enter the desired pick-up date and time in Block G of the AF Form 2005, if block 'G' is left blank, Munitions Operations will issue the assets on a first come, first serve basis.

4.7.4.5. Expenditures (IS723A) must be submitted no later than 5 days after the expenditure or installation. In addition to the certification statement in Block E, the primary or alternate custodian must sign.

4.7.4.6. A turn-in (IS539A custody; IS540A DIFM; IS541A expenditure, IS542A FOB) must be prepared if assets on hand must be turned in. Call Conventional Maintenance, extension 6418, and provide them with the national stock number, nomenclature, quantity, and reason for turn in, and coordinate a date and time for turn-in.

4.7.4.7. If a mistake is made in preparing the AF Form 2005, the custodian prepares a new one.

4.8. Loss, theft and unauthorized expenditure - Any actual or suspected loss, theft, or unauthorized expenditure of munitions must be reported to the MASO within 72 hours and Security Police Law Enforcement. The MASO will then determine the proper action.

4.9. Custodial Jacket File - Custodians are required to maintain a munitions custody jacket file for account documentation. The file must contain, but is not limited to, a copy of AF Form 68, the most current validated Custody Account Listing (IS507A), a copy of the active annual munitions forecast and AF Form 1996s, a copy of AF Form 2047, Explosive Facilities License (if applicable), expenditure log, latest reconciled Quarterly Inventory, latest reconciled Annual MASO Custody Inventory, documented training and briefings, and a copy of all transactions which affect the balances of the account (i.e., IS517A, IS723A, IS539A IS540A, IS542A, etc.) that have taken place since the date of the most recent validated (signed and approved) Custody Account Listing. Documents removed after receipt of a new validated IS507A may be disposed of. It is recommended that the custodian also keep a copy of this handout and any other pertinent munitions documentation in the jacket file as well.

4.10. Surveillance Visits - Surveillance visits from Munitions Operations personnel consist of an inspection, inventory of assets and a custodial management review. Results of each visit are documented and forwarded to the applicable commander and, in turn, to the custodian for filing in the jacket file.

4.11. Munitions Forecast - The munitions forecast must be accomplished annually by fiscal year for a five-year period. It is due to Munitions Operations by the last duty day of October annually. Separate quantities are forecasted for mobility, operations and training requirements according to munitions allowances cited in governing directives or other allowance documents from higher headquarters. The five year forecast is accomplished IAW AFI 21-209. USAF determines the supportability percentage of the total forecasted quantity for each item and channels it back down to MAJCOM level, which determines each organizations allocation for the fiscal year. Unused portions of allocations at the end of the year are not carried forward (are not added to the new FY allocation) and any assets remaining physically on hand in the custody account are automatically considered part of the next FY allocation. Ensure munitions in excess of the current FY allocation are scheduled for turn-in within 30 days of receiving the new allocation.

4.11.1. Out-of-Cycle Requests - In the event that an unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to 341 MXS/LGMWO (see attachment 4). It will be endorsed and forwarded to the "user" for them to forward to their MAJCOM functional manager. Munitions Operations will forward an information copy to HQ AFSPC/LGMW. OOCRs may not be submitted prior to the third quarter of the fiscal year (1 April) or until at least 50 percent of the allocation has been expended.

4.12. Suspenses are placed on required documentation and other actions to keep the account valid.

4.12.1. Failure to meet an initial suspense will result in the organizational commander being notified in writing and given the opportunity to correct deficiencies within 15 days or the account will be frozen. If discrepancies are not corrected within 15 days after notification, the MASO will freeze the account. If the discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.

4.13. Lot Number Integrity - All munitions items MUST be controlled throughout their "lifetime" by their lot number. This is to ensure operational readiness and safety as certain lot numbers are sometimes suspended or restricted from use because of defects. By way of lot numbers, these items can be easily traced and taken out of circulation.

4.14. Maintain Original packaging for issued munitions.

4.14.1. All munitions will be returned to their originally issued packaging configuration before delivering the item to munitions inspection for turn-in.

4.15. Munitions will be stored/maintained in the condition/configuration the property was issued unless operational necessity dictates otherwise.

4.15.1. To meet operational requirements, items may be stored/maintained in nonstandard packages using the same outer container materials as required by the SPID.

4.16. Ensure that shelf and service life of munitions, are not exceeded.

4.16.1. Munitions Inspection/Operations will assist custodians in monitoring shelf and service life.

4.17. Ensure that munitions users are trained on munitions handling and transport procedures.

4.17.1. Users should be briefed on the hazards associated with munitions.

4.18. Shop stock. Consumption issue of arming wire, swivel and links, ferrules, safety clips, lugs, etc. in support of category D allocations is authorized.

4.18.1. Items will be issued in QUP with no more than 25 percent, rounded up, of the annual allocation issued at one time.

5. CHANGE OF CUSTODIAN:

5.1. **Transfer of Custodians.** At least 45 days prior to a PCS move or extended TDY, the custody account custodian will notify Munitions Operations that a change in custodians is necessary. If the change is by direction of the unit commander, notify Munitions Operations as soon as the change is directed.

5.2. The losing custodian, the gaining custodian and a munitions operations representative will conduct a joint inventory of the custody account utilizing the quarterly inventory method. If the inventory reveals no discrepancies:

5.3. The new custodian will be briefed on responsibilities.

5.4. The new custodian will sign a new IS507A Custody Account Listing, obtain the commander's (or delegated representative designated in writing) signature on the IS507A and return it to Munitions Operations within 5 workdays for MASO approval.

5.4.1. The AF Form 68 will be accomplished showing the change in custodians.

5.5. If an out-of-balance condition is revealed, the MASO and the custodian will research the previous 90 days' transactions in an attempt to uncover any paperwork errors that would account for the difference.

5.5.1. If a paperwork error is found during this research, the custodian will be instructed on the necessary actions to correct the error.

5.5.2. If a paperwork error is not discovered and an out-of-balance condition does exist, appropriate action will be taken to relieve accountability. An inventory adjustment will be made to reconcile the on-hand balances with the IS507A. A new IS507A will be presented to the new custodian for signature.

