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Maintenance

**INSPECTION, CERTIFICATION AND
VERIFICATION OF MUNITIONS RESIDUE
AND CERTIFICATION OF EMPTY
CONTAINERS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 21-2, *Non-nuclear and Nuclear Munitions*, and references DoD 4160.21-M, *Defense Material Disposition Manual*, DoD 4160.21-M-1, *Defense Reutilization and Marketing Manual*, and Technical Order 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed To, or Containing Explosives*. It establishes guidelines governing the inspection of explosive residue generated from explosive items and certification/verification of empty containers prior to turn-in for shipment and or re-sale to Defense Reutilization Marketing Office (DRMO). It applies to all organizations assigned or attached to Westover Air Reserve Base (ARB).

SUMMARY OF REVISIONS

This revision changes the documentation requirements for certified/verified munitions residue (paragraph **6.**); changes focal point information (paragraph **8.**); changes the reference from DD Form 1348-1A, **Issue Release/Receipt Document**, to Turn-In Document (ETID) throughout. A bar (|) indicates a revision from the previous edition.

1. Customers and Users Responsibilities.

1.1. Ensure all munitions residue is turned in to the Munitions Flight to include expended brass, links, expended smoke grenades, pull-pins, empty containers/boxes and packing material. This will assist to ensure accountability is maintained. Prior to turn-in, ensure the following:

1.1.1. Ensure that no live munitions are mixed with munitions residue.

1.1.2. Segregate residue in separate containers (i.e., 5.56mm ball residue in one container, 7.62mm blank residue in separate container).

1.1.3. Ensure all containers to include wooden and cardboard boxes, stripper clips, pins, and bandoleers, etc., are turned into the Munitions Flight for inspection.

1.1.4. Ensure containers that are to be returned to the Munitions Flight are free of live munitions. Dud items will not be turned in to the Munitions Flight; appropriate emergency explosive ordnance disposal (EOD) procedures will apply.

1.1.5. Ensure that expended munitions or empty munitions containers are not transferred to unauthorized personnel.

1.1.6. Contact the Munitions Flight to schedule an appointment for munitions residue/empty container return.

2. Munitions Flight Responsibilities.

2.1. The Munitions Flight chief will provide the DRMO facility in writing a list of qualified inspectors to certify/verify munitions residue which includes their name, rank, and specimen signature of each inspector.

2.2. The Munitions Flight chief will ensure that only certified munitions inspectors are authorized to certify/verify and process any munitions residue to include small arms brass or empty munitions containers.

2.3. The Munitions Flight chief will periodically review the inspection procedures to ensure safety and security of munitions residue is maintained at all times.

2.4. The Munitions Flight chief will ensure that customers are properly trained on the procedures contained within this instruction. Documentation of this training will be provided to the custodian and filed in the applicable Munitions Custody Account folder as part of the Munitions Custodian Briefing/Training. This training is a one-time event.

3. Munitions Inspector's Responsibilities.

3.1. Accept incoming munitions residue from the user. Residue will be treated as a minimal Hazard Class/Division 1.4 until certified empty.

3.2. Ensure the following munitions residue-certifying procedures are accomplished:

3.2.1. Ensure that a 100 percent inspection of all munitions residue is performed prior to certification/verification.

3.2.2. Segregate munitions residue in separate containers by type of residue and ensure containers are secured with anti-tampering seals or secured and banded.

3.2.3. Weigh and properly mark all containers.

3.2.4. Perform all applicable certification/verification requirements outlined in T.O. 11A-1-60.

3.2.5. Transport certified munitions residue as required.

3.2.6. Ensure all munitions containers are returned to the Munitions Flight for inspection.

3.2.7. Containers containing inspected, certified/verified munitions residue will have both an anti-tampering seal and a dual signature Certificate of Clearance (T.O. 11A-1-60, paragraph 4.5 through 4.6.2).

