

**25 JUNE 1997**



**Maintenance**

**AIRCREW TRAINING MUNITIONS  
MANAGEMENT PROCEDURES**

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This instruction implements AFD 21-2, *Nonnuclear and Nuclear Munitions*, and procedures required by AFI 36-2217 and AFI 21-208 for the management of aircrew training munitions. This instruction applies to anyone engaged in any form of support for aircrew training sorties. These procedures are supplemental, and do not alter the requirements of existing Air Force directives.

**SUMMARY OF REVISIONS**

Changes the title from Munitions Expenditures and Accountability Procedures to Aircrew Training Munitions Management Procedures. This revision also defines procedures for munitions forecasting as well as defining Operations Support Squadron and 25th and 36th Fighter Squadron's responsibilities. It further clarifies weapons loading accountability and reconciliation procedures and expands the scope and responsibilities of the Munitions Flight.

**1. Responsibility:** Commanders of Operations and Logistics Groups (OG and LG), Maintenance Squadron (MXS), Operations Support Squadron (OSS), 25th and 36th Fighter Squadrons (FS), and the 31 Special Operations Squadron (SOS) will ensure compliance with this instruction.

**2. Procedures:**

2.1. Munitions Forecasting:

2.1.1. Annual forecasts will be prepared IAW AFI 21-208 and HQ PACAF guidance.

2.1.2. Quarterly forecasts of expected munitions expenditures for the subsequent quarter will be prepared by the 25 FS, 36 FS, and the 31 SOS. These forecasts are required to ensure sufficient time to issue, assemble and deliver the assets to the flying squadrons.

2.1.2.1. Submit the quarterly forecasts to 51 OSS/OSP during the monthly weapons and

AMMO meeting as prescribed further in this instruction.

## 2.2. 51 OSS/OSP:

2.2.1. 51 OSS/OSP is the focal point for prioritizing, monitoring, and distributing aircrew training munitions to the flying squadrons.

2.2.2. Receives the weekly munitions data from the flying squadrons and compares that data against aircrew training munitions account custodian (ATMAC) records to ensure accurate munitions tracking. Discrepancies will be brought to the attention of the applicable flying squadron and ATMAC for correction.

2.2.2.1. The format for this data will be developed and distributed by 51 OSS/OSP.

2.2.3. Monitors each squadrons' munitions expenditures to ensure PACAF goals are met. Wing goals are 45 percent expended by the end of the second quarter, and 90 percent by the end of the fiscal year for each munitions type.

2.2.4. If a squadron does not appear to be expending munitions at a rate that will achieve Wing goals, OSP will redistribute munitions to other squadrons when possible so that PACAF goals are met.

2.2.5. Distributes annual munitions allocations from PACAF into individual squadron allocations.

2.2.6. Chairs the monthly meeting held between representatives of the Munitions Flight, Wing Weapons Manager, Weapons Sections, and Fighter Squadrons munitions schedulers to discuss munitions related shortfalls and problems. Also, the Fighter Squadrons will submit a forecast for the next month due: e.g., prior to the December meeting they will have already submitted the requirements for February. At the January meeting, they will submit their requirements for March; at the February meeting, they will submit April's requirements, and so on. Any changes or shortfalls will be discussed at the meeting.

## 2.3. Flying Squadrons:

2.3.1. Each flying squadron is responsible for tracking, forecasting, scheduling, and expending allocated munitions.

2.3.2. Maintain at least two trained munitions schedulers with one on station at all times. These individuals must be knowledgeable of the requirements of AFIs 36-2217 and 21-208.

2.3.3. Flying squadrons will track daily expenditures using AF Form 2434, Munitions Configuration and Expenditure Document. These can be obtained from the squadron Weapons Section.

2.3.3.1. Units expending or transporting munitions off-station will coordinate munitions requirements with 51MXS/LGMW prior to the deployment and monitor expenditures at the TDY location. Provide copies of AF Forms 2434 and the deployment after action report from the deployed location to 51 MXS/LGMW immediately upon redeployment. Munitions records will then be updated to request reallocation of unused assets from the deployed location for use at home station. Expenditure data will not be reflected in munitions records until AF Forms 2434 are obtained, and munitions expenditure documents prepared and submitted to 51 MXS/LGMWMO by the aircrew training munitions account custodian.