6. ACCOUNTABILITY:

6.1. It is Air Force policy to have all government owned munitions under cognizance of a responsible accountable officer at all times. All elements of the Air Force are responsible for implementing established logistics policies and procedures in a manner that ensures intelligent use of Air Force material and effective support of assigned missions. All elements are further responsible for logistics supervision necessary to ensure effective and economical compliance with the policies and procedures contained herein. Accountability applies to those organizations, which physically possess, store and maintain accountable documentation. A record of property is maintained on a stock record account (FV), which is subject to audit. Material accountability legitimately resides at the storage activity, which has physical custody of the material. It is the storage activity where all physical activities occur,

including receipt, storage, issue, etc. The concept of fixing material accountability at the storage activity does not change ownership, management direction, or control responsibilities.

6.2. Custodial Responsibilities - The munitions account custodian is responsible to:

6.3. Ensure there is absolute accountability and control of all munitions issued to the organization.

6.3.1. Establish a method of accounting for and tracking munitions expenditures. An auditable record will be maintained so that custodians have a means of ensuring that munitions are being expended in the correct quantities and only for authorized purposes.

6.4. Control and account for all munitions containers. See Munitions Containers Section of this hand-out.

6.5. Ensure that every effort is made at the organizational level to reconcile any differences between on-hand balances and computer balances. Request MASO assistance if required.

6.6. Immediately notify the organizational commander, Security Police Law Enforcement, Wing Explosive Safety (if applicable) and the MASO within 72 hours when loss or theft of munitions is suspected.

6.6.1. Prepare and submit statements and other supporting documentation for missing munitions as directed by the organizational commander.

6.7. Maintain a munitions custody account folder to include:

6.7.1. A copy of the current AF Form 68 signed by the organizational commander and MASO.

6.7.2. A copy of the latest IS507A Custody Account Listing signed by the custodian, the commander and approved by the MASO.

6.7.3. Legible copies of all auditable documents that have affected the balances on the last quarterly IS507A. Documents removed after receipt of a new IS507A can be disposed of.

6.7.4. Supporting documentation, for example, approved allocation, current annual munitions forecast, AF Form 1996, approved copy of explosive storage license if munitions are stored within the organization and courtesy storage agreement.

6.8. Commander Responsibilities - The organizational commander is responsible to:

6.9. Ensure procedures are established that provide absolute accountability and positive control for munitions issued to the organization, and that accountability and inventory integrity are maintained so that unauthorized personnel are denied access to munitions.

6.10. Ensure that only reliable and responsible personnel are designated to manage the day-to-day operations of the organizational munitions account. The commander is responsible for all munitions issued to the organization and that munitions issued to the organization are not released to agencies or individuals outside the United States Air Force without proper authority of the MASO and higher headquarters.

6.11. Ensure every effort is made at the organizational level to reconcile any differences between on-hand balances and computer balances for custody accounts.

6.12. Ensure that organizational out-processing forms contain the requirement for departing personnel to clear through Munitions Operations prior to their departure.

6.13. Ensure that Security Police Law Enforcement, Wing Explosive Safety (if applicable) and the MASO are notified immediately when loss or theft of munitions items in the organization is discovered. The commander will conduct an investigation concerning the loss or theft of munitions and will initiate documentation for relief of accountability.

6.14. Relief From Accountability - When there is a theft, suspected theft, loss, destruction, other than authorized expenditure, installation, or disposal and the loss exceeds the parameters listed herein, immediate action will be taken to notify the MASO and other authorities. Also, organizational commanders will initiate reports as prescribed in AFI 21-201 as necessary. Loss, theft, and recovery are defined as follows and must be reported within 72 hours:

6.14.1. Loss. Actual loss of munitions, not a suspected loss.

6.14.2. Theft. Known theft, usually with some physical evidence such as buildings, cabinets, or boxes broken into, etc.

6.14.3. Recovery. When an item previously reported lost or stolen is found or returned.

6.14.4. The following criteria will be used to obtain relief from accountability:

6.14.4.1. A financial liability investigation is always required when loss involves a Controlled Item Code (CIC):

6.14.5. Category 1 - Very High Risk

6.14.6. Category 2 - High Risk

6.14.7. Category C, 6 and 8 - Confidential

6.14.8. Category S or 5 - Secret

6.14.9. Category T - Top Secret

6.15. A financial liability investigation is required for the following examples of losses, unless the responsible individual agrees to make monetary restitution by processing a DD Form 114, Military Pay Order; DD Form 362, Statement of Charges for Government Property Lost, Damaged or Destroyed; or DD Form 1131, Cash Collection Voucher.

6.15.1. The loss, damage, destruction, disposal, or expenditure is suspected to have occurred as a result of willful misconduct, gross negligence, unauthorized use or expenditure.

6.16. The loss exceeds the following criteria:

6.16.1. The loss involves CIC category 3 - moderate risk, and the one-time loss exceeds 20 items per national stock number (NSN) or the monetary value exceeds \$200.00 in value.

6.16.2. The loss involves CIC category 4 or 7 - low risk, P - pilferable, or U - unclassified and the one-time loss exceeds 200 items per NSN or the monetary value exceeds \$250.00 in value.

6.17. A financial liability investigation is required when requested by the MASO.

6.18. An administrative letter, signed by the commander of the individual responsible for the assets, detailing the circumstances of the loss may be used instead of a financial liability investigation, or monetary reimbursement, for relief of accountability when the loss is less than the criteria specified for a financial liability investigation. When such letters are used, include a statement that monetary reimbursement is or is not required and a statement to the effect that "the loss was not a result of theft,

fraud, unlawful expenditure, or willful neglect.” However, commanders may elect to process a financial liability investigation regardless of the criteria.

6.19. Documents that can be used for inventory adjustments are:

- 6.19.1. AFTO Form 102, Munitions Inspection Document
- 6.19.2. DD Form 114, Military Pay Order
- 6.19.3. DD Form 200, Financial Liability Investigation of Property Loss
- 6.19.4. DD Form 362, Statement of Charges for Government Property Lost, Damaged, or Destroyed
- 6.19.5. DD Form 1131, Cash Collection Voucher
- 6.19.6. SF Form 364, Report of Discrepancy
- 6.19.7. An administrative letter from the unit commander allowing relief from accountability without financial reimbursement.

6.20. The MASO may use the suspense copy of the financial liability investigation to adjust the inventory balance pending receipt of the approved investigation.

6.21. Documentation used for relief of accountability will be attached as supporting authority to the Inventory

Adjustment Document (IS429A).

