BY ORDER OF THE COMMANDER
90TH SPACE WING

90TH SPACE WING INSTRUCTION 21-3

18 AUGUST 2003

Maintenance

MUNITIONS CUSTOMER SUPPORT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 90 MMXS/MMXMO
(1st Lt Steven W. McCarty)
Supersedes 90 SWI 21-3, 26 Mar 01

Certified by: 90 MXG/CC (Col John M. Faulkner)

Pages: 41
Distribution: F

This instruction establishes policies and procedures for accountability, issue, turn-in, inventory control, and requirements forecasting of all munitions assigned to FV4613 and managed under the Munitions Accountable Systems Section. It applies to all organizations and activities assigned to or supported by the 90th Space Wing having a valid requirement and proper authority to maintain or expend munitions items. All organizational commanders, account custodians, customers, and 90th Missile Maintenance Squadron personnel are responsible for ensuring compliance with procedures outlined in this instruction. See **Attachment 1**, **Glossary of References and Supporting Information**, for references and terms. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing Privacy Act information. Comply with DoD Regulation 5400.7/Air Force Supplement/AFSPCSUP1, DoD *Freedom of Information Act Program*, Chapter 4, for documents containing For Official Use Only information. In accordance with AFI 33-360, V1, 90 SW Sup 1, paragraph 1.10.1.2., the 90 SW/CC designates the 90 MXG/CC the approval authority official for this publication. The signature block remains that of the 90th Space Wing Commander.

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1. Responsibilities of MASO/Designated Representative:

1.1. Briefing unit commander and munitions account custodians on their responsibilities at the time an account is established and custodial changes occur. This is a mandatory briefing for all commanders and primary custodians. (See **Attachment 2**, **Sample Munitions Custody Responsibility Briefing Memorandum [Commander]**, and **Attachment 3**, **Sample Munitions Custody Responsibility Briefing Memorandum [Custodian, Alternates, and Certifying Officials]**.)

1.2. Ensuring all munitions are on hand within approved allocation quantities when required.

1.3. Providing technical guidance to custodians in management of their accounts.

1.4. Ensuring all requested munitions are authorized and adequately justified.

1.5. Ensuring munitions are issued to authorized individuals only.

1.6. Notifying users/former users of munitions restrictions and suspensions.

2. Establishment of Custody Account. An account must be established prior to the release of any munitions item to an authorized using activity. Any organization requiring munitions to perform their mission must establish a munitions custody 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 account from the MASO/Munitions Operations (see **Attachment 4**, **Sample Request Memorandum For Munitions Custody Account**). Justification for an account must include intended use of munitions and prescribing directives, instructions, or messages requiring the unit to obtain or maintain munitions to perform a mission .

2.2. An AF Form 68, **Munitions Authorization Record**, will be prepared IAW paragraph **3.** of this instruction and AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*. (See sample at **Figure 1. Sample AF Form 68 (Page 1), Munitions Authorization Record,** and **Figure 2. Sample AF Form 68 (Page 2), Munitions Authorization Record.**

2.3. The MASO will review the request for completeness, determine if the items are FV managed, approve or disapprove the establishment of the munitions account, and notify the requesting commander of decision.

2.4. To ensure that commanders and appointed custodians fully understand and recognize their responsibilities, the MASO/designated representative will brief/train them prior to the release of any munitions items to their organization or account. A memorandum certifying that the briefing was conducted will be placed in the account jacket file and a copy will be maintained by the custodian. Once an account has been established, it must have an approved munitions allocation before it may receive munitions assets. If neither a munitions allocation exists, nor one has been requested, an out-of-cycle munitions request must accompany the customer account request memorandum. For guidance on completion of an out-of-cycle request, refer to AFI 21-201, paragraph 14.2.

3. AF Form 68, Munitions Authorization Record.

3.1. Organizational commanders may delegate certifying authority to personnel assigned to their organization or command .

3.1.1. Delegation of their authority does not relieve the organizational or unit commander of his or her pecuniary liability for the loss, damage, or destruction of property resulting from negligence, willful misconduct, or deliberate unauthorized use. When authority is delegated, an AF Form 68 will be prepared IAW **Figure 1.** and **Figure 2.**, and submitted to 90 MMXS/MMXMO as follows:

3.1.1.1. Form will be typed. Submit original copy for MASO approval/disapproval. Once approved, copies will be distributed to all required agencies .

3.1.1.2. Only individuals identified in Part II of the current AF Form 68 will be authorized to certify munitions authorizations/expenditures. Only those individuals listed in Part III will be authorized to receive munitions. The same individual cannot be listed in Part II and Part III.

3.2. Personnel who are delegated the authority to certify requirements of AF Form 2005, **Issue/ Turn-In Request,** must be well aware of the total quantity of munitions authorized and previously expended, and will ensure total authorizations are not exceeded.

3.3. The AF Form 68 will be completely reaccomplished annually IAW AFI 21-201. The AF Form 68 will be reaccomplished when personnel are added, when there is a change in primary custodian, or when there is a change in commander.

3.4. Forty-five days prior to a primary custodian being relieved from duty, transferred, separated from service, or going TDY in excess of 45 days, a new primary custodian will be assigned to assume custodial responsibility for the account. After a custody account inventory is completed and signed by both individuals and the unit commander, the new primary custodian has responsibility for the account. Both the primary and alternate custodian should not be absent from the account at the same time. If they must be gone at the same time, a new custodian must be appointed, briefed and fully trained in all aspects of the account.

3.5. The primary custodian will be responsible for ensuring the AF Form 68 is completed correctly and kept accurate at all times. Follow the example provided in **Figure 1.** and **Figure 2.**

3.5.1. Top of Form. The "FROM" block will be the unit commander's office symbol. The "TO" block will be 90 MMXS/MMXMO, and the "DATE" block will be completed by Munitions Operations upon approval by the MASO. ***NOTE.*** If the revalidated/reaccomplished form is not received by Munitions Operations in a timely manner, the account will be frozen from further action until the form is received.

3.5.2. Part I. (ORGANIZATION AND SUPPLY INFORMATION). State the purpose for which the munitions will be used (e.g., training, mobility, security) and authorizing directive, such as, AFCAT 21-209, V1 for ground munitions and V2 for demolition munitions, AFI 36-2217, *Munitions Requirements For Aircrew Training*. Include location (i.e., bldg, bay number, etc.), receiving office symbol, organization account code, and applicable shop code. If the AF Form 68 is being used to receipt for classified property, indicate so in a statement annotated on the form.

3.5.3. Part II. (PERSONNEL AUTHORIZED TO SIGN CERTIFICATES OF AUTHORIZATION/EXPENDITURES) (Block A of AF Form 2005). Only those individuals listed on the AF Form 68, Part II, can sign a certificate of authorization or expenditure to certify munitions issue requests or that assets were properly expended. Ensure individuals delegated this authority have been briefed by the commander concerning their responsibilities.

3.5.4. Part III. (PERSONNEL AUTHORIZED TO RECEIPT FOR MUNITIONS). Only those individuals listed on AF Form 68, Part III, can receipt for munitions for consumption or retention on custody. Ensure individuals delegated this authority have attended a training class conducted by Munitions Operations personnel concerning current custody account management procedures. Indicate level of responsibility (i.e., “P” for Primary and “A” for Alternate custodians). Also, those individuals authorized to receipt for classified items must have level of classification annotated.

3.5.5. Part IV. Unit Commanders. On the line provided, enter the date of the previous AF Form 68 being superseded.

3.5.6. Part V. Approved/Disapproved by MASO. This section is reserved for the MASO to approve or disapprove the form. An approved/disapproved copy will be returned to the custodian for filing or further actions if required.

Figure 1. Sample AF Form 68 (Page 1), Munitions Authorization Record.

MUNITIONS AUTHORIZATION RECORD

DATE 20030228

FROM: *(Office of Organizational Commander)*
90 CES/CED

TO: *(Office Symbol of Address of the MASO)*
90 MMXS/MMXMO

AUTHORITY: Executive Order 9397, November 1943
PRINCIPAL PURPOSE: Provide for verification/identification of personnel authorized to receipt for munitions and certify expenditure and issue requests.
ROUTINE USES: None
DISCLOSURE IS VOLUNTARY: The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.

I. ORGANIZATIONAL AND SUPPLY INFORMATION

PURPOSE FOR WHICH REQUESTED MUNITIONS WILL BE USED *(i.e., type mission supported, authorizing directive, etc.)*:
Munitions will be used to support mobility and contingency requirements IAW OPLAN and DOC statements.

DELIVERY LOCATION: Bldg. 335
RECEIVING ACTIVITY OFFICE SYMBOL: CED
ORGANIZATION AND SHOP CODE *(if applicable)*: 432PQ
PARENT MAJOR COMMAND: AFSPC

II. PERSONNEL AUTHORIZED TO SIGN CERTIFICATES OF AUTHORIZATION/EXPENDITURE

COMMANDER'S STATEMENT: In accordance with AFI 21-201, I authorize the following personnel to sign/certify authorization and expenditure documents for activity/account listed in Part 1, which they, as my representative, approve.

BRIEFING STATEMENT: By signing below, I fully understand my responsibility to:
1) Ensure personnel carefully and economically use, control and safeguard munitions resources.
2) Determine appropriate priority designator for materiel requests according to Unit Force Activity Designator and actual Urgency of Need.
3) Verify that reported expenditure quantities agree with supporting documents.
4) Not release munitions to agencies or individuals outside the United States Air Force without approval.
5) Conduct personal checks to determine accuracy of unit accountability controls and monitoring of explosive limits and compatibility for licensed locations.

NAME	RANK	SSN	PHONE	DEROS	SIGNATURE
Doe, Jon J.	CMSgt	123-45-6789	1234	20040130	John J. Doe
Jones, Edward A.	MSgt	987-65-4321	4321	20040130	Edward A. Jones
		LAST	ITEM		

III. PERSONNEL AUTHORIZED TO RECEIPT FOR MUNITIONS

COMMANDER'S STATEMENT: In accordance with AFI 21-201, I authorize the following personnel to sign/receipt for munitions items for my organization/activity as identified in Part 1 above.

BRIEFING STATEMENT: By signing this document, I fully understand my responsibility to:
1) Provide adequate security, protection, transportation, and storage for assets received.
2) Incur pecuniary liability for losses, destruction or damage caused by willful misconduct, deliberate unauthorized use, or negligence.
3) Report losses, unaccounted, and found-on-base assets immediately to unit commander and the MASO.
4) Not release munitions to agencies or individuals outside the United States Air Force.
5) Perform and document inventories and sign custody receipt listing at the required intervals.
6. Plan and forecast munitions requirements to meet mission needs.
7) Maintain copies of documents or computer records that confirm accountability to include assets conditions.
8) Not use munitions for other than their intended purpose.
9) Not release classified assets to individuals without proper security clearance and need to know.
10) Obtain and maintain an Explosive Safety License from installation safety office for assets stored outside the Munitions Storage Area.
11) Monitor and track explosive movements to and from a licensed location to preclude compatibility and explosives limit violations.
12) Obtain prior approval from the installation Transportation Officer to make organic/unit munitions movements off the installation.
13) Comply with MASO suspension and restriction notification instructions.
14) Maintain lot number integrity for assets received.

SEE REVERSE FOR LISTING OF PERSONNEL

AF FORM 68, 20020901 ***(EF-V1)*** PREVIOUS EDITION IS OBSOLETE.

Figure 2. Sample AF Form 68 (Page 2), Munitions Authorization Record.

NAME	DEROS (NOTE 1)	NOTE 2	NOTE 3	RANK	SSAN	PHONE	SIGNATURE
Sligo, Seamus A.		P	N/A	TSgt	456-78-9123	2345	Seamus A. Sligo
Ulster, Patrick B.		A	N/A	SrA	789-12-3456	5432	P. B. Ulster
Cork, Liam C.		A	N/A	SrA	456-12-3789	4567	Liam Cork
				LAST	ITEM		

1. Not applicable for CONUS units.
2. Enter "P" if primary or "A" if an alternate supply point custody account custodian. Otherwise leave blank.
3. Enter members security clearance for those individuals authorized to sign for classified items, otherwise put N/A.

IV. **UNIT COMMANDER**

BRIEFING STATEMENT: I fully understand and recognize my responsibility to manage, control, store, protect, care and forecast for, and cost-effectively use munitions resources under my jurisdiction. I also understand my organization cannot use assets for other than their requested purpose. I realize that if this activity cannot provide adequate security and storage IAW DOD 5100.76-M, AFI 31-101 and AFMAN 91-201, consumption requests will be limited to the quantity, which will be consumed/installed on the date of issue. When adequate security and storage is available, I will ensure that ammunition issued to this organization is expended/installed or turned in within the time frame established at the time of issue. I further will ensure that ammunition issued to this organization is not released to agencies or individuals outside the United States Air Force without meeting the requirements of AFI 21-201. I have designated personnel authorized to receipt for classified items or information from the MASO by entering their security clearance in the designated block in Part III above. I will ensure personnel authorized to have access to classified munitions items or information have a security clearance at appropriate level and the need-to-know. Personnel not authorized to receipt for classified are identified by N/A in this Block. I will also ensure personnel who perform munitions related duties are subject to an investigations as set forth in DoD 5200.2-R.

Prior to assumption of duties, and at least annually thereafter, I will personally make appointed personnel aware of their responsibilities. I will stress the importance of accurate recordkeeping, performing inventories at required intervals, the requirement to immediately report inventory adjustment gains and losses to the MASO, the turn-in of unaccounted for assets found on installations, and proper care, economical use and safeguarding munitions resources. I will also make my personnel aware that they require prior approval from the installation Transportation Officer and myself to make organic/unit movement off the installation. I further will ensure that personnel who perform these functions are trained on the rules and regulations to move munitions resources over the public highways.

I understand that no single individual 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 due to permanent change of station, extended temporary duty, or administrative action. I also understand relief from custodial responsibility is accomplished by:

Documents or computer records showing turn-in or transfer of items to another custodian.
Approved reports of survey or certificates, schedules of collection, and other authorized documents.
Approved inventory adjustments or prescribed document to adjust gains and losses.
Approved reports that provide for disposition of or relief from responsibilities for items that have become unusable due to damage, loss, unauthorized expenditure or destruction.

I have been personally briefed by the MASO on my responsibilities as stated above in accordance with AFI 21-201.

SUPERSEDES PREVIOUS AUTHORIZATION RECORD DATE/REVALIDATED:

TYPE/PRINTED NAME, AND GRADE OF ORGANIZATION COMMANDER OR EQUIVALENT *(Include DEROS, if applicable)*	DUTY PHONE	SIGNATURE OF ORGANIZATIONAL COMMANER OR EQUIVALENT
COLLUM D. DONEGAL, Lt Col, USAF Commander, Civil Engineering Squadron	9876	Collum D. Donegal

V. **APPROVAL/DISAPPROVAL BY MASO**

TYPED/PRINTED NAME AND GRADE OF MUNITIONS ACCOUNTABLE SYSTEMS OFFICER	SIGNATURE OF MUNITIONS ACCOUNTABLE SYSTEMS OFFICER

AF FORM 68 20020901 ***(EF-V1)*** PREVIOUS EDITION IS OBSOLETE.

4. Munitions Consumption/Custody Issue Procedures:

4.1. Requests for issue will be accomplished by submitting a properly certified AF Form 2005 to the MASO. All requests will be reviewed by the MASO/designated representative and approved/disapproved for processing. All request not properly completed IAW this instruction will be returned to requesting organization for reaccomplishment. There are two types of issues made to an organization, custody, and consumption.

4.1.1. Custody Issues. A custody issue is one issued to an organization for use at a later time. Secure facilities and adequate storage must be available to support all custody issues (see AFI 31-101, *The Air Force Installation Security Program* [FOUO], and AFMAN 91-201, *Explosive Safety Standards*). All custody issues are controlled on a custody account and must be supported with a MAJCOM approved allocation. (See **Figure 3.**, **Sample AF Form 2005 For Custody Account Issue**.)

4.1.2. Consumption Issues. Consumption issues may vary from quantity that must be consumed on the day of issue, to quantity that must be consumed with a 15-day period from date and time of issue. If available storage facilities cannot satisfy security requirements specified in AFI 31-101 and safety requirements in AFMAN 91-201, consumption issues are restricted to the quantity that can be consumed on the day of issue. Generally, consumption issues are limited to those assets needed for immediate installation (i.e., CAD/PAD, life support, etc.), immediate use, or assets for end item repair. All CAD/PAD items regardless of their expendability, recoverability, or repairability code (ERRC), must be issued under the Due-In From Maintenance (DIFM) control concept. DIFM controlled assets must be turned in within 15 days of issue (Reference **Figure 7. Sample AF Form 2005 For Custody Account Turn-In**).

4.2. Issue requests will be submitted at least 7 workdays before the date munitions are required. If munitions are required within 7 workdays, refer to AFI 21-201, paragraph 23.4., Emergency Issue Procedures .

4.2.1. When the munitions have been inspected and are ready for issue, the 90 MMXS Conventional Munitions Section will notify the requester to schedule date and time for pick up. When transporting munitions, the requirements in AFMAN 91-201, will be followed. The vehicle transporting munitions must have tie down points, two appropriate fire extinguishers, hazard placards, and tire chocks.

4.2.2. Munitions not picked up by scheduled date and time will be returned to base stock The organization must submit turn-in documentation and resubmit the requirement if still valid .

4.3. To receipt for munitions, the recipient will present proper identification and will be listed in Part III of the AF Form 68. The property will be released using the following procedures:

4.3.1. The recipient will verify property stock number, lot number, condition code, and quantity before signing the receipt document. If both document and property are in agreement, the date, organization, rank, printed name, and signature will be placed on the issue document.

4.3.2. The Munitions Document Control Section will retain the original document and the account custodian will retain the copy .

4.4. All documents processed through the Munitions Storage Section or Munitions Inspection Section will be hand carried to Munitions Accountable Systems Section for filing. Documents will not be sent through distribution or placed in the Munitions Accountable Systems Section distribution box.

4.5. For the minimum requirements in filling out AF Forms 2005, use AFI 21-201, Chapter 23. There are examples in **Figure 4.**, **Sample AF Form 2005 For Consumption Issue Request**, and **Figure 5.**, **Sample AF Form 2005 For DIFM Issue**, for custody assumption and DIFM issues. Any documents missing the minimum required information will be returned to the organization for reaccomplishment.

Figure 3. Sample AF Form 2005 For Custody Account Issue.

ISSUE/TURN-IN REQUEST

TRIC: I S U

A. REQUESTER, NAME, DATE (TIN): Edward A. Jones, MSgt — 10 Jan 01 — 881-0123

REQUEST, TIME & DATE (ISU)

E. INSPECTOR, NAME/STAMP, DATE (TIN)

STOCK NUMBER: NSN 1 3 0 5 0 1 1 7 2 9 5 5 8 — ADDN e a — UNIT OF ISSUE — QUANTITY 0 0 0 2 0

C. CAT Code: C

DOCUMENT NUMBER: ACT — ORG — SUFF S 3 5 0 H T — DATE — SERIAL

Part Number

D. PART NUMBER, MGFR CODE OR NAME REMARKS

E. T.O. REFERENCE, TECHNICAL PUBLICATION OR END-ITEM APPLICATION NEXT HIGHER ASSEMBLY

CUSTODY ISSUE

For Base Defense IAW AFI 31-100

WORK ORDER — SHIP TO — TBX — CONTRACT — S D — PROJECT — PRI — REQ DELIVERY — UIC — MARKER — DOCUMENT NUMBER — FOR POST

F. T.O. SEC AND DOR SEC

G. TIME & DATE OF DELIVERY: 1500 10 Jan 01

H. DELIVERY TIME

I.

J. NOMENCLATURE: 9mm Ball XM882

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

ISSUE/TURN-IN REQUEST

TRIC: I S U

A. REQUESTER, NAME, DATE (TIN): Edward A. Jones, MSgt — 10 Jan 01 — 881-0123

REQUEST, TIME & DATE (ISU)

E. INSPECTOR, NAME/STAMP, DATE (TIN)

STOCK NUMBER: NSN 1 3 0 5 0 1 1 7 2 9 5 5 8 — ADDN e a — UNIT OF ISSUE — QUANTITY 0 0 0 2 0

C. CAT Code: C

DOCUMENT NUMBER: ACT — ORG — SUFF S 3 5 0 H T — DATE — SERIAL

Part Number

D. PART NUMBER, MGFR CODE OR NAME REMARKS

E. T.O. REFERENCE, TECHNICAL PUBLICATION OR END-ITEM APPLICATION NEXT HIGHER ASSEMBLY

CUSTODY ISSUE

For Base Defense IAW AFI 31-100

WORK ORDER — SHIP TO — TBX — CONTRACT — S D — PROJECT — PRI — REQ DELIVERY — UIC — MARKER — DOCUMENT NUMBER — FOR POST

F. T.O. SEC AND DOR SEC

G. TIME & DATE OF DELIVERY: 1500 10 Jan 01

H. DELIVERY TIME

I.

J. NOMENCLATURE: 9mm Ball XM882

AF FORM 2005, JUN 86 (EF-V3) (Ver FORM PRO) PREVIOUS EDITION WILL BE USED.

Figure 4. Sample AF Form 2005 For Consumptions Issue Request.

ISSUE/TURN-IN REQUEST

TRIC: I S U

REQUEST, TIME & DATE (ISU): Edward A. Jones MSgt — 10 Jan 01 — 881-0123

E. INSPECTOR NAME-STAMP, DATE (TIN)

STOCK NUMBER: NSN 1305 NIN 01172958 ADDN e a — UNIT OF ISSUE — QUANTITY 00010

C. CAT Code: C

DOCUMENT NUMBER: R350HT

Part Number

D. PART NUMBER MFR CODE OR NAME REMARKS

E. T.O. REFERENCE TECHNICAL PUBLICATION OR END ITEM APPLICATION NEXT HIGHER ASSEMBLY

CONSUMPTION ISSUE

To Be Installed IAW T.O. 11A1-7-7

WORK ORDER / SHIP TO — MARK FOR — DOCUMENT NUMBER — POSTPOST

F. T.O. REC AN DOK ERIC

G. TIME & DATE OF DELIVERY: 1500 10 Jan 01

H. DELIVERY TIME

I.

J. NOMENCLATURE: 9mm Ball XM882

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

ISSUE/TURN-IN REQUEST

TRIC: I S U

REQUEST, TIME & DATE (ISU): Edward A. Jones MSgt — 10 Jan 01 — 881-0123

E. INSPECTOR NAME-STAMP, DATE (TIN)

STOCK NUMBER: NSN 1305 NIN 01172958 ADDN e a — UNIT OF ISSUE — QUANTITY 00010

C. CAT Code: C

DOCUMENT NUMBER: R350HT

Part Number

D. PART NUMBER MFR CODE OR NAME REMARKS

E. T.O. REFERENCE TECHNICAL PUBLICATION OR END ITEM APPLICATION NEXT HIGHER ASSEMBLY

CONSUMPTION ISSUE

To Be Installed IAW T.O. 11A1-7-7

WORK ORDER / SHIP TO — MARK FOR — DOCUMENT NUMBER — POSTPOST

F. T.O. REC AN DOK ERIC

G. TIME & DATE OF DELIVERY: 1500 10 Jan 01

H. DELIVERY TIME

I.

J. NOMENCLATURE: 9mm Ball XM882

AF FORM 2005, JUN 86 (EF-V3) (Ver FORM PRO) PREVIOUS EDITION WILL BE USED.

Figure 5. Sample AF Form 2005 For DIFM Issue.

ISSUE/TURN-IN REQUEST

TRIC: I S U

A. REQUESTER, NAME, DATE (TIN): Edward A. Jones, MSgt — 10 Jan 01 — 881-0123

REQUEST, TIME & DATE (ISU)

B. INSPECTOR, NAME-STAMP, DATE (TIN)

STOCK NUMBER: NSN 1377 — NIIN 009927534 — ADDN ES

UNIT OF ISSUE: ea

QUANTITY: 00009

C. DIFM

DOCUMENT NUMBER: ACT — ORG R432 — SHOP PQ — DATE — SERIAL NO.

Part Number

D. PART NUMBER MGR CODE OR NAME REMARKS

E. T.O. REFERENCE TECHNICAL PUBLICATION OR END ITEM APPLICATION NEXT HIGHER ASSEMBLY

CONSUMPTION ISSUE

For Replacement IAW 11NRV 12-2

WORK ORDER — SHIP TO

MARKER — DOCUMENT NUMBER — POSTPOST

F. T.O. REC AND/OR ETC

G. TIME & DATE OF DELIVERY: 1500 10 Jan 01

H. DELIVERY TIME

I.

J. NOMENCLATURE: Explosive Bolt

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

ISSUE/TURN-IN REQUEST

TRIC: I S U

A. REQUESTER, NAME, DATE (TIN): Edward A. Jones, MSgt — 10 Jan 01 — 881-0123

REQUEST, TIME & DATE (ISU)

B. INSPECTOR, NAME-STAMP, DATE (TIN)

STOCK NUMBER: NSN 1377 — NIIN 009927534 — ADDN ES

UNIT OF ISSUE: ea

QUANTITY: 00009

C. DIFM

DOCUMENT NUMBER: ACT — ORG R432 — SHOP PQ — DATE — SERIAL NO.

Part Number

D. PART NUMBER MGR CODE OR NAME REMARKS

E. T.O. REFERENCE TECHNICAL PUBLICATION OR END ITEM APPLICATION NEXT HIGHER ASSEMBLY

CONSUMPTION ISSUE

For Replacement IAW 11NRV 12-2

WORK ORDER — SHIP TO

MARKER — DOCUMENT NUMBER — POSTPOST

F. T.O. REC AND/OR ETC

G. TIME & DATE OF DELIVERY: 1500 10 Jan 01

H. DELIVERY TIME

I.

J. NOMENCLATURE: Explosive Bolt

AF FORM 2005, JUN 86 (EF-V3) (Re FORM PRO) PREVIOUS EDITION WILL BE USED.

5. Munitions Turn-In Procedures:

5.1. To turn in munitions, the custodian or user must call Conventional Munitions, extension 3404, to schedule a date and time for the assets to be turned in. At the scheduled date and time of turn in, submit three copies of AF Form 2005 with their corresponding munitions items. If any error is detected on the turn in document, the document will be rejected and a new one will be required. Documents that reflect pen-and-ink changes will not be accepted (see **Figure 6.**, **Sample AF Form 2005 For Consumption Turn-In Request, Figure 7.**, **Sample AF Form 2005 For DIFM Turn-in**, and **Figure 8.**, **Sample AF Form 2005 For Custody Account Turn-In**.

5.2. There are four types of turn-ins for serviceable and unserviceable munitions:

5.2.1. **Consumption** : Used to turn in munitions originally issued for immediate consumption, but were not consumed (see **Figure 6.**).

5.2.2. **DIFM** : Used to turn in assets that have been removed from an end item and to clear DIFM details (see **Figure 7.**). ***NOTE:*** Normally this process only involves time change items for replacement of serviceable components. DIFM assets must be turned into Conventional Munitions within 15 calendar days of replacement issue date. The asset is turned in using the same document control number as the issued item.

5.2.3. **Custody** : Used to turn in munitions that are excess or have become unserviceable (see **Figure 8.**, **Sample AF Form 2005 For Custody Account Turn-In**.

5.2.4. **Found On Base (FOB)** : Used to turn in munitions that are found outside the central or approved storage area and cannot be verified as being issued to a custody or consumption account. FOB munitions are to be turned in as soon as possible after discovery. The Conventional Munitions Section will fill out all documentation. ***NOTE:*** Ammunition and/or explosive items found on base and deemed safe by proper authority, i.e., Explosive Ordnance Disposal (EOD), a qualified munitions inspector, etc., must be immediately turned in to the MASO via Conventional Munitions .

5.3. When transporting munitions, the requirements in AFMAN 91-201 will be followed. If custodian does not have the required equipment they will not be issued munitions.

5.4. The using organization will ensure munitions are returned in the original container. All munitions will be segregated and identified by lot number. Items not in the proper configuration will not be accepted for turn in. This does not include FOB items.

5.5. The munitions in-checker will perform a physical count of all munitions and the contents of the containers, except those that are factory sealed and still intact. If the physical count differs from the quantity entered on the AF Form 2005, the in-checker 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.

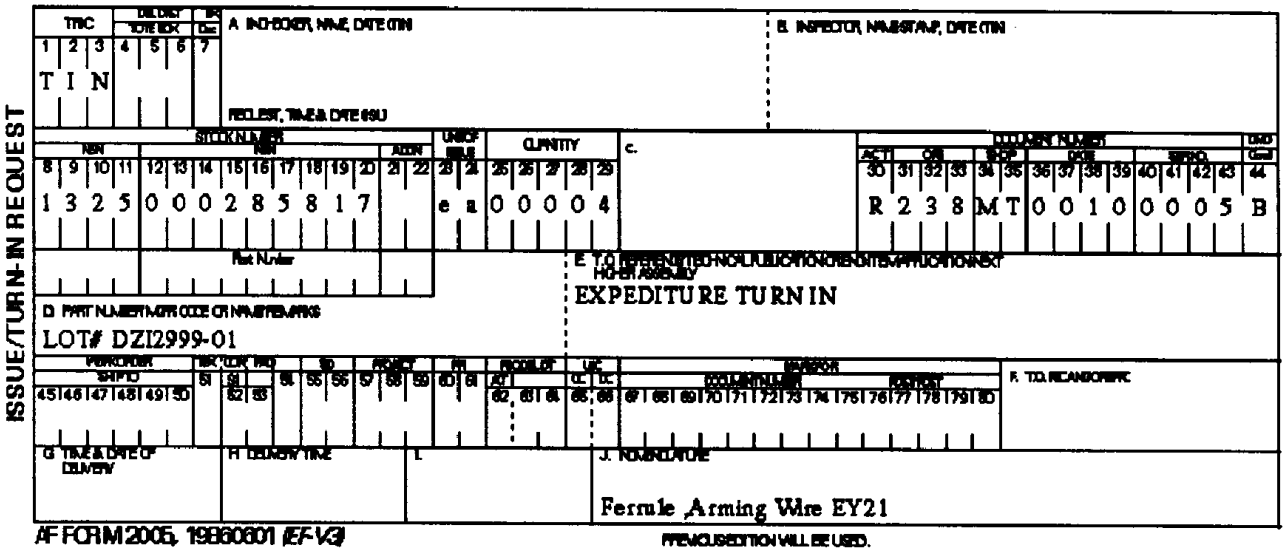
6. Custody Expenditure Procedures:

6.1. The commander/designated representative will certify all munitions expenditure documents as listed in Part II of AF Form 68.

6.2. AF Form 2005 documents (one original and two copies) will be prepared IAW **Figure 9.**, **Sample AF Form 2005 For Custody Account Expenditure**, and forwarded to Munitions Operations NLT 3 days after expenditure or installation.

6.3. The custodian is responsible for ensuring information reflected on the AF Form 2005 is correct. This includes NSN, lot/serial number, quantity, structure number, location, category code, condition code, and document number. If any of the information submitted is in error or incomplete, the paper work must be reaccomplished by the custodian. Pen-and-ink changes/corrections will not be accepted.

Figure 6. Sample AF Form 2005 For Consumption Turn-In Request.



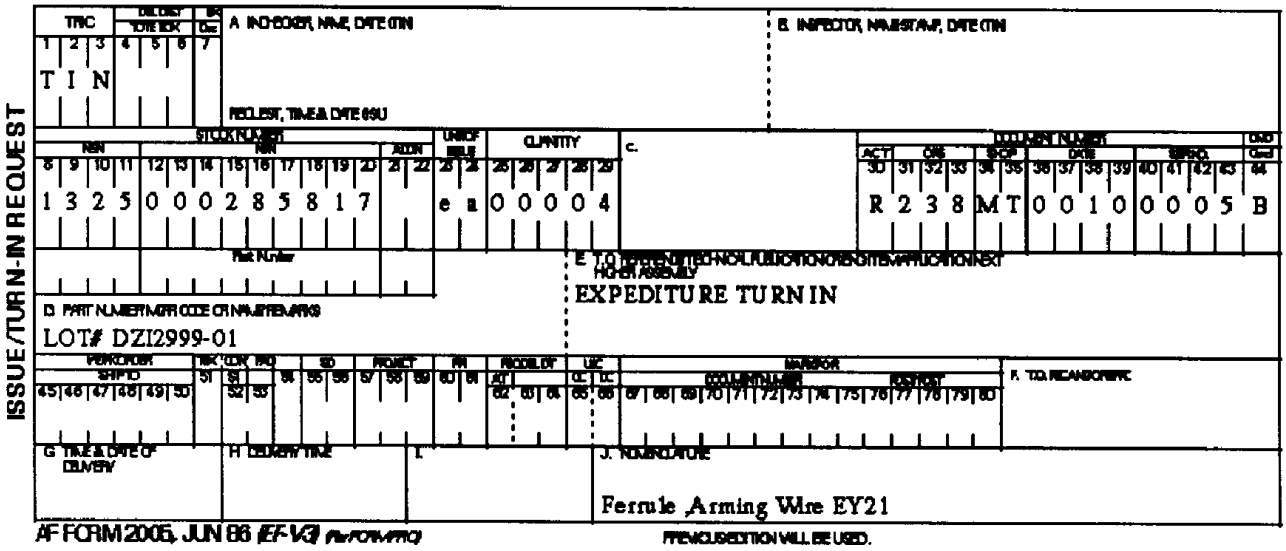


Figure 7. Sample AF Form 2005 For DIFM Turn-In.

ISSUE/TURN-IN REQUEST

TRC: T I N

A. INDEBOER, NAME, DATE (TIN)

B. INSPECTOR, NAME/STAMP, DATE (TIN)

RECLEST, TIME & DATE (GSU)

STOCK NUMBER: NSN 1377 NIIN 0104463677 ADDI es

UNIOF ISSUE: ea

QUANTITY: 00004

C.

DOCUMENT NUMBER: ACT R CNT 233 SUFF MT DATE 001 SERIAL 0005 DMD CODE B

Part Number

D. PART NUMBER/MFR CODE OR NAME/REMARKS

LOT#LZF2305-001

E. T.O. NUMBER/TECHNICAL PUBLICATIONS/NOTE/AMPLIFICATIONS/NEXT HIGHER ASSEMBLY

DIFM TURN-IN

F. TO. RECAN/SERIAL

G. TIME & DATE OF DELIVERY

H. DELIVERY TIME

I.

J. NOMENCLATURE

Electric Squib ZY08

AF FORM 2005, 19860601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

ISSUE/TURN-IN REQUEST

TRC: T I N

A. INDEBOER, NAME, DATE (TIN)

B. INSPECTOR, NAME/STAMP, DATE (TIN)

RECLEST, TIME & DATE (GSU)

STOCK NUMBER: NSN 1377 NIIN 0104463677 ADDI es

UNIOF ISSUE: ea

QUANTITY: 00004

C.

DOCUMENT NUMBER: ACT R CNT 233 SUFF MT DATE 001 SERIAL 0005 DMD CODE B

Part Number

D. PART NUMBER/MFR CODE OR NAME/REMARKS

LOT#LZF2305-001

E. T.O. NUMBER/TECHNICAL PUBLICATIONS/NOTE/AMPLIFICATIONS/NEXT HIGHER ASSEMBLY

DIFM TURN-IN

F. TO. RECAN/SERIAL

G. TIME & DATE OF DELIVERY

H. DELIVERY TIME

I.

J. NOMENCLATURE

Electric Squib ZY08

AF FORM 2005, JUN 86 (EF-V3)

PREVIOUS EDITION WILL BE USED.

Figure 8. Sample AF Form 2005 For Custody Account Turn-In.

ISSUE/TURN-IN REQUEST

TRC: T I N

A. INCHECKER, NAME, DATE (YIN)

B. INSPECTOR, NAME/STAMP, DATE (YIN)

REQUEST, TIME & DATE (YSU)

STOCK NUMBER: NSN 1305 009263930

UNIT OF ISSUE: ea

QUANTITY: 00008

C. CAT Code: G

DOCUMENT NUMBER: S350NF0010 0001A

D. PART NUMBER/MFR CODE OR NAME/REMARKS: LOT# 1c-11342

E. T.O. REFERENCE/TECHNOLOGY/EDITION/ORDER/DATE/AMPLIFICATION/REQ HQ-BY ASSEMBLY: Custody Turn-In

REMARKS: BLDG# Location

F. TO RECANCHERIC

G. TIME & DATE OF DELIVERY

H. DELIVERY TIME

J. NOMENCLATURE: 5.56mm Ball

AF FORM 2005, 19980601 (EF-V3)

PREVIOUS EDITION WILL BE USED.

ISSUE/TURN-IN REQUEST

TRC: T I N

A. INCHECKER, NAME, DATE (YIN)

B. INSPECTOR, NAME/STAMP, DATE (YIN)

REQUEST, TIME & DATE (YSU)

STOCK NUMBER: NSN 1305 009263930

UNIT OF ISSUE: ea

QUANTITY: 00008

C. CAT Code: G

DOCUMENT NUMBER: S350NF0010 0001A

D. PART NUMBER/MFR CODE OR NAME/REMARKS: LOT# 1c-11342

E. T.O. REFERENCE/TECHNOLOGY/EDITION/ORDER/DATE/AMPLIFICATION/REQ HQ-BY ASSEMBLY: Custody Turn-In

REMARKS: BLDG# Location

F. TO RECANCHERIC

G. TIME & DATE OF DELIVERY

H. DELIVERY TIME

J. NOMENCLATURE: 5.56mm Ball

AF FORM 2005, JUN 86 (EF-V3)

PREVIOUS EDITION WILL BE USED.

Figure 9. Sample AF Form 2005 For Custody Account Expenditure.

ISSUE/TURN-IN REQUEST

TRIC: M S I

DEL DIST / TOTE BOX / EX Dac

A. INCHECKER, NAME, DATE (TIN): Edward A. Jones, MSgt 15 Mar 03 x-4321

REQUEST, TIME & DATE (ISU)

B. INSPECTOR, NAME-STAMP, DATE (TIN)

STOCK NUMBER — NSN: 1305 — NIIN: 009561234 — ADDN

UNIT OF ISSUE: ea

QUANTITY: 0100 0

C. CAT CODE D

DOCUMENT NUMBER — ACT: R — ORG: 432 — SHOP: PQ — DATE: 0100 — SER.NO.: 0020

DMO Cond

Part Number

E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY

Munitions Training Expenditure IAW 90 SWI X-XX

(Signature of Certifying Custodian) James Sligo

D. PART NUMBER/MGFR CODE OR NAME/REMARKS

LOT# ESD987-234

WORK ORDER / SHIP TO — TEX — CON FAO: S1 A — SD — PROJECT — PRI — REQ DEL DT — UJC — MARK FOR — DOCUMENT NUMBER — POST/POST

F. T.O. PSC AND/OR ERRC

G. TIME & DATE OF DELIVERY: 0001

H. DELIVERY TIME

I.

J. NOMENCLATURE: SMOKE SIGNAL, MK13 MOD 0

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

ISSUE/TURN-IN REQUEST

TRIC: M S I

DEL DIST / TOTE BOX / EX Dac

A. INCHECKER, NAME, DATE (TIN): Edward A. Jones, MSgt 15 Mar 03 x-4321

REQUEST, TIME & DATE (ISU)

B. INSPECTOR, NAME-STAMP, DATE (TIN)

STOCK NUMBER — NSN: 1305 — NIIN: 009561234 — ADDN

UNIT OF ISSUE: ea

QUANTITY: 0100 0

C. CAT CODE D

DOCUMENT NUMBER — ACT: R — ORG: 432 — SHOP: PQ — DATE: 0100 — SER.NO.: 0020

DMO Cond

Part Number

E. T.O. REFERENCE/TECHNICAL PUBLICATION OR END-ITEM APPLICATION/NEXT HIGHER ASSEMBLY

Munitions Training Expenditure IAW 90 SWI X-XX

(Signature of Certifying Custodian) James Sligo

D. PART NUMBER/MGFR CODE OR NAME/REMARKS

LOT# ESD987-234

WORK ORDER / SHIP TO — TEX — CON FAO: S1 A — SD — PROJECT — PRI — REQ DEL DT — UJC — MARK FOR — DOCUMENT NUMBER — POST/POST

F. T.O. PSC AND/OR ERRC

G. TIME & DATE OF DELIVERY: 0001

H. DELIVERY TIME

I.

J. NOMENCLATURE: SMOKE SIGNAL, MK13 MOD 0

AF FORM 2005, JUN 86 *(EF-V3)* *(PerFORM PRO)* PREVIOUS EDITION WILL BE USED.

7. Munitions Custody Account Procedures:

7.1. Munitions custody accounts will be maintained IAW the responsibilities that are outlined in the custodian's briefing Memorandum (see **Attachment 3**) .

7.2. Each custodian is required to maintain a jacket folder in the following format to coincide with Munitions Operations records, IAW AFI 21-201, paragraph 22.3 .

7.2.1. **Section A** : Current Munitions Authorization Record (AF Form 68).

7.2.2. **Section B** : Commanders Custody Account Briefing.

7.2.3. **Section C** : Custodian Account Briefing.

7.2.4. **Section D** : Inventories, Count Sