

**21 JUNE 2002**



***Munitions Accountability***

***MUNITIONS SUPPORT***

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This instruction implements AFD 21-2, *Non-Nuclear Munitions*, and prescribes procedures for request, use, control, turn-in, expenditure processing, and forecasting of munitions. It applies to all personnel assigned to Elmendorf AFB and all host, associate, or temporary duty (TDY) organizations maintaining or requiring the use of munitions. Supervisors will ensure strict compliance with this instruction and applicable directives. It's used in conjunction with AFIs 21-201, *Management and Maintenance of Non-nuclear Munitions*; 23-111, *Management of Government Property in Possession of the Air Force*, and 91-201, *USAF Explosive Safety Standards*. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

***Section A—Introduction***

**1. General.** Accountability (see attachment 1) and inventory control integrity must be assured to prevent the release, use, or misuse by unauthorized individuals. Accountability is maintained by the munitions accountable systems officer (MASO) until items are expended, shipped, or disposed of in accordance with AFI 21-201. Since many munitions assets are pilferable and potentially dangerous, strict accountability and control must be maintained.

**2. Control of Munitions.** The MASO has the authority to suspend or “freeze” any account which is not properly managed or maintained. If efforts to resolve deficiencies are not accomplished in a timely manner, the account will be “frozen” and any on-hand assets withdrawn until the munitions user can meet their custodial responsibilities. Written notifications of discrepancies or suspension of the account will be made to the account custodian and unit commander.

**3. Violation.** Using munitions for purposes other than for which the munitions were originally issued may constitute a violation under the Uniform Code of Military Justice. If exercises, training, or competitive events are cancelled, or a unit is not selected to take part in these events, the original munitions authorization is void and the organization must turn in the unused items.

## ***Section B—Establishing a Munitions Account***

**4. Authorized Activity.** An account must be established before any munitions items are released to an authorized activity. The MASO, or designated representative, will personally brief the commander and the account custodians on specific responsibilities for managing a munitions account at the time the account is established and each time there is a change in either position. These briefings will be documented and kept on file in the Munitions Operations Element and the munitions custody jacket file (see attachments 2 and 3). To establish an account, the requesting unit must:

- 4.1. Submit a written request letter in two copies to the 3 EMS/LGMWMO Munitions Operations Element. The justification will have the purpose for munitions, applicable directive(s) for authorization, organization/shop code (if not assigned request from MASO), and flight, section, or element that requires the munitions support.
- 4.2. Submit munitions requirements with full justification to your MAJCOM functional manager.
- 4.3. Using the descriptive criteria for consumption/custody issues, determine the type of account to be established and appropriate authorization to be delegated on the AF Form 68, *Munitions Authorization Record*.

**5. Munitions Allocation.** An approved munitions allocation is required prior to being issued munitions. If no munitions allocation exists or has not been requested, an out-of-cycle munitions request must be submitted to the using functional manager. Munitions Operations can provide guidance on completing the out-of-cycle request (see attachment 4).

## ***Section C—Responsibilities***

### **6. Commander Responsibilities:**

- 6.1. The organization or unit commander is responsible for ensuring compliance with this wing instruction.
- 6.2. The unit commander may appoint a designated representative to act on his/her behalf. This representative can sign certificates of authorization, appoint primary or alternate munitions custodians, and designate the level of security classification to which the appointed individuals are authorized receipt. The commander may appoint a designated representative by sending a formal letter of the appointment to the MASO identifying the designated representative. The individual should be the person who assumes responsibility in the commander's absence (usually a maintenance supervisor or equivalent) and who has command responsibility. If the commander is absent, it's **MANDATORY** this authority not be delegated to anyone, unless "G" series orders are processed through the legal office.
- 6.3. Commanders at all echelons must manage property in use or in storage at activities they command. Being responsible for property management means you have pecuniary liability for any loss, damage or destruction of property resulting from negligence, willful misconduct, or deliberate unauthorized use. AFMAN 23-220, *Reports of Survey for Air Force Property*, does not exempt commanders from pecuniary liability. All authorized representatives must be familiar with AFI 21-201/PACAF Sup 1.
- 6.4. Review, sign, and return munitions inventory letters to the MASO within 10 days of receipt.

- 6.5. Ensure personnel are aware of their responsibilities as munitions users.
- 6.6. Acquire an explosives safety license for the types and quantities of munitions required when assets are stored outside the Munitions Storage Area. Monitor on-hand assets to ensure explosives safety licensed quantities are not exceeded.
- 6.7. Appoint a primary and at least one alternate munitions custodian by completing an AF Form 68. This document must be hand carried to the MASO. **NOTE:** Only the individuals listed in Part III of the AF Form 68 will be authorized to receive munitions assets.
- 6.8. Direct individuals authorized to certify munitions expenditures to ensure the stated quantity of expenditures actually occurred. Ensure custodians confirm that AF Form 2005, *Issue/Turn-In Request*, agrees with support documents such as AF Form 2434, *Munitions Configuration and Expenditure Document*, or AF Form 710, *Ground Weapons Training Record*, before the commander or designated representative certifies the AF Form 2005.
- 6.9. Submit, as directed, an annual munitions forecast to Munitions Operations by the established deadline.
- 6.10. Ensure accountability and inventory integrity are maintained so that unauthorized personnel are denied access to munitions and organizations do not maintain assets in excess of the annual allocation.
- 6.11. Ensure an audible record of all receipts, expenditures, and turn-ins of munitions items are accurately maintained and up to date.
- 6.12. Ensure safety, security, lot number integrity, and accountability of all issued munitions until the assets are expended or turned in.
- 6.13. Ensure accounts are inventoried quarterly and the documentation is submitted to the Munitions Operations element within the inventory month. All applicable signatures will be available along with appropriate documentation. All inventories will be validated by the MASO for accuracy.
- 6.14. Ensure that upon notification of suspended or restricted munitions, immediate action is taken to screen on-hand assets (Refer to Chapter 15). Restricted or suspended munitions present a potential hazard to both personnel and facilities or may degrade mission accomplishment. Particular emphasis must be placed on assets installed in aircraft, life support equipment, and mobility packages, which are maintained in a built-up configuration. An AF Form 2005 must be submitted within 10 working days to Munitions Operations and assets affected will be scheduled for turn-in through Munitions Inspection.
- 6.15. Ensure munitions items issued are not released to agencies or individuals outside the USAF without prior approval of the MASO and higher headquarters.
- 6.16. Make sure when a theft, suspected theft, loss, or destruction of a munitions item occurs (through other than fair wear and tear, authorized expenditure, installation, or disposal), immediate action is taken to report such a loss to the MASO, Security Forces, and any other applicable authority. This policy applies to all munitions items in transit, stored, or issued to an organization or individual for custody or consumption.
- 6.17. Initiate a formal courtesy storage agreement with the Munitions Storage Element when such storage is required or considered in the best interest of the Air Force. You can get assistance with this process by notifying Munitions Storage. An example of the Courtesy Storage Agreement can be found in attachment 5, this instruction.

## **7. Custodian Responsibilities:**

7.1. Custodian or user responsibility is vested in an individual who has acquired possession of government property. The user is personally accountable for such property when:

7.1.1. It's used for official use.

7.1.2. It's under his/her direct control for storage, custody, and safeguarding.

7.2. Personnel who have property responsibility also have pecuniary liability to make good for loss, destruction, or damage to property caused by misuse (other than fair wear and tear).

7.3. Persons having command, supervisory, custodial, or user responsibility may share pecuniary liability.

7.4. Compliance with procedures identified in this instruction and other applicable instructions is essential to ensure an effective, efficient, and stable operation. Specific procedures include, but are not limited to:

7.4.1. Identification of munitions requirements in specific instructions, allowance standards, operational plans, and so forth.

7.4.2. Initiation of forecasts, out-of-cycle requests, adjusted stock levels, and time change forecasts.

7.4.3. Preparing, maintaining, and accounting for documents and account files as prescribed in AFI 21-201 and this instruction.

7.4.4. Effective scheduling of issues, inventories, turn-ins, and timely preparation of expenditure documents.

7.4.5. Compliance with AFMAN 91-201, *Explosive Safety Standards*, for storage and transportation, to include use of government vehicles, tie-down, and placarding requirements.

7.5. It's the custodian's responsibility to monitor shelf/service life on assets issued to their account, as well as perform routine surveillance inspection on humidity controlled containers in their possession and record these inspections.

7.5.1. Properly train all alternate custodians and certifying officials so the management of the account will be effective in the event of your absence.

7.5.2. Transfer munitions accountability to a new custodian or turn in all munitions and explosives to the MASO at least 45 days before being released from duty.

7.5.3. Maintain lot number integrity (that is, do not mix lots). Refer to Section Z.

7.6. Custodians must maintain original packing for all assets issued or contact Munitions Inspection if unable to comply.

7.7. Additional requirements listed in AFI 21-201. Custodians maintain the responsibility to be familiar with all applicable publications governing the management of the munitions account.

### ***Section D—Maintaining A Munitions Custody Account***

## **8. Responsibilities:**

8.1. Custodians must be thoroughly familiar with and maintain their munitions account in accordance with AFI 21-201, and must remain fully knowledgeable of procedures and responsibilities associated with the management of a munitions account and the duties assigned to the position of primary/alternate munitions custodian. Any questions concerning the management of an account should be directed to the Munitions Operations element or the MASO for immediate resolution.

8.2. Ensure accountability and inventory integrity to prevent sensitive, pilferable and hazardous ammunition from release into unauthorized hands. Custodians must also ensure munitions are not used for purposes other than those for which the munitions were originally issued. Doing so constitutes a violation under the Air Force Fraud, Waste, and Abuse Program and could result in disciplinary action under the UCMJ. Custodians must maintain an accurate, up-to-date, and auditable record of all receipts, expenditures and turn-ins of munitions items.