7. ISSUES:

7.1. Issue Procedures - There are only two types of issues authorized for munitions items.

7.2. Consumption Issues: Consumption issues may vary from the quantity which must be consumed on the day of issue to that quantity which will be consumed within a 15-calendar day period from the date of issue. If organizational storage facilities cannot satisfy the security and safety requirements specified in 341SWI 31-101 and AFMAN 91-201, respectively, consumption issues are restricted to that quantity which can be consumed on the day of issue. Generally, consumption issues are restricted to those assets needed for immediate installation, immediate use, or assets for end item repair. At no time will munitions items authorized to an organization under the RCS: LOG-LG (A&AR) 8503 forecast and allocation procedures, is consumption issued.

7.3. Custody Issues: A custody issue is an issue to an organization for use at a point in time. Secure facilities and adequate storage must be available for support of all custody issues. All custody issues are controlled on custody accounts. All items authorized to an organization under the RCS: LOG-LG (A&AR) 8503 forecast and allocation procedures will be custody issued.

7.4. Issue of Munitions to Custody/Consumption Accounts - All requests for non-nuclear munitions must be supported by an AF Form 2005 (two copies) certifying the requirement. The request must be typed or legibly printed in blue or black ink. Illegible, incomplete, or improperly prepared requests will be returned to the requester.

7.5. Telephone, intercom, or radio requests are not authorized methods for ordering FV account managed items.

7.6. Priorities - Priority in which the custodian requires the asset will be filled out on the AF form 2005 in blocks 60-61. (See [Table 1.](#))

7.7. NOTE - IAW AFI 21-201, Para. 23.4.1.1, All EMERGENCY ISSUE requests will be accompanied by a signed approval letter from the appropriate group commander or equivalent.

7.8. Issue Review and Approval - The MASO or designated representative must review and approve all requests for the issue of FV account managed items. Munitions Operations personnel compare the issue requests against the activities allocated quantity as forecasted by the unit (custody issue items only).

7.9. The MASO will ensure that all personnel receiving classified, sensitive and pilferable munitions understand the degree of security and control required. Further, the MASO must verify that personnel have proper clearance and a secure storage area prior to issuing property.

7.10. Except for emergencies, requesting units must submit their munitions requests 10 workdays in advance of the time and date required. A minimum of 10 workdays is required to ensure proper scheduling. The group commander or equivalent must approve emergency requests. This may be delegated in writing to the organizational commander.

Table 1. Priority Codes (Blocks 60-61).

	Cat code B	Cat Code C	Cat Code D	Cat Code S (1996's)
Combat deploy readiness, cannot perform the mission	B2	C2	Can not be used	S2
Combat deploy readiness with mission impaired	B3	C3	Can not be used	S3
Routine/ Stock replenishment	B4	C4	D4	S4
Routine/ future requirement	B5	C5	D5	S5

7.11. Transfer of Accountability - Only authorized personnel will be permitted to receipt for munitions as listed in Part III of AF Form 68. The authorized person will enter the date, time, printed name and signature on the CAS-B Issue document.

7.11.1. The person signing for the munitions will retain copy 2 of the CAS-B Issue document for unit records.

7.11.2. When an authorized representative of an organization has receipt for a munitions item, accountability and responsibility for the items are transferred to the organizational commander.

The commander will be held responsible for the preservation, care and safeguarding of all items unless courtesy storage is provided.

7.12. Emergency Issues (02) and After-Hour Support - Emergency issues during normal duty hours may be called into Munitions Operations at extension 6406 or 6404. The emergency issue will be justified and approved, in writing, by the applicable group commander (or equivalent) or designated representative. All the pertinent information will be provided at the time of call-in. AF Form 2005 and emergency issue letter signed by the appropriate Group CC will be hand carried to Munitions Operations, which will immediately process necessary documentation for the issue of the item.

7.12.1. An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/consumed within 12 hours of issue. Poor planning does not constitute an emergency.

7.13. After normal duty hours, a bona fide emergency requirement will be called into Malmstrom AFB Job Control extension 731-3991. They will notify Munitions Operations personnel of the requirement, along with the name, unit and phone number of the requester.

7.14. Security Receipt of Munitions – Munitions received will be afforded the utmost security IAW 341SWI 31-101.

7.15. When receiving munitions, the individual authorized to receipt and sign for these items will verify the following information is visually checked against the CAS-B issue document and the property before signing: National Stock Number, Quantity, Nomenclature, and Lot/serial number

7.16. Before allowing the custodian to sign for the assets, the person releasing the property will verify the custodian's ID card with part III of the AF Form 68 to ensure they are authorized to receipt for munitions.

7.17. If all information on the CAS-B Issue Document has been properly verified, the document can now be signed. The custodian receives copy 2 of the signed document to file in their custody account records.

7.18. If there is a discrepancy between the property and documentation, contact Munitions Operations at 731-6404/6406 so they can determine what action needs to be taken.

7.18.1. Organizational Refusals are processed on all issues that are not picked up within 24 hours of their scheduled appointment time. The requester will be required to provide a signed refusal statement.

7.18.2. The person refusing the property will prepare a turn-in document allowing assets to be released back to stock. The statement "Organizational Refusal" will be entered on the document, with the custodian's signature as reason for turn-in. Cross-reference the two documents for audit purposes.

7.19. Preparation Of An Issue - Prepare the AF Form 2005 per [Figure 1](#). in 2 copies. (The munitions customer is responsible for preparation of the AF Form 2005).

Figure 1. SAMPLE AF FORM 2005, ISSUE REQUEST.

ISSUE/TURN-IN REQUEST	TRAC	DEL. EST.	1-2	A. INITIATOR NAME, DATE (TN)	B. BY SECTION, NAME, STAMP, DATE (TN)					
	1	2	3	4	5	6	7	4-5868 14 MAR 01		
	IS517A	MICHAEL Q. CURFMAN, MSgt	REQUEST, TIME & DATE (SC)							
	PART NUMBER	QUANTITY	C.	DOCUMENT NUMBER	TIME					
	1325009356187	EA00001		S890FK						
	D. PART NUMBER/VISPR CODE OR NAME/REMARKS	E. T.O. REASON FOR TECHNICAL PUBLICATION OR REASON ITEM APPLICATION/REQUEST								
		CERTIFIED CUSTODY ISSUE REQUEST FOR AIRCREW TRAINING IAW AFI 36-2217								
	G. TIME & DATE OF DELIVERY	H. DELIVERY TIME	I.	J. NOMENCLATURE	K. 1 & 2 (SEE ANNOTA 285)					

AF FORM 2005, 19860001 (EF-V3) PREVIOUS EDITION WILL BE USED.