2.3.3.2. Squadrons transferring munitions to another base for exercises or deployments (Cope Thunder, etc.), lose access to these munitions until receipt of the Exercise After Action Report

from the exercise location. Even if squadrons did not expend all transferred munitions, they will not attempt to expend them locally until receipt of the Exercise After Action Report. This is to preclude over-expenditure of munitions.

2.3.4. Flying Squadron Operations, Training, and Scheduling, in conjunction with 51 OSS/OSP, will schedule munitions, airspace, low-level routes, tankers, etc. to maximize aircrew training.

2.3.4.1. Coordinate all proposed munitions changes to the flying schedule through Munitions Control prior to completing an AF Form 2407, Weekly/Daily Flying Schedule Coordination. The Munitions Production Superintendent will approve AF Form 2407 munitions changes at the 51 OG daily production meeting. Additions or changes in munitions requirements may require up to 10 working days to implement.

2.3.4.2. Flying Squadrons are responsible for munitions expenditures. They will never attempt to schedule or expend more munitions than they were allocated. In addition, they will make every attempt to achieve the PACAF expenditure goals.

2.4. Fighter Squadron Weapons Loaders:

2.4.1. Coordinate daily munitions requirements through Munitions Control allowing for necessary response time and delivery crew availability.

2.4.2. Ensure training munitions are loaded only on aircraft programmed to fly in support of the printed flying schedule. Schedule changes involving aircraft, munitions loads, additions, etc. will be coordinated through Munitions Control. A copy of the AF Form 2407 will be in Munitions Control's possession before delivery of munitions. At the end of each flying day, the next day's munitions may be uploaded only after completion of the daily reconciliation.

2.4.3. Document all munitions transactions by field number (up, down, or cross loads) on AF Forms 2434 (to include missile flight hours per go). This includes all munitions loaded on aircraft even if they are non-flyers for that day (i.e., 20MM loaded on a non-flyer). This information will be carried forward. When Air-to-Ground (AGM) or Training Guided Missile (TGM) missiles are loaded, erase missile serial numbers on missile containers. When down loaded, ensure missile serial numbers are annotated on missile shipping containers. At the end of each flying day, inventory munitions remaining on aircraft and calculate expenditures. Also, gather all safety devices for reconciliation with Line Delivery personnel.

2.4.4. Sign the frag sheet for all munitions delivered. For all 20MM/30MM up/down loads complete documentation with the universal ammunition loading system (UALS) or delivery trailer and sign the frag sheet.

2.4.5. Notify Munitions Control of any munitions cross loads or movement of assets.

2.4.6. Before requesting Line Delivery personnel to move Munitions Material Handling Equipment (MMHE), ensure all munitions are safe, have all required safety devices installed, and the munitions are secured to the trailer IAW T.O. 11-1-38, Positioning and Tie-Down Procedures, Non-Nuclear Munitions.

2.4.7. Ensure all broken, damaged, unserviceable, or suspect assets are identified with an AFTO Form 350, Reparable Items Processing Tag, securely attached.

2.4.8. Request any munitions items for TDY aircraft through Munitions Control.

2.4.9. Ensure load crew personnel are readily available to receipt for and sign delivery sheet when delivery or pick-up is requested by the Expediter.

2.4.10. Ensure only aircraft listed on the daily flying schedule are up-loaded with munitions assets (excluding 20MM/30MM).

2.4.10.1. List loaded aircraft that are TDY on the expenditure document as carried forward until they return.

2.4.10.2. Munitions loaded on aircraft that are not on the flying schedule for the next day but are on the schedule later on in the week, may stay loaded. These aircraft must be annotated on munitions configuration and expenditure document as a carried forward aircraft. These actions will continue every day until assets are expended or down loaded from the aircraft (this includes chaff/flare).