8.3. Custodians with Category B allocations will refer to Section R, this instruction, for deployable munitions procedures.

8.4. Custodians must pay close attention to lot integrity of issued munitions. Mixing of lots can result in the loss of integrity. Therefore, custodians must develop local tracking methods to identify munitions stored in built up configuration by lot and condition code.

8.5. Some or all of the munitions on an account may have applicable shelf and service life limitation. This information is available in the item technical order. Questions concerning shelf and service life intervals should be addressed to Munitions Inspection.

**8.5.1. SHELF LIFE** is described as the length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored. The expiration date for shelf life on munitions items with only the month and year listed is the last day of the month.

**8.5.2. SERVICE LIFE** described as the length of time an item can remain installed in operational configuration or in actual usage.

8.6. It's the munitions supply point custodian's responsibility to manage the shelf and service life program for munitions on their account. Account custodians have the latitude to create procedures that best suit their needs.

8.7. If you have any questions concerning shelf or service life programs, please contact Munitions Operations.

8.8. Maintain the following forms, regulations, and management products:

AF Form 68, *Munitions Authorization Record*.

AF Form 710, *Ground Weapons Training Record* (if applicable).

AF Form 2005, *Issue, Turn-in, and Expenditure Request*.

AF Form 1996, *Request for Special Level* (if applicable).

AF Form 2434, *Munitions Configuration and Expenditure Document* (if applicable).

DD Form 1387-2, *Special Handling/Certification* (mobility only).

Forecast Worksheet, 8503 *Annual Munitions Forecast Worksheet* (if applicable).

Explosive Safety License, for munitions stored outside the munitions storage area.  
Courtesy Storage Agreement, for munitions stored inside the munitions storage area.  
IS507A, Custody account listing displaying all assets issued to an account.  
Applicable technical orders for on-hand munitions (as applicable).

**9. Custody Account Books.** Custody account books will be set up as follows:

**TAB A**

AF Form 68  
Commander/Custodian Training Documents  
Certificate of Transfer

**TAB B**

IS507 Current Custodian Inventory  
IS507 MASO Semiannual Inventory  
IS507 MASO Annual Inventory

**TAB C**

MSI Transaction Log  
Turn-In Transaction Log  
Issue Transaction Log

**TAB D**

Current Allocation Document  
Allocation Changes  
Current Forecast

**TAB E**

Optional Forms 21 to Document Control for copies of Current Quarters Issues, Turn-Ins and Expenditures

**TAB F**

A.F. Form 1996s (If Applicable)  
Miscellaneous Information

***Section E—AF Form 68***

**10. Delegate Authority.** Commanders may delegate authority to request, receive, and certify expenditure of non-nuclear munitions, missiles, and explosives from the munitions account. For this purpose, use an AF Form 68.

**11. AF Form 68, Part I.** Must be completely filled out, as this data is required for account verification.

11.1. Only those persons listed on the AF Form 68, Part II, NCO or higher, (military or civilian) can sign block A of certified AF Form 2005 to certify authorization or expenditure of munitions. In accordance with AFI 21-201/PACAF Sup 1 airmen may be used, if necessary.

11.2. Only those persons listed on the AF Form 68, Part III, can receive munitions for consumption or retention on custody. Those individuals designated as custody account custodians will have a “P” for (Primary) or “A” for (Alternate) beside their name.

11.3. Those personnel authorized to receipt for classified items must have the level of classified annotated in block 2 or “N/A” if not authorized. Assign one primary and at least one alternate custodian. Primary and alternate custodians will receive custody briefings from the MASO or designated representative prior to taking over duties. It’s the responsibility of the primary or alternate custodian to brief all personnel authorized to receive munitions on their account.

11.4. When an individual’s authorization is withdrawn (except primary), the MASO may, on written notification from the appointing authority, delete the individual’s authority by lining through the individual’s name and dating the entry on the AF Form 68. Additions on an AF Form 68 will not be made.

11.5. The AF Form 68 will be kept current at all times and will be revalidated semi-annually. If there are additions or a change in commander or primary custodian, the AF Form 68 will be reaccomplished. If authorization expires, accounts are automatically frozen by the MASO.

11.6. The AF Form 68 will be prepared with all original signatures. When annotating social security numbers on the AF Form 68, use only the last six digits, Example 000-13-1422. After the MASO has approved the form, a copy will be made for display in your jacket file. The original document will be kept by Munitions Operations in document control.

11.7. Personnel who are temporary duty (TDY) during AF Form 68 re-accomplishment can be listed on the form. The letters “TDY,” will be written in the signature block in pencil. Personnel will sign the original at Munitions Operations upon return.

11.8. A new AF Form 68 will be accomplished 45 days prior to the primary custodian being relieved from accountability of the custody account. A new custodian will then be properly assigned to assume custodial responsibility for the account. An AF Form 68 will be initiated after completion of an inventory, to reflect the transfer of accountability. Munitions on hand within the organization must be under custodial supervision at all times. Both the primary and alternate custodians will not be absent from the account at the same time. Should this situation exist, a temporary custodian must be appointed, briefed and the account inventoried. A new AF Form 68 will be accomplished.

**12. Account Custodian.** The account custodian will prepare the AF Form 68 in accordance with this instruction. The MASO will review the AF Form 68 for completeness and accuracy prior to approval. **NOTE:** Do not date the AF Form 68. The MASO will sign and date the document upon approval. Members date eligible for return from overseas (DEROS) will be annotated immediately following their name in block three.

### ***Section F—Courtesy Storage***

**13. Courtesy Storage Agreement.** Account custodians must 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. The Munitions Flight Chief or equivalent, in conjunction with the Munitions Storage noncommissioned officer in charge (NCOIC), will determine whether courtesy storage space is available (in accordance with AFI 21-201 paragraph 4.1.12).

13.1. All assets stored within the munitions storage area must comply with applicable technical data and safety requirements.

13.2. Refer to attachment 6 for Courtesy Storage Agreement.

#### **14. Movement and Storage of Courtesy Stored Munitions:**

14.1. All accounts with courtesy stored munitions will have a signed Courtesy Storage Agreement on file in the Munitions Storage dispatch office. An approved AF Form 68 or letter signed by their commander listing all individuals authorized access to these munitions will also be filed in the folder with the agreement.

14.2. All courtesy storage agreements will be reviewed and renewed at least annually.

14.3. All courtesy stored munitions will be properly packaged, marked, sealed, and stored according to all explosive safety and storage procedures. Courtesy stored munitions will also be placarded with the account number, organization, custodian name and phone number.

14.4. Account custodians requiring access to their munitions will schedule a date and time with Munitions Storage and will be escorted into the facility by a knowledgeable Munitions Storage member to ensure adherence to all explosive safety requirements. Any containers required to be opened will be delivered to Munitions Inspection for proper remarking, packaging, and sealing when required.

14.5. The account custodians are responsible for the proper tie-down, vehicle placarding, and availability of required fire extinguishers for the transportation of munitions from the storage structures. Munitions Storage personnel will not allow transportation of munitions by custodians that do not comply with explosive safety or security transport requirements.

14.6. Custodian will identify to Munitions Storage dispatch the final destination location for assets being removed from the munitions storage area.

#### ***Section G—Security***

**15. Physical Security.** Account custodians are responsible for adequate storage and proper security of all munitions issued to their account. The security requirements of DoD Manual 5200.1-R1, AFI 36-401, *Information Security Program*, and AFI 31-101, *Installation Resource Protection*, apply.

**16. Unauthorized Individuals.** Ensure munitions are not released to unauthorized individuals outside U.S. Air Force without prior written approval from HQ USAF.

**17. Secure Storage Area.** Account custodians will maintain the safety, security, inventory integrity, lot number integrity, and accountability of all issued munitions until either expended or turned in to the Munitions Inspection Section. The custodian will also ensure that only those authorized to handle munitions items have access to the munitions items in the custodian's possession.

17.1. Ensure a secure storage area is available by obtaining an Explosive Facility License (AF Form 2097) from the 3rd Wing Weapons Safety Office, or Courtesy Storage Agreement from the Munitions Flight Chief before requesting issue of munitions from the MASO.

17.2. Obtain or provide transportation to pick up and deliver munitions to and from the munitions storage area. Transport all explosives in accordance with AFMAN 91-201.

**18. Theft, Suspected Loss, or Destruction.** When a theft, suspected loss, or destruction of ammunition or explosive item occurs for reasons other than fair wear and tear, authorized expenditures, installation or disposal and the loss exceeds the parameters listed herein, immediate action will be taken to notify the MASO and other appropriate authority as specified in AFMAN 23-220. This policy applies to all ammunition or explosives items whether in transit, in storage, or issued to an organization for custody or consumption.

18.1. A Report of Survey must be submitted for all adjustments to custody account balances unless the requirements of AFI 21-201 are satisfied.

18.2. The MASO or designated representative will notify the commander that has administrative responsibility over the individual of the options available to obtain relief of accountability.

18.3. The MASO will monitor the loss of ammunition and explosives to ensure that the relief from accountability is not being abused and there are no adverse management trends.

18.4. The custodian accounts for all copies of source documents (issues, turn-in, and expenditures) related to classified property. Ensure “**CLASSIFIED ITEM**” is stamped in red ink on all copies of classified items source documents.

## ***Section H—Safety***

**19. Licensed Explosive Storage and Operational Locations.** Operational explosive locations normally located outside the munitions storage area, but within the US Air Force area of control. AFMAN 91-201 has a guide to completing an AF Form 2047, *Explosive Facility License*. Assistance in completing this form will be obtained from the Wing Weapons Safety Office.