4. Procedures for Discovery of Live Munitions During the Certification/Verification Process.

- 4.1. The munitions inspector will:
 - 4.1.1. Stop certification process in the bay immediately and notify EOD if an unsafe condition exists.
 - 4.1.2. Determine if any more explosives are discovered in the residue items.
 - 4.1.3. Perform an investigation to determine the origin of the item.
 - 4.1.4. If the owning organization can be determined, notify them in writing of the results.
- 4.2. Munitions Flight chief will:
 - 4.2.1. Review the results of the investigation.
 - 4.2.2. Notify Maintenance Squadron chief or commander of the results.
- 4.3. The Munitions Accountable Supply Officer (MASO) will:
 - 4.3.1. Freeze the appropriate munitions custody account until the primary or alternate custody account custodian can be briefed and retrained.
 - 4.3.2. Notify the unit commander identified on the Munitions Custody Account AF Form 68, **Munitions Authorization Record**, of the investigation results. **NOTE:** If a specific point continually fails to properly sort munitions and expended munitions residue, the supply point will be frozen by the MASO and the result of all present and passed investigations will be sent to Safety and the Maintenance Squadron commander. The account will remain frozen until released by the MASO.

5. Local Procedures for Discovery of Live Munitions found in WARB Certified Munitions Residue at DRMO or Contractor Site.

- 5.1. The Munitions Flight chief will:
 - 5.1.1. Notify Maintenance Squadron Supervision, Safety, and Quality Assurance of the type and location of munitions found.
 - 5.1.2. Retrieve all residue documentation, DD Form 1348-1A for the last two years and deliver to Safety.
 - 5.1.3. Secure all expended munitions/residue presently in custody.
 - 5.1.4. Secure all inspectors training records and deliver to Safety.
 - 5.1.5. Notify the MASO to freeze all like items discovered.
- 5.2. The MASO will:
 - 5.2.1. Notify users of like items to discontinue use until released by Safety.
 - 5.2.2. Deliver all requested documentation to Safety.
- 5.3. Safety will perform a thorough investigation and will notify HQ AFRC/SEW, 439 MXS/MXG, and the 439 MXS/MXMW of the results using the Special Situation Report format from DOD 4160.21-M, Chap 4, **Attachment 2**.

6. Documentation Requirements for Certified/Verified Munitions Residue.

6.1. Munitions personnel will:

6.1.1. Obtain a user-id and password for the Defense Reutilization and Marketing Service (DRMS) Electronic ETID at <https://www.drms.dla.mil/etid.html>.

6.1.2. The generated turn-in documents from the DRMS-ETID system will be used in lieu of the AF Form 1348-1A. The ETID system also generates and prints the Arms Explosives Dangerous Articles (AEDA) certificate for certification/verification.

6.1.3. Enter required information in the ETID program and print one ETID and one AEDA certificate.

6.1.4. Place the following fund codes to the ETID:

6.1.4.1. Clearing account code is: 57F3875.8900 6219 503000.

6.1.4.2. Distribution account code is: 5743740 544 6219 101010 01 59219 503000.

6.1.5. Both the ETID and AEDA certificates will be signed and faxed to DRMO. A copy will be placed in the suspense file and the original signature copies will be attached to the item.

6.2. All DD Forms 1348-1A for munitions residue operations will be retained for a minimum of two years.

7. Procedures for Retaining Credit from the Sale of Recyclable Munitions Residue.

7.1. Munitions Flight personnel will:

7.1.1. Coordinate all ETIDs to ensure proper transfer of funds, generated by the date of specified items.

7.1.2. Provide the recycling office with a copy of the ETID identifying the weight and type of material transferred.

7.1.3. Ensure a Memorandum of Agreement (MOA) is accomplished and reviewed annually with the appropriate DRMO/contractor site.

7.2. Recycling Office will:

7.2.1. Ensure proper transfer of funds, generated by the date of the specified items, to the station recycling account.

7.2.2. Maintain one copy of the completed DD 1348-1A.

8. Focal Point.

8.1. The Wing focal point for the 439th Munitions Residue Certification/Verification Recycling Program is 439 MXS/MXMW, Munitions Flight, located in building 7072 room C2, DSN 589-3268/2928, with work hours of 0630-1530, Monday-Friday. In emergency situations, contact the Command Post at 557-3571.

8.2. DRMO focal point is DRMO, Naval Submarine Base New London, Groton CT. DSN telephone number is 694-2888 and DSN FAX is 694-2866. DODAAC is SXG041.

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