2.4.10.3. Munitions Control will be notified by the Weapons Expediter of all cross loaded munitions assets from one aircraft to another, to include all captive carry missiles.

2.4.10.4. All chaff/flare modules with expenditures or suck-outs are down loaded as soon as possible at the end of the flying day and readied for pick-up by Line Delivery personnel.

2.4.10.4.1. All modules that require repair are tagged using AFTO Form 350. Document exact problem with the mod (i.e., misfires, bad bolts, lid bent, etc.).

**NOTE:** The SPRAM account custodian will provide 51 MXS/LGMWPF with parts (i.e., bolts, screws, posts, clips, lids, etc.) to make minor repairs to chaff/flare modules.

2.4.11. The Expediter will prepare AF Forms 2434 in two copies. The Form will show aircraft tail numbers, type, quantity of munitions loaded, carried forward and expended from each aircraft. NOTE: Loaded aircraft that are TDY will be listed on the expenditure document as carried forward until they return.

2.4.12. Return all expended munitions safety gear to Line Delivery with AF Forms 2434, munitions configuration and expenditure document. Also turn in AFTO Form 307 (completed by the pilot) with the munitions configuration and expenditure document if AGMs have been expended.

## 2.5. Munitions Flight (AMMO):

2.5.1. Ensures the Munitions Flight is represented at the monthly weapons and AMMO meeting and the daily aircraft maintenance production meeting.

2.5.2. Ensures the ATMAC attends weekly Flying Squadron's scheduling meetings.

2.5.3. Reviews the munitions requirements for the next flying week, identifying and resolving possible munitions shortfalls and maintenance difficulties.

2.5.4. Resolves technical difficulties and reconciliation deficiencies when all efforts have been made to correct discrepancies.

## 2.6. Munitions Control:

2.6.1. Acts as the focal point for all aircrew training munitions activities involving the Munitions Flight.

2.6.2. Receives munitions requirements for the following week from the flying squadrons no later than 1500 hours every Thursday. Verifies requirements to ensure sufficient quantities of munitions are assembled and trailerized for delivery when required.

2.6.3. Directs and controls the movement of munitions in support of the printed weekly flying schedule or AF Form 2407. Ensures munitions not on the schedule or coordinated by AF Form 2407 and are not delivered to the flightline until 2407 changes are approved by the Munitions Production Superintendent.

2.6.4. Ensures all AF Form 2407s are properly coordinated before releasing any munitions for upload and notifies the ATMAC, Flightline Delivery, and Flightline Maintenance of the changes.

2.6.5. Directs the up/down loading of MMHE and UALS with training munitions, missiles, and 20MM/30MM as required to support an approved flying schedule.

2.6.6. Obtains captive missile, Acceleration Monitoring Assembly (AMA), TGM, guided munitions flight numbers and flight hours from Core Automated Maintenance System (CAMS). Verifies information against AF Forms 2434 and relays to the Precision Guided Munitions (PGM) Element for Tactical Missile Record System (TMRS) update.

2.6.6.1. Track 20-flight information to ensure inspection requirements are met.

2.6.7. Acts as the focal point for the daily munitions reconciliation procedures ensuring completion within two hours after last aircraft down time. Attempts to resolve any difficulties that may arise during reconciliation. If difficulties persist, contacts the ATMAC, Line Delivery NCOIC, and/or Munitions Flight Commander/Chief, in that order, to resolve the situation. Munitions for the next flying day are not delivered to a FS until reconciliation is satisfactorily completed.

2.6.8. Maintains visual displays of all training munitions loaded on aircraft by aircraft tail number. Information required will be munitions type, lot number or tracking scheme, missile serial number, quantity, and location (such as TDY). 20MM/30MM ammunition will be considered full loads or empty.

2.6.8.1. Receive built up munitions list from ATMAC and use this information to verify adequate balance of training assets are available prior to dispatching Line Delivery personnel.

2.6.9. Passes the munitions configuration and expenditure document and any support documents to the ATMAC after verification and board updates.