**20. Granting License.** Before granting the license, weapons safety representatives will inspect for compliance of explosives safety standards in accordance with AFMAN 91-201, paragraph 2.3.5, *Licensed Explosives Locations*.

**21. Licenses Renewed.** Licenses must be renewed each time a hazard class, type, or quantity of explosive changes. Licenses must be reviewed at least annually for continued requirements and applicability. Licenses must be revoked when the requirement no longer exists. A copy must be displayed at each storage location.

**22. Copies of Approved Licenses.** The weapons safety office keeps copies of all approved licenses for the installation, maintains surveillance over licensed location, and exercises cancellation authority when conditions warrant.

## *Section I—Transportation of Munitions*

**23. Handling and Movement Precautions.** Only trained personnel under the supervision of an individual who understands the hazards and risk involved in the operation are authorized to handle explosives.

**24. Wing Weapons Safety.** Will designate primary and alternate explosive routes and maintain maps of approved munitions movement routes.

**25. Handling Munitions.** Remove all rings, watches, and jewelry before handling any munitions items, in accordance with AFOSH STDs 91-66, 91-100 and AFI 91-201/PACAF Sup 1, paragraph 2.4.4.

**26. Cargo Compartment.** No person may ride on or in the cargo compartment of a motor vehicle transporting explosives or transport explosives in a passenger compartment of a vehicle or privately owned vehicle (POV); unless authorized by an approved operating instruction. (in accordance with AFMAN 91-201, paragraph 2.7).

**27. Basic Load Munitions.** Basic load munitions issued to security police personnel in the performance of their duties are exempt from these requirements. However, transportation of resupply stocks must comply with all the requirements of this paragraph.

27.1. Do not leave explosive laden vehicles unattended.

27.2. When loading or unloading an explosive-laden vehicle, ensure vehicle is in park, ignition off, and vehicle is properly chocked.

27.3. Munitions will not be transported in POVs.

27.4. Do not smoke in, on or within 50 feet of any motor vehicle, trailer, rail car or material handling equipment loaded with explosives, in accordance with AFMAN 91-201, paragraph 2.11.

**28. Placarded.** Vehicles must be placarded to reflect the most hazardous item being transported. Placard material handling equipment when used for any point-to-point delivery, placards may be omitted for HC/D 1.4 material on base in accordance with AFMAN 21-201, paragraph 2.17.2.5.

28.1. AFMAN 91-201 dictates vehicle placarding and methods.

28.2. It's the custodian's responsibility to obtain vehicle placarding material prior to picking up or dropping off munitions to the MSA.

**29. Loading Explosives.** Ensure explosives loaded on all types of vehicles and handling equipment are stable and secure before movement. Custodians must ensure proper tie-down equipment is available or munitions will not be released.

**30. Fire Extinguishers.** Custodians will provide a minimum of two serviceable fire extinguishers, suitable for the hazards involved, for immediate use at any location where explosives are being handled. Make at least one fire extinguisher available for each item of powered materials handling equipment used to handle or transport explosives. Provide each explosives-laden vehicle used for transport with at least two portable 2A:10BC minimum rated extinguishers. Provide flightline fire extinguishers for each air-

craft according to munitions loading manuals and AFOSH Standards 127-56, *Fire Protection and Prevention*.

### **Section J—Issues**

**31. AF Form 2005.** Complete an AF Form 2005 (in accordance with AFI 21-201 paragraph 23.6) and hand carry the request to Munitions Operations at least 10 workdays days prior to the date needed. All custodians will attempt to request Quantity Unit Pack (full containers) to fill their requirements. All issues will be scheduled for pick up on Tuesdays and Thursdays. To prevent munitions compatibility conflicts, the requester must pick up the munitions at the designated time. Contact Munitions Storage if assets require courtesy storage.

**32. Issued Munition Items.** Except in a combat environment or emergency, munitions items will not be issued until all documentation is properly processed and qualified munitions inspectors accomplish required inspections. Munitions will be issued as required in a combat environment or emergency with documentation processed as soon thereafter as possible, but preferably within 72 hours.

**33. Types of Issues Authorized for Munitions Items.** Consumption issues may vary from the quantity which must be consumed on the day of issue to the quantity which will be consumed within a 15-calender day period from the date and time of issue. If available storage facilities cannot satisfy the security requirements specified in DOD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunitions and Explosives*, and safety requirements of AFMAN 91-201, consumption issues are restricted to that quantity which can be consumed on the day of issue. **NOTE:** A custody issue is an issue to an individual or organization for use at a future point in time. Secure facilities and adequate storage must be available for support of all custody issues (DOD 5100.76M and AFMAN 91-201). All custody issues are controlled by a custody account.

**34. Requests For Issue.** Requests for issue will be initiated on a properly certified and prepared AF Form 2005. The AF Form 2005 will be typed or legibly printed in blue or black ink. Illegible, incomplete, or improperly prepared requests will be returned to the requester. All requests will be reviewed and approved by the MASO or designated representative and compared against the allocation document, when applicable, prior to processing.

34.1. Munitions issued for consumption will normally be issued using due-in-from- maintenance (DIFM) procedures. Items with an expendability, recoverability, reparability, code designator (ERRC) of XB3 are not exempt from this requirement. If no turn-in item is available, an initial issue letter will be required. The letter will state the item to be issued, reason for initial issue and will be signed by the MASO or designated representative.

34.2. Consumption issues are used for assets to be immediately installed, consumed (CAD or PAD, life support and, and so forth) or end-item repair. Cartridge actuated device (CAD) and propellant actuated device (PAD) and life vest/kit items, regardless of expendability, recoverability, reparability code (ERRC) will be issued under DIFM control.

**35. DIFM Detail.** A DIFM detail is created when an item is issued on a one-for-one basis. DIFM details appear on the IS535A listing and should be cleared by processing a turn-in against the same document number within 15 calendar days of issue. All turn-in documents must be verified by Munitions Opera-

tions before delivery to Munitions Inspection and processing in combat ammunition system base (CAS-B). Once processed, the DIFM detail will be cleared.

35.1. Returned munitions must be the same National Stock Number (NSN), or like item and must be coordinated with Munitions Operations, which will screen the turn-in against the IS535A DIFM list and the IS507A custody list, as applicable. For aircraft parts, it's best to schedule the turn-in, as well as scheduling the pick-up of replacements.

35.2. Any account that has overdue DIFM items will not be issued any further items to their account until the outstanding DIFM has been turned in to Munitions Inspection.

**36. Life Vest/Kit Procedures.** The following procedures will be used for controlling the issue of life vest/kit assets:

36.1. Initial issue (Category C) will be consumption issued "with no DIFM indicator."

36.2. Recurring issues (Category A) to replace expired service life assets, will be processed using the consumption process "with a DIFM indicator." DIFM is used for management and tracking purposes. Returned assets will be picked up under the issue document number (this will clear the DIFM) and reidentified as required. Found on base procedures will not be used to pick up returned assets on record.

36.3. Training assets (Category D) will be custody issued to the respective account.

**37. Emergency Issue Requests.** Emergency issue requests are unforeseen requirements 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 issue. (**NOTE:** Emergency issues do not include inadvertent firing or items discovered during normal inspection checks that would require replacement outside the normal scheduled life cycle.) Emergency issues will be honored upon receipt of a certified AF Form 2005 and an emergency request letter. (See AFI 21-201 for emergency issue procedures.) The MASO must be contacted as soon as possible for emergency issue situations (see attachment 6).

37.1. Emergency issues during closed warehouse inventories will be at the discretion of the MASO, in accordance with AFI 21-201, paragraph 23.6.1.

37.2. Emergency issues due to breakage or failure will also require a letter to the MASO, signed by the account custodian.

**38. Organizational Refusal.** Assets under munitions management do not fall under provisions of resource management (stock fund) and no funds or expenses are levied against the organization for purchase.

38.1. The requester will refuse items not required after demand has been established and an issue document released by entering the reason for refusal on the document (the reverse side of the document may be used) and signing the document as normal.

38.2. The person refusing the property will prepare an AF Form 2005 turn-in for the item to release accountability. The statement "Organizational Refusal" will be entered on the document (the reverse side of the document may be used) and signing the document as normal.

## **Section K—Major Category Codes**

**39. Major Category A:** Munitions required to replace worn out or damaged assets. This requirement is based on historical data.

39.1. Security Forces daily use issue replacement requirements to support inadvertent firings, line of duty expenditure, and replacement of worn out or damaged security daily issues.

39.2. Inert training items to support assets worn out or damaged as a result of load standardization crew (LSC), explosive ordnance disposal (EOD) render-safe procedures training, maintenance training, and so forth.

39.3. Unserviceable line returns, (that is, 20mm, 30mm, chaff, flare, .50 caliber) unserviceable as a result of upload, download, and linking/delinking.

39.4. ARD cartridges with 10 insertions

**40. Major Category B.** Non-nuclear consumable annual analysis (NCAA) war reserve material (WRM) requirements not computed by HQ USAF. Applies to munitions and explosives that are not part of an aircraft weapon system. Includes munitions and explosives to be deployed from a home base for mobility, unit relocation, or augmentation, and prepositioned munitions for incoming forces as appropriate.

40.1. Requirements must be forecasted for the single worst case operational plan to be supported. The forecasted quantity is not the sum of all Operational plans (OPlans), since the unit type code (UTC) or unit can only be deployed in support of one OPlan. If more than one UTC is assigned and each tasked in more than one Oplan, or is subject to possible national tasking, then the total forecast would be for the worst case for each UTC deployed simultaneously (AFI 31-207).

