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Maintenance

**CONVENTIONAL MUNITIONS CUSTODY
ACCOUNT CUSTOMER GUIDE**

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This pamphlet implements Air Force Policy Directive 21-2, Nonnuclear and Nuclear Munitions, and Air Force Instruction 21-201 Management and Maintenance of Nonnuclear Munitions. It establishes policies and procedures between the customer and the Munitions Operations Element. It explains procedures for establishing custody and consumption accounts, issues, expenditures, turn-ins, inventories, storage and security requirements, disposition of munitions, suspended and restricted ammunition, forecasts, allocations, and commercial off-the-shelf munitions. This pamphlet is applicable to all activities requiring munitions through stock account FV5240. Final interpretation of any portion of this pamphlet rests solely with the Munitions Accountable Systems Officer (MASO).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates merges, updates, clarifies and streamlines munitions management and maintenance guidance included in AFI 21-201 PACAF Supplement 1. It clarifies certifying official duties, transportation and handling requirements, expenditures, Found-on-Base turn-in procedures, inventory procedures, mobility accounts, commercial off-the-shelf munitions, expended brass, Munitions residue, and the munitions recyclable sales program.

1.	Introduction:	3
2.	Policy:	3
3.	Definition of terms:	3
4.	Responsibilities:	3
5.	Establishing a Custody Account:	6
6.	Custody Account Procedures:	7
7.	Establishing an Account for Consumption Issues:	10

8. Custody Account Inventories: 11

9. Munitions Forecasts: 12

10. Mobility Accounts: 13

11. Allocations: 13

12. Commercial Off The Shelf (COTS) Munitions (Formerly known as Local Purchase): 14

13. Customer Support Hours: 14

14. Unique Local Requirements: 14

Attachment 1— SAMPLE AF FORM 68 (FRONT) 15

Attachment 2— SAMPLE AF FORM 2005 CUSTODY ISSUE REQUEST 17

Attachment 3— SAMPLE AF FORM 2005 FOR CONSUMPTION ISSUE REQUEST 19

Attachment 4— SAMPLE AF FORM 2005 CUSTODY TURN-IN REQUEST 20

**Attachment 5— SAMPLE AF FORM 2005 FOR CONSUMPTION/ORGANIZATIONAL
TURN-IN REQUEST 21**

Attachment 6— SAMPLE AF FORM 2005 FOR CUSTODY EXPENDITURE REQUEST 22

Attachment 7— SAMPLE IS507A, CUSTODY ACCOUNT LISTING 23

Attachment 8— SAMPLE IS430A, CUSTODY INVENTORY LIST 25

Attachment 9— SAMPLE PACAF FORM 116 27

1. Introduction: Use these procedures in conjunction with AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, the munitions custodian training brief provided by the Munitions Operations Element at your initial briefing, and other applicable regulations cited throughout this pamphlet.

2. Policy: Accountability and inventory control must be maintained to prevent munitions from getting into unauthorized hands. The MASO is charged with maintaining munitions accountability until the items are expended or disposed of IAW appropriate directives. Any theft, loss, or destruction of custody-issued items, or unauthorized expenditures, will be immediately reported to the MASO. The individual or custodian whose responsibility it is to control such property will prepare the required report IAW AFI 21-201 and AFI 31-209, *Air Force Resource Protection Program*.

3. Definition of terms:

3.1. **Accountability:** The responsibility vested in an individual by law, lawful order or instruction for maintaining accurate records of property or funds.

3.2. **Allocation:** Total quantities of munitions items authorized for base-level use and expenditure. This level is passed down to customers from their respective MAJCOM on a fiscal year basis.

3.3. **Consumption Issue:** Munitions issued to units that can provide adequate security and storage for assets which can be consumed or installed within 15 days from the date and time of issue. If adequate security and storage cannot be provided, quantity will be limited to an amount which can be used on the day of issue.

3.4. **Custody Issue:** An issue to a unit with adequate security and storage facilities for use at a future point in time. All custody issues will be controlled on a custody account.

3.5. **Department of Defense Identification Code (DODIC):** A four-character code assigned to specific munitions or components for identification purposes. (Example: A130 is the DODIC for 7.62mm)

3.6. **Certifying Official (CO):** The person(s) identified on part II of the AF Form 68, Munitions Authorization Record. The CO authorizes an issue or expenditure of munitions for/from the munitions custody account.

4. Responsibilities:

4.1. The MASO or designated representative will:

4.1.1. Brief organizational commanders and certifying officials and provide detailed training for all primary and alternate custodians on custody account responsibilities. This training/briefing will be given within 30 calendar days of appointment or prior to receiving custody of munitions, whichever is sooner. Training must be documented. Form letters may be used to brief commanders/certifying officials.

4.1.2. If custodians fail to keep their account(s) and/or AF Forms 68 current and accurate, the MASO will request their removal. The account will be frozen and assets could be scheduled for turn-in until the account is brought back into compliance.

4.1.3. Conduct a visit and inventory, and inspect the custodian's account files for accuracy at least semi-annually. Document all discrepancies and forward a copy to the primary custodian, and unit

commander, and retain a copy for file in the custodian's jacket folder until the next inventory is made.

4.1.4. Ensure Munitions Operations is on distribution for all notices, daily bulletins, and rosters which list departing individuals. These rosters will be reviewed to identify departing custodians who may be departing who have not fulfilled their responsibilities IAW this instruction.

4.2. Organizational Commanders will:

4.2.1. Delegate to qualified and responsible military/civilian personnel within their organizations authority to certify issues and expenditures. These delegates are identified on Part II of the AF Form 68 as Certifying Officials. Personnel delegated the authority to receipt for munitions are custodians identified in Section III of the AF Form 68. One primary and at least one alternate custodian will be appointed (if possible). The Commander may also delegate to personnel, in writing, (i.e., letter or G-series orders) authority to sign the AF Form 68 (Munitions Authorization Record) their behalf during periods of the commander's absence. A copy of the document delegating their authority must be furnished to the MASO.