2.6.10. Ensures unserviceable munitions returned from the flightline by Line Delivery personnel are assigned a Job Control Number (JCN) and stored in the proper location.

## 2.7. Munitions Operations:

2.7.1. Processes expenditures to the aircrew training account on a weekly basis. When all expenditures for that week have been processed, a new 507 will be printed and given to account custodian for verification.

2.7.2. Returns a copy of AF Form 2005, Issue/Turn-In Request, to the ATMAC for expenditures when all computer transactions are complete.

2.7.3. Brings all issue requests submitted by account custodian to the next Munitions Flight pre-scheduling meeting for coordination of asset delivery.

2.7.4. Tracks all expenditures from aircrew training munitions accounts and reconcile with the ATMAC prior to the monthly weapons and AMMO meeting hosted by 51 OSS/OSP.

2.7.4.1. Provide a current expenditure listing to 51 OSS/OSP at the monthly weapons and AMMO meeting.

2.8. Munitions Flightline Maintenance Element (Preload):

2.8.1. Verifies lot numbers and quantities of munitions delivered for assembly. Ensures the ATMAC issues the functional lot number for the munitions to be assembled/disassembled, and maintains log-books and/or build sheets provided by the ATMAC for all assets.

2.8.2. Performs pre-issue, pre-use, post-use, return munitions, and turn-in inspections on all munitions issued to the aircrew training munitions account with the exception of missile assets.

2.8.3. Assembles, processes, codes, and segregates munitions assets to ensure account numbers and functional lots are easily identifiable and assets are not intermingled in the maintenance facility.

2.8.3.1. Clearly identify service life start dates, account codes, functional lot codes, and fuze settings on the assets.

2.8.4. Stores assets in locations designated by the ATMAC and Munitions Control.

2.8.5. Informs the ATMAC of all expenditures daily by providing all AF Forms 2434 and master reconciliation worksheets. Expended brass will be counted by lot number and countermeasure munitions by functional lot color.

2.8.6. Identifies and segregates unserviceable munitions during returned munitions inspections (RMI), obtains job control numbers from Munitions Control, and reports findings to the ATMAC. Unserviceable munitions will be scheduled to be processed at least once a week. Munitions returned to a serviceable condition will be returned to the account custodian. Unserviceable assets will be reported to the ATMAC for return to the stockpile.

2.8.7. Processes chaff/flare modules as soon as possible using processing sheet. Leaves all expenditures and processing sheets on work tables until account custodian verifies and logs all expenditures.

2.8.7.1. Remove chaff/flare misfires or unserviceable assets from the system. If a misfire occurs, remove the squib from the asset, place squib in Ammunition Disposition Request (ADR) container and place serviceable stick in reuse container. If the end cap is missing or the stick becomes unserviceable, remove squib and place in appropriate reuse container. Place unserviceable stick (with tape over end if chaff) in applicable ADR container. Ensure quantities are updated on the containers each time assets are removed or replaced.

2.8.7.2. Make minor repairs to chaff/flare modules using parts supplied by the applicable SPRAM monitor. If module is unserviceable or requires major repair, return it to the applicable SPRAM monitor within 5 duty days.

2.8.8. Notifies account custodian of all munitions movements by submitting completed movement sheet.

2.8.8.1. ATMAC will update CAS-B upon receipt of movement/build sheets.

2.8.9. Attends monthly weapons and AMMO meetings hosted by 51OSS/OSP.

## 2.9. Munitions Precision Guided Munitions Maintenance:

2.9.1. Performs pre-issue, post-use, return munitions, and turn-in inspections on all precision guided munitions assets issued to the aircrew training munitions account.

2.9.1.1. Generate AFTO Form 254/307, Laser Guided Bomb Test Results when CCG/WGU or AGM is expended. Place AFTO Form 254/307 in missile container forms port prior to asset delivery to the flightline.

2.9.2. Performs functional checks of missiles and CCG/WGUs as part of the pre-issue inspection, and again on those suspected of failure.