40.2. WRM individual weapons and ammunitions support additive wartime requirements for familiarization, weapons qualification training, and deployment of non-prior service trainees (new inductees), mobilized reservists (active or inactive), and mobilized retirees. WRM stocks also support additive wartime requirements for individuals who must deploy with a weapon and ammunition as well as central stocks for security police active and reserve augmentees.

**41. Major Category C.** Peacetime static level (non-WRM and nonconsumable). This category includes all items to be on hand, not anticipated to be consumed.

41.1. Internal security and protection, Office of Special Investigations (OSI), command post, aircrew self-defense, and other munitions and explosives needed on hand, but not expected to be expended.

41.2. Inert training munitions not normally consumed during use, as authorized in Allowance Standard 816.

41.3. Disaster preparedness munitions.

41.4. Escort protection ammunition.

41.5. Munitions for life support, land, air, and sea rescue and humanitarian mission operational requirements.

**42. Major Category Code D.** Peacetime consumable munitions. This category should include all items expected to be consumed/expended.

42.1. Munitions used in exercises, as outlined in directives that authorize the expenditure of munitions, including close air support to US Air Force activities, have a limited role and participation to better simulate a combat environment.

42.2. Munitions for small arms training. Usually, the base firing range conducts this training as authorized in AFCAT 21-209. Includes ground fire ammunition for heavy weapons training and security police field-training exercises.

42.3. Munitions for ceremonies, animal control, functional requirements, and small arms range certification.

### ***Section L—Condition Codes***

**43. Condition Codes.** All munitions are assigned a condition code by the qualified munitions inspector that determines its serviceability. For more detailed information on particular condition codes most commonly encountered by munitions account custodians, contact Munitions Inspection, or Munitions Operations. For information pertaining to all munitions condition codes use TO 11A-1-10, Table 5-1.

### ***Section M—Allocations***

**44. Expenditures.** The MASO will ensure requisitions and munitions expenditures do not exceed allocated annual quantities. Munitions custodians are aware of their fiscal year allocations.

44.1. An allocation is the quantity of a munitions item an account can have, up to its forecasted requirement for the designated fiscal year.

44.2. Accounts are only authorized to have on hand the quantities and national stock numbers listed on their allocation document. Exceptions: a letter from your functional manager or HQ PACAF, stating substitutes due to lack of access to support requirements.

**45. MASO Special Level Letter.** MASO special level letter will be used to allow units to maintain excess allocations to support their mission. This will apply to Category C (Nonexpendable/Training Items) items only. The MASO will only authorize this level if the assets are on station and there are no other approved allocations for the item. These items can be pulled any time, for any reason, by the MASO to support an approved allocation. Use the format in attachment 7 to submit the request.

45.1. Special letter authorizations must be renewed each fiscal year.

45.2. Unforecastable (Nonexpendable/Training) items will be requested on an AF Form 1996.

**46. Excess Munitions.** Serviceable excess and unserviceable munitions will be reported to Munitions Operations immediately. Turn-ins will be processed through Munitions Inspection and according to this instruction.

### ***Section N—Turn-Ins***

#### **47. Types of Turn-Ins:**

47.1. Custody turn-in (IS539A): This type of turn-in from custody record updates the account on hand balance. This is the most commonly used turn-in transaction.

47.2. DIFM turn-in (IS540A): This transaction allows the turn-in of DIFM assets. It should have an "R" in block 30 on the AF Form 2005 (activity code). Time change and life vest/kit assets are maintained under DIFM control. The replaced item should be turned in using the same document number of the issued replacement part. The organization will ensure that munitions are repacked and returned in the original container. All munitions will be segregated and identified by NSN and lot number.

47.3. Expenditure turn-in (IS541A): This transaction allows the turn-in of munitions from custody accounts that were previously issued for consumption but were not used. Munitions Operations will be notified prior to all expenditure turn-in transactions. Munitions Operations will coordinate with Munitions Inspection and the custodian to ensure the expenditure TIN is a valid transaction.

47.4. Found on Base (FOB) turn-in (IS542A): This transaction allows the turn-in of items that have been found on base. Aggressive research is performed to ensure items have not been accounted for by munitions custodians, TDY units, or other outside agencies. In accordance with AFI 21-201, Chapter 25, the MASO must review and approve all forward operating bases (FOB) turn-ins before the assets can be brought on record. Prior to approval, a brief Memo for Record explaining the circumstances, must accompany the FOB requests.

47.5. Empty munitions containers ERRC XD2 will be turned in using FOB procedures and in accordance with AFI 21-201, Chapter 29. This instruction gives munitions inspectors the authority to use FOB procedures without MASO approval prior to turn-in for empty munitions containers.

**48. Turn-In Procedures.** Prepare three copies of the AF Form 2005. Multiple NSNs and different document numbers will require separate turn-in documents. All asset paperwork will be checked by Munitions Operations prior to turning in assets to Munitions Inspection to alleviate erroneous processing. The AF Form 2005 will be typed or legibly printed in blue or black ink.

48.1. Munitions Inspection will assign a document number to consumption turn-ins (except for DIFM turn-ins which must be turned in against the same document number that the assets were originally issued under). These consumption or found on base turn-ins will be approved by the MASO prior to processing the turn-in to accountable records. (Exception: Munitions Inspection may turn in "EMPTY" reusable containers (ERRC XD2) to the munitions stockpile on an as needed basis. The MASO will approve the document by signing the CAS-B transaction prior to filing to accountable records).

48.2. Munitions assets being turned in must reach the munitions area within the scheduled time frame. Failure to do this may result in the munitions being turned away and rescheduled due to incompatibility or workload constraints. Prior to turn-in, the custodians will coordinate/schedule the item turn-in with Munitions Inspection. Scheduled turn-in days for munitions are Tuesdays and Thursdays 0800-1400. For any deviation from these days, custodians should contact Munitions Inspection. If assets are courtesy stored, call Munitions Storage to schedule access.

48.3. Whenever possible, the using organization will ensure munitions are returned in the original container. All munitions will be stored by NSN and lot number.

48.4. Verification of the type and quantity of munitions being turned in will normally be made by Munitions Inspection. A qualified munitions inspector will determine actual serviceability.

48.5. The munitions in-checker performs a physical count by lot of all munitions and the contents of the containers except those which are factory sealed. If the quantity or lot entered on the AF Form 2005 is incorrect, the in-checker will coordinate with the responsible individual to resolve the discrep-

ancy and initiate a new AF Form 2005. The in-checker will sign block A, and copy 2 will be given to the organization as a receipt. Keep the copy of your turn-in on file as an accountable document.

48.6. Using organizations are responsible for transporting their munitions to the munitions area. Explosives safety precautions in AFMAN 91-201 will be strictly adhered to when transporting these munitions.

### ***Section O—Suspended and Restricted Stock***

**49. Verbal Notification.** You will receive an initial verbal notification, to be followed with a formal letter from munitions operations.

49.1. Custodians possessing suspended or restricted munitions will be notified to immediately turn in the affected items. If a custodian cannot be contacted, the applicable squadron commander will be contacted for assistance. If no response is received within one duty day, all assets on the account will be frozen until restricted assets are turned in. A letter from the squadron commander to the MASO will be required to explain why assets were not turned in in a timely manner in order to unfreeze the assets.

49.2. Request replacement items after turn-in is accomplished.

**50. Dangerous Ammunition and Explosives.** Ammunition and explosives which are immediately dangerous to life and/or property must be immediately reported to Explosive Ordnance Disposal (EOD), ext 552-8555 and other appropriate agencies, that is, Fire Department, Security Forces, and Wing Safety, as required. The custodians will contact Munitions Operations within 24 hours of discovery. The custodian will provide Munitions Operations with a turn-in document for any asset turned over to EOD.

### ***Section P—Munitions Residue/Empty Munitions and Missile Reusable Containers***

**51. Disposal of Fired Brass, Aluminum, Steel Casings and Scrap Metal.** The using organization is responsible for turning in recyclable munitions residue and scrap (casings, fired brass, and steel cartridges) generated during the expenditure of munitions. These items (other than CAD/PAD items issued under DIFM control) are not accountable in the Combat Ammunition System-Base computer system, but are considered recyclable. Prior to turn-in of expended brass, aluminum, and steel casings to Defense Reutilization and Marketing Office (DRMO), these items must be inspected and certified by a qualified munitions residue inspector. All scrap metal, such as cartridge casings of expended ammunition, remains the property of the MASO until turned over to a DRMO activity. Any other resale of recyclable scrap is prohibited. The following procedures apply:

51.1. Expended casing, fired brass, or cartridges will be segregated by metal type and brought to the munitions storage area to be inspected.

51.2. Conventional and precision guided munitions (PGM) will process munitions residue generated from the expenditure of AFI 36-2217 aircrew training ammunition. With the exception of those organizations specifically authorized in TO 11A-1-60 to inspect expended munitions containers for explosive residue, all expended munitions containers will be brought to Munitions Inspection to be certified free of explosive residue prior to delivery to DRMO.

**52. Empty Munitions/Missile Reusable Container Accountability.** Munitions users are responsible to maintain control of reusable munitions containers. Signing the issue document establishes liability for the munitions and the reusable containers.

52.1. Selected empty munitions and missile component containers and All-Up-Round missile containers are munitions managed items and must be maintained on the FV accountable records.

52.2. Unless specifically directed or the budget code is H, ERRC XB3 and XF3 munitions containers will not be managed on FV accountable records.

52.3. The munitions activity manages, controls, and reports empty munitions containers in accordance with basic reparability data in the IDR file.

52.4. Base activities will keep enough ERRC XD3 empty munitions containers on hand to break down all built-up complete round assets.