4.2.2. Ensure compliance with this instruction and referenced publications.

4.2.3. Assume full responsibility for all munitions items issued to their organizations.

4.2.4. Ensure auditable records of all issues, expenditures, and turn-ins are kept current and accurate.

4.2.5. Provide adequate storage, proper security, and custodial responsibility for munitions items issued to their unit.

4.3. Certifying Official will:

4.3.1. Reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.

4.3.2. Ensure the forms agree with supporting documents and the stated quantity of munitions as actually used, before signing AF Form 2005.

4.3.3. Certify all munitions request by signing block A of the AF Form 2005. By signing block A, the individual is certifying that the requested munitions are authorized and allocated for the account.

4.4. Custodians Will:

4.4.1. Review custody account levels and balances to ensure the IS507A, Custody Account Listing, reflects the correct lot numbers and quantities at all times.

4.4.2. Prepare all AF Forms 2005 in a timely manner. Documents will not be accepted if they are not typed.

4.4.3. Ensure all signatures on the AF Form 2005 match the signatures in the AF Form 68.

4.4.4. Munitions personnel will not change or correct omissions on documents. Originator will reaccomplish documents or make corrections using a single non-obliterating line. The certifying official must initial changes to issues and expenditures. The individual turning in the assets will initial corrections on turn-in documents.

- 4.4.5. Notify Munitions Operations by official correspondence to delete an established custody account when no longer required.
- 4.4.6. Munitions assets will not deploy with units until account custodian contacts Munitions Operations for further guidance on mobility assets. (See paragraph 10.)
- 4.4.7. When applicable, monitor the service life of assets issued to their accounts in accordance with item technical orders and other applicable directives. Munitions with a shelf or service life may become unreliable or unserviceable upon expiration of that shelf/service life. For this reason, it is vital that the shelf/service life be tracked for all applicable munitions.
- 4.4.8. Prior to submitting expenditures validate and maintain supporting expenditure documentation such as AF Form 2434 Munitions Configuration and Expenditure Document, AF Form 710 Ground Weapons Training Record, PACAF Form 116 or other documentation as required.
- 4.4.9. Ensure allocation isn't exceeded.
- 4.4.10. Ensure proper storage and transportation of munitions IAW AFMAN 91-201.
- 4.4.11. Prepare and forward the AF Form 68 to the commander.
- 4.4.12. Ensure on-hand munitions do not exceed explosive safety limits.
- 4.4.13. Transfer munitions accountability to a new custodian or turn-in all munitions and explosives to the MASO at least 45 days before their release from duty.
- 4.4.14. Obtain or provide transportation to pick up and deliver required munitions to and from the MSA. Personnel transporting munitions must comply with explosive safety precautions prescribed in AFMAN 91-201.
- 4.4.15. Immediately screen and remove on-hand/installed munitions when notified of suspended or restricted munitions and take appropriate turn-in action.
- 4.4.16. Maintain lot integrity (i.e., do not mix lots). All munitions are controlled by lot numbers. An accurate record of lot number identification is absolutely essential, as lots of ammunition are sometimes suspended or restricted. When ammunition is issued to a custody account, the user is charged with keeping accurate records of all ammunition identification. Maintaining accurate records of all ammunition identification is referred to as maintaining lot integrity. Maintaining lot integrity is a mandatory requirement under all circumstances. The MASO will notify verbally and in writing, all known and past users of suspended or restricted ammunition. If lot number integrity has not been maintained (lots become mixed), the user will have to turn in all ammunition they cannot positively identify by lot number.
- 4.4.17. Ensure munitions in excess of the current FY allocation are scheduled for turn-in within 30 days.
- 4.4.18. Report any theft, suspected theft, loss of, or destruction of a munitions item (other than fair wear and tear, authorized expenditure, installation or disposal) to the MASO and applicable authority.
- 4.4.19. Initiate a formal courtesy storage agreement with the Munitions Storage activity when such storage is required or considered in the best interest of the Air Force.
- 4.4.20. Inventory accounts as required by this instruction and AFI 21-201.

4.4.21. Maintain munitions in original packing for all issued munitions, except for those assets that are in use.

4.4.22. Maintenance on munitions assets will only be performed by qualified munitions personnel (2W0X1).

5. Establishing a Custody Account:

5.1. Custody Account procedures:

5.1.1. Unit commanders must forward a letter of request to establish an account to the MASO. Include in the justification the authorizing AF directive and the purpose of the account.

5.1.2. Upon approval by the MASO, a custody account number will be assigned and the request letter will be returned to the custodian endorsed with required information.

5.1.3. Unit commanders must submit an AF Form 68 to Munitions Operations appointing a primary and alternate custodian to receipt for property and individuals to sign requests for authorization/expenditure. Note that individuals cannot be the same on Part II and Part III.

5.1.4. Munitions allocations will be forwarded to the appropriate munitions accounts only after their approval is received from HQ PACAF. Only after the receipt of the allocations will the custodian be able to request a physical balance to be issued to the account.

5.2. Storage and Security:

5.2.1. To provide positive physical security for munitions items stored outside the Munitions Storage Area (MSA), use procedures in AFI 31-209, and contact 36 ABW Weapons Safety Office.

5.2.2. Physical storage of munitions items must be in compliance with AFMAN 91-201 and T.O. 11A-1-46.

5.2.3. Owning organizations without adequate storage facilities may request courtesy storage with the Munitions Storage section at 366-5166. Responsibility for the care and preservation of ammunition and explosive items being stored will be set out in a written agreement and mutually agreed upon by the organization concerned and the Munitions Flight.