2.9.3. Updates TMRS with 20-flight and missile flight hours using data obtained from munitions control.

2.9.4. Encodes computer control groups with required codes prior to scheduled expenditures of guided bombs.

2.9.5. Attends the monthly weapons and AMMO meeting hosted by 51 OSS/OSP.

## 2.10. Munitions Flightline Delivery:

2.10.1. Verifies through Munitions Control that sufficient quantities of aircrew training munitions are available to support the printed flying schedule.

2.10.2. Delivers aircrew training munitions to and from the flightline as directed by Munitions Control. Drivers will ensure any munitions (missiles, bombs, 20MM, etc.) transactions are properly documented and signed for on the delivery sheets or annotated on pickup sheets.

2.10.3. Drivers will perform an inventory of BDU-33 and 2.75-inch rocket trailers at the beginning and end of each shift (at least one person from each shift) and document the inventory on frag sheets. An inventory will also be completed and documented when the trailer has been used for an up/down load.

2.10.4. Notifies Munitions Control of all munitions transactions to include trailer and UALS moves. Information includes aircraft or location, type of munitions asset, lot number/code or mod number, quantity, and account number (494MA, 194DO etc.). Ensures all assets loaded on MMHE are safe, with all required safety gear present, and secured in accordance with applicable technical guidance.

2.10.5. Ensures documentation for up/down loads of 20MM/30MM are completed by weapons load crews on applicable load sheets in accordance with 20MM/30MM procedures in this instruction.

2.10.6. Ensures AFTO Forms 350 are properly filled out for any discrepancies noted by the aircrew or weapons loaders.

2.10.6.1. Obtain JCN from Munitions Control, remove bottom portion of tag and return it to Munitions Control.

2.10.6.2. The bottom portion of the AFTO Form 350 will be forwarded to the appropriate maintenance section within one duty day.

2.10.7. Performs munitions reconciliation in accordance with "Reconciliation Procedures in Section 4 of this instruction" within 2 hours of last aircraft down time. For all expenditures, account

for all safety devices (example; one BDU-33= 1ea safety block). Any unresolved discrepancies will be reported to Munitions Control and rectified before any munitions are delivered for the next flying day. No munitions will be moved for the applicable flying squadron while the reconciliation is in progress.

2.10.8. Delivers AF Forms 2434s and any reconciliation supporting documents to Munitions Control within 2 hours of completion of the reconciliation.

2.11. Munitions Aircrew Training Munitions Account Custodian (ATMAC):

2.11.1. Maintains account custodian folder IAW Munitions Customer Guide, published by Munitions Operations personnel.

2.11.2. Uses the 90 day forecast (i.e., Aug, Nov, Feb, May) provided by 51 OSS/OSP to ensure sufficient assets are available to support the flying schedule during the following fiscal quarter.

2.11.2.1. When possible, schedule asset issues and assembly requirements to ensure assets are assembled at least 5 duty days prior to the requirement. This will ensure sufficient assets are assembled and checked for technical accuracy prior to delivery to the flightline.

2.11.2.2. Ensure training munitions on-hand do not exceed allocations established by HQ PACAF.

2.11.3. Submits issue and turn-in requests on AF Form 2005 to Munitions Operations. Coordinates requests with Operations and Maintenance personnel at the pre-scheduling meeting 2 weeks in advance. Submit the AF Form 2005 in triplicate. Maintains one copy in suspense file until document control office returns completed copy or issue document.

2.11.3.1. Verify lot number and quantity match CAS-B generated issue document prior to signing document.

2.11.3.2. Maintain file copies of all transactions affecting the account (i.e., issues, expenditures, turn-ins, flightline delivery records, expenditure documents, etc.) until the next custody account inventory has been verified by Munitions Operations and returned to account custodian for posting in account folder.

2.11.4. Conducts 100-percent quarterly inventories with Munitions Operations personnel and coordination with Weapons Loaders to download all chaff/flare mods and BDU-33 and cycle through the preload area. This quarterly inventory will be scheduled for Friday after last down time.