52.5. If extra containers are needed for day-to-day operations, contingency plans or other uses, the owning or using activity establishes a special level through the MASO. A special level will also be established for accounts that have training assets that stay in a built up configuration. Users will be required to maintain the containers on their respective custody account.

52.6. All empty munitions/missile component containers, including packing material, ERRC coded XD2 will be turned in to base stock within 30 days whenever assets are removed using the found on base turn-in procedures. Turn-ins are not required when containers are removed for temporary maintenance. Prior to disposal of any container, the user must contact Munitions Inspection for coordination. Ensure they are inspected, marked with appropriate serviceability tags, and certified as empty in accordance with TO 11A-1-60, *General Instruction Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*.

52.7. All munitions/missile containers ERRC coded XB3/XF3 will be processed the same as any other generated munitions residue. Sufficient quantities of these items, including packing material, must be retained, as required to break down all built-up complete rounds or for possible turn-in of installed components.

52.8. The MASO inventories empty munitions, missile component and AUR containers with scheduled custody account or account inventories. The MASO directs turn-in of empty containers not found on accountable records and resolves the condition for the unreported items in accordance with AFI 21-201.

52.9. Because accountable munitions containers are DIFM assets (XD2), base level disposition of containers is not authorized. The MAJCOM will be contacted for redistribution of serviceable excess containers.

### ***Section Q—Expenditures***

**53. Expenditures.** The commander or designated representatives certify munitions expenditures. The consuming organization or activity provides the MASO with documents showing expenditure of munitions within 5 days of the actual expenditure, in accordance with AFI 21-201 paragraph 24.1.2. Documents must be received by close of business on Monday for the previous week's expenditures. Noncompliance is considered mismanagement of your custody account. **NOTE:** Expenditures will not be accepted when sent through base distribution.

**54. Certifying Munitions.** Authorized individuals certifying munitions expenditures, prior to certifying AF Form 2005, ensure they agree with appropriate supporting documents, for example, AF Form 2434, and so forth, and that the stated quantity of authorized expenditures actually occurred.

54.1. Ensure your organization does not exceed its annual allocation. You are allowed only the quantities stated in authorizing directives. Custodians must pay particular attention to category codes allocated to their account. Only Category D allocations are authorized to be expended for training. All other categories, that is, A, B, C, must not be expended for training.

54.2. It's a violation of the Air Force Fraud, Waste and Abuse Program to use munitions for purposes other than those for which they were originally issued. Such abuse could result in disciplinary action under the UCMJ.

54.3. If exercises, training, or competitive events are canceled, or a unit is not selected to take part in these events, the original munitions authorization is void and the organization must turn in all unused items.

54.4. Fill out AF Form 2005 to show expenditures for supply points.

### ***Section R—Deployment/Mobility Procedures***

**55. Munitions Accounts.** All units with a munitions account that have mobility munitions (Category Code B) and/or Life Support (Category Code C) must contact Munitions Operations prior to deploying with any of their munitions if they deploy for 30 days or longer. Approximately 2 weeks prior to departure, the account custodian should initiate a paperwork turn-in transaction for all munitions assets that will be deploying. A shipping document will be generated on the spot to be hand-carried by the custodian, who upon arrival at the deployed location will turn the documents over to the deployed MASO. The responsibility for marshaling mobility munitions and processing them for shipment rests with the unit having custody of or authorization for the munitions. This requirement involves submitting properly completed out AF Form 2005 turn-in documents to Munitions Operations upon notification of deployment.

**56. Deployed Location.** Upon arrival at the deployed location, units must contact the MASO at the deployed location to turn in munitions. A new munitions custody account will be established and any munitions that the unit needs to keep will be issued at that time. Any munitions the unit does not need will be physically turned in to the deployed location MASO for storage and will become part of the gaining account's stock.

**57. New Munitions Account.** Once a new munitions account is established, all the same procedures will apply for submitting expenditure documents and request for issue. It's important to keep the deployed location MASO aware of any expenditures/losses so that accurate munitions reports can be given to the Theater Ammunition Control Point/Regional Ammunition Control Point.

**58. Tactically Ferried Munitions.** All munitions that are tactically ferried on deploying aircraft will have shipping documents processed and will be hand-carried by deploying Munitions Operations personnel and given to the deployed location MASO.

**59. For TDY/Exercises.** The organization requesting allocation transfer to the TDY location must contact the MASO no later than 120 days before deployment date to ensure the gaining unit MASO can support the assets requested. The 120-day requirement is to ensure assets are available for the deployment and can be requisitioned in time to support the exercise.

### ***Section S—Forecasting***

**60. Preparing Forecast.** Instructions for preparing this forecast will be provided by MAJCOM. Normally, quantities stated in authorizing directives are the maximum allowed. Submission of the forecast indicates that the commander agrees with the forecasted requirements and that the items and quantities are authorized and the minimum required to meet mission objectives. The unit commander signs the forecast.

**61. Munition Requirements.** Each September the MAJCOM functional managers notify units to forecast their munitions requirements by year for the next 6 years. The munitions forecast is required to ensure uninterrupted training, operations, mobility support, and to provide HQ USAF justification for purchasing and acquisition. Ensure all munitions forecasts are accurate and timely.

61.1. HQ USAF is the final approving authority for munitions allocations. Upon receipt of the approved fiscal year allocation, Munitions Operations loads the authorized levels. If changed or additional requirements are necessary after approved allocations are received, contact Munitions Operations for guidance. Any munitions assets exceeding approved authorizations must be turned in. Air-to-air missiles are not forecastable; they are allocated by MAJCOM through the Tactical Air Missile Program.

61.2. It's imperative to stress the importance of providing the MAJCOM functional managers timely and accurate munitions forecasts. Failing to do this results in delayed or canceled munitions support.

61.3. Munitions not containing a master subsidiary relationship code (MSRC) are nonforecastable. Only items assigned an MSRC with a numeral in the first position may be forecasted. Do not forecast for air intercept missiles, air-to-ground, or missile subcomponents, aircraft time change components listed in TO 00-20-9 or munitions items not identified with an MSRC. These items may be approved by the Item Manager or locally by the MASO. An AF Form 1996, *Adjusted Stock Level*, or a MASO directed special level can be used as justification to establish local levels. The MASO will coordinate with the higher headquarters for final approval/disapproval action.

61.4. Do not over forecast requirements into a subsequent year. Requirements for each year must stand alone, be justified, and be validated by the user. Do not consider on-hand assets when forecasting requirements. If the requirement is for 100 each and there are 50 each on hand, then state the full 100 each required. Forecasted quantities always represent the total fiscal year requirements regardless of current or projected on-hand asset status.

### **62. Time Change Quarterly Forecast/Requisition (CAD/PAD):**

62.1. CAD/PAD stock levels are limited to one per type aircraft or missile system supported in case of inadvertent firings. If additional levels are required, justify on an AF Form 1996 and revalidate annually.

62.2. The using organization, normally the 3rd Wing scheduler, submits quarterly forecast for use in the requisition process, using the AFTO Form 223 or core automated maintenance system (CAMS) generated forecast as justification to the MASO 90 to 120 days prior to the next calendar quarter.

62.3. The MASO submits quarterly consolidated requisitions to OO-ALC/WM, no later than 90 days before the next calendar quarter.

62.4. This process allows time for surface movement action to take place.

62.5. A supplemental address will be provided when applicable, that is, time change replacement at or during depot maintenance, deployed aircraft. Munitions personnel will be notified and forecast will be marked with “**MARK FOR TAIL NUMBER XXXX**” and location of aircraft.

62.6. Late requests received by the MASO will require a letter with reason for the late submission and signature of the requester’s commander. Late submissions could cause delays in assets delivery to fill required time change needs.

62.7. The user will submit a supplemental forecast, when requested quantities exceed the annual or quarterly forecast.

62.8. Upon notification from the item manager (IM), if assets are required for immediate installation, emergency issue procedures will be followed.

62.9. If assets are not available, a MICAP requisition will be submitted and emergency issue procedures will be followed upon receipt of assets, if applicable.

62.10. The supplemental forecast is not a recompilation of the existing quarterly forecast. Supplemental forecast will include, at a minimum: the changed item(s), forecast supplemented, NSN, original and revised quantity(ies) and due dates, original scheduled date, and justification.

62.11. Emergency Issue Requests and Time Change Supplemental Forecast for items needed sooner will be coordinated through the Logistics Group Commander or designated representative. **EXCEPTION:** The MASO may coordinate on Time Change Supplemental Forecast for items needed later (for example, item forecast for Dec now needed in Mar).

### **63. Annual Forecasts:**

63.1. Annual forecasts will be submitted by using organization (3rd WG schedulers) to OO-ALC/LIW no later than 1 August each year and must include all aircraft owned by forecasting organization as of 15 June. Forecasts will be by quarter starting with the first quarter of the upcoming calendar year, to cover a period of time corresponding to the total service life of the item or a minimum of nine years, in accordance with TO 00-20-9.

63.2. Units will forward a courtesy copy of their completed yearly forecast to the MASO 3 EMS/LGMWM.

63.3. Negative reports are required. Negative reports should be reported to OO-ALC/LIWCC by message.

## ***Section T—COMMERCIAL OFF THE SHELF (COTS) MUNITIONS***

**64. Commercial Off the Shelf (COTS) Munitions, Formerly Local Purchase Ammunition.** COTS munitions will not be purchased prior to completing the procedures for approval outlined in AFI 21-201 Chapter 32.