5.2.4. Munitions custody accounts are subject to periodic inspection by on base agencies such as Security Forces or Wing Safety. The emphasis on such inspections will normally be on compliance with security, safety, or maintenance directives.

5.2.5. Store only one "LITE BOX" for each lot and condition code, unless custody accounts need more than one "LITE BOX" for mobility purposes.

5.2.6. All boxes containing courtesy stored munitions on custody accounts must have the custody account number stenciled on each loose box and all palletized loads.

5.2.7. If any questions or problems arise on munitions storage requirements, custodians should contact Munitions Storage and Handling at 366-5166/4542.

5.3. Transfer of Custodians:

5.3.1. Primary Custodian Change of Inventory. When a change in the primary custodian occurs, the departing custodian and the newly appointed custodian will perform a complete physical inventory of the custody account 45 days prior to the PCS move, transfer or separation. The inven-

tory will be conducted, reconciled, and signed by the commander, and the departing and newly appointed custodian.

5.3.2. If the transfer is directed by the commander or the primary will be TDY in excess of 45 days, notify Munitions Operations immediately.

5.3.3. If there are discrepancies with the account, all avenues of research will be exhausted to correct the discrepancies. If the discrepancies cannot be resolved, the appropriate documentation will be submitted and the account will be frozen. The freeze status will remain until accountability is restored.

5.4. Handling and Transportation:

5.4.1. Only trained personnel under the supervision of an individual who understands the hazards and risks involved in the operation are to handle and transport explosives. Transportation of munitions off base must comply with local laws and may require special training and certification. Custodians who need to transport munitions off base should contact the MASO for current guidance.

5.4.2. For pick-up and delivery of munitions being transported on or off base, custodians will have the items listed below (as a minimum). These requirements are in accordance with AFI 91-201. Failure to meet these requirements will result in munitions not being released to the custodian, requiring the custodian to reschedule.

5.4.2.1. A government vehicle with chocks and tie down points.

5.4.2.2. Tie-down straps for securing items to vehicles.

5.4.2.3. Proper vehicle explosive placards are properly used.

5.4.3. Personnel who operate, handle, transport, maintain, load, or dispose of missiles, explosives, or nuclear weapons must receive initial explosive safety training before performing any of those tasks and receive recurring training annually thereafter. There are some exceptions to this rule, refer to AFI 91-202, Chapter 10, for exceptions.

6. Custody Account Procedures:

6.1. Custody Account Jacket File procedures.

6.1.1. Every custodian will establish and maintain a standardized custody account jacket file.

As a minimum, the MASO and munitions account custodian must keep the following in their jacket files:

6.1.1.1. TAB A: AF Form 68, Documented Training and Briefings, and the most current 36 ABWPAM 21-201, Conventional Munitions Custody Account Customer Guide.

6.1.1.2. TAB B: Reconciled Quarterly Inventory, Reconciled Semi-annual Inventory, current IS507A (Custody Account Listing)

6.1.1.3. TAB C: Current fiscal year Allocation letter, Forecast letter, and Explosive Safety License, or Courtesy Storage Agreement.

6.1.1.4. TAB D: Expenditure Log (PACAF Form 116), Maintain copies of issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory. (The MASO's copies may be maintained in the Document Control

Files.)

6.1.1.5. TAB E: Miscellaneous (Old e-mails, correspondence, etc.)

6.2. Custody Issue Procedures:

6.2.1. Fill out the AF Form 2005 IAW [Attachment 2](#) of this publication.

6.2.2. The individuals identified in Part II of the AF Form 68 or commander may certify all issue requests by printing their name, date, duty phone, and signing Block A of the AF Form 2005.

6.2.3. The MASO will review and approve all issue requests.

6.2.4. All issues must be coordinated through Munitions Operations prior to scheduling through Munitions Storage and Handling and Munitions Inspection. Due to workload/scheduling constraints, custodian must submit the AF Form 2005 Issue Request ten duty days prior to the requested pick-up day.

6.2.5. 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 and scheduling do not constitute an emergency.

6.2.6. Emergency requests must be justified and approved, in writing, by the Logistics Group Commander or designated representative. The approval may be annotated on the reverse side of the AF Form 2005. The approval must accompany the issue request.

6.2.7. Munitions will be issued in quantity unit pack (QUP) or LITE BOX configuration when possible, to limit creation of “non-standard” packaging not within special packaging instructions/transportation packaging order (SPI/SPO) configuration, which creates a possible hazard class conflict as described in T.O. 11A-1-10.

6.2.8. Munitions Inspection will notify account custodians by phone when items are ready for pickup. Munitions can be picked up at Munitions Inspection, building 9010, prior to 1500 hours on the day of notification.

6.2.9. Only those personnel listed on Part III of the AF Form 68 are authorized to receipt for munitions. These individuals will receive the assets and keep a copy of the AF Form 2005.

6.3. Expenditure Procedures:

6.3.1. Expenditures are used to document consumption of custody munitions.

6.3.2. The consuming organization or activity provides the MASO with expenditure documents within 5 duty days.

6.3.3. Fill out the AF Form 2005 IAW [Attachment 6](#) (Custody Expenditure Request).

6.3.4. The commanders or designated representatives found on Part II of the AF Form 68 certify expenditures by printing their name, duty phone, date and signing in Block A of the AF Form 2005. By signing in block A the individual is certifying that the munitions were in fact expended. Recommend units establish procedures for validating all expenditures with supporting documentation.

6.3.5. The custodian must sign on Block E of the AF Form 2005.

6.3.6. Munitions Operations will process the expenditure and forward a copy to the custodian.

6.4. Custody Turn-in Procedures:

6.4.1. Turn-Ins as discussed in this section refer to returning assets to the MASO's warehouse balances in the Combat Ammunitions System (CAS) computer.