- Blocks: A. Signature of organizational commander or designated representative in part II of the AF Form 68, rank, date and telephone number.
- B. Blank
- C. Date and time item required (Time Change only).
- D. Manufacturers part number, if NSN is not known.
- E. Statement “Certified Consumption Issue Request” for consumption issue, or “Certified Custody issue Request” for issues to custody account, reason for use, e.g., time change, mobility, etc., and the authorizing directive. For example: “Certified Custody Request for training IAW AFR 36-2217.”
- G. Requested time and date of pick-up. (Without a date here Operations will make the determination when the asset will be issued.)
- J. Correct item nomenclature.

NOTE: If an item is classified, the words “Classified Item” will be stamped or hand scribed in red ink.

Columns: 1-6 IS517A

- 7 Blank
- 8-22 National Stock Number (NSN).
- 23-24 Unit of Issue.
- 25-29 Quantity requested.
- 30 S (Custody Account).R (Consumption Account)
- 31-35 Organization and shop code e.g., 690ED.

36-44	Blank
60-61	Priority

8. EXPENDITURES:

8.1. Expenditure Process - The organizational commander, appointed certifier and custodian must ensure custody issued munitions are utilized only for the purpose and in the quantities authorized by governing directives. Custodians will develop and implement support records, which substantiates the authorized expenditure. An auditable record will be maintained to provide accountability of the quantity expended. Custody/Consumption issued munitions will not be expended for reasons other than those stated on an approved allocation or AF Form 1996.

8.2. Documentation reflecting the expenditure of munitions will be submitted to Munitions Operations no later than 5 days after the expenditure.

8.3. The commander or designated representative (Part II of the AF Form 68), by signing and dating the expenditure document in block A, certifies that they:

8.3.1. Agreed with reason for its submission.

8.3.2. Have ensured proper support records are available which substantiate the authorized expenditure.

8.3.3. Have ensured the stated expenditure actually occurred and the quantity expended did not exceed the allocation or allowance.

8.4. The MASO or designated representative will approve the expenditure by signing and dating in Block B of the AF Form 2005.

8.5. After final processing a completed copy of the expenditure will be returned to the custody account custodian for filing in custody account folder.

8.6. Preparation Of An Expenditure - In order to relieve the organizational account of accountability when an expenditure or installation of munitions assets occurs, an AF Form 2005 will be prepared as follows in 2 copies:

9. TURN-Ins:

9.1. Turn-in procedures - Consumption issues may vary from the quantity which must be consumed on the day of issue to that quantity which will be consumed within a 15-calendar day period from the date of issue. If security and safety requirements cannot be met and the munitions item is not consumed on the same day of issue, then arrangements must be made to turn in the item. In all cases, if the item is not consumed within the 15-calendar day period, it will be turned in. The MASO or designated representative will follow-up to make sure the above criteria is met. Custody-issued munitions are issued to an organization for use at a point in time. Secure facilities and adequate storage must be available for support of custody issues. In those cases when security and storage criteria cannot be met, arrangements will be made to turn-in the items. Also, a reduction in authorization may generate an excess condition if a turn-in is not made.

9.2. When munitions items are turned in, the following action will be taken by the organization:

- 9.2.1. Ensure the item is properly packaged.
- 9.2.2. Use the same container the item was received in.
- 9.2.3. Ensure the item is packed so that it does not rattle when the container is shaken.
- 9.2.4. The correct quantity and NSN should be marked on the outside of the container.
- 9.2.5. Munitions scrap and/or brass will be packed separately from live items for turn-in.
- 9.2.6. Serviceable and unserviceable items will be put into separate containers.

9.3. Contact Munitions Maintenance, extension 6952/6418, to coordinate a date and time for turn-in. Provide Munitions Maintenance with the NSN, nomenclature, quantity and reason for turn-in.

- 9.3.1. Preparation of a Turn-in - Prepare the AF Form 2005 per sample in 2 copies.

Figure 3. SAMPLE AF FORM 2005, TURN-IN REQUEST.

TRIC	DEL. CDT		RE		A. INSPECTOR, NAME, DATE (TIME)	D. INSPECTOR, NAME, DATE (TIME)																													
	1	2	3	4			5	6	7																										
1	S	*	00	*A																															
REQUEST, TIME & DATE (REQ)																																			
NSN	STOCK NUMBER	UNIT	QUANTITY	C.	DOCUMENT NUMBER	EMU																													
							30	31	32	33	34	35	36	37	38	39	40	41	42	43	44														
1	3	2	5	0	0	9	3	5	6	1	8	7	E	A	0	0	0	2	5	S	9	7	5	W	P	1	0	6	7	0	0	0	1		
PART NUMBER						E. T. O. REFERENCE TECHNICAL PUBLICATION OR END-ITEM APPLICATIONMENT REGISTER ASSEMBLY																													
D. PART NUMBER AND PROCEDURE OR NAME/REMARKS						**ENTER REASON FOR TIN**																													
LOT NUMBER																																			
WORK ORDER	SEC. CONC. INCH	SQ	PROJECT	FOR	SCHEDULE	USE	MARK FOR	DOCUMENT NUMBER	POST ROOM	T. O. FOR ANCHOR BRG																									
											45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69
G. TIME & DATE OF DELIVERY		H. DELIVERY TIME		I.		J. NOMENCLATURE																													

AF FORM 2005, 19860601 (EF-V3) PREVIOUS EDITIONS ARE OBSOLETE.

NOTE: Make separate turn-in documents for unserviceable and serviceable items for same NSN.

- Block: A. Blank
 B. Blank
 C. Blank
 D. Lot/serial number and condition code from original issue document, if known.
 E. Enter the reason for turn-in, applicable item T.O., and actual C/C of item. Use reverse side if necessary. If it is an organizational turn in annotate "ORGANIZATIONAL TURN-IN"
 J. Nomenclature of item being turned-in.

NOTE: If an item is classified, the words "Classified Item" will be stamped or hand scribed in red ink.

