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Maintenance

**FLIGHT LINE MUNITIONS
RECONCILIATION PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes wing instructions and responsibilities for the organizational and physical control, possession, storage, consumption, or removal of munitions assets from the Air Force Stock. The MXG/CC is required to publish a wing operating instruction for reconciliation of munitions IAW AFI 21-201, paragraph 2.7.3.1, *Management and Maintenance of Non-Nuclear Munitions*. This instruction applies to all personnel in the 62/446 AW.

1. Reconciliation Procedures.

1.1. Responsibilities:

1.1.1. Munitions Flight will:

1.1.1.1. Conduct daily reconciliation of munitions (flares) loaded on cargo aircraft utilizing a locally generated form (**Attachment 2**).

1.1.1.2. Conduct an inventory of assets within the Munitions Storage Area, building 744 (flight line flare multi-cube), and flight line to determine if flare modules are loaded on aircraft. Aircraft loads will match information within Munitions Control.

1.1.1.3. The applicable information will be documented on the locally generated form (**Attachment 2**). The individual responsible for the reconciliation will determine, after all inventories are conducted, if any assets are missing.

1.1.1.4. When reconciliation is complete, the form will be filed within the Reconciliation Program folder and/or file plan and disposed of IAW AFMAN 37-139, *Disposition Instructions*. If the reconciliation does not match, the individuals will conduct a search to determine the location of the missing assets. All efforts will be exhausted to locate these assets and will be briefed to the MASO and Munitions Flight Chief if not resolved.

1.1.1.5. Reconciliation will be accomplished NLT 2400 hours each duty day for munitions personnel. If aircraft are departing for more than 24 hours, munitions personnel will conduct

reconciliation during the normal cycle for the duty day that the aircraft returns.

1.1.1.6. Obtain a signature and/or initials on locally generated forms (**Attachment 2**) for personnel accepting flares to be uploaded on aircraft. Munitions personnel sign for downloads.

1.1.2. AMXS will:

1.1.2.1. Coordinate with the Maintenance Squadron Production Supervisor (MIKE 2) to obtain flare upload and/or downloads through the Munitions Flight one hour prior to the load time.

1.1.2.2. Sign munitions form (**Attachment 2**) when flares are delivered.

1.1.3. Account Custodians will:

1.1.3.1. Manage munitions assets IAW applicable regulations and 62 AWI 21-18, *Conventional Munitions Support Procedures*

1.1.3.2. Immediately turn in munitions to the Munitions Flight if no longer needed. In addition, immediately turn in residue upon asset expenditure.

1.1.4. Maintenance Operations Center (MOC) will: Coordinate between MIKE 2 and AMXS personnel for flare upload and/or downloads.

1.2. Munitions Loaded on Aircraft. Personnel affiliated with the process of accounting for, transporting, uploading, downloading, and inventorying munitions for wing and deployed aircraft, to include impulse cartridges, will be familiar with this AWI, AFI 21-201, explosive safety practices, and other appropriate instructions.

1.3. Document Flow and Scheduling.

1.3.1. Documentation for reconciliation will consist of a signature and/or initials on locally generated form (**Attachment 2**) for personnel accepting flares to be uploaded on aircraft. Munitions personnel will fill in other applicable information on the upload, download, and reconciliation forms.

1.3.2. Scheduling for upload and download of flares will be determined according to the daily flying schedule. AMXS personnel will coordinate with MIKE 2 one-hour prior to upload and/or download time.

1.4. Loading Supporting Documentation. Munitions personnel will obtain initials and/or signatures on the upload, download, and reconciliation forms and dispose of them IAW AFMAN 37-139, *Records Disposition Schedule*.

1.5. End of Day Reconciliation. Reconciliation will be determined by the Munitions Flight. Assets located on the McChord flight line will be reconciled during each duty day by munitions personnel.

1.6. Tracking Munitions Expenditures. Conventional Munitions Element will track munitions expenditures upon return of downloads during each duty day. Locally generated forms (**Attachment 2**) should be utilized to conduct this process.

1.7. Reconciliation Times and Points of Contacts.

1.7.1. The Munitions Flight will determine reconciliation times during each duty day.

1.7.2. Conventional Munitions Element will coordinate reconciliation with Munitions Control.

1.8. Reconciliation To and From the Flight Line.

1.8.1. Munitions Control will notify Conventional Munitions Element of flare upload and/or download requests.

1.8.2. Conventional Munitions Element will obtain signatures and/or initials from AMXS personnel during munitions upload, and will document flare and aircraft numbers. In addition, Conventional Munitions Element will notify Munitions Control of this information.

1.9. Account For Safing Devices.

1.9.1. 62 MXS munitions personnel will refer to applicable explosive operations instructions.

1.9.2. Deployed units will refer to the applicable item T.O. for deployed munitions requiring the use of safing devices and reconciliation actions.

1.10. Control of Brass and Munitions Residue. Personnel associated with flare operations will follow the instructions in 62 AWI 21-18.

1.11. Management of Expended Munitions. Personnel associated with flare operations will follow the instructions in 62 AWI 21-18.

1.12. Control and Security of Munitions. Personnel working in and around restricted and controlled areas will follow the instructions in 62 AWI 21-18 and 62 AWI 31-10, *Normal Security Operations*.

1.13. Inventories. Munitions personnel will conduct a daily inventory of assets (flares) within the Munitions Storage Area; building 744 (flight line flare multi-cube), and a line count to determine if flare modules are loaded on aircraft. Aircraft loads will match information within Munitions Control.

1.14. Operations During Peacetime, Wartime, and Contingencies. Operations during these times will be followed IAW this instruction.

1.15. Management of Impulse Cartridges. Management of these assets will be IAW 62 AWI 21-18.

2. Cartridge Actuated Devices And Propellant Actuated Devices (CAD/PAD).

2.1. Management of these assets will be conducted IAW 62 AWI 21-18.

2.2. Munitions Operations will ensure timely submission of munitions forecasts and replacements.

2.3. Maintenance, custodian, and MASO responsibilities can be referred to in 62 AWI 21-18 and AFI 21-201.

ROBERT R. ALLARDICE, Colonel, USAF
Commander

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

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

AFMAN 37-139, *Records Disposition Schedule*

62 AWI 21-18, *Conventional Munitions Support Procedures*

62 AWI 31-10, *Normal Security Operations*

62 MXMWI 91-1, *Explosive Operations*

Abbreviations and Acronyms

AMXS—Aircraft Maintenance Squadron

AW—Airlift Wing

MASO—Munitions Accountability Systems Officers

MIKE 2—Maintenance Squadron Production Supervisor

MXG—Maintenance Group

MXMWI—Maintenance Squadron Munitions Flight Instruction

CAD/PAD—Cartridge Actuated Devices and Propellant Actuated Devices

Attachment 2

ADS MUNITIONS MOVEMENT SHEET

A2.1. ADS Munitions Movement Sheet.

ADS MUNITIONS MOVEMENT SHEET

COORDINATED FOR: DATE _____ TIME _____

ACTUAL: START DATE _____ START TIME _____ STOP TIME _____

DELIVERY CREW NAME (PRINT)	AC TALL #	SET #	UP/DOWN LOAD	QTY	LOAD TEAM PRINT NAME, DUTY PHONE & SIGN
			↑ ↓		
Expenditures / Discrepancies / Comments:					
			↑ ↓		
Expenditures / Discrepancies / Comments:					
			↑ ↓		
Expenditures / Discrepancies / Comments:					