6.4.2. Fill out the AF Form 2005 IAW **Attachment 4** (Custody Turn-In Request).

6.4.3. AF Form 2005 must be physically taken to Munitions Operations for verification for accuracy. Document will not be dropped off at the gate guard shack. The AF Form 2005 should be accompanied by a minimum of 3 copies of which 2 copies will be kept by Munitions Operations and 1 copy will be your suspense copy to keep until the assets are delivered to Munitions Inspection.

6.4.4. Munitions Inspection will notify the account custodians by phone to schedule delivery of the items to the inspection element for turn-in. When Munitions Inspection signs the AF Form 2005 in block A (inchecker), custodians should pull a copy for your records. This is the custodians proof that the assets were turned over to munitions personnel and relieves the custodian of accountability of those assets.

6.4.5. When turning items into the inspection activity, ensure the munitions are packaged in their original containers or they will not be accepted for turn-in. Empty containers with an Expendability Recoverability, Reparability, Code (ERRC) designator of XD2 and XF3 are required to be accounted for and must be turned into Munitions Inspection when empty. Call Munitions Inspection for assistance if there are any questions concerning container requirements.

6.4.6. Munitions that appear to be unserviceable will be turned in to Munitions Inspection. The munitions inspector will determine if the munitions are unserviceable and process an Ammunition Disposition Request (ADR). The custodian is responsible for requisitioning replacement assets for ADR munitions.

6.5. Found on Base (FOB)

6.5.1. The MASO reviews all FOB transactions to determine the need for a special inventory before processing the document. FOB turn-ins will be processed by Munitions Inspection.

6.5.2. Contact Munitions Operations for specific instructions.

6.6. Expended Brass, Munitions Residue, and the Munitions Recyclable Sales Program

6.6.1. Expended brass and munitions residue must be turned in. It is understood that collecting all expended brass is not always feasible, but custodians must do their best to reclaim as much as possible. Any material (expended brass, smoke grenades, etc.) remaining after functioning of a munitions device is considered munitions residue and must be turned in to Munitions Inspection for proper certification prior to turn-in to the Defense Reutilization and Marketing Office (DRMO) as outlined in AFI 21-201 and T.O. 11A-1-60. Some users (AFSC's) are authorized IAW T.O. 11A-1-60 to turn in their own expended brass to DRMO. Munitions residue will only be accepted by Munitions Inspection if it's contained in a suitable container and is clearly marked with an accurate nomenclature and quantity (i.e. 5.56 expended brass, quantity 36). The custodian will ensure no live rounds are mixed with expended brass/munitions residue. Custodians will coordinate with Munitions Inspection for residue turn-ins one week prior to desired turn-in date to facilitate effective inspection scheduling.

6.7. Due-In From Maintenance (DIFM) Procedures:

- 6.7.1. DIFM items will be closely monitored to ensure 100 percent follow-up of all DIFM items
- 6.7.2. Account representatives have up to 15 days from date of issue to turn in the repairable item to Munitions Inspection.
- 6.7.3. If adequate security and storage cannot be provided, items must be turned in on the day of issue.
- 6.7.4. Follow procedures outlined in paragraph 7.2. for issue of DIFM items.

6.8. Empty Munitions/Missile Component Containers:

- 6.8.1. As stated in paragraph 6.4. (Turn-In Procedures), all reusable containers must be turned in to Munitions Inspection when no longer required.
- 6.8.2. Customers should keep in their possession enough spare containers to break down all built-up complete rounds. Empty containers, no longer required by the using activity, must be turned in to Munitions Inspection.
- 6.8.3. Process the turn-in of accountable, empty containers using the AF Form 2005. Turn-ins are processed as an organizational turn-in. (See Attachment 5)
- 6.8.4. All accountable, empty containers must be inventoried with scheduled custody account inventories.

7. Establishing an Account for Consumption Issues:

- 7.1. Consumption issues will be limited to those assets consumed or installed within 15 days (i.e., DIFM, Time Change, Shop Stock, or assets for end-item repair). Shop stock issues (peacetime consumables) are not bound by the 15-day rule.
 - 7.1.1. Organizational commanders who can justify the need to establish an account for consumption issues must accomplish an AF Form 68 in the same manner as for a custody account. See procedures outlined in Section 5.
 - 7.1.2. Quantity will be limited to that which can be consumed/installed within 15 calendar days from the date and time of issue.
 - 7.1.3. Shop Stock. Consumption issue of arming wire, swivel and links, ferrules, safety clips, lugs and other small bits and pieces in support of category D allocations is authorized. Issue these items in QUP, such as, a roll of arming wire or box of ferrules. No more than 25 percent, rounded up to QUP, of the annual allocation may be issued at one time, not to exceed the annual allocation.
 - 7.1.3.1. Custodians will develop procedures for the storage, inventory control, use, replenishment, and disposition of any shop stock assets issued to their account.

7.2. Consumption Issue Procedures:

- 7.2.1. Fill out the AF Form 2005 IAW Attachment 3 (Consumption Issue Request).
- 7.2.2. The same procedures that apply for Custody Issues apply for Consumption Issues. Follow the procedures in Section 6.2.

7.3. Consumption Turn-in Procedures:

7.3.1. The consumption account representative is responsible for ensuring all excess property is scheduled for turn-in before expiration of the 15-day time limit, or 24 hours if adequate security or storage cannot be provided by the custodian. Items not properly packaged will not be accepted for turn-in.

7.3.2. Fill out the AF Form 2005 IAW local operating instructions. (See [Attachment 5](#), Consumption Turn-In Request)

7.3.3. Follow procedures described in paragraph [6.4](#).

8. Custody Account Inventories:

8.1. Semi-annual MASO Custody Account Inventory:

8.1.1. Once every 6 months the MASO, or designated representative, will inventory each custody account.

8.1.2. Munitions Operations custody section will schedule a date and time for conducting the inventory.

8.1.3. Munitions Operations will provide all necessary guidelines and paperwork to the custodian to conduct the inventory.