Column:1-6	IS***A
7	Blank
23-24	Unit of Issue.
25-29	Quantity being turned in.
30 S	Item is being turned in from custody account.
31-43	Custody Turn-in use base document number off original issue or IS507A (Leave blank if found off base).
45-80	Blank

*** Use one of the following:

IS539A: for Custody Account IS540A: for DIFM Items
 IS541A: for Expenditure Turn-in IS542A: for Found on Base FOB/Organizational Turn-in.

10. INVENTORY:

10.1. Inventory Procedures - Munitions Operations will schedule and conduct a complete 100 % inventory of all ammunition and explosives maintained on stock record account FV4626 during the months of March and September. Custody account and courtesy stored munitions will be excluded. Munitions users/custodians will be notified of scheduled inventory dates and informed, normally by daily bulletin, that only bona fide emergency requests, submitted in writing by the group commander or equivalent and approved by the MASO, will be processed while the inventory is being conducted. Requests to support training will not be considered an emergency.

10.2. Custody Account Inventory Procedures - All Custody Account inventories will be validated quarterly. For clarification purposes quarterly means every 90 days. MASO representatives will be present during the semi-annual inventories of all accounts (during the months of February and August). An inventory will also be conducted whenever there is a change of custodian. Respective custodians and a munitions representative will conduct these inventories jointly if within the WSA.

10.3. Custody Account custodians are required to perform a quarterly physical inventory of all munitions issued to their respective munitions account. The inventory will be accomplished using a IS507A Custody Account Listing. The MASO will provide the IS507A along with a cover letter, in the appropriate months (February, May, August and November).

10.3.1. Each munitions item issued to the organization will be inventoried by lot number. The quantity of all the respective on-hand balances are shown on the IS507A. Should a variance between the inventory count and computer record balance exist, proper copies of documentation (i.e.: TIN, ISU, or MSI) will be provided with the signed copies of the IS507A.

10.3.2. Contact Conventional Inspection/Storage Section at extension 6952/6418 to arrange for an appointment to inventory courtesy-stored munitions during May and November.

10.3.3. The primary or alternate custodian will certify the inventory by signing and forwarding the IS507A along with any copies of documentation, if discrepancies existed between the IS507A and the physical count.

10.3.4. The organizational commander is responsible for ensuring that the inventory and IS507A are in agreement and will indicate approval by signing the IS507A.

10.4. After all of the above actions have been completed, return the IS507A and any documentation if applicable to Munitions Operations for validation by the MASO. Once the IS507A has been validated by the MASO, a copy of the IS507A will be returned to the custodian to maintain in the custody folder.

10.5. Surveillance Visits - MASO representatives will visit all custody/consumption accounts semi-annually. An inventory will be conducted on munitions issued to the custody account and an administrative inspection of the account to ensure that custodians are complying with established safety, security and custodial procedures will be performed. These visits also ensure that custody/consumption account records are accurately maintained and inventory control integrity is continually practiced.

10.6. Inventories will be accomplished by lot number using CAS-B generated count sheets and a IS507A Custody Account Listing.

10.7. The MASO representative will prepare administrative correspondence, which documents the results of the visit, and brief the commander and the custodian on the findings and required corrective actions.

11. FORECASTING:

11.1. Purpose of Forecasting Requirements - Forecasts of munitions are submitted annually to give Air Force depots and manufacturers sufficient lead-time to meet munitions requirements. The efficiency of munitions support depends a great deal on the accuracy of requirements forecasted by the users. HQ USAF/LEYW annually chairs a munitions forecast/allocation review hosted by the USAF Ammunition Control Point (ACP) at Hill AFB, UT, with all major commands in attendance. During this time, munitions forecasts from all major commands are reviewed and percentages of munitions supportability are given in the form of allocations. The percentage takes into consideration all available worldwide stocks and manufacturer's projected production rates. Depots screen requisitions against allocations and may cancel requisitions when they disagree with items and/or quantities allocated.

11.2. The forecasting agency is responsible to:

11.2.1. Submit all forecasts in the time frames and format requested IAW AFI 21-201.

11.2.2. Ensure that forecasted quantities are realistic and do not exceed unit's authorizations as specified in AFCAT 21-209 or other governing directives.

11.2.3. Eliminate all items or quantities that will be excess to the organization's needs or capability to use within the indicated period of time.

11.3. Annual Air Munitions Forecast Report, RCS: LOG-LG (A&AR) 8503 - This forecast is submitted to Munitions Operations by the using organization and projects the munitions training, operations and mobility requirements for the next 5 years. It will be submitted no later than the last duty day of October annually. It is essential for the using organization to make accurate forecasts because it will be used as the custody account authorization for the following fiscal year. Items not forecasted for will be very difficult to obtain. Items identified during the annual allocation review that are not 100 percent supportable can still be submitted to the MAJCOM Functional Manager for possible reapportioning of command allocations within the same functional areas.

11.4. Justifying the forecast is required and will include authorizing directive paragraph and page #, number of personnel or weapons to be supported, mathematical formula to support total quantity and category of use. Each category of use will have a separate statement of justification. The Annual Munitions Forecast (see [Attachment 1](#)) will have as a minimum, the stock number, nomenclature, category of use and quantity per year and mathematical justification formula. All requirements must be included for the year, regardless of the amount of munitions already issued to the custody account.

11.5. Definitions of forecastable categories are as follows:

11.5.1. Category A - Munitions required to replace worn-out or damaged assets. This category is based on historical data, but should not exceed 10 percent of the total requirement, and includes inert training items to support assets worn-out or damaged as a result of training; unserviceable line returns, e.g., unserviceable 20MM or 30MM, resulting from uploading, downloading and re-linking operations; small arms ammunition used during daily operations such as security police, etc.

11.5.2. Category B - Mobility munitions that are not part of any aircraft weapon system. All munitions and explosives to be deployed from home station for mobility, unit relocation, or augmentation. Forecast requirements for the single worst case Operations Plan/Operations Order (OPLAN/OPORD) to be supported.

11.5.3. Category C- All munitions to be on hand, but not anticipated to be consumed. This includes munitions for internal security/protection for arming Office of Special Investigations (OSI), aircrews, security police, etc.

11.5.3.1. Category 'C' does not mean "Operational Requirements." Although most operational training requirements do fall under Category 'C.' There are also training requirements that fall under Category 'C' such as inert items, dummy ammo, etc. Remember--"*not anticipated to be consumed*" is the key.

