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Maintenance

**ACCOUNTABILITY OF AIRCREW TRAINING
MUNITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 36-2217, *Munitions Requirements For Aircrew Training*, AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, AFI 21-201, *PACAF Supplement 1, Management and Maintenance of Non-Nuclear Munitions*, PACAFI 21-165, *Aircraft Flying and Maintenance Scheduling Procedures*, 36 ABW Pamphlet 21-201, *Conventional Munitions Custody Account Customer Guide*, 36 MXS Munitions Flight OI 21-02, *Combat Ammunitions System-Deployable (CAS-D) Procedures*, and 36 MXS Munitions Flight OI 21-03, *Document Flow*. It establishes responsibilities and procedures for control, accountability, and reconciliation of aircrew training munitions assigned or deployed to Andersen AFB. These procedures are designed to create a clear audit trail from issue to expenditure. This instruction applies to all personnel and units handling, storing, maintaining, delivering, loading, or downloading munitions issued to custody accounts during peacetime and contingencies. This Publication does not apply to the Air National Guard (ANG) and the Air Force Reserves and their units.

1. RESPONSIBILITIES:

1.1. MUNITIONS FLIGHT COMMANDER/CHIEF:

- 1.1.1. Attends the daily frag production meeting as required.
- 1.1.2. Ensures timely delivery of all tasked munitions to support the daily flying schedules.
- 1.1.3. Resolves discrepancies with the flying schedule and munitions tasked to support the daily frag.
- 1.1.4. Ensures timelines are met for delivery and reconciliation.
- 1.1.5. Ensures the Munitions Accountable Systems Officer (MASO) has established document flow procedures for all documents processed to support aircrew munitions.

1.2. MASO:

- 1.2.1. Manages the account in accordance with AFI 36-2217, AFI 21-201, PACAF Sup 1, and 36 ABW Pamphlet 21-201.
- 1.2.2. Briefs account custodians on AFI 36-2217 procedures and responsibilities.
- 1.2.3. Ensures adequate quantity of munitions are on the account or on order.
- 1.2.4. Ensures required expenditure reports are completed IAW AFI 36-2217.
- 1.2.5. Documents and validates account transactions.
- 1.2.6. Reviews the weekly/daily-flying schedule to determine munitions requirements.
- 1.2.7. Receives a copy of the reconciled AF Form 2434, **Munitions Configuration and Expenditure Document**, daily from the account custodian.
- 1.2.8. Provides direction on the course of action(s) to take when discrepancies during daily flight-line reconciliation occur and cannot be resolved.
- 1.2.9. Ensures inventory requirements and documents are processed IAW AFI 21-201, PACAF Sup 1, and 36 ABW Pamphlet 21-201.

1.3. CUSTODY ACCOUNT CUSTODIAN:

- 1.3.1. Ensures training is received from the MASO.
- 1.3.2. Manages the account in accordance with AFI 36-2217, AFI 21-201, PACAF Sup 1, and 36 ABW Pamphlet 21-201.
- 1.3.3. Ensures adequate quantities of munitions are on the account or on order to support the flying schedule.
- 1.3.4. Establishes an on-hand level of munitions to support aircrew training. Ensures AFI 36-2217 levels do not exceed approved allocations as established by HQ PACAF.
- 1.3.5. Process issue and expenditure documents IAW 36 ABW Pamphlet 21-201, 36th Munitions Flight OIs 21-02 and 21-03.
- 1.3.6. Verifies lot number, quantity, and condition code prior to signing for property.
- 1.3.7. Submits certified issue documents ten duty days prior to requirement day or as necessary during contingency operations.
- 1.3.8. Submits certified expenditure documents for expended munitions within 5 duty days. During contingency operations, expenditures will be submitted daily.
- 1.3.9. Initiates turn-in action as required using AF Form 2005, **Issue/Turn-in Request**, for munitions determined to be excess, unserviceable, or for munitions left by transient aircraft or Found on Base.
- 1.3.10. Assigns field numbers or lot color codes at Conventional Maintenance prior to munitions being assembled IAW 36th Munitions Flight OI 21-02.
- 1.3.11. Maintains an accurate record of built-up munitions by use of an assembly worksheet. Records must ensure all expenditure reporting information is readily available.

NOTE: Impulse cartridges are controlled by lot number.

- 1.3.12. Documents, validates, and reconciles account transactions.