8.1.4. Upon completion of the inventory, the custodian will sign the IS507A, Custody Account Listing and forward it to the organizational commander for signature. The IS507A must be hand carried to Munitions Operations, prior to the established suspense date, for completion.

8.1.5. The organizational commander, custodian and the MASO will sign copies of the current annual inventory listing and documented findings.

8.1.6. The current reconciled inventory listing and findings will be maintained until superseded by the next semi-annual MASO Custody Account Inventory.

8.2. Quarterly Custodian Inventory:

8.2.1. The custodian conducts a physical inventory of all munitions issued to his/her account once every 3 months.

8.2.2. Munitions Operations custody section will schedule a date for conducting the inventory. The custodian must contact Munitions Storage to schedule the time and obtain an escort into munitions storage structure (if munitions operations has a courtesy storage agreement with munitions storage).

8.2.3. Munitions Operations will provide all necessary guidelines and paperwork to the custodian to conduct the inventory.

8.2.4. Upon completion of the inventory, the custodian will sign the IS507A, Custody Account Listing and forward it to the organizational commander for signature. The IS507A must be hand carried to Munitions Operations, prior to the established suspense date, for completion.

8.2.5. Copies of the current inventory listing will be signed by the organizational commander and custodian, and reviewed and signed by the MASO.

8.2.6. The current reconciled inventory will be maintained until superseded by the next Quarterly Custodian Inventory.

8.3. Primary Custodian Change Inventory:

8.3.1. When a change in the primary custodian occurs, the departing custodian and the newly appointed custodian will perform a complete joint physical inventory of the custody account.

8.3.2. Upon notification of change of primary custodian, the gaining custodian, losing custodian and the MASO will schedule a day to conduct the inventory.

8.3.3. Munitions Operations will provide all necessary guidelines and paperwork to the custodian to conduct the inventory.

8.3.4. Upon completion of the inventory, the gaining custodian and the losing custodian will sign the IS507A, Custody Account Listing and forward it to the organizational commander for signature. The IS507A must be hand carried to Munitions Operations, prior to the established suspense date, for completion.

8.3.5. The inventory will be filed as the current Quarterly Custodian inventory in both the custodian's and MASO's jacket files.

8.3.6. The organizational commander, custodian, and the MASO will sign copies of the current annual inventory listing and documented findings.

9. Munitions Forecasts:

9.1. The annual munitions forecast is the primary vehicle to request and allocate munitions for training and operational needs. The Air Staff is the final budget authority for forecasted munitions items. Failure to forecast will result in no allocation. After the allocation budget is distributed, items above allocation will be considered unauthorized/excess and must be turned in prior to the established suspense date.

9.1.1. Organizational commanders will ensure a forecast of all munitions requirements is submitted annually to Munitions Operations. Munitions Operations will send a package to each custodian with detailed instructions on how to submit this forecast. Negative and No Change reports must also be submitted.

9.1.2. A copy from the authorizing directive (paragraph or table) must be submitted with your package. This enables Munitions Operations personnel to review your requirements and all custodian requirements so they can be submitted as a package with as few errors as possible.

9.1.3. In all cases, the final allocation rests with the MAJCOM and the Air Staff. Munitions Operations acts only as a liaison and can assist you in resolving discrepancies, but cannot in most cases, increase or adjust your allocation. PACAF may make exceptions to this rule on an annual basis, and all custodians will be briefed as to the limits of our authority as we receive them.

9.1.4. If customers wishes to increase their allocation, they must work with their functional manager at PACAF. Munitions Operations must be aware of every request. We are obligated to keep a suspense copy of each request on file so we may also answer specific accounting questions that may be asked by PACAF, and to ensure assets are on-hand prior to the request.

9.1.5. All forecasts are due to HQ PACAF in the month of December. Arrangements must be made to have all the forecasts to the Munitions Operations prior to December so all necessary corrections and adjustments are made to each forecast prior to submitting the forecast to HQ PACAF.

10. Mobility Accounts:

10.1. All known mobility munitions requirements must be forecasted in the same manner as all other accounts. This applies to all munitions and explosives that are not part of an aircraft weapons system.

10.1.1. Munitions and explosives deployed from home station, unit relocation or augmentation, and preposition munitions must also be forecasted annually.

10.1.2. Individuals tasked to deploy with munitions must contact Munitions Operations prior to deployment to determine if munitions require shipping documentation. If they require shipping documentation, the custodian will deliver a completed AF Form 2005 to process a turn-in and shipment of deploying assets to the gaining MASO. Upon arrival at the deployed location, immediately contact the local MASO and deliver the munitions and shipping documentation. Prior to returning, ensure the local MASO performs the same steps to ship your munitions back to Andersen MASO account FV5240 (if required). If no MASO exists at the deployed location, the custodian will retain custody of the deployed assets until returning to home station. In either case, all documentation concerning the accountability of the munitions deployed must be kept and presented to Munitions Operations upon return to Andersen AFB.

10.1.3. The custodian retains full responsibility for the accountability of the munitions until the assets are returned unless the local MASO determines assets will not be shipped back and assumes accountability.

11. Allocations:

11.1. MAJCOMS provide unit allocations based on the MAJCOM positioning objective determined by the Global Asset Positioning (GAP).

11.1.1. Current fiscal year allocations will be posted on October 1 of the current year.

11.1.2. All expenditures for the previous fiscal year must be processed prior to October 1 of the previous fiscal year.

11.1.3. Ensure munitions in excess of the current FY allocation are scheduled for turn-in within 30 days.

11.1.4. It is a violation of Air Force policy to use munitions for purposes other than those for which they were originally issued. Such abuse could result in action under the Uniform Code of Military Justice (UCMJ).