11.5.4. Category D- All munitions and explosives anticipated to be consumed/installed.

11.5.4.1. Category 'D' does not mean "Training Requirements." Although most training requirements do fall under Category 'D', for example, MK 13 Flares for Life Support and 30

Caliber Blank for Honor Guard ceremonies. Remember, “*anticipated to be consumed/installed*” is the key.

- 11.6. After completion, the forecast will be reviewed and signed by the organizational commander.
- 11.7. To ensure the forecast is accurate, Munitions Operations will screen it against authorizing directives and adjust accordingly prior to sending to MAJCOM.
- 11.8. MAJCOM will approve or adjust accordingly and forward to USAF ACP for approval.
- 11.9. The quantities from the annual allocation document are loaded on the custody account as a total authorized level for the year. When expenditures (IS723A) are made from that custody account, the on-hand quantity plus the authorized quantity are reduced. When both reach zero, the organization has depleted their authorization for that fiscal year.
- 11.10. The authorization will be readjusted as of 1 October each year, dependent upon the allocation received from the MAJCOM and USAF ACP. Quantities may vary from year to year depending upon financial restraints and stock availability.
- 11.11. Forecast Change Request Procedures - Out-of-cycle munitions requests will be submitted only for a previously unknown/unprojected requirement that will adversely affect the mission if not obtained that fiscal year. Unless units have a new requirement, they must expend at least 50 percent of their current fiscal year total training (Category D) quantity allocated before requesting additional allocations.
- 11.12. The munitions user, in coordination with the Custody Account custodian requiring additional allocations, will prepare a single letter of justification (see attachment 4). The letter (IN TURN) will be addressed to Munitions Operations (341 MXS/LGMWO), the organization’s MAJCOM Functional Manager (MFM), and the MAJCOM Munitions Operations Functional Manager. Host units will utilize HQ AFSPC channels and tenant units will request allocations through their appropriate MAJCOM. The munitions user should ensure that the allocation request is submitted no later than 60 days prior to the expected demand date.
- 11.13. The letter of justification will contain the following:
 - 11.13.1. Master National Stock Number (NSN)
 - 11.13.2. Department of Defense Identification Code (DODIC)
 - 11.13.3. Nomenclature
 - 11.13.4. Additional quantity required
 - 11.13.5. Category code
 - 11.13.6. Requirement code
 - 11.13.7. Functional user code
 - 11.13.8. Custody account #
 - 11.13.9. Current fiscal year allocation (if any)
 - 11.13.10. Current fiscal year expenditure data (if any)
 - 11.13.11. Authorizing USAF directive that reflects the quantity required. Cite the directive, page, paragraph, etc., in order to ease the verification process.

- 11.13.12. Full justification, e.g., why the need exists to include mathematical computations of additional quantity required, i.e., number of weapons multiplied by number of rounds required per weapon.
- 11.13.13. When applicable, in-place dates for exercises or deployments are required.
- 11.13.14. The impact on the mission if the allocation request is not approved. "More realistic training" is not acceptable rationale; the need must be more specific.
- 11.13.15. Explain why the requirement was not included in the cycle forecasting process.
- 11.13.16. Munitions anticipated to be consumed and/or installed include the total current fiscal year quantity authorized and the amount expended for the current and previous fiscal year.
- 11.14. Munitions Operations will verify the requirement and will try to accommodate the request by local allocation transfer. If the requirement can be satisfied locally, Munitions Operations will endorse the letter identifying the custody accounts involved and names of the gaining/losing custodians that have concurred. Their letter is filed with the consolidated allocation document and in the applicable custody account folders. A copy will be provided to both custody account custodians.
- 11.15. If the requirement cannot be satisfied locally, Munitions Operations will endorse the letter to the requester's Munitions Functional Manager (MFM) advising the requirement cannot be supported and providing the asset posture. The copy will be forwarded to the requesting organization for distribution to the users Functional Manager.
- 11.16. The MFM should review and attempt to satisfy the allocation request by realigning existing command allocations. The functional manager's endorsement should include findings, recommendations, and/or corrective actions and then forward the completed (IN TURN) letter to the applicable MAJCOM's Munitions Operations Functional Manager, who in turn will notify all concerned.
- 11.17. Allocation requests that cannot be supported at the command level will be forwarded to the USAF ACP for consideration.
- 11.18. Time Change Requirements Forecast Report, RCS: LOG-LOW (Q) 7506. - Requirements for time change aircraft CAD/PAD devices must be forecasted IAW T.O. 00-20-9. Each time change account submits their time change forecasts on an AFTO Form 223 directly to Munitions Operations (341 MXS/LGMWO). This must be accomplished annually NLT 1 September.
- 11.19. Munitions Operations will requisition time change assets IAW AFI 21-201 table 31.2.???
- 11.20. Any time change requirement submitted outside the limits noted above (out-of-cycle forecast) must be certified or supported by a letter of justification signed by the Operations Group Commander, Logistics Group Commander, or equivalent. Group Commanders can delegate this authority to the operational commander.
- 11.21. The AF Form 1996 will be used so the MASO may request a special level for items that are not forecasted for, or do not fall into the Time Change requirements in T.O. 00-20-9. This form will be submitted when a special level is required on a routinely issued item. Prepare the AF Form 1996 in accordance Munitions Operations Guidelines. This form will be re-accomplished every two years.

12. ACCIDENTS/INCIDENTS:

12.1. When an abnormal condition is noted and procedures are not available, work shall be stopped and qualified guidance obtained. Personnel shall be evacuated to a safe site. EOD or other authorized personnel shall be called for help in eliminating the hazard. Operations shall not be resumed until the hazard has been eliminated. You must contact Wing Weapon Safety for mishap investigation (Accident/Incident).

13. COMMERCIAL OFF THE SHELF (COTS) MUNITIONS:

13.1. COTS munitions will not be purchased prior to approval IAW AFI 21-201, paragraph 32 and AFMAN 91-201. The program objective is to protect the safety and health of personnel and maintain accountability of dangerous items.

13.2. Accountability and control - COTS munitions are accounted for on accountable records and controlled by Munitions Operations. These munitions will be afforded the same degree of security, accountability and control as DOD procured munitions consigned to the FV account.