**65. Establishing Stock Levels.** Establishing stock level and procuring local purchase ammunition items, including those assets required to satisfy training requirements, rests with the Chief of Supply and the MASO. Personnel will obtain permission from these individuals to locally purchase assets before purchasing them. The provisions of AFI 21-201, AFMAN 23-110, *Basic Air Force Supply Procedures*, Volume I, Part one, Chapter 8 and Part three, Chapter 6, AFMAN 91-201, and USAF Internal Procedures for Using the International Merchant Purchase Authorization Card, paragraph. 3.3.7, apply and must be satisfied.

65.1. Munitions procured under the COTS program require higher headquarters approval and will require a considerable amount of time to be routed and approved. Requirements should be initiated through the MASO at the earliest possible time to ensure assets will be available prior to intended use.

65.2. Users will notify the MASO and HQ AFSVA/SUPAF of any malfunction of approved COTS ammunitions.

## ***Section U—Out-of-Cycle Requests***

**66. Out of Cycles (OOC) requests.** Are used to request munitions that were not forecasted. OOCs are not a substitute for poor planning. Some OOCs must be approved by Air Staff. For that reason, all OOCs approved by the applicable Group Commander. Requesting organizations should send OOC requests to the MASO after approval by the Group Commander. Units will also provide the MAJCOM FM with an info copy of the request. There are many ways OOCs can be approved:

66.1. Units can realign allocations among organizations.

66.2. Functional managers can realign allocations among their units.

66.3. If there is any excess command allocations, they can be used.

66.4. Functional managers can realign to another functional manager.

66.5. If OOCs cannot be approved at unit level, functional managers, with coordination from PACAF LGWX, will forward request with full justification to OO-ALC and Air Staff for approval.

## ***Section V—Allocation Transfers***

**67. Allocation Transfers.** Allocation transfers for major exercises, that is, Cope Thunder and Commando Sling, must be coordinated with the MASO at least 180 days in advance to allow time for transfer of allocations and requisitioning of assets to the gaining Munitions Operations Element. (in accordance with AFI 21-201 paragraph 14.3.1). Otherwise, availability of munitions at the TDY location cannot be guaranteed.

**68. Cross-Country Aircraft.** Allocation transfers for cross-country aircraft need to be coordinated at least six weeks in advance to allow scheduling, issue, and assembly of assets at the TDY location. This will happen only for small quantities and if the assets are available at the transient location.

### ***Section W—Management Products***

**69. Combat Ammunition System-Base (CAS-B) Account Management Reports.** A variety of management products are available for use by commanders and munitions custodians to help manage their munitions assets. The most common management products likely to be encountered by an account custodian are:

69.1. Custody Account Listing (IS507A) is a record of all munitions assets accountable to an organization. It lists all munitions on the account as of the date and time that it was printed. Signature by the account custodian and account commander certifies all listed assets are present and accounted for. The signed IS507A listing must be treated as an auditable and accountable document. One copy will be maintained in the Munitions Operations customer file and another copy by the primary custodian in their accounts jacket file. Copies will be provided quarterly during the inventory months or upon request.

69.2. Special Inventory Listing (IS430A) is used in conjunction with the IS507A during the quarterly custody account inventory. Use this listing to perform inventory count, annotate any changes or differences from the IS507A. In the remarks field annotate reason for discrepancies, that is, Exp. 30 each pending, turn-in 20 each, etc. Attach any pending paperwork.

69.3. DIFM Asset Listing (IS535A) shows items that are DIFM. DIFM assets are usually non-accountable items and controlled by Munitions Operations on a credit/debit issue system. The listing is designed to track aircraft CAD/PAD devices, life vest/kits, and repair parts for complete or all-up-round munitions.

**70. Other Listings.** Other listings that may be useful to account custodians can be created using the AD HOC (ISQ00A) program in CAS-B. These are custom tailored reports listing information specifically requested by the end user. Munitions Operations personnel will be able to further assist you with these reports.

### ***Section X—Time Compliance Technical Order (TCTO) Procedures***

**71. Pre-Tasking Planning Meeting.** Upon receipt of a munitions TCTO, a pre-tasking planning meeting will be held by munitions supervision. Representatives from Munitions Operations, Storage, Inspection, Scheduling, Quality Assurance, and any other applicable organizations should be present.

**72. Focal Point .** Munitions Control will be the focal point for munitions TCTOs. Responsibilities include:

72.1. Preparation of AF Form 2001, *Notification of TCTO Kit Requirements*, if required.

72.2. Preparation of AF Form 2005 issue request for TCTO kits required for all base stock assets.

72.3. Monitoring the progress of TCTO completion.

**73. Munitions Operations.** Will be the POC for requisitioned TCTO parts/kits against munitions assets.

**Section Y—Lot Number Integrity Program**

**74. DoD Accounts.** DoD accounts for its munitions through the lot number integrity program. MIL-STD 1168, *Ammunition Lot Numbering*, defines an ammunition lot number as:

74.1. A code number systematically assigned to each ammunition lot at the time of manufacture, assembly or modification that uniquely identifies the particular ammunition lot.

74.2. An ammunition lot is further defined as a quantity of ammunition, complete round, components, propellant, etc., which is manufactured or assembled by one producer under uniform condition and which is expected to function in a uniform manner. An ammunition lot is designated and identified by assignment of an ammunition lot number. All material comprising an ammunition lot must be homogeneous.

74.2.1. For accounting and safety reasons, account custodians must maintain lot number integrity of all munitions under their control at all times. This includes ammunition prepared for immediate use, such as small arms ammunition carried by armed security personnel.

74.2.2. The primary reason to maintain lot integrity is to provide positive accountability for munitions assets. Ammunition is issued to customers by lot(s) and is listed on the Custody Account Listing (IS507A) by lot number. Since each lot of munitions is unique, OO-ALC/WM uses the lot numbers to suspend or restrict use of munitions that have become suspect or unserviceable. These suspended and restricted lots are listed in TO 11A-1-1, *Munitions Restricted or Suspended*, and are updated continuously.

74.2.3. Do not mix lot numbers within the same container.

74.2.4. Use local forms, labels, or logs to maintain lot integrity on munitions prepared for use or in operating configuration (this applies only to items too small to be marked with a lot number, that is, small arms ammunition).

74.2.5. If lot quantities allow, issue only one lot number of munitions per NSN at a time.

74.2.6. Keep containers clearly marked with lot number and quantity at all times.

74.2.7. Keep different lot numbers segregated in storage or when not in use.

74.2.8. Maintain sufficient empty packing containers to allow repack of all munitions that are in use or in operating configuration.

74.2.9. For munitions that are built-up into a complete round configuration, use the following information to assign assembly lot numbers and assigning locations in CAS-B/D.

74.2.9.1. The assembly lot number for Elmendorf will always begin with “ELM,” to be followed with the last digit of the current year, then the Julian date, and lastly, a,b, and so forth, indicating the number of builds for the day. **EXAMPLE:** ELM2101A.

74.2.9.2. Once you assign the assembly lot number to the asset, the built-up assets will be tracked in both CAS systems with the following example of a location: Complete round code for assets built, assembly lot assigned, and the number of the component off of the assembly worksheet. **EXAMPLE:** BC41A/2071A/01.

74.2.10. Some Air Force munitions are tracked by serial numbers instead of lot numbers. These are mainly missiles or missile components. The same rules that apply for lot integrity also apply to serial number integrity. Examples of items tracked by serial numbers are: all up round missiles guidance and control units and missile coolant tanks.

74.2.11. Some munitions items, such as explosive missile components, CAD/PAD egress items, and some bomb components are marked with both a serial and a lot number. The determination on how these items are identified on accountable records must be made based on requirements of the item technical order or how the item will be identified in TO 11A-1-1.

### ***Section Z—Impulse Cartridge Management***

**75. Impulse Cartridges.** Weapons personnel maintain impulse cartridges on individually assigned custody accounts in accordance with AFI 21-201 and this instruction. All users will forecast requirements in accordance with TO 00-20-7 and they will complete all forecasting requirements, as directed by the MASO or functional Managers in accordance with AFI-21-201, paragraph 2.7.3.2.

75.1. Custody account custodians will determine impulse cart requirements and submit issue documents, AF Form 2005, to the Munitions Operations element. These requests should be made no later than 10 working days prior to delivery date to allow for scheduling and sufficient lead-time to prevent mission impact. (See Section J)

75.2. Expenditures will be documented and submitted in accordance with this instruction to Munitions Operations. Expenditures will be reconciled against the AF Form 2434 and expended cartridges returned by the owning organization in conjunction with the Munitions Line Delivery end-of-day reconciliation procedures.

75.3. Quarterly inventories will be performed in accordance with AFI 21-201 and this instruction. Accurate daily documentation of cartridges loaded will aid in reconciling inventories and prevent loss of assets. These procedures will be evaluated during quarterly inventories.

75.4. Cartridge storage lockers/containers must be maintained in accordance with AFMAN 91-201 and meet Wing Weapons Safety approval. Where applicable, a copy of the explosives safety license will be conspicuously posted on the established locker and the site must meet all safety requirements.

**76. Delinquent Document.** A document becomes delinquent when it meets the requirements as outline in AFI 21-201, paragraph. 16.4. Delinquent documents are normally an indicator of mismanagement. Occasionally there are circumstances that justify a document going delinquent. If you have a document and you are concerned it may go delinquent, contact document control at munitions operations of the situation.

**77. Special Management of Consumable Assets.** No more than 25 percent of the approved peacetime annual allocation of major category D items may be maintained under shop stock: arming wire, swivel and links, ferrules, safety clips, lugs, safing blocks, and other inert bits and pieces. These assets must be controlled by the account custodian and inventoried monthly. Provide an inventory letter to the MASO.

**78. Consumption Issue.** Consumption issue of these items in support of AFI 36-2217 and load training is authorized. Issue the items in unit pack quantities, for example, a roll of arming wire, a box of ferrules, and so forth.