11.2. Out-of-Cycle Requests (OOCR):

11.2.1. Request for allocation increases or additions will be prepared and coordinated IAW AFI 21-201 and the Munitions Operations Section. OOCRs are not to be used as a fix for poor forecasting.

11.2.2. If necessary, an out-of-cycle request may be submitted above an authorized quantity if the items are absolutely essential to meet mission requirements.

11.2.3. It is custodian's responsibility to make their requests to their Functional Manager.

11.2.4. The MASO will determine whether a special level request can be approved locally or must be forwarded to MAJCOM for approval. If the MASO can satisfy the OOCR, the allocation trans-

fer will be coordinated with the applicable MAJCOM Munitions User Functional Manager (MUFM).

11.2.5. If an out-of-cycle request is required, contact Munitions Operations for specific guidance.

12. Commercial Off The Shelf (COTS) Munitions (Formerly known as Local Purchase):

12.1. The MASO manages only those COTS munitions approved and managed by OO-ALC/WM. The MASO will not establish accountability for non-stock listed items IAW AFI 21-201. The munitions function is not responsible for accountability, storage, inspection, or disposition of these assets. All requests for COTS munitions are submitted to the Chief of Supply IAW AFMAN 23-110, Volume 2.

12.1.1. Customers should coordinate with Munitions Operations to determine if the item requested meets the guidelines listed in AFI 21-201 for COTS munitions management.

13. Customer Support Hours:

13.1. Munitions Operations normal duty hours are 0700-1600 Monday-Friday (excluding holidays and wing/squadron family days). One exception is that Munitions Operations will be closed on Wednesdays from 1300-1600 for training. Only emergencies will be handled during this time (exception – drop off of paperwork).

13.2. Customers must contact the Munitions Storage element 48 hours in advance to gain daily access to courtesy stored munitions for removal or restorable. For local exercises/contingencies, customers must contact Munitions Storage 2 hours prior to gain access. If assets are to be issued, custodians must allow 2 hours for pick-up of assets after document is delivered to Munitions Operations.

13.3. After-hours Support. Organizations needing after-hours munitions support will contact the wing Command Post who will, in turn, contact the Munitions Control Element. Munitions Control will be responsible for contacting the appropriate munitions personnel.

14. Unique Local Requirements:

14.1. There are no known unique local requirements for Andersen AFB, Guam at this time.

THOMAS P. FINNEGAN, Colonel, USAF
Commander

Attachment 2

SAMPLE AF FORM 2005 CUSTODY ISSUE REQUEST

Figure A2.1. Sample AF Form 2005, Custody Issue Request

ISSUE/TURN-IN REQUEST	TRIC							DEL DIST							EX							A. INCHECKER, NAME, DATE (TIN)														B. INSPECTOR, NAME-STAMP, DATE (TIN)																																																																																																							
	1 2 3			4 5 6 7				John Q. Doe, MSgt 06 Nov 01																																																																																																																																			
	I S U			REQUEST, TIME & DATE (ISU)														366-XXXX																																																																																																																									
	STOCK NUMBER														UNIT OF ISSUE														QUANTITY														DOCUMENT NUMBER														DMO																																																																																		
	NSN				NIIN				ADDN				23 24				25 26 27 28 29				ACT				ORG				SHOP				DATE				SER NO				Cend																																																																																																		
	8 9 10 11 12 13 14				15 16 17 18 19 20				21 22				e a				0 0 7 9 6				30 31 32 33				34 35				36 37 38 39				40 41 42 43				44																																																																																																						
	1 3 0 5 0 0 4				8 5 3 9 3 0												S 1 4 0 P S																																																																																																																										
	Part Number														E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY														Certified custody issue request for training IAW AFCAT 21-209																																																																																																														
	D. PART NUMBER/MGFR CODE OR NAME/REMARKS																																																																																																																																										
	WORK ORDER														TEX/CONFAG														SD														PROJECT														PRI														REQ DEL DT														UIC														MARK FOR														F. T.O. PSC AND/OR ERRC																										
SHIP TO														51 52 53														54 55 56 57 58 59														60 61														62 63 64														65 66														67 68 69 70 71 72 73 74 75 76 77 78 79 80														DOCUMENT NUMBER														POST/POST														02-001													
2 1 0 0 0 0																																																								S A F E - 3																																																																																			
G. TIME & DATE OF DELIVERY														H. DELIVERY TIME														I.														J. NOMENCLATURE																																																																																																	
16 Nov 01																																										CTG., 5.56MM Ball																																																																																																	

AF FORM 2005, 19860601 (EF-V3) PREVIOUS EDITION WILL BE USED.

- BLOCK ENTRY REQUIRED**
- 1-3 ISU
- 7 Category Code; this comes from your allocation document
- A Certifying Official typed/printed name, signature, duty phone, and date (Either commander or individual listed in Part II of the AF Form 68)
- 8-22 NSN (See your current FY Allocation)
- 23-24 Unit of Issue; usually EA (each) but may be FT (feet), or HD (hundred) etc.
- 25-29 Quantity (See your current FY Allocation for authorized quantity)
- 30 S
- 31-35 Organization and Shop Code
- E “CUSTODY ISSUE”, reason for use such as training, ground defense, operational mobility etc, and authorizing directive (Found in Block 1 of AF Form 68)
- 45-50 Enter building number where items will be stored (See Explosive Safety License or your Courtesy Storage Agreement)
- 67-80 Enter location where assets will be stored if being stored outside the munitions storage area
- F Request number from PACAF Form 116. Assign numbers consecutively to each individual document. The first document for fiscal year 01 would be 01-01, the second document would be 01-02 etc.
- G Enter date munitions are required (Remember the 10 duty day window)
- J Nomenclature

Custodians do not sign the AF Form 2005. A CAS-B printout will accompany the AF Form 2005 at the munitions pick-up point (Munitions Inspection Element). Custodians will be required to sign the CAS-B issue document at this time. A copy will be provided for filing in the Custody Jacket File.