1.3.13. Consolidates AF Forms 2434, submitted by deployed Squadron's weapons sections on a daily basis. Check AF Form 2434 and Munitions Delivery Movement Record for type, quantity, lot number/field number of munitions loaded on aircraft, and number expended.

1.3.14. Ensure munitions accessories (BDU-33 safety blocks, remove before flight tags, etc) are properly accounted for during daily reconciliation.

1.3.15. Ensure reconciliation procedures are performed, in accordance with paragraph 3. of this instruction, at the end of each flying day by a designated representative.

1.3.16. Notifies Munitions Control and the MASO of all quantity discrepancies found during the daily reconciliation.

1.3.17. Conducts custody inventories as prescribed in 36 ABW Pamphlet 21-201 or as required during contingency operations.

1.3.18. Accounts for built-up (complete round) munitions using an assembly lot number and built-up quantity. Accounts for all components not in a built-up configuration by national stock number, lot number, condition code and quantity.

1.4. LINE DELIVERY:

1.4.1. Ensures a clear audit trail exists for each munitions item delivered to or returned from the flightline.

1.4.2. Deliver munitions as directed by Munitions Control. Upon delivery of munitions, the Line Delivery driver will annotate the Flightline Munitions Delivery Sheet with the date and time of upload, download, type munitions, lot/color code/field assembly number, location, aircraft number, and quantity.

1.4.3. Completed flightline delivery sheets will be returned to munitions control, account custodian, or flight line support supervisor on duty before daily reconciliation is initiated.

1.4.4. Notify Munitions Control of all aircraft uploads and downloads as they occur.

1.4.5. The Line Delivery crewmember and weapons load crew/expeditor will perform a joint inspection of munitions changing hands. Sign for all munitions downloaded from the deployed squadron and ensure a weapons representative signs for all munitions uploaded per aircraft. Signature indicates that all munitions are serviceable and all required safing gear is present. If a problem is identified during the joint inspection, up channel the information to Munitions Control and ensure discrepancies are corrected before signing for munitions.

1.4.6. At no time will munitions assets that are not loaded on aircraft be left unattended on the flightline.

1.4.7. TMU-72 argon bottles will be replenished on a one for one basis, by Weapons Flight personnel.

1.4.8. Ensure all TMU-72 damaged bottles are accompanied by an AFTO Form 350, **Repairable Item Processing Tag**.

1.4.9. Provides the account custodian and munitions control with a copy of all delivery sheets during reconciliation, on a daily basis.

1.4.10. Ensures munitions safing devices and live or expended impulse cartridges are properly accounted for and all munitions safing gear items are picked up on a daily basis during reconciliation and delivered to account custodian.

1.4.11. Notifies Munitions Control of quantity discrepancies found during the daily reconciliation.

1.5. **MUNITIONS CONTROL:**

1.5.1. Reviews the weekly/daily-flying schedule to determine munitions requirements.

1.5.2. Ensures flying schedules are distributed to production superintendents.

1.5.3. Coordinates flying schedule/frag changes with all appropriate agencies.

1.5.4. Direct all munitions movements. Record all upload and download of munitions assets as they occur by lot/color code/field number, quantity, aircraft tail number, and location.

1.5.5. Directs reconciliation of aircrew munitions be completed within 2 hours after the last aircraft lands for the flying day for deployed fighter squadrons and at agreed upon time between munitions flight and weapons flight for deployed bomber units. During contingencies reconciliation will be based on last down time.

1.5.6. Suspends munitions movements to or from the flightline until the reconciliation is completed.

1.5.7. Notifies Line Delivery Element when expended impulse cartridges, safing devices, or other munitions items are ready for pickup.

1.5.8. Maintains historical files for Flightline Munitions Delivery Sheets and AF Forms 2434s.

1.5.9. Tracks elapsed time indicator (ETI) hours for 180-hour inspections on AGM/CATM-88s and number of flights for AIM/CATM-9s for 20-flight inspections and CCG's as required.

1.5.10. Provides a copy of the reconciled AF Form 2434, daily to the account custodian and MASO.

1.6. **FLYING SQUADRON:**

1.6.1. All flying squadron personnel receiving munitions from 36 MXS custody accounts will ensure accountability and expenditure procedures contained in this instruction are strictly adhered to. The 36th Logistics and deployed Operations Group Commanders, 36th MXS Commander, flying squadron commanders, and Munitions Flight OIC/Chief will ensure appropriate accountability and expenditure procedures in this instruction are enforced.