**79. Suspension Lugs.** Consumption issue of suspension lugs is authorized for aircrew training munitions issued in major Category D. However, if bomb bodies come with D lugs installed, an equivalent quantity of D lugs must be turned in to base stock. Do not dispose of D lugs locally as scrap metal.

**80. After Hours Support.** If there is no answer in Munitions Operations, 552-3574/4307, call Munitions Control at 552-3306. Leave your name, telephone number, account number, and situation. Munitions Control will coordinate the necessary actions. If Munitions Control cannot be reached, contact the Maintenance Operations Center at 552-9321.

ROBERTUS C. N. REMKES, Colonel, USAF  
Commander

## Attachment 1

### TERMS EXPLAINED

#### *Terms*

**Accountability**--The obligation imposed by law, lawful order, or regulation on an officer or other person to keep accurate, reliable, and audible records of property, documents, or funds. The person with this obligation may or may not actually possess the property, documents, or funds. Accountability applies primarily to records, while responsibility applies primarily to custody, care, and safekeeping. Both the Munitions Operations and Munitions Maintenance sections have an inherent responsibility to ensure accountability is maintained.

**Aircraft Time Change Items**--Time change cartridge-actuated devices/propellant- activated devices (CAD/PAD) as listed in TO 00-20-9.

**Allocation**--The quantity of munitions items, up to forecasted quantity, a command can expect to be available for the designated fiscal year.

**Ammunition**--Includes all explosives and nonexplosive components essential to the assembly of a complete operational round of munitions, an all-up-round of tactical missiles [air intercept missile (AIM) or air-to-ground (AGM)], any items which in themselves are considered complete operational rounds, or any other item designated for munitions operations (FV) management or reporting by the item manager (IM). The following terms and/or variations are considered to have the same meaning as ammunition: munitions, air munitions, ground munitions, conventional or nonnuclear munitions and non-nuclear air munitions

**Audit Trail**--A clear and distinct documented chain of events that shows all actions affecting accountability for the life-cycle of an asset, issue to expenditure or turn-in. A loss of documentation for munitions transactions constitutes a break in the audit trail.

**Back Order**--An obligation, assumed and recorded by Munitions Operations, to issue on a subsequent date; a requisitioned asset not immediately available on stock.

**Cartridge Actuated Device (CAD)**--A device using a self-contained removable explosive cartridge, which produces gas pressure to perform its intended function (for example, thrusters, initiators, catapults, cutters, and so on).

**Certified AF Form 2005 (Issue/Turn-In Request)**--A form signed by the commander, or designated representative, certifying a valid issue, turn-in, or expenditure of a munitions asset.

**Combat Ammunition System (CAS)**--Independent, standard, and interactive system that facilitates combat execution and management of non-nuclear munitions resources and nuclear assets.

**Commander**--The squadron, detachment, or operation commander, for the purposes of this instruction. Squadron section commanders may not delegate authority as specified here.

**Condition Code**--A one-digit alpha character identifying the current serviceability status of ammunition, as well as all other DoD commodities.

**Consumption Issue**--A limited issue of munitions needed for immediate installation as listed in TO 00-20-9 (CAD, PAD, and life support items), for immediate use, or for end-item repair.

**Controlled Item Code (CIC)**--A one-position alpha or numeric code assigned by the IM to identify the degree of security which must be applied to a munitions asset while the item is in storage or transit. Controlled items consist of classified (C), unclassified (U), and pilferable (P). Once assigned, CICs can only be changed by the IM who has worldwide management responsibility for the item.

**Custody Account (Supply Point)**--Munitions on this type of account are still accounted for on the FV stock records; however, an organizational custodian has signed for the munitions and is responsible for their protection.

**Custody**--Issue of munitions to an organization for other than immediate use whereby ownership and positive control is given to the receiving organization.

**Custody Issue**--Issues are made to using organizations for retention by the organization for other than immediate use whereby ownership and possible control is given to the receiving section/organization, or whenever in the opinion of the MASO or higher authority, custody control is in the best interest of the organization and the USAF.

**Courtesy Stored Munitions**--Munitions belonging to an on- or off-base organization stored in the munitions storage area. Courtesy storage is provided when it is in the best interest of the organization and the Air Force. The owning organization remains accountable and responsible for these assets.

**Delegation of Authority**--By using an AF Form 68, organizational commanders may delegate authority to personnel within their organization to certify issues and/or expenditures of munitions items on an AF Form 2005 and to receipt for munitions assets issued against custody/consumption accounts assigned to their organization.

**Department of Defense Item Code (DODIC)**--Four-character code assigned by the Defense Logistics Service Center (DLSC) to specific munitions or components and other items that qualify under the criteria of DoD Cataloging Handbook H-6-1.

**Document Number**--A 14-digit reference number assigned to a requisition or a release or receipt document that identifies the transaction throughout the logistics system until retirement of the document is authorized in official reports of audit.

**Emergency Issue**--Issue of munitions to an organization that cannot comply with routine issue procedures or processing time requirements.

**Expended/Expenditure**--Occurs when a munitions item is physically activated or actuated.

**Explosive Safety License**--A license to store explosives within operational buildings or locations.

**Forecasted Munitions**--Any munitions item reportable under the RCS (Reports Control Symbol): LOG-LOC (A&AR) 8503 or TO 00-20-9. All 8503 reportable assets are forecasted annually for the next six fiscal years.

**Frozen/Suspended Account**--Accounts may be suspended/frozen whenever the MASO determines the account is not being properly maintained or required documentation is not on file. The primary criteria are failure to comply with instructions or actual/suspected loss of accountability (to include lot number integrity).

**Inventory**--Military ordnance stored in a serviceable condition, ready for issue and use, or unserviceable stocks pending maintenance or disposition instructions. Includes industrial components and raw materi-

als for production use and other explosive ordnance classified in unserviceable condition pending resolution of disposition instructions.

**Lot Number**--An alphanumeric series of characters assigned to each ammunition lot at the time of manufacture, assembly, or modification. The number uniquely identifies the particular lot and provides for cradle-to-grave visibility.

**Munitions**--A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations, including demolition. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes.

**Munitions Accountable Systems Officer (MASO)**--An individual obligated to exercise due care and observe legal and administrative restrictions for property in his or her custody. The MASO accounts for, manages, and reports munitions items in a FB, FK, FV, or FZ account.

**Non-nuclear Consumable Annual Analysis (NCAA)**--Serves as the basis for air munitions War Reserve Material (WRM) planning and programming approved forces for five consecutive fiscal years. Documents the assumptions and methodologies used in computing conventional air munitions requirements.

**Non-tactical Munitions**--Munitions not used to train tactical aircrews. Includes munitions for small arms training, base defense, air and sea rescue, disaster preparedness training, emergency destruction, explosive ordnance disposal (EOD) operations, survival kits, and so on.

**Pecuniary Liability**--(1). A personal, joint, or corporate monetary obligation to make good any lost, damaged, or destroyed property resulting from fault or neglect. It may also result under conditions stipulated in a contract or bond. (2). The statutory obligation of an individual to reimburse the government for loss, improper application of funds or property arising from his or her failure to exercise assigned responsibilities.

**Propellant Actuated Device (PAD)**--A device using propellant. The propellant provides a source of gas pressures to perform an intended function; for example, impulse cartridges, delay cartridges, squibs, and so on.

**Property Custodial Responsibility**--The obligation of an individual for the proper custody, care, and safekeeping of government property, entrusted to his/her possession or supervision.

**Quantity Unit Pack**--Quantity of munitions in a standard size package.

**Responsibility**--(1) The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to ensure success.

(2) The obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

**Restricted Munitions**--Not expected to meet performance requirements under all conditions and/or restricted from use in certain weapons systems.

**Reusable Container**--A container designed for and designated for reuse. Empty munitions and missile component containers, including all up-round (AUR) missile containers, are munitions managed items and must be maintained on FV accountable records.

**Sensitive Munitions**--Materials of an explosive or hazardous nature containing a potential for rapid burning or detonation, or contributing to the fabrication of an explosive device or other hazardous material.

Also, any other munitions considered vulnerable to theft or sabotage and potential use in civil disturbances require an exceptional degree of protection and control during the material life cycle. Sensitivity categories are established in DoD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*.

**Security**--With respect to classified matter, it is the condition that prevents unauthorized persons from having access to official information that is safeguarded in the interests of national security.

**Shelf Life**--The length of time during which an item of supply, subject to deterioration or having a limited life which cannot be renewed, is considered serviceable while stored. The expiration date for shelf life on munitions items with only the month and year listed is the last day of the month.

**Service Life**--The length of time an item can remain installed in operational configuration or in actual use.

**Statement of Charges (DD Form 362)**--This form is used when an airman or civilian, of their own volition, admits pecuniary liability for loss, damage, or destruction of public property.

**Suspended Ammunition**--Items that have been withdrawn temporarily or permanently from issue and use because they are known to be, or suspected of being, unsafe or otherwise defective.

**TAC Ferry**--Munitions that deploy TDY aboard a tactical aircraft.

**Tactical Munitions**--Any munitions that are used in support of tactical aircrew training. This includes all tactical munitions that could be used directly in support of actual combat operations.

**Transaction**--Any action changing serviceable or unserviceable balance or peacetime operation level.

**Turn-In**--Return of assets by using organizations to the appropriate stock record account.

**Unserviceable Munitions**--An ordnance item, which in its current condition requires a surveillance or maintenance action to further define disposition. In some instances, the unserviceable item will be unable to perform the function for which it was originally designed and procured. Since repair or restoration may be an option, designation as unserviceable does not necessarily mean condemned.