Attachment 4

SAMPLE AF FORM 2005 CUSTODY TURN-IN REQUEST

Figure A4.1. Sample AF Form 2005, Custody Turn-In Request

TRIC	DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)												B. INSPECTOR, NAME-STAMP, DATE (TIN)																			
1	2	3	4	5	6	7	REQUEST, TIME & DATE (ISU)																													
TIN	D																																			
STOCK NUMBER												UNIT OF ISSUE												DOCUMENT NUMBER												DMO
NSN												ADDN												ACT												COND
8 9 10 11 12 13 14 15 16 17 18 19 20 21 22												23 24 25 26 27 28 29												30 31 32 33 34 35 36 37 38 39 40 41 42 43 44												
1 3 0 5 0 0 4 8 5 3 9 3 0												E A 0 0 7 9 6												S 1 4 0 P S 8 2 6 5 0 0 0 2 A												
Part Number												E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																								
D. PART NUMBER/MGFR CODE OR NAME/REMARKS												Serviceable excess TIN IAW AFCAT 21-209																								
LC-85B001-001																																				
WORK ORDER												ITEX CONFAG												MARK FOR												F. T.O. PSC AND/OR ERRC
SHIP TO												SD												DOCUMENT NUMBER												POST/POST
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 70 71 72 73 74 75 76 77 78 79 80												
2 1 0 0 0												S A F E - 3																								01-001
G. TIME & DATE OF DELIVERY												H. DELIVERY TIME												I.												J. NOMENCLATURE
																																				Ctg, 5.56mm Ball

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

- | | |
|--------------|--|
| BLOCK | ENTRY REQUIRED |
| 1-3 | TIN |
| 7 | Category Code (taken from Custody Account Listing (CAL)) |
| 8-22 | NSN (See your current Custody Account Listing) |
| 23-24 | Unit of Issue |
| 25-29 | Quantity being turned in. |
| 30-43 | Enter the document number from the original issue document, which is taken from your CAL |
| D | Lot Number and condition code that assets were issued in |
| E | Reason for turn-in and authorizing directive, example: "CUSTODY TURN-IN" and authorizing directive |
| 45-50 | Structure number; found on the CAL (See Explosive Safety License or your Courtesy Storage Agreement) |
| 67-80 | Location; found on the CAL |
| F | Next available request number from PACAF Form 116 |
| J | Nomenclature |

Custodians are not responsible to sign the Turn-in document. Once the In checker at the Munitions Inspection Element signs Block A, the custodian must keep a copy of the AF Form 2005 for their records. This relieves the custodian of their accountability responsibilities.

Attachment 5

SAMPLE AF FORM 2005 FOR CONSUMPTION/ORGANIZATIONAL TURN-IN REQUEST

Figure A5.1. Sample AF Form 2005, Consumption/Organizational Turn-In Request

TRIC	DEL DIST		EX		A. INCHECKER, NAME, DATE (TIN)												B. INSPECTOR, NAME-STAMP, DATE (TIN)																																																																					
1	2	3	4	5	6	T I N												S																																																																				
REQUEST, TIME & DATE (ISU)																																																																																						
STOCK NUMBER												UNIT OF ISSUE												QUANTITY												DOCUMENT NUMBER												DMO																																						
NSN			NIIN												ADDN			UNIT OF ISSUE			QUANTITY			ACT			ORG			SHOP			DATE			SER NO.			Cond																																															
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44																																																		
1	3	0	5	0	0	4	8	5	3	9	3	0			E	A	0	0	7	9	6	R	1	4	0	P	S	8	2	6	5	0	0	0	2	A																																																		
Part Number												E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY																																																																										
D. PART NUMBER/MGFR CODE OR NAME/REMARKS												Unserviceable TIN IAW T.O. 11A13-10-7																																																																										
LC-85B001-001																																																																																						
WORK ORDER			ITEX CONFAC			SD			PROJECT			PRI			REQ DEL DT			UJC			MARK FOR												F. T.O. PSC AND/OR ERRC																																																					
SHIP TO			S1			54			55			56			57			58			59			60			61			62			63			64			65			66			67			68			69			70			71			72			73			74			75			76			77			78			79			80		
G. TIME & DATE OF DELIVERY												H. DELIVERY TIME												I.												J. NOMENCLATURE																																																		
																																				Ctg. 5.56mm Ball																																																		

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

- | | |
|--------------|---|
| BLOCK | ENTRY REQUIRED |
| 1-3 | TIN (for found on base turn-ins enter “FOB”) |
| 7 | Enter Category Code |
| 8-22 | NSN |
| 23-24 | Unit of Issue |
| 25-29 | Quantity |
| 30-43 | Enter the base document number from the original issue document. If assets are Found On Base or are an organizational turn-in (i.e. empty accountable containers) CAS-B will assign a document number. |
| D | Lot number(s), if turning in more than one lot number, indicate quantity of each lot. You may use the reverse side of the form |
| E | Reason for turn-in and authorizing directive (for FOB turn-ins give as much information as possible explaining where assets came from) (for accountable empty containers annotate “Organizational Turn-in”) |
| J | Nomenclature |

Custodians are not required to sign the Turn-in document. Once the In checker at the Munitions Inspection Element signs Block A, the custodian must keep a copy of the AF Form 2005 for his/her records. This relieves the custodian of his/her accountability responsibilities.

