

1 AUGUST 2003



Supply

**MUNITIONS ACCOUNTABILITY
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements and prescribes policies and procedures for the accountability, issue, turn-in, inventory control, and requirements forecasting of munitions items. It provides information on maintaining custody accounts, courtesy storage requirements, loss/damage reporting, and mobility procedures. It applies to all organizations and activities assigned to, attached to, or supported by the 45th Space Wing, that has a valid requirement and proper authority to maintain or expend munitions items.

SUMMARY OF REVISIONS

This revision incorporates, updates, clarifies and streamlines munitions management guidance. It provides current organizational titles, references, and updates procedures. This revision corrects sample forms used in requesting munitions support.

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1. Responsibilities. All organizational commanders, account custodians, and customers that consume or maintain munitions items are responsible for ensuring compliance with the procedures of this instruction.

2. Establishment of Munitions Account. Prior to the release of any munitions item, the requesting activity must establish a munitions account. The requesting activity should use the following procedures as a guide:

2.1. The unit commander will request, in writing, the assignment of an organizational custody account code from the Munitions Supply Element.

2.2. AF Form 68, **Munitions Authorization Record**, will be prepared according to paragraph 5. of this instruction.

2.3. The Munitions Accountable System Officer (MASO) or designated representative will review the request, determine if the items are FK- or FV-managed, approve or disapprove the establishment of a munitions account, and notify the requesting commander.

2.4. The commander will then submit an out-of-cycle allocation request to the Munitions Element with complete justification for each munitions item requested. Out-of-cycle letter request format is in AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, Chapter 14, paragraph 14.2.

2.5. To ensure that commanders, certifiers, and appointed custodians fully understand and recognize their responsibilities, the MASO or designated representative will brief them prior to the release of any munitions items. A letter certifying that the briefing was conducted will be placed in the account jacket file and the custodian will maintain a copy.

3. Authorization to Certify or Receipt for Munitions.

3.1. Organization commanders must account for all ammunition items received by their organization. This includes maintaining a record, capable of being audited, of all receipts, expenditures, and turn-ins; providing adequate storage, proper security, and custodial responsibility for all ammunition items received for immediate consumption, custody, or installation; and documenting and disposing of munitions scrap residue and fired casings.

3.2. The MASO or designated representative will personally brief commanders, certifiers, custodians, and all alternate custodians on specific responsibilities for managing a munitions account at the time the account is established and each time there is a change in personnel.

3.3. Commanders may delegate authority to flight chiefs or equivalent level, both military and civilian, to request and certify expenditures of munitions. For this purpose, use AF Form 68, (**Attachment 2**).

3.4. Only those persons listed on AF Form 68, Part II, can sign a certificate of authorization or expenditure to certify munitions issue requests and/or that assets were properly expended.

3.5. Only those persons listed on AF Form 68, Part III, can take receipt of munitions for consumption or retention of custody.

3.6. No one person will be authorized to perform duties in both Parts II and III.

3.7. Commanders may elect to personally sign certificates of authorization and receipt for munitions.

3.8. Commanders must ensure that their unit clearance forms require departing personnel to transfer organizational munitions custody accounts to a new custodian or to turn in all ammunition and explosives to the Munitions Element before going on permanent change of station (PCS) or on extended temporary duty (TDY) over 45 days.

3.9. AF Form 68 will be re-accomplished annually or when the primary custodian or commander changes.

4. Issue Procedures for Custody or Consumption of Munitions.

4.1. There are two types of issues authorized for munition items:

4.1.1. Consumption Issues. Consumption issues may vary from that quantity which must be consumed on the day of issue to that quantity which will be consumed within 15 calendar days from the date and time of issue. If available storage facilities cannot satisfy the security and safety requirements, the consumption issues are restricted to that quantity which can be consumed on the day of issue.

4.1.2. Custody Issues. A custody issue is an issue to an individual or organization for use at a point in time. Secure facilities and adequate storage must be available for support of all custody issues. All custody issues are controlled on a custody account.

4.2. Requests for issue will be accomplished by submitting a properly certified AF Form 2005, **Issue/Turn-In Request**, to the Munitions Supply Element. AF Form 2005 will be prepared according to **Attachment 3** or **Attachment 4**. All requests will be reviewed by the MASO or designated representative and approved or disapproved for processing. Any issues submitted that exceed approved allocation quantities will be disapproved.

4.3. Munitions items will not be issued until all documentation has been properly processed and qualified munitions inspectors have performed required inspections.

4.4. AF Form 2005 will be prepared in three copies, properly certified, and prepared according to procedures outlined in this paragraph. The requests must be typed or legibly printed in blue or black ink. Illegible, incomplete, or improperly prepared requests will be returned to the requester.

4.5. Using munitions for purposes other than those for which the munitions were originally issued may constitute a violation under the Air Force Fraud, Waste, and Abuse Program. If exercises, training, or competitive events are cancelled, or a unit is not selected to take part in these events, then the original munition authorization is void and the organization must turn in the unused items.

4.6. Munitions issued to organizations must retain original packing and must remain in original packaging except for assets in use.

5. Custody Account Jacket Files. MASO and munitions account custodians must keep the following items in their jacket files.

5.1. AF Form 68.

5.2. Approved allocation document, including any AF Form 1996, Adjusted Stock Level.

5.3. Current forecast.

5.4. Expenditure log.

- 5.5. Latest reconciled Quarterly Custodian Inventory (signed by the commander, custodian and MASO) and count sheets.
- 5.6. Latest reconciled Annual MASO Custody Inventory (signed by the commander, custodian and MASO) and count sheets.
- 5.7. Documented training and briefings.
- 5.8. Maintain copies of all issues, expenditures, and turn-ins of munition items in the custodial jacket file since the last signed Quarterly Custodian Inventory.

6. Issue of Munitions Required for Aircraft Time Change.

- 6.1. Forecast requirements for time change aircraft cartridge actuated devices (CAD) and propellant actuated devices (PAD) will be accomplished using the AFTO Form 223, **Time Change Requirements Forecast**, according to TO 00-20-9, *Forecasting Replacement Requirements For Selected Calendar and Hourly Time Change Items*.
- 6.2. Requests for issue of munitions required for time change will be submitted on AF Form 2005 in three copies between 45 and 60 days before the next calendar year quarter.
- 6.3. All issues of time change items regardless of expendability, recoverability, reparability code (ERRC) will be issued under the due in from maintenance (DIFM) control concept. The only exception to this procedure would be an inadvertent firing of munitions where there is nothing left to turn-in except an empty casing. In this instance an initial issue will be processed.
- 6.4. Late requests will require a letter with reason for late submission and signature of the requester's commander.
- 6.5. The AF Form 2005 will be prepared according to **Attachment 3** with the following exceptions:
 - 6.5.1. Activity Code (card column 30) will be "R".
 - 6.5.2. The "MARK FOR" fields (card columns 67-80) will contain the following:
 - 6.5.2.1. Serial number of aircraft.
 - 6.5.2.2. Standard Reporting Designator (SRD).
 - 6.5.2.3. Blank.
- 6.6. Munitions Supply will maintain close coordination with the requesting activity to ensure that the issue document is not processed until 72 hours prior to the actual required date.

7. Supply Point Expenditure Procedures.

- 7.1. Requests for expenditures from Supply Point will be accomplished by submitting a properly certified AF Form 2005 in four copies. AF Form 2005 will be prepared according to **Attachment 5**.
- 7.2. Expenditures must be processed within 5 workdays after expenditure or installation.

8. Procedures for Turn-In of Munitions.

- 8.1. Requests for turn-in of munitions will be accomplished by submitting AF Form 2005 in three copies to Munitions Supply Element. Preparation of AF Form 2005 turn-in will be prepared according to **Attachment 6** or **Attachment 7**.

8.2. The using organization will ensure munitions are returned in the original container. All munitions will be segregated and identified by lot number.

8.3. The Munitions Inspector will perform a physical count of all munitions and the content of the containers, except those factory sealed and still intact. If the physical count differs from the quantity entered on the AF Form 2005, the Munitions Inspector will coordinate with the responsible individual, resolve the discrepancy, correct the turn-in document, and sign block "A" of the AF Form 2005. The second copy will be given to the organization as a receipt.

8.4. Custodians will notify Munitions Element to certify and inspect spent brass, empty containers, and munitions residue prior to processing of turn-in to DRMO.

8.5. Munitions inspectors/certifiers and custodian verifiers of spent brass, empty containers, and munitions residue must be appointed in writing and appointment letter sent to DRMO.

9. Shelf-Service Life.

9.1. Assigned Munitions Inspectors will utilize Program 501, Stock Asset Listing, Program 608, Inspection Due-Date Listing, TO 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*, and specific item TO's to monitor shelf/service life of munitions items issued and in stock.

9.2. This review will be conducted monthly and custodians will be notified verbally of any extensions or required changes.

10. After Hours Support.

10.1. Issues of munitions will be made during normal duty hours (0730-1630, Monday through Friday) except for verified emergency requirements. Emergency, after-hours requirements will be called in to the Base Command Post, extension 4-7071 who will, in turn, notify the Munitions Element Supervisor. If available, the item will be issued on a post-post issue document. A properly certified AF Form 2005 will be hand delivered to the Munitions Supply Element no later than 1000 hours of the next duty day.

11. Munitions Storage Procedures.

11.1. Custodians should request no munition items for issue unless licensed and adequate storage facilities are available. See paragraph 14. for Courtesy Storage Agreements.

11.2. The account custodian is responsible for providing a copy of the explosive storage license to the Munitions Supply Element prior to requesting any issues. Base Safety is the issuing authority for explosive facility licenses.

12. Courtesy Storage Requirements.

12.1. Munitions Supply Element will provide courtesy storage of munitions if requested by the using organization. The below listed statements of responsibility will be listed on the courtesy storage request form.

12.1.1. The owning organization is responsible for accounting and reporting supply point munitions.

- 12.1.2. Non-DOD explosives and other hazardous and toxic materials will not be stored in the base MSA (Munitions Storage Area).
- 12.1.3. Responsibility for repairing packing discrepancies, caused by storage conditions, belongs to munitions organization.
- 12.1.4. Owning organization will ensure proper packaging, marking, and labeling prior to being presented for storage.
- 12.1.5. Personnel authorized to remove or place items in courtesy storage will be designated in writing.
- 12.1.6. Courtesy stored items will be delivered to and from the base MSA by owning unit personnel and must be in a government vehicle.
- 12.1.7. Owning organization will provide 48 hours notification that will require entry into the base MSA, with the exception of operational emergencies.
- 12.1.8. Owning organizations will provide NSN, nomenclature, and quantity of munitions to be stored.
- 12.1.9. All items inventoried at least quarterly by an authorized representative of owning unit.
- 12.1.10. Commanders will perform an annual review and renewal of this agreement.

13. Munitions Inventory Procedures.

- 13.1. All munitions supply points will be inventoried quarterly (February, May, August, November). Munitions supply personnel will perform the February and August inventory with each custodian.
- 13.2. When a change in the primary custodian occurs, the departing custodian and the newly appointed custodian will perform a complete physical inventory of the custody account. The inventory will be conducted, reconciled, and signed by the commander and the departing and newly appointed custodian.
- 13.3. Munitions supply personnel will perform a semiannual inventory of stock, unserviceable and WRM munitions during the months of March and September.
- 13.4. Other inventories may be scheduled as deemed necessary by the Munitions Supply Supervisor.
- 13.5. Two weeks prior to each of these scheduled inventories, all organizations will be notified of the deadline date (day inventory count begins) and requested to review all known munitions requirements, which will occur during the inventory. When possible, these requirements will be received for before the deadline date. Only emergency requirements will be issued during the inventory.

14. Loss/Damage Procedures.

- 14.1. Discrepancies between accountable records and on-hand balances may be discovered during an inventory or while accomplishing day-to-day operations. In either case, the MASO must be notified and these discrepancies thoroughly investigated to determine the cause.
- 14.2. Commanders must submit a Report of Survey (ROS) if negligence, willful misconduct or deliberate unauthorized use of munitions is suspected or when the loss involves the following controlled inventory item codes (CIIC):

- 14.2.1. Category 1- Very high risk.
- 14.2.2. Category 2 - High risk.
- 14.2.3. Category C - Confidential, 6 or 8.
- 14.2.4. Category S - Secret or 5.
- 14.2.5. Category T - Top Secret.

14.3. In addition, the commander must submit a ROS for all adjustments to custody account balances unless the adjustment:

- 14.3.1. Is a one-time loss of category 3 (moderate risk) munitions of 20 or fewer items valued at \$200 or less total?
- 14.3.2. Is a one-time loss of a category 4 and 7 (low risk) or U (unclassified) munitions of 200 or fewer items valued at \$250 or less (total)?
- 14.3.3. Commanders may elect to process a Report of Survey regardless of criteria.

15. Suspended / Restricted Munitions Procedures.

15.1. Suspended munitions are those munitions that have been withdrawn either temporarily or permanently from issue and use because they are either known to be, or suspected of, being unsafe or otherwise defective. Restricted munitions are those munitions that cannot be expected to perform satisfactorily under all conditions, but may be used safely within certain, prescribed limitations.

15.2. The Munitions Supply Element will provide immediate notification of suspended or restricted munitions to all current or former users. Upon notification that issued munitions are suspended or restricted, the munitions user will conduct a thorough search of all assets placing particular emphasis on screening munitions installed in aircraft and life support equipment, mobility packages, and issues in support of war mobility commitments.

15.3. The suspended or restricted munitions will be immediately turned in to Munitions Supply Element and a new lot number will be issued.

16. Failed to Function Munitions.

16.1. Custodians will notify Munitions Element within 24 hours of any munitions that fail to function. Munitions Inspector will attempt to determine probable cause and recommend corrective actions. Munitions Inspection will notify Item Manager/Equipment Specialist in accordance with TO 00-35D-54.

17. Munitions Requirements Forecasting.

17.1. All organizations that use munitions are required to submit a yearly munitions requirements forecast. The Munitions Element will provide an instruction letter and example format for forecasting.

17.2. The annual munitions forecast is the primary vehicle to request and allocate munitions required for training and operations needs. It is the single most important report submitted and its accuracy and validity cannot be over emphasized.

18. Mobility Requirements.

18.1. When deploying to a location with an established SRAN/DoDAAC for longer than 30 days, transfer accountability of munitions to the gaining MASO. If the deployment is originally planned for less than 30 days, but extends beyond, the losing MASO coordinates with the gaining MASO to transfer accountability of deployed munitions.

18.2. If deploying assets are on custody accounts and time does not permit actual turn-in and shipment, custodians will turn in (paperwork transaction only) the munitions on their account which they deploy with. They obtain a shipment document from the home station MASO and give it to the MASO at the deployed location. If time does not allow custodians to obtain the shipment document to take with the munitions, the losing MASO mails the document(s) to the gaining MASO.

18.3. When deploying to a location without an established SRAN/DoDAAC for longer than 30 days, accountability for deployed assets will be retained by the deploying unit custody account.

18.4. USAF members who are deploying and without an established munitions custody account will contact the MASO to receive small arms ammo for weapons being hand carried. The MASO will process a shipment document with the ship to location SRAN/DoDAAC if known (this includes any Department of Defense Activity Address Code). Use FV9999 if SRAN/DoDAAC is unknown.

18.5. The following statement will be on the back of the shipment document and briefed to the member by the MASO/MASO representative: *“Small arms ammunition will be controlled and the person receiving the munitions must maintain accountability and lot number integrity for these assets. The shipping document and munitions will be turned in to the Air Force munitions storage area at the deployed location. If a storage area has not been established, member will retain accountability for these assets. Member will document on the back of the shipment document if assets are expended or turned over to any other military storage area (Army, Navy, etc.). If turned over to a military authority, member will receive documentation showing who accepted accountability for the assets (name, rank, SSN, organization, home base DSN). This documentation will be given to the home station MASO upon return from deployment.”*

19. Transportation (On/Off Base).

19.1. Vehicle operator must have a complete understanding of the explosive hazards involved and emergency procedures. Individual must also meet the qualification requirements of AFMAN 91-201.

19.2. Vehicle operator must ensure that munitions cargo is stable and secure on transporting vehicle prior to movement. **Explosives will not be transported in the passenger compartment of a vehicle or in POVs (privately owned vehicle).**

19.3. Vehicle must display appropriate DOT placards on all four sides of vehicle. Exception: Not required for 1.4, less than 1,000 pounds NEW (net explosive weight).

19.4. Transporting vehicle must be equipped with two (2) each serviceable fire extinguishers, each rated at least 2A:10BC.

19.5. **NO SMOKING!** Will be observed while transporting explosives. Smoking is prohibited within 50 feet of an explosives-laden vehicle.

19.6. Ensure vehicles and equipment are serviceable and inspected prior to use. Prior to off-base movements on public roads perform inspection using DD Form 626, **Motor Vehicle Inspection**, and DD Form 836, **Shipping Paper and Emergency Response Information for Hazardous Materials Transported by Government Vehicles**.

19.7. Ensure the proper primary and alternate explosive movement routes are selected prior to the operation.

20. Lot Number Integrity.

20.1. Custodians are responsible for maintaining lot number integrity on all items issued to their custody account.

20.2. Small arms ammunition removed from original packaging and installed in clips will have lot number written on outside of clips.

J. GREGORY PAVLOVICH, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFMAN 91-201, *Explosive Safety Standards*

AFSCM 21-824, Volume 2, *Combat Ammunition Systems-Users Manual*.

TO 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*

TO 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*

TO 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*.

AFMAN 23-220, *Reports of Survey for Air Force Property*

Terms

Allocation—That quantity of munitions items which a command can expect (up to forecasted quantity) to be available for the designated fiscal year.

Audit Trail—A clear and distinct documented chain of events that shows all actions affecting accountability.

Consumption Issue—Consumption issues are limited to those assets consumed or installed within 15 days (i.e., DIFM, Time Change, Shop Stock, and R&D).

Custody Issue—Use custody issues when an organization needs munitions for a period exceeding 15 days. Secure facilities and adequate storage must be available for all custody issues.

Commander—For the purpose of this instruction, this is the Organization or Unit Commander.

Courtesy Stored Munitions—Munitions belonging to an on-base or organization stored in the Base Munitions Storage Area (MSA). Responsibility for these items remains with the owning organization.

Emergency Issue—An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the item is to be installed/consumed within 12 hours of issue. Poor planning does not constitute an emergency.

Lot Number—An alpha/numeric series of characters systematically assigned to each ammunition lot at the time of manufacture, assembly, or modification that uniquely identified that particular lot. Provides for “cradle-to-grave” visibility. All munitions have a lot number assigned during their lifetime for safety purposes. The lot number allows major commands to target suspected hazardous ammunition by manufacturer and date of manufacture.

Munitions Accountable System Officer (MASO)—An individual obligated to exercise due care and observe legal and administrative restrictions for property in their custody. The term applied to the individual (military or civilian) assigned the responsibility to account for, manage, and report munitions items in an FB, FK, FV, or FZ account.

Pecuniary Liability—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. The statutory obligation of an individual to reimburse the government for loss or improper application of funds or property arising from their failure to exercise assigned responsibilities.

Property Custodial Responsibility—The obligation of an individual for the proper custody, care, and safekeeping of government property, entrusted to their possession or under their supervision.

Restricted Ammunition—Any item that cannot be expected to meet performance requirements under all conditions.

Service Life—The length of time an item can remain in an operating configuration or in actual usage, or as directed by item technical order. Shelf and service life are not cumulative; any combination of shelf and service life accrued by an item cannot exceed the shelf life of the item.

Shelf Life—The length of time an item may remain in storage under prescribed packaging and storage conditions. The expiration date for shelf life on items with the month and year listed is the last day of the month. Shelf life begins on the item's manufacture, assembly or rework date.

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

Attachment 2

SAMPLE - AF FORM 68, MUNITIONS AUTHORIZATION RECORD

MUNITIONS AUTHORIZATION RECORD					DATE
FROM: (Office of Organization/Command)				TO: (Office Symbol or Address of the MMSU)	
741 MS/CC				SBSS/LGSDK	
<p>AUTHORITY: Executive Order 5387, November 1942. PRINCIPAL PURPOSE: To receipt for munitions items. ROUTINE USE: Provides for receipt/verification of personnel to receipt or certify authorizations for munitions. DISCLOSURE IS VOLUNTARY: The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.</p>					
I. ORGANIZATIONAL AND SUPPLY INFORMATION					
PURPOSE FOR WHICH REQUESTED MUNITIONS WILL BE USED (i.e., type of activity requested)					
PILOT FORWARD AIR CONTROL TRAINING IAW AFI 21-207					
DELIVERY LOCATION		RECEIVING ACTIVITY OR USE SYMBOL			
BLDG 790		741 MS/MAW			
UTMSO & ORGANIZATION AND SKIP CODE (if applicable)			746 MM		
SUPPLY POINT (MSTORY ACCOUNT if applicable)			23		
II. PERSONNEL AUTHORIZED TO SIGN CERTIFICATES OF AUTHORIZATION/EXPENDITURE (AF FORM 2085D) (AFM 11/8)					
<p>COMMANDER'S STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign certify authorization documents and to sign certify expenditure documents for activity/incident listed in Part I above. All personnel are in the position of Section Chief or higher, and have been briefed by me as to their responsibilities for proper control and accountability of munitions. These individuals are charged with personal verification, including the urgency of need (UMC), of my document/transactions which they, as my representatives, approve.</p>					
NAME	RANK	SSN	PHONE	EXRS	SIGNATURE
DOE, JOHN O.	CAPT	223-54-2991	494-4114		<i>John O. Doe</i>
MILK, GEORGE E.	SMSGT	115-55-2112	494-4104		<i>George E. Milk</i>
LAST ENTRY					
III. PERSONNEL AUTHORIZED TO RECEIPT FOR MUNITIONS (AF FORM 1248 AND AFM 11/8)					
<p>COMMANDER'S STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/certify for munitions items for my organization/activity as identified in Part I above.</p>					
<p>WARNING STATEMENT: We, the undersigned, fully understand our responsibilities to properly control, safety and security items, and prevent the unauthorized use of munitions we receive. We will insure that these munitions are not released to agencies or individuals outside the United States Air Force, without prior approval and authority of higher headquarters.</p>					
SEE REVERSE FOR LISTING OF PERSONNEL					

NAME	NOTE 1	NOTE 2	GRADE	SSN	PHONE	SIGNATURE
GREEN, CHARLES	P		SSGT	229-11-1112	494-3113	<i>Charles Green</i>
BROWN, THOMAS	A		AIC	329-22-2341	494-3113	<i>Thomas Brown</i>
LAST ENTRY						
<p>1. Enter "P" if primary or "A" if an alternate supply point/costly account custodian. Otherwise leave blank. 2. Enter security clearance of these individuals authorized to sign for classified items.</p>						
IV. UNIT COMMANDER						
<p>I understand that no one person may be authorized to perform duties listed in both Part II and Part III above. I also understand that I must notify the MASO whenever an individual's authorization is withdrawn (as with PCS, PCS, extended TDY, administrative action, etc.). The MASO will also be notified each time a new organization commander is assigned. Under the above circumstances a new Munitions Authorization Record will be submitted to the MASO within 30 days of assignment.</p> <p>I fully understand and recognize my responsibility for maintaining munitions issued to this organization. I realize that if this activity cannot provide adequate security and storage (AMN AFR 125-37 and AFR 127-100, consumption requests will be limited to that quantity which will be consumed/issued on the date of issue. If adequate security and storage is available, consumption requests will be limited to that quantity which will be consumed/issued or turned in within 15 days from the date of issue. I will insure that ammunition issued to this organization is expended/issued or turned in within the time frame established at the time of issue. I further will insure that ammunition issued to this organization is not released to agencies or individuals outside the United States Air Force without prior approval and authority of higher headquarters. I have been previously briefed by the MASO on my responsibilities as stated above in accordance with AFM 67-1, Vol 1, Part One, Chap 20.</p> <p>Personnel authorized to receipt for classified material from the MASO are identified by a security clearance symbol in Part III above. Personnel not authorized to receipt for classified must be identified by NIA in this block.</p>						
SUPERSEDES PREVIOUS AUTHORIZATION RECORD DATE/REVALIDATED				20000910		
TYPED/PRINTED NAME AND GRADE OF ORGANIZATION COMMANDER OR EQUIVALENT JAMES B. JOHNSON, LT COL., USAF			DUTY PHONE 494-2112	SIGNATURE OF ORGANIZATIONAL COMMANDER OR EQUIVALENT <i>James B. Johnson</i>		
V. APPROVAL/DISAPPROVAL BY MASO						
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED (Reason for disapproval)						
TYPED/PRINTED NAME AND GRADE OF MUNITIONS ACCOUNTABLE SUPPLY OFFICER				SIGNATURE OF MUNITIONS ACCOUNTABLE SUPPLY OFFICER		

Attachment 3

**SAMPLE - AF FORM 2005 – ISSUE/TURN-IN REQUEST
(CERTIFIED CONSUMPTION/TIME CHANGE ISSUE)**

1 5 1 7	2 3 4 5 6 7	8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44	A. REQUESTOR, NAME, DATE (TIC) SIGNATURE OF CERTIFIER PRINT: NAME, RANK, DATE, PHONE REQUEST, TIME & DATE (REQ)	B. INSPECTOR, NAME, STAMP, DATE (TIC)
C. STOCK NUMBER 1 3 7 7 0 0 1 1 1 2 2 2 2	D. PART NUMBER/NSN CODE OR NAME/REMARKS PART NUMBER	E. STATEMENT OF TECHNICAL PUBLICATION OR OTHER APPLICATION/REQUEST AUTHORITY CERTIFIED CONSUMPTION REQUEST (TIME CHANGE) IAW T.O. 00-20-9-1	F. QUANTITY E S E A 0 0 0 0 1	G. CATEGORY CODE CAT "S"
H. DELIVERY DATE 30 AUG 00	I. NOMENCLATURE Z999 CTG IMPULSE MK1	J. DODIC AND NOMENCLATURE 4 4 4 4 4 4 4	K. TO: PIC ANOVA TMC	L. TO: PIC ANOVA TMC

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

Certified consumption issue requests will contain the following entries:

Blocks

- A - Signature of the organization commander (or designated representative) printed name, rank, date, and phone number.
- C - Category code required.
- D - Manufacturer’s part number if NSN is unknown.
- E - Statement: “Certified Consumption Request”, followed by a reason for use (training, time change, special project, etc.), and authorizing directive; AF publication, tech order, message number, etc.
- G - Date delivery is required.
- J - Item DODIC and nomenclature.

Card Columns

- 1-3 - 517
- 4-6 - TCG (time change) or blank
- 7 - Blank
- 8-22 - National stock number
- 23-24 - Unit of issue
- 25-29 - Quantity requested
- 30 - R
- 31-35 - Organization and Shop Code
- 36-43 - Blank

44 - Blank

45-50 - Blank

51-54 - Blank

55-56 - Blank

57-59 - Blank

60-61 - Blank

62-63 - Ammo Transaction Code or Blank

64 - Blank

65-66 - Blank

67-73 - Aircraft Tail Number or Blank

74-76 - Aircraft SRD or Blank

77-80 - Blank

Attachment 4

**SAMPLE - AF FORM 2005, ISSUE/TURN-IN REQUEST
(CERTIFIED CUSTODY ISSUE TO SUPPLY POINT)**

TRIC	WEIGHT	LT	A. INSPECTOR, NAME, DATE (TRIC)	B. INSPECTOR, NAME, STAMP, DATE (TRIC)
5	1	7	SIGNATURE OF CERTIFIER	
			PRINT: NAME, RANK, DATE, PHONE	
STOCK NUMBER			C. PART NUMBER/AFM CODE OR NAME/ORGANIZATION	
8	9	10	E. 1-2. RESPONSE/TECHNICAL PUBLICATION OR ORD/FILM APPLICATION/FORM NUMBER	
11	12	13	CERTIFIED CUSTODY REQUEST (TRAINING)	
14	15	16	LAW AFI 36-2217	
17	18	19	F. TO. PUB NUMBER (TRIC)	
20	21	22	BLDG 1111	
23	24	25	J. NOMENCLATURE	
26	27	28	CTG 5.55MM BALL.	
29	30	31		
32	33	34		
35	36	37		
38	39	40		
41	42	43		
44	45	46		

AF FORM 2005, 19860601 (EF-93) PREVIOUS EDITION WILL BE USED.

Certified custody issue requests will contain the following entries:

Blocks

A - Signature of the organization commander (or designated representative) printed name, rank, date, and phone number.

C - Category code required.

E - Statement: "Certified Custody Request", followed by a reason for use (training, mobility, base defense, etc.), and authorizing directive; AF publication, tech order, message number, etc.

F - Storage structure number.

J - Item DODIC and nomenclature.

Card Columns

1-3 - 517

4-6 - Blank

7 - Blank

8-22 - National stock number

23-24 - Unit of issue

25-29 - Quantity requested

30 - S

31-35 - Organization and Shop Code

36-43 - Blank

44 - Blank

45-54 - Blank

55-56 - Blank

57-80 - Blank

Attachment 5

SAMPLE - AF FORM 2005, ISSUE/TURN-ON REQUEST
(CERTIFIED CUSTODY EXPENDITURE)

THC 1 2 3 7 2 5	S. INSPECTOR, NAME, STAMP, DATE/TIME	A. WORKER, NAME, DATE/TIME SIGNATURE OF CERTIFIER PRINT: NAME, RANK, DATE, PHONE PROJECT, TIME & DATE (24H)
STOCK NUMBER 1 3 0 5 0 0 4 4 4 5 5 5	UNIT OF ISSUE E A 0 0 6 0 0	QUANTITY 0 0 0 0 0 0
C. CONDITION CODE S 7 7 7	CATEGORY CODE B B 8 8 8 8 9 9 9 9	DOCUMENT NUMBER 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44
Part Number # W/C C 1 2 B 0 0 4 1 - 0 0 5 1	E. T.O. REPORT/TECHNICAL PUBLICATION OR NO ITEM APPLICATION/LET HIGHER ASSEMBLY CERTIFIED CUSTODY EXPENDITURE - CUSTODIAN SIGNATURE (CAT "D" TRAINING) LAW AFCAT 21-209	D. PART NUMBER/STOCK CODE OR NAME/ITEMS (400 EA) LOT #WCC11A002-003 (200 EA)
F. T.O. NUMBER/DOC BLDG 1300 LOC SP99001	J. NOMENCLATURE B333 CTG 10MM BALL	I. SIGNATURE

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

Expenditures from supply points will reflect the following entries:

Blocks

A - Signature of the organization commander (or designated representative) printed name, rank, date, and phone number.

C - Category code required.

D - Lot/serial number(s) of item(s) expended with quantity for each lot number.

E - Statement: "Certified Custody Expenditure", followed by category code, reason (training, real world, installation in aircraft, etc.), and authorizing directive; AF publication, tech order, message number, custodian signature, etc.

F - Structure and location (from Issue Document/Custody Account listing).

J - Item DODIC and nomenclature.

Card Columns

1-3 - 725

4-6 - Blank

7 - Blank

8-22 - National stock number

23-24 - Unit of issue

25-29 - Quantity requested

30-43 - Document number (from Issue Document/Custody Account listing)

44 - Blank

45-54 - Blank

55-56 - Blank

57-80 - Blank

Attachment 6

SAMPLE - AF FORM 2005, ISSUE/TURN-IN REQUEST
(TURN-IN OF DIFM MUNITIONS)

1. TIME 5 4 0	2. INTC 5 4 0	3. INTC 5 4 0	4. INTC 5 4 0	5. INTC 5 4 0	6. INTC 5 4 0	7. INTC 5 4 0	A. INSPECTOR, NAME, DATE (TN)	B. INSPECTOR, NAME, STAMP, DATE (TN)																												
8. NBR 1 3 7 7	9. NBR 0 0	10. NBR 1 1	11. NBR 1 1	12. NBR 2 2	13. NBR 2 2	14. NBR 2 2	15. NBR 2 2	16. NBR 2 2	17. NBR 2 2	18. NBR 2 2	19. NBR 2 2	20. NBR 2 2	21. NBR E S	22. NBR E A	23. NBR 0 0	24. NBR 0 0	25. NBR 0 0	26. NBR 0 0	27. NBR 0 0	28. NBR 0 0	29. NBR 0 0	30. NBR 0 0	31. NBR 0 0	32. NBR 0 0	33. NBR 0 0	34. NBR 0 0	35. NBR 0 0	36. NBR 0 0	37. NBR 0 0	38. NBR 0 0	39. NBR 0 0	40. NBR 0 0	41. NBR 0 0	42. NBR 0 0	43. NBR 0 0	44. NBR 0 0
L. CAT "S"	C/C "A"	R 3 3 3	A A	5 5 5 5	6 6 6 6	UNSERVICABLE - SERVICE LIFE EXPIRED	C/C "J" IAW T.O.11A18-7-7	BLDG 1300	LOC TCG 001																											

AF FORM 2005, 19860501 (EF-V3) PREVIOUS EDITION WILL BE USED.

Blocks

- A - Signature of munitions personnel who receives item.
- B - Blank (Inspection Element signs).
- C - Category code and condition code (from issue document).
- D - Lot number(s) being turned in.
- E - Reason for turn-in serviceability, condition code if known, and determining directive.
- F - Structure number and location from issue document.
- G-I - Blank
- J - Item DODIC and nomenclature.

Card Columns

- 1-3 - 540
- 4-6 - Blank
- 7 - Blank
- 8-22 - National stock number
- 23-24 - Unit of issue
- 25-29 - Quantity requested
- 30-43 - DIFM document number (from issue document)
- 44 - Blank
- 45-54 - Blank

55-56 - Blank

57-80 - Blank

Attachment 7

**SAMPLE - AF FORM 2005, ISSUE/TURN-IN REQUEST
(TURN-IN OF CUSTODY MUNITIONS)**

TRC 1 2 3 4 5 6 7 5 3 9	A. INSPECTOR, NAME, DATE (SIG)	D. INSPECTOR, NAME, STAMP, DATE (SIG)
REQUEST, TIME & DATE (SIG)	E. D. DODIC (TECHNICAL PUBLICATION OR ENG-ITEM APPLICATION/WET NUMBER ASSEMBLY)	F. T.O. NUMBER (TECHNICAL PUBLICATION OR ENG-ITEM APPLICATION/WET NUMBER ASSEMBLY)
STOCK NUMBER	QUANTITY	CONDITION CODE
UNIT OF ISSUE	CATEGORY CODE	DOCUMENT NUMBER
PART NUMBER	C/C - "J" UNSERVICEABLE - DENTED, DEEP SCRATCHES, SHORT ROUND IAW T.O.11A13-10-7	STRUCTURE NO.
D. PART NUMBER/TRANSF CODE OR NUMBER/REMARKS LOT #WCC66A001-001	MANUFACTURE	LOCATION
G. TIME & DATE OF DELIVERY	H. DODIC	I. MANUFACTURE
AF FORM 2005, 19860601 (FF-V3)	PREVIOUS EDITION WILL BE USED.	A777 CTG 80 CAL BALL

Blocks

- A - Munitions personnel will sign and date.
- B - Blank (Inspection Element will sign).
- C - Category code and condition code (from Custody Account/Issue Document Listing).
- D - Lot number(s) being turned in.
- E - Reason for turn-in serviceability, condition code if known, and determining directive.
- F - Structure number and location from issue document.
- G-I - Blank
- J - Item DODIC and nomenclature.

Card Columns

- 1-3 - 539
- 4-6 - Blank
- 7 - Blank
- 8-22 - National stock number
- 23-24 - Unit of issue
- 25-29 - Quantity turned in
- 30-43 - Document number (from Custody Account/Issue Document listing)
- 44 - Blank

45-54 - Blank

55-56 - Blank

57-80 - Blank