2.11.5. Uses visual charts, graphs, or automated methods to track daily expenditures by listing current expenditures, remaining allocation, and on hand balances for each flying squadron. Provides tracking data to Munitions Operations personnel with weekly expenditures.

2.11.5.1. Verify the daily reconciliation by weapons loaders and flightline delivery personnel, and the reconciliation work book (reconciliation work sheet, AF Form 2434 or equivalent, delivery sheets) is completed.

2.11.5.2. Verify daily expenditures by physically counting expended chaff/flare cartridges (logging expended cartridge and squib lot numbers), all safety devices from expended assets (i.e., "C" blocks, safing pins, rocket tapes, etc.)

2.11.6. Provides Munitions Control and the Munitions Production Superintendent with daily asset balances.

2.11.7. Submits expenditures on AF Form 2005 on a weekly basis. Expenditures must be provided to Munitions Operations personnel by close of business each Tuesday. Subtract quantities of expenditures from quantity reflected on current 507 in pen and when new 507 is printed by Operations personnel verify changes are correct.

2.11.7.1. Maintain an expenditure log for all assets expended during each fiscal year and verify submitted expenditures have been processed and returned by Munitions Operation personnel.

2.11.8. Ensures AFTO Form 254/307 is completed and submitted by Precision Guided Maintenance personnel upon expenditure of each GBU or AGM. NOTE: Need to track and report serial numbers expended on CCGs for removal from TMRS.

2.11.9. Updates CAS-B with current locations of all on-hand assets.

2.11.10. Maintains status of all assets with service life data through use of service life log and CAS-B (IS613A).

2.11.11. Provides appropriate maintenance sections with lot number of components to use and field codes/colors to assign when assembling assets for use.

2.11.11.1. Update chaff/flare mod tracking log using chaff/flare processing sheets submitted by maintenance personnel.

2.11.11.2. Notify the flying squadron weapons section of the total number of serviceable and unserviceable chaff/flare modules monthly. The SPRAM account custodian will provide maintenance personnel with parts required to perform immediate minor repairs on modules (i.e., bolts, clips, lids, pins, posts, etc.). Unserviceable modules that cannot be repaired will be returned to the SPRAM account custodian.

2.11.12. Attends the weekly flying schedule meetings held by the flying squadrons to ensure coordination and communication between the munitions flight and organizations using aircrew training munitions.

2.11.12.1. Every Friday afternoon, verify next week's printed flying schedule matches what was agreed upon during the flying squadron scheduling meetings and that adequate numbers of assembled assets are available.

2.11.13. Attends the weekly pre-scheduling meeting held in the Munitions Flight to ensure coordination between Materiel and Production elements concerning issue, receipt, assembly, delivery and turn-in of aircrew training assets.

2.11.14. Attends the monthly weapons and AMMO meeting hosted by 51 OSS/OSP.

### **3. 20/30MM Ammunition Procedures:**

3.1. Munitions Flightline Maintenance Element (Preload) will:

3.1.1. Ensure 51FW Form 87, Munitions Flight Record, is accomplished for each UALS configured for either up load or down load of 20MM ammunition.

3.1.1.1. Ensure each belt of 20MM ammunition going into UALS for upload into aircraft is

515 rounds. Mixed lots will be minimized and not used for 20MM ammunition unless properly regrouped as a functional lot.

3.1.1.2. Initiate 51FW Form 87 with UALS number and lot and quantity loaded into UALS. If a UALS is configured for a download, the Form 87 will state "MT" in lot/qty blocks of Form.

3.1.1.3. When a UALS is returned to maintenance for processing it will be downloaded and counted. Maintenance personnel will annotate counted information and complete 51 FW Form 87.

3.1.2. Ensure 51FW Form 86, Flightline Delivery Record, is accomplished for each trailer loaded for either upload or download of 30MM ammunition. 51 FW Form 86 will be attached to trailer by using forms pouch attached to tie down chain on driver's side of trailer. 51 FW Form 86 will be signed by Flightline Delivery personnel and weapons loaders to verify the quantity and lot went to a specific aircraft.