13.3. Procedures: Authorization to purchase COTS munitions is a three-stage process.

13.3.1. The munitions system management is determined by OO-ALC/WM.

13.3.2. Be assigned a Military hazard classification (HC) IAW T.O. 11A-1-47.

13.3.3. Receive a safety certification from a Non-Nuclear Munitions Safety Board (NNMSB) IAW AFI 91-205.

14. MUNITIONS CONTAINERS:

14.1. Reusable munitions and missile components are managed by the MASO. When these containers become empty, they assume an identity and must be picked up and maintained on FV accountable records. Empty containers are identified and tracked by a specific container NSN [Federal Supply Class (FSC) 8140], model # and may be assigned a serial number.

14.2. Organizations receiving munitions are responsible for all reusable (metal) containers in which the munitions were issued.

14.3. Unit Commander or Flight Chief appoints authorized personnel in writing. This letter will include Name, Rank, Authorization (inspect, certify and/or verify) and Signature. A copy of this letter must be on file at the DRMO office.

14.4. The using organization will process their own containers as outlined in T.O. 11A-1-60 and DOD 4160.21M. Inspection/Storage section will assist units in establishing a residue program.

14.4.1. Labels must be attached to all munitions containers, the content required on these labels is outlined in 11A-1-60. Munitions containers will be turned into DRMO after contact with Inspection/Storage section has been made to ensure all reusable containers are being utilized to the fullest. The exception to this rule is for the M548 metal containers. These containers are XD2 assets and will be turned into Inspection/Storage section after being labeled and certified.

14.5. Organizations requiring reusable metal containers to support day-to-day operations, contingency plans, etc., will notify Munitions Operations, in writing, of their requirement. Attach AF Form 2005 to the request.

14.6. Reusable containers maintained by the organization for day-to-day operations, contingency plans, etc., must be properly marked to indicate its contents. As a container becomes empty it will be marked or labeled "Empty" over the nomenclature. If assets other than what the container was designed for are stored in the container, the container will be marked to indicate the contents.

14.7. The MASO will ensure that empty containers are inventoried in conjunction with scheduled surveillance visits. Empty containers found that are not on accountable records will be turned into Munitions Inspection.

15. MUNITIONS RESIDUE (FIRED BRASS, ALUMINUM/STEEL CASINGS AND SCRAP):

15.1. All expended brass, casings and residue will be turned-in to DRMO. Only qualified personnel (as listed in T.O. 11A-1-60 section 3) are authorized to certify munitions residue and determine disposition. Units without qualified personnel will coordinate with Conventional Inspection/Storage Section.

15.2. Unit Commander or Flight Chief appoints personnel in writing. The letter will include Name, Rank, Authorization (inspect, certify, and/or verify) and Signature. A copy of this letter must be on file at the DRMO office.

15.3. Labels must be attached to all munitions residue, the content required on these labels is outlined in T.O. 11A-1-60.

16. RESTRICTED/SUSPENDED STOCKS:

16.1. Restricted/Suspended stocks - Items of this nature are listed and identified in T.O 11A-1-1 with update messages received as warranted when performance or safety for use is questionable.

16.2. "Restricted Munitions" are items that cannot be expected to meet performance requirements under all conditions.

16.3. "Suspended Munitions" are items that are withdrawn from issue and use because they are suspected of being, or known to be, unsafe or otherwise defective.

16.4. Upon receipt of restricted/suspended messages, Munitions Operations will notify all suspected using organizations by telephone and follow-up letters.

16.5. The custody account custodian will take immediate action to ensure that these assets are no longer expended, installed, or used for their intended purpose.

16.6. The custodian will take action to notify Munitions Operations of any munitions/explosives in their possession.

16.7. Munitions Operations will provide the custodian with disposition instructions.

17. HANDLING AND TRANSPORTATION:

17.1. All individuals handling or transporting explosive items are required to be familiar with and follow the procedures in AFMAN 91-201, DOD 6055.9-STD, AFI 21-201, applicable item T.O.s and local directives. Custodians will follow guidelines established in this publication and all applicable directives. Any questions concerning handling/transporting of munitions can be directed to a Munitions Representative at extension 6418 or Wing Safety at extension 7009.

17.2. This section establishes requirements for using organizations to handle and transport munitions on and off Malmstrom AFB. It will be used in conjunction with 341SWI 31-101, The Physical Security Program, AFM 91-201, *Explosive Safety Standards*, and *Hazardous Materials Transportation Safety Programs* to ensure munitions supplied to using organizations are transported in a safe manner.

17.2.1. The vehicle and operators must meet the explosive safety requirements in AFMAN 91-201, chapter 2 section 2E, when transporting explosives. Operators must also have received “Weapons Safety Training” IAW AFI 91-202, chapter 10.

17.2.2. Personnel must be familiar with local procedures and explosive routes.

17.2.3. Vehicle operators must comply with security requirements in 341SWI 31-101. For example, high-risk munitions require armed guard surveillance (AGS).

17.2.4. Munitions will not be tumbled, dragged, dropped, thrown, rolled, or “walked.” Containers designed with skids may be pushed or pulled for positioning.

17.2.5. Explosives will be handled only by trained personnel under the supervision of an individual who understands the hazards and risks involved.

17.2.6. Detonators, initiators, squibs and other electrically or mechanically actuated devices required for operations, such as loading, and explosive ordnance disposal, will be carried in protective containers at all times. The containers must be designed to prevent item-to-item contact.

17.2.7. Bale hooks will not be used to handle explosives or munitions.

17.2.8. Vehicles will be inspected IAW AFMAN 91-201, Para 2.74.3, prior to transporting munitions/explosives.

17.2.9. The vehicle will display explosive placards while transporting munitions outside the WSA, on all four sides to provide general warning for fire fighting and emergency personnel. When transporting munitions outside of the WSA the appropriate placards must be displayed. (AFMAN91-201, 2.71.2.1) Use DOT placards as outlined in Subpart F of Title 49, CFR, Part 172.

17.2.10. Vehicles will be equipped with two fire extinguishers rated at least 2A: 10BC.

17.2.11. Ensure explosives loaded on all types of vehicles and handling equipment are stable and secure before movement. Load stability is required for all movements, to include rewarehousing or other activities conducted between one or more storage magazines/pads or other operating location. “Secure” means the load is protected by an effective restraining system.

17.2.12. Do not load or unload explosives from a motor vehicle while the engine is running, except under the following conditions: Engines of diesel-powered vehicles may continue to run during loading or unloading of explosives except when exposed explosives are involved. Parking brakes are set and the operator remains in the driver’s position or sets brakes, chocks wheels and remains close to the vehicle.