**War Reserve Material (WRM)** – Material required, in addition to mobility equipment and primary operating stock, to support wartime activities reflected in the US Air Force War and Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption.

**Attachment 2**

**COMMANDER/DESIGNATED INDIVIDUAL BRIEFING**

As Commander/Designated Representative for the munitions custody account (Org/Shop), I do hereby certify on Date, I was briefed on my responsibilities of maintaining a munitions custody account, certification for munitions requests, and expenditure documentation. I realize I may be held pecuniary liable for any loss of ammunition other than loss due to theft or pilferage, provided such ammunition was properly safeguarded or secured.

\_\_\_\_\_  
Commander, Print/Sign

\_\_\_\_\_  
Briefer, Print/Sign/Date

\_\_\_\_\_  
Designated Individual, Print/Sign

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Designated Individual, Print/Sign

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Designated Individual, Print/Sign

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Designated Individual, Print/Sign

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Designated Individual, Print/Sign

**Attachment 3**

**CUSTODIAN BRIEFING AND TRAINING CERTIFICATION**

Organization/Activity: \_\_\_\_\_

(Office Symbol, Function)

1. As the Primary Custodian/Alternate Custodians for the Munitions Custody Account (**ORG/SHOP**), I do hereby certify that on (**DATE**), I was briefed on my responsibilities, which are to maintain an auditable record of all receipts, expenditures, and turn-ins, as well as providing adequate storage for, proper security of, control over, and custodian responsibilities for all ammunition/explosive items issued to me for immediate consumption, custody, or installation. I realize I may be held **pecuniary** liable for any loss of ammunitions other than loss due to theft or pilferage, provided such ammunition was properly safeguarded or secured and that the loss was in no way the result of my carelessness or neglect. I also realize I may be held financially liable for any quantity of ammunition if the value exceeds \$50 when such ammunition reverts to an unserviceable condition due to the loss of lot number integrity, corrosion as a result of improper storage, or damage as a result of mishandling. I further understand that it is my responsibility to notify the MASO and appropriate agencies of any losses due to theft or pilferage and to initiate the appropriate documentation for proper relief of accountability (AFMAN 23-220, *Report of Survey for Air Force Property*). This briefing is required in accordance with AFI 21-201.

2. I have been provided detailed training in proper account management as outlined in the briefing/training package received from Munitions Operations in accordance with AFI 21-201.

\_\_\_\_\_  
Briefer/Trainer, Print and Sign

\_\_\_\_\_  
Primary Custodian, Print and Sign

\_\_\_\_\_  
Alternate Custodian, Print and Sign

**Attachment 4**  
**OUT-OF-CYCLE REQUEST**

MEMORANDUM FOR THE 3 EMS/CC

3 EMS/LGMW MASO

3 EMS/LGMWMO

HQ PACAF/LGW

FROM: 3 EMS/LGMWPD

19713 Talley Rd.

Elmendorf AFB AK 99506

SUBJECT: Out of Cycle Request (885MQ)

1. Request approval of this out-cycle-request. The following assets are required to support the 372D Training Squadron, Detachment 14 (FTD) in providing UCML related training. Previously Assets were allocated to us for this training but dropped off allocation document for fiscal year 01. These assets will be requested in the fiscal year 02 forecast.

NSN	NOUN	FUC	CAT	ACCOUNT	QTY
1420-XX-XXX-XXXX	WIDGET A	M2	C	885MQ	1
1420-XX-XXX-XXXX	WIDGET B	M2	C	885MQ	1

2. This is a valid training need required by PACAFI 21-201 and the 3 Wing UCML. The FV5000 stockpile can support all of the assets required for the request. Assets will not be expended.

3. Please call me at 552-2989/7071 with any question.

BRIAN E. STRATTON, SSgt, USAF  
Alternate Account Custodian

1st Ind to 3 EMS/LGMWPD (date of letter), Out of Cycle Request (885MQ)

3 EMS/CC

(Date)

MEMORANDUM FOR 3 EMS/MASO

Recommend approval/Disapproval

DAVID P. OLSON, Lt Col, USAF  
Commander

2nd Ind, 3 EMS/MASO

(Date)

MEMORANDUM FOR 3 EMS/LGMWMO

Approved/Disapproved

ROBERT E. MEEHAN, JR., 2d Lt, USAF  
Munitions Accountable Systems Officer

## Attachment 5

### MUNITIONS COURTESY STORAGE AGREEMENT

MEMORANDUM FOR \_\_\_\_\_ (ACCT:\_\_\_\_\_)

FROM: 3 EMS/LGMW

SUBJECT: Munitions Courtesy Storage Agreement

1. The 3rd Equipment Maintenance Squadron Munitions Flight will provide a suitable storage facility for a reasonable quantity of your munitions. The facility, determined by the Munitions Storage element, may or may not contain munitions from other organizations. The following provisions apply:

a. Munitions Control/ Storage elements will control facility keys and personnel access will be in accordance with applicable directives. Only those supply point personnel identified on the Organization AF Form 68, *Munitions Authorization Record*, Part III, will be authorized to access or store/retrieve assets within the courtesy storage location. Supply point personnel will be escorted into storage facilities at all times.

b. The owning organization must contact Munitions Storage Dispatch (552-3260) at least three working days in advance to request access to courtesy storage munitions. Transportation of custodial assets is the responsibility of the account custodian; if you require forklift support, let us know. Emergency situations will be handled on case-by-case basis.

c. The owning organization is responsible for accountability, reporting, control, safety, transportation and location knowledge of the supply point munitions.

d. Storage or withdrawal of assets will be under the strict supervision of Munitions Storage personnel. The owning organization is solely responsible for having the required equipment in accordance with AFMAN 91-201 (such as two 2A:10BC minimum rated fire extinguishers, tie downs, chocks, explosive placards, and so forth.) to safely transport munitions items. For safety, munitions handling and storage practices must be followed, or access will be denied.

e. Non-DoD owned explosives and other hazardous and toxic materials will not be stored in the MSA. Refer to AFMAN 91-201 for guidance.

f. Technical data on non-DoD materials (required for test) must be provided by the owning organization prior to storage.

g. The owning organization is responsible for proper container packing, marking, and lot separation. The Storage Element will ensure the owning organization complies with these requirements.

h. The owning organization with assistance from Munitions Storage element will ensure proper care and preservation of munitions/material and applicable storage practices (proper stacking, housekeeping) are maintained. Munitions must be properly marked, secured, and remain in original container/packing. At no time will excess wood, packing, empty containers, aircraft pallets, or netting be left in the storage facility. A placard will be placed on the courtesy stored munitions for easy identification. The placard will identify as a minimum: account number, and duty phone.

i. Munitions supply point custodians, Munitions Operations, and Munitions Storage personnel will inventory/inspect assets semiannually. Discrepancies will be corrected immediately. Failure to correct discrepancies may result in the termination of this agreement and the supply point account being frozen. Munitions personnel will make every effort to resolve storage/inventory problems.

j. Munitions storage space is minimal and at times may require relocation of courtesy stored munitions in order to support priority assets. Munitions Storage will properly relocate munitions if their existing storage location is required for other use and will coordinate all moves with the applicable account custodian prior to relocation.

2. This letter will be reviewed/revalidated **annually** and re-accomplished upon change of the Munitions Accountable Supply Officer (MASO), or primary custodian. Please indicate acceptance of this agreement by endorsement below:

a. The latest IS507 report will be attached to the courtesy storage agreement during the review process for validation of NSN, nomenclature and quantity of munitions stored.

CHARLES J. YOCKEY, SMSgt, USAF  
CHIEF, Munitions Flight

DATE: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

DATE: \_\_\_\_\_

Custodian Commander Signature: \_\_\_\_\_

**Review/Revalidation**

DATE: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

**Attachment 6**  
**EMERGENCY ISSUE REQUEST**

**DO NOT DATE**

MEMORANDUM FOR 3 LG/CC

FROM: (Office Symbol and Custody Account)

SUBJECT: Emergency Issue Request

1. Request emergency issue requisition for the following:

<b>NSN</b>	<b>Nomenclature</b>	<b>Qty</b>	<b>Date</b>
<b>Required</b>			

2. Justification (Mission impact statement).

3. Authorizing Directive page and paragraph.

4. This letter is submitted in accordance with AFI 21-201 paragraphs 3.32.4, 3.32.5 23.4.1.1 and PACAF Sup 1.

5. Point of Contact (that is, Custodian)

(Signature block of the custodian)

DATE

1st Ind., 3 LG/CC

Concur/Nonconcur

(Group Commanders Signature Block)

**Attachment 7**

**REQUEST TO MAINTAIN CATEGORY 'C' MUNITIONS**

MEMORANDUM FOR 3 EMS/MASO

FROM: Account Commander and Account Number

SUBJECT: Request to Maintain Excess Category Code "C" Munitions on my custody account in support of mission related circumstances.

1. Request authorization for the following excess munitions to remain on custody account (ACCOUNT NUMBER): **REMEMBER CAT C ASSETS ONLY!**

NSN	CAT	CURRENT FY ALLOCATION QTY	FORECASTED QTY
133000123456	C	200	230

**Justification:**

In accordance with AFI 125-37, our unit is authorized 230 per installation/unit. We forecasted for 230 and require these unallocated assets to be on hand for Force Protection of this installation.

2. I understand this letter does not constitute a formal change to my allocation, and I am aware these unallocated assets could be pulled at any time for any reason by USAF ACP/LIW or the MASO.

Unit Commanders Signature Block

1st Ind., CC

(DATE)

MEMORANDUM FOR 3 EMS/MASO

Approved/Disapproved

MASOs Signature Block