Attachment 6

SAMPLE AF FORM 2005 FOR CUSTODY EXPENDITURE REQUEST

Figure A6.1. Sample AF Form 2005, Custody Expenditure Request

TRIC 1 2 3 M S I	DEL DIST TOTE BOX 4 5 6 7 D	EX Dac	A. INCHECKER, NAME, DATE (TIN) John Q. Doe, MSgt 06 Nov 01 366-XXXX	B. INSPECTOR, NAME-STAMP, DATE (TIN)
STOCK NUMBER NSN 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 1 3 0 5 0 0 4 8 5 3 9 3 0	UNIT OF ISSUE 23 24 E A	QUANTITY 25 26 27 28 29 0 0 7 9 6	DOCUMENT NUMBER ACT ORG SHOP DATE SER NO 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 S 1 4 0 P S 8 2 6 5 0 0 0 2 A	DMO Cond
Part Number LC-85B001-001	D. PART NUMBER/MGFR CODE OR NAME/REMARKS	E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY Certified custody expenditure for training IAW AFCAT 21-209	MARK FOR DOCUMENT NUMBER 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 S A F E - 3	F. T.O. PSC AND/OR ERRC 01-001
G. TIME & DATE OF DELIVERY 2 1 0 0 0	H. DELIVERY TIME	I.	J. NOMENCLATURE Ctg. 5.56mm Ball	

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

BLOCK

ENTRY REQUIRED

1-3

MSI

7

Category Code taken from CAL

A

Certifying Official typed/printed name, signature, duty phone, and date (either the Commander or individual listed in Part II of the AF Form 68)

8-22

NSN (See your current IS507A)

23-24

Unit of Issue

25-29

Quantity expended

30-43

Document number (See your IS507A). This is the same document number that items were issued under

D

Lot number and condition code. If more than one lot number was expended under the same document number, also enter the quantity per lot. You may use the reverse side of the form.

E

“EXPENDITURE” reason for expenditure, authorizing directive, and signature of account custodian (must match reason in Block 1 of AF Form 68)

F

Next available request number from PACAF Form 116

J

Nomenclature

Expenditure documents must be submitted to the Munitions Operations no later than 5 DUTY DAYS after the actual expenditure.

Attachment 7

SAMPLE IS507A, CUSTODY ACCOUNT LISTING

Figure A7.1. Sample IS507A, Custody Account Listing.

UNCLASSIFIED

PREPARED 99 FEB 12 ANDERSON AFB CUSTODY ACCOUNT LISTINGS
 PCN 007Y507A

SYSTEM DESIGNATOR 01 SRAN FV5240

ORG/SHOP: 140KN TITLE: 36 SPS/SPOX

NSN/ LOCATION	CIC	LOT/SERIAL QUANTITY	COND	BASE DOCUMENT NUMBER	MSRC	STRUCTURE CAT	NUMBER
------------------	-----	------------------------	------	-------------------------	------	------------------	--------

1305001823217		LC-88E027-387		S140KN43428322	1AYA	D	51255
A001A001A	7	50		A			

CARTRIDGE, 5.56MM BLANK M208

TOTALS FOR THIS NSN: O/H: 50 AUTH: 2215
 EXPENDED: 1911

TOTALS FOR MSRG/CAT CODE: O/H: 50 AUTH: 2215
 EXPENDED: 1911

1305008103258		WCC92M051-001		S140KN43420001	1CAA	D	51255
A001B001A	7	254		A			

CTG CAL. 38 SP BLANK

TOTALS FOR THIS NSN: O/H: 254 AUTH: 500
 EXPENDED: 136

TOTALS FOR MSRC/CAT CODE: O/H: 254 AUTH: 500
 EXPENDED: 136

MUNITIONS ACCOUNTABLE SYSTEMS OFFICER/
DESIGNATED REPRESENTATIVE

I certify that the type(s) of ammunition item(s) listed above are

Listed hereon are on hand in the quantities organization. Quantities reflected

Indicated, are being maintained in proper storage authorized this organization.

Facilities, and that custodial responsibility item(s) are being afforded

Will be maintained until the item(s) are expended, controlled item code of the item.

installed or turned-in. I further certify that will be taken concerning any

any losses or other irregularities relating to the by the custodian.

item(s) will be properly reported to the accountable Officer and any immediate commander.

I certify that the ammunition

required by this

do not exceed the quantity

I further certify that the

proper storage for the

immediate corrective action

irregularities identified

Date: Signature / custodian
Signature / commander

Date:

UNCLASSIFIED

Attachment 8

SAMPLE IS430A, CUSTODY INVENTORY LIST

Figure A8.1. Sample IS430A, Custody Inventory List.

UNCLASSIFIED

PREPARED 99 FEB 12 ANDERSON AFB
PCN SD876Y430A

SPECIAL INVENTORY

SYSTEM DESIGNATOR 01 SRAN FV5240

STRUCTURE NO: 51255

TYPE STOCK: B

STRUCTURE NUMBER	DOC	LOCATION NUMBER	NATIONAL STOCK NUMBER	LOT
() A001A001A		()	1375011927411	
WCC92H001-001		S140KN42259905	() ()	
() A001A002A		()	1305008123258	
WCC82F001-001		S140KN42259906	() ()	
() A001B002A		()	1305001523217	
WCC88G001-001		S140KN42259907	() ()	

Signature: _____ Date: _____
 Signature: _____ Date: _____

UNCLASSIFIED

NOTE: Entry required in the “Structure and Location” columns only if location is different from location shown. For the “CC and Qty” columns enter the actual condition code and quantity of assets on hand.

The custodian that performed the inventory will sign and date the form. The Munitions Operations representative assisting with the inventory will also sign and date the form. For the non-MASO assisted inventory, the custodian(s) performing the inventory will sign and date the form. A Munitions Operations representative may sign the form indicating the inventory was completed if only one custodian listed on the AF Form 68 was available to do the inventory.