17.2.13. Munitions will not be left unattended unless the vehicle is parked in a properly designated area, e.g., the weapons storage area, holding yard, or ready munitions area.

17.2.14. Do not smoke in, on or within 50 feet of any motor vehicle, trailer, rail car or material handling equipment loaded with explosives items.

18. EXERCISES:

18.1. All individuals handling or transporting explosive items are required to be familiar with and follow the procedures in 341st SW OPLAN 10-403, and Exercise ground rules. Custodians will follow guidelines established in this publication. Any questions concerning handling/transporting of munitions can be directed to a Munitions Representative at extension 6418.

18.2. Submit any simulation request prior to the concept briefing. Simulation requests must be prepared IAW the 341st SW OPLAN 10-403 and forwarded through normal channels. Ensure an informational copy is forwarded to the MASO.

18.3. Explosive safety requirements described in AFMAN 91-201, *Explosive Safety Manual*, will be complied with at all times. These requirements apply to all actual movement and storage operations involving munitions/explosives and simulated exercise events. All ammunition will be crated, moved, placarded and controlled according to the type of ammunition scheduled to be moved.

18.4. Munitions Custodians deploying with munitions having a controlled item code (CIC) of 1 or 2 must provide the security from the WSA to the deployed location for the munitions being transported.

18.4.1. The Munitions Custodian will transfer the munitions to the courier. If the munitions are bulk shipped this transfer to the courier will be accomplished by preparing AF Form 1297, in triplicate. The custodian will retain one (1) copy, the courier one (1) copy and one (1) copy forwarded to the MASO. Identification of each courier will be by official letter and DD form 2AF, Armed Forces ID card.

18.4.2. The munitions custodian will issue munitions to the couriers in standard packages, if possible.

18.4.3. In the event the deployment is not completed, the couriers will turn in munitions to the munitions custodian. The custodian will inventory all munitions being returned. Once the munitions inventory has been completed, contact Munitions Inspection/Storage or Munitions Control to notify them of a return time back to storage.

18.5. The deployed Custodian will coordinate returned ammunition with the MASO. Transportation to the WSA will be provided by the DCC, Transportation Coordinator. If the ammunition is stored within the unit, return of the items will be according to unit procedures. A listing of all returned ammunition will be forwarded to the MASO.

THOMAS F. DEPPE, Colonel, USAF
Commander, 341st Space Wing

Attachment 1

(SAMPLE)
ANNUAL MUNITIONS FORECAST
 (Account 475WP)

<u>PEACETIME STATIC</u>	<u>CAT</u>	<u>FY??</u>	<u>FY??</u>	<u>FY??</u>	<u>FY??</u>	<u>FY??</u>
NSN/DODIC/NOUN						
1305-01-172-9558 A363 9mm Ball	C	30	30	60	60	60
1305-01-255-6276 A071 5.56mm Ball	C	120	120	60	60	60
<u>PEACETIME CONSUMABLE</u>						
NSN/DODIC/NOUN						
1305-01-172-9558 A363 9mm Ball	D	180	180	360	360	360
1305-01-255-6276 A071 5.56mm Ball	D	720	720	600	600	600
1330-00-289-6854 G945 Grenade Yellow Smk	D	12	12	12	24	12
<u>MOBILITY</u>						
NSN/DODIC/NOUN						
1305-01-172-9558 A363 9mm Ball	B	30	30	30	30	30
1305-01-255-6276 A071 5.56mm Ball	B	120	120	120	120	120

Justification: Complete justification to include authorizing directive (i.e., AFCAT 21-209, AFR 125-26, etc.)

Mathematical Formula: Cat B 1 nbr weapons x 30 rds = 30 9mm Ball (for each category)

Cat C 2 nbr weapons x 60 rds = 120 5.56 Ball

Cat D 12 Yellow Smoke Grenades per Wing for exercise per year
 12 Additional per Wing for ORI

Signature of Organizational
Commander: _____ Date: _____

Reviewed/Approved by
MASO: _____ Date: _____

Attachment 2

REQUEST FOR MUNITIONS CUSTODY ACCOUNT

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST SPACE WING (AFSPC)

9 Mar 01

MEMORANDUM FOR 341 MMXS/MXMWO

FROM:

SUBJECT:

Request a munitions custody account be established for _____ (*organization*).Munitions required by this account will be used to support (*reason; example: aircrew training IAW AFR 36-2217*).A munitions allocation *has/has not* been received and an Out-of-Cycle request *is/is not* attached.

All required munitions will be retained on a custody account until they are turned-in to the Conventional Munitions Section, installed, or expended.

Note: If there are any questions, contact Munitions Operations at ext. 6404/6406.

COMMANDER _____

Guardians of the High Frontier

Attachment 3

OUT-OF-CYCLE FORECAST FOR MUNITIONS



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 341ST SPACE WING (AFSPC)

MEMORANDUM FOR 341 OG/CC

9 Mar 01

341 MMXS/MXMWO

FROM: 341 SPS/SPAR

SUBJECT: Out-of-Cycle Forecast for Munitions

Due to shortages in allocations given, we respectfully request the following munitions items:

- | | |
|---|-----------------------------------|
| a. 1330-00-219-8511 (National Stock Number) | g. B (Category Code) |
| b. Grenade, White Smoke (Nomenclature) | h. 250IA (Organization Shop Code) |
| c. G930 (DOD Identification Code) | i. Functional Unit Code |
| d. 112ea. (Qty Requested) | j. Requirement Code |
| e. Current Allocation (if any) | |
| f. Current Fiscal year expenditure data | |

2. The Operations Group is required to support 2 (44 – person) teams (QFEB2) and 3 (13 – person) teams (QFEB2) for worldwide commitment. IAW AFCAT 21-209, each QFEB2 requires 32 grenades per team X2 teams = 64 grenades required. (*Justification*)

3. The following mathematical formula's were used to justify this request:

4. Impact Statement (be specific)

BILLY A. BULLET, SSgt, USAF
Munitions Custodian

1st Ind, 341 SFS/CC

TO: 341 MMXS/MXMWO

I concur with the above request for additional mobility munitions. These munitions items are required in order to fulfill our worldwide mobility commitments.

RANDY C. RIFLE, Lt Col, USAF

Commander

2nd Ind, 341 MMXS/MXMWO

Call Munitions Ops for proper signature

Munitions Accountable Systems Officer

Guardians of the High Frontier