3.1.2.1. Ensure each belt of 30MM ammunition going onto trailers for upload into aircraft is in 1150 round belts. Two belts and one empty can on a MHU-141 trailer or five belts and one empty container on a MHU-110 trailer. Mixed lots will be minimized and not used until properly regrouped into a functional lot.

3.1.2.2. Initiate 51 FW Form 86 with trailer number and lot and quantity of each load of 30MM ammunition. If a trailer is configured for a download, the 51 FW Form 86 will say "MT" in lot/qty blocks of form.

3.1.3. Unserviceable assets will be placed in an ADR container, the quantity on outside of can updated and account custodian notified.

3.1.4. Completed 51 FW Form 86 and 51 FW Form 87 will be delivered to account custodian for annotation on daily expenditure tracking sheets and aircraft ammunition tracking board.

3.2. Weapons Loaders will:

3.2.1. Annotate date, lot, quantity and crew chief on the reverse of 51 FW Form 86 and 51 FW Form 87 for each load used. If performing both an upload and download at the same time, two line entries will be made. The first line will show upload information and second line will reflect download information.

3.3. Munitions Flightline Delivery will:

3.3.1. Verify information reflected on 51 FW Form 86 and 51 FW Form 87 are corrected prior to moving UALS or 30MM trailer.

3.3.1.1. Immediately notify Munitions Control when discrepancies are noted.

#### **4. Reconciliation Procedures:**

4.1. Reconciliation procedures will occur within 2 hours after the last aircraft down time. All munitions movements will cease until reconciliation is completed. Any delays will be coordinated through Munitions Control.

4.1.1. When the last go of the day is loaded, Flightline Delivery personnel will calculate the total number of aircrew training munitions delivered to and signed for by each flying squadron.

4.1.2. Throughout the flying day, Weapons Expeditors annotate munitions expenditures on AF Forms 2434 and Flightline Delivery personnel will annotate delivery/pickup sheets and annotate these quantities along with "carried forward" assets on a master reconciliation worksheet. At the end of the flying day (last aircraft down time), Weapons Expeditors will inventory all aircraft flown that day, document expenditures, and annotate the total number of munitions remaining on aircraft.

4.1.3. Flightline Delivery personnel, once notified by Munitions Control, will use the day's master reconciliation worksheet to subtract the total number of munitions remaining on the aircraft from the total delivered for that flying day (excluding 20/30MM). The remainder must match the number of expenditures carried forward balances shown on the Munitions Configuration and Expenditure Document.

4.1.4. If the numbers do not match, Line Delivery personnel will recalculate munitions deliveries/pickups and re-verify totals. If required, Weapons Expeditors and Line Delivery personnel will jointly re-inventory all aircraft, verify expenditures, and total the number of munitions remaining on aircraft again.

4.1.5. Once completed, both the Line Delivery personnel and the Weapons Expediter confirm their totals. If the numbers match, count all safety devices for each expended munitions item. When the count is finished, reconciliation is complete, and munitions for the next day's flying may be delivered.

4.1.6. If all safety devices cannot be found, munitions will not be delivered until lost tool/item report is accomplished, and released by Maintenance Supervision.

4.1.7. If reconciliation problems cannot be rectified, contact Munitions Control who will contact the ATMAC, Line Delivery NCOIC, Munitions Production Superintendent, Flight Chief/Commander for further directions. Munitions will not be delivered unless directed by one of the above individuals.

4.1.8. Aircraft flying the same munitions required for the next day's flying, need not be downloaded. 20/30MM ammunition need not be downloaded, unless required for maintenance or other servicing requirements as directed by Weapons Expeditors.

4.1.9. Loaded aircraft that are TDY will be listed on the expenditure document and on the inventory sheet as carried forward until they return.

**5. Forms Prescribed:** 51FW Form 86 (EF), *Flightline Delivery Record*; and 51 FW Form 87 (EF), *Munitions Flight Record*.

PAUL R. DORDAL, Brigadier General, USAF  
Commander