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*Security*

**WEAPONS TRAINING SCHEDULING AND  
WEAPONS CUSTODIAN DUTIES AND  
RESPONSIBILITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFDPO 31-1, *Physical Security*. It establishes uniform procedures for scheduling weapons training and weapons custodian duties and responsibilities. It applies to all individuals assigned as Unit Weapons Training Monitors and Weapons Custodians in the 439 Airlift Wing (439 AW).

**1. Responsibilities.** Responsibilities for implementing, monitoring and enforcing this instruction are assigned as follows:

**2. Unit Commanders.**

- 2.1. Appoint in writing unit weapons training monitors, weapons custodians, and weapons couriers. The original appointment letters will be sent to the appointee with a copy to the following offices.
  - 2.1.1. 439 Logistics Support Squadron Base Supply (439 LSS/LGS).
  - 2.1.2. 439 Wing Plans (439 AW/XP).
  - 2.1.3. 439 Security Forces Squadron Combat Arms Training (439 SFS/SFTC).

**3. SFTC.**

- 3.1. Will provide weapons training in accordance with AFI 36-2226, Combat Arms Program.
- 3.2. Will provide weapons inspections, pre-embark inspections, post-embark inspections, and weapons repairs.
- 3.3. Does not provide "Use of Force" training. This is the responsibility of each squadron.

**4. Unit Weapons Training Monitors.**

- 4.1. Schedule weapons training with only SFTC personnel.

- 4.2. Class start time is at 0830 hours in the SFTC classroom; unless stated otherwise on the monthly schedule students should show by at least 0815 hours. If a student shows later than 0830 hours they will not be trained.
- 4.3. All weapons training classes are scheduled for all day. Students will be given a lunch break.
- 4.4. The unit maintains AF Form 522, **USAF Ground Weapons Training Data**. Students must have AF Form 522 when they show for training. If the card is lost or an initial shooter requires a new AF Form 522, contact SFTC prior to the training date.
- 4.5. If there are more than 24 students per class, firing will be conducted in multiple relays. All students must remain until all firing is complete and weapons are cleaned.
- 4.6. Duty uniform is battle dress uniform (BDU) or flight suits. Advise students to dress for the weather (plan on being outdoors for at least two hours of the day).
- 4.7. Call at least 48 hours ahead of time if you need to cancel a training slot. This will allow more time to utilize the limited range resources.
- 4.8. All firing must be based on a mandatory requirement. No firing just for marksmanship ribbon or personal reasons.
- 4.9. Students can be scheduled no earlier than 90 days prior to their current expiration date on their AF Form 522.
  - 4.9.1. Group "B" personnel are qualified for one year (they may fire again in nine months, but must fire by the end of the twelfth month).
  - 4.9.2. Group "C" personnel are qualified for 3 years (they may fire again in thirty three months, but must fire by end of the thirty-sixth month).
- 4.10. If the fiscal year SFTC schedule has not been received by the last day of September prior to training, notify SFTC as soon as possible. Review the schedule upon receipt to ensure the slots assigned can be utilized. If there are any conflicts with the schedule or you need to reschedule some slots, notify SFTC as soon as possible.
- 4.11. Any individual contacting the SFTC directly for training will be routed back through to the unit weapons training monitor.
- 4.12. The firing range is scheduled on a priority basis.
  - 4.12.1. Group A: Armed on a daily basis (SFS, Office of Special Investigation, SFTC, etc.).
  - 4.12.2. Group B: Armed in peacetime for the protection of Air Force assets and personnel with a high potential have armed conflict in the accomplishments of their wartime duties (Civil Engineering Squadron, weapon custodians, weapons couriers, etc.).
  - 4.12.3. Group C: Everyone who is not group A or B but is required to maintain firearms qualification or complete firearms training (Mobility assigned personnel, Medical, Services Squadron, Aerial Port Squadrons, etc.).
- 4.13. SFS augmentees will be scheduled through the SFS at a Group B level. Do not double schedule these individuals.

4.14. Honor Guard personnel needing weapons training will be scheduled through their assigned unit. The Honor Guard non-commissioned officer in charge will notify the unit weapons training monitor of the need.

4.15. The following individuals will not be trained:

4.15.1. Individuals on certain medications (Tillex, Tylenol3-codiene, medication causing drowsiness, etc.).

4.15.2. Individuals who have consumed alcohol within eight hours prior to weapons training.

4.15.3. Individuals who have an AF Form 590, **Withdrawal/Reinstatement of Authority to Bear Firearms**.

4.15.4. Personnel who do not have a valid training requirement.

4.16. Temporary Duty (TDY)/Separation.

4.16.1. Deployment warning/execute orders will identify the need for weapons qualifications (live fire).

4.16.2. When an assignment requires an individual have firearms training, the individual's unit training manager will schedule the necessary weapons training within forty-eight hours of the deployment warning/execute orders.

4.16.3. Personnel not identified for weapons training in AFI 36-2226, Table 2.2, or with a personnel process code will not receive weapons training prior to departing CONUS.

4.16.4. Unless stated otherwise, officers will receive M9 pistol training and enlisted will receive M16A2 rifle training.

4.16.5. Training must be accomplished no earlier than five days prior to departure.

4.17. Personnel who deploy to a critical threat/contingency area, weapons qualifications must remain current throughout the tour length without waiver.

4.18. Deploying personnel must meet any applicable AOR CINC special qualifications requirements (including live fire throughout tour) for critical threat/contingency area they are tasked to support.

4.19. If a person is within 120 days of separation, the unit commander can grant an extension of qualification.

4.20. Remedial Training.

4.20.1. Personnel who do not meet the minimum score for qualification will be scheduled for remedial training. A letter will be sent to the unit scheduler identifying the person. In addition, the individual will also receive a copy of the letter.

4.20.2. The individual will return the following month (UTA) for remedial training. If the individual cannot attend that training class, SFTC must be notified immediately.

4.20.3. If the person is qualified on the day of training and doesn't meet the minimum score for qualification, SFTC may grant a 30-day extension. This extension is given so commanders have some flexibility in meeting arming requirements.

4.20.4. SFTC will maintain AF Form 522 until the student completes remedial training.

#### 4.21. Arming Requirements.

- 4.21.1. Arming requirements are due before the end of the fiscal year.
- 4.21.2. Arming requirements are determined by the amount of mobility slots or amount of people armed for peacetime requirements.
- 4.21.3. Add peacetime and mobility slots required plus one alternate for each position, if applicable, to determine arming requirement.
- 4.21.4. Additional unit information may be available from the Wing contingency plan. This may need to be referenced before the requirement is calculated.

#### 4.22. Scheduling Forecasts.

- 4.22.1. Accurate information must be provided to SFTC.
- 4.22.2. At the annual schedulers meeting, SFTC must be provided with annual training slots required per weapon system. In addition, this will be broken down by how many initial slots, live fire recurring slots, and simulator slots are needed.
- 4.22.3. The information will be used to make out the fiscal year schedule and on reports that need to be sent to HQ AFRC and SFTC fiscal year and quarterly reports. Furthermore, if the information is mismatch, SFTC will verify the information to ensure it is correct before finalizing the report.
- 4.22.4. A quarterly report will be sent out to the installation and all unit commanders showing the following; training scheduled, training conducted, number of no-shows, number of additional personnel trained, and number qualified. There will also be an annual report sent out at the end of the fiscal year.
- 4.22.5. If a squadron has no shows, a no-show letter will be mailed to the squadron commander. SFTC will make every effort to assist, when there are no shows by checking the AF Form 710, **Combat Arms Training Record**, for verification of which individuals did not show as scheduled.
- 4.22.6. If personnel need to leave prior to completion of firing and weapons cleaning, coordinate this prior to the day of firing. There will be no exceptions without prior notification.

### 5. Weapons Custodians.

- 5.1. The following is a list of responsibilities performed by the weapons custodian. Each custodian will be familiar with them in order to ensure all weapons are properly maintained.
- 5.2. Notify SFTC of all weapons received from the LGS before signing for them. This is to ensure the weapons are serviceable upon arrival prior to you accepting the weapons.
- 5.3. Maintain all assigned weapons in a clean and serviceable condition and in a secure location.
- 5.4. Properly maintain an AFTO 105, **Inspection Maintenance Firing Data for Ground Weapons**, for all assigned weapons, whether in preferred storage or not.
- 5.5. Perform periodic maintenance (clean and lubricate) on all weapons in storage on a semi-annual (every six months) basis.
- 5.6. Maintain a periodic cleanliness inspection logbook to record times, dates, and weapons inspected and or cleaned.

- 5.7. Notify SFTC of any unserviceable weapons so that the necessary repairs or actions can be taken.
- 5.8. Notify SFTC when weapons are to be removed from storage, so SFTC personnel can conduct a pre-embarkation inspection to ensure the weapons' serviceability.
- 5.9. Notify SFTC whenever weapons are to be returned to storage so a post embarkation inspection can be conducted on the returning weapons.
- 5.10. Maintain weapons custodian folder that has a minimum of the last two weapons inspection reports from SFTC, weapons custodian appointment letter, and any correspondence between SFTC concerning weapons custodian duties.
- 5.11. The possessing unit is responsible for ordering and maintaining material and equipment for weapons storage.
- 5.12. Weapons Inspection Notification Procedures.
  - 5.12.1. There will be a fiscal year weapons inspection schedule that will be issued prior to the start of the new fiscal year.
  - 5.12.2. Once the weapons custodian receives the schedule, it needs to be reviewed. If there needs to be a change in the schedule for your unit, contact SFTC and reschedule the time and date at least 48 hours prior to what is scheduled.
  - 5.12.3. The weapons custodian should bring at least the following to the inspection.
    - 5.12.3.1. All AFTO Forms 105 and serviceable tags will be kept with the weapons in the weapons containers.
    - 5.12.3.2. Equipment for opening any preferred storage weapons.
    - 5.12.3.3. Equipment, materials, and personnel to re-pack all preferred storage weapons.
- 5.13. Weapons Inspection Report Procedures.
  - 5.13.1. The inspection report will be sent to the unit commander after every type of inspection (semiannual, pre-issue, pre-embarkation, etc.).
  - 5.13.2. This report must be reviewed and maintained in accordance with this instruction.
  - 5.13.3. A copy of the inspection report will also be sent to LGS and XP.
  - 5.13.4. If there are any discrepancies the report must be endorsed and returned to SFTC within 30 days.
  - 5.13.5. The report will state the date of the inspection, the person conducting the inspection, the persons contacted during the inspection and the discrepancies found, if any. If the report has discrepancies they will be corrected within 30 days and return the report to SFTC. It will also state that once the discrepancies are corrected SFTC must be contacted for a follow-up inspection.
- 5.14. AFTO Form 105 Instructions.
  - 5.14.1. The AFTO Form 105 is a historical record for the weapon and must accompany it at all times.
  - 5.14.2. It is the responsibility of the owning organization to initiate and maintain an AFTO Form 105 for each weapon assigned. Do not put more than one weapon on a AFTO Form 105 Form and

do not throw away old or completed forms. If a form is superseded or is filled simply add an additional form and continue on. If a form is lost or destroyed, contact SFTC for instructions on making a new one.

5.14.3. Only those inspections conducted by SFTC personnel are to be entered in Part I. Do not annotate care and cleaning inspections on the AFTO Form 105.

5.14.4. The owning organization will put the required information in Blocks 1-5 of the AFTO Form 105. Blocks 1-3 are to be filled in with a black ink pen and blocks 4 and 5 are to be filled in by pencil.

5.14.5. AFTO Form 105's and the weapons yellow serviceable tag are to remain with the weapons, even if deployed.

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Commander