1.6.2. Changes to the weekly schedule are submitted on AF Form 2407, **Weekly/Daily Flying Schedule Coordination**, in accordance with PACAF Instruction 21-108, *Aircraft Flying and Maintenance Scheduling Procedures*. In addition to procedures in PACAFI 21-108, the Munitions Flight will be a coordinating agency on any changes affecting the type, quantity, or configuration of munitions or time changes exceeding 30 minutes.

1.7. **WEAPONS LOADING PERSONNEL:**

1.7.1. Contact Munitions Control to request delivery or movement of munitions.

- 1.7.2. Receive, control, and maintain accountability of munitions delivered to the flightline. Certifies receipt by signing the Flightline Munitions Delivery Sheet.
- 1.7.3. Ensures weapons personnel are readily available and aircraft are ready for up loading/downloading when munitions delivery or pick-up is requested.
- 1.7.4. Perform inventories and provide the account custodian or their representative with a legible AF Form 2434 (or spreadsheet approved by MASO). This will provide an accurate accounting of the assets when staged, loaded, and expended to ensure an accurate audit trail is maintained.
- 1.7.5. Assist the line delivery representative with the daily reconciliation of munitions deliveries, returns, and expenditures.
- 1.7.6. The weapons flightline expediter ensures the AF Form 2434 is prepared and reflects a quantity inventory of all munitions delivered, loaded, expended, returned, and carried forward.
- 1.7.7. The weapons load crew/expeditor and line delivery crewmember will perform a joint inspection of munitions changing hands. Sign for all munitions delivered/uploaded from the munitions flight and ensures a line delivery representative signs for all munitions downloaded per aircraft. Signature indicates that all munitions are serviceable, the load is properly secured (when applicable), and all required safing gear is present. If a problem is identified during the joint inspection, up channel the information to Munitions Control and ensure discrepancies are corrected before signing for munitions.
- 1.7.8. At no time will munitions assets that are not loaded on aircraft be left unattended on the flightline.
- 1.7.9. Cross loading of munitions from one aircraft to another will not be performed without prior coordination with Munitions Control. Notify Munitions Control when other munitions cross-loads are accomplished to aid in configuration management and subsequent account inventories.
- 1.7.10. Ensure all ammunition downloaded into ammo cans are accompanied by an AFTO Form 350. Information entered on the tag must include: date downloaded, quantity downloaded, aircraft tail number load-crew printed name, signature. The tag must be attached to each container containing ammunition or ammunition cases.
- 1.7.11. Ensure an AFTO Form 350, accompanies all damaged or unserviceable chaff/flare modules. Information entered on the AFTO Form 350 must include: date downloaded, aircraft tail number, specific discrepancy, load crew-printed name and signature.
- 1.7.12. Turn in BDU-33 safing blocks, safing gear and expended impulse carts generated from expenditures to Line Delivery prior to reconciliation. The quantity of safing gear and expended impulse cartridges will match the number of BDU-33/general purpose bombs expended. Hung bombs will be annotated on AF Form 2434.
- 1.7.13. Perform a daily joint line delivery/fighter squadron reconciliation of the AF Form 2434 two hours after last aircraft downtime to determine expenditures for the day for fighter squadron(s) and at agreed upon time between munitions flight and weapons flight for deployed bomber units and during contingencies based on last down time. During contingencies reconciliation will be based on last down time.
- 1.7.14. Prior to each custody account quarterly inventory, download and return all TMU-72 argon bottles and munitions. Exception: internal gun ammunition, training missiles and acceleration

monitoring assembly/aircraft missile trainers do not need to be downloaded for quarterly inventories.

1.8. ARMAMENT PERSONNEL:

1.8.1. Ensures all ammunition removed from jammed systems is placed into ammo cans and tagged with AFTO Form 350 tag, to include noun, description of defect, date, time, specialist's printed name, signature, telephone number, aircraft tail number (if applicable), lot number, quantity of brass, and quantity of live rounds.

NOTE: Damaged rounds with exposed propellant will be segregated from all other rounds and propellant will be properly disposed of.

1.8.2. Notifies Munitions Control of type and quantity of ammunition ready for return to the munitions area.

2. INVENTORY AND RECONCILIATION PROCEDURES:

2.1. Munitions will not be delivered for the next day's schedule until reconciliation procedures are completed for AFI 36-2217 munitions.

2.2. Prior to the reconciliation beginning, the Munitions Line Delivery Element will ensure all flightline munitions delivery sheets covering the past 24 hours have been forwarded to Munitions Control. The NCOIC, Line Delivery or his/her representative reviews the flightline munitions delivery sheets for legibility and accuracy and takes necessary actions to correct any noted discrepancies.

2.3. Munitions Control suspends all munitions movements to and from the flightline during the reconciliation process. When no munitions have been flown and carried forward from the previous day, an AF Form 2434 is not required.

2.4. Line Delivery and the Weapons Expediter will perform a joint reconciliation prior to finalizing the AF Form 2434. The Weapons Expediter will prepare a legible AF Form 2434 for all aircraft loaded with munitions. Annotate AF Form 2434 with aircraft tail numbers, lot/field assembly code/color code, serial number, type and quantity of munitions loaded/carried forward, and number of munitions items expended from each aircraft. Field lot/serial numbers will be circled on AF Form 2434 when expended.

2.5. Missile tail numbers and flight hours/ETI readings, will be documented AF Form 2434, for all aircraft loaded.

NOTE: Ensure all acceleration monitoring assemblies (AMA), AIM/CATM-9, AIM/CATM-120, AGM/TGM-65 and AGM/CATM-88 missile serial numbers and computer control groups (CCG) serial numbers are annotated on the AF Form 2434.

2.6. The Weapons Section representative will then deliver the AF Form 2434 to line delivery or designated representative within two hours after the last aircraft downtime for fighter squadron(s) and at agreed upon time between munitions flight and weapons flight for deployed bomber units. During contingencies reconciliation will be based on last down time.

2.7. Line Delivery collects all other safing gear (BDU-33 safety blocks, remove before flight tags, etc), cart expenditures, and chaff and flare expenditures for the day from the weapons section representative. If all safing devices and expended cartridges cannot be accounted for, the flightline expediter will initiate a lost tool/foreign object damage investigation.

2.8. Line Delivery and weapons representatives perform a joint reconciliation of the AF Form 2434. Reconciliation compares munitions loaded against munitions downloaded and carried forward. This equals expenditures for the day. Upload, download, and carried forward information should match on both the AF Form 2434 and Line delivery worksheet. The comparison must agree by type, serial number, lot number/field lot and quantity. The weapon expediter will initial any changes to the AF Form 2434.

2.9. The account custodian or their representative notifies Munitions Control of the reconciliation results. If munitions quantities are correct, Munitions Control will resume munitions delivery operations as required. If the munitions quantities do not reconcile, Munitions Control will direct the account custodian, weapons loader, and line delivery shift leader to investigate the cause and resolve the discrepancy. In the event the discrepancy cannot be immediately resolved, the Flight Commander/Chief can direct munitions to be loaded for the next flying day, and inform the MASO of the discrepancies involved.

2.10. The MASO provides direction on the course of action(s) to take when discrepancies cannot be resolved.

2.11. Chaff and Flare Module Accountability :

2.11.1. The deployed squadron will be the owning organizations for chaff and flare modules. Each squadron is responsible for accountability, maintenance and repair of modules assigned to them. Each deployed squadron will maintain an adequate number of modules to support wing aircraft. The munitions flight will track the location of built up modules by using squadron assigned or locally assigned identification number.

2.12. Line Delivery delivers original AF Form 2434 to Munitions Control and distributes copies to the account custodian and MASO.

3. COLLECTING, RECORDING, AND REPORTING MISSILE STATUS REQUIREMENTS:

3.1. AIM/CATM-9 missile flight hours, number of flights and CCG's (if required) number of flight will be annotated on an AF Form 2434.

3.2. Obtain flight hours for each aircraft sortie from the AF Form 2434, received from the Weapons Flights to compute accumulated flight hours.

3.3. AGM/CATM-88 ETI Reporting :

3.3.1. ETI meters will be read as a part of the end of flying day reconciliation procedures. All AGM/CATM 88 missiles not in containers will be checked. Readings will be entered on an AF Form 2434. AGM/CATM-88 missile ETI readings may be obtained on the flighline without down loading the missile.

3.3.2. Munitions Control will track ETI hours for 180-hour inspections on AGM/CATM-88s and number of flights for AIM/CATM-9s for 20-flight inspections.

JOSEPH F. MUDD JR., Colonel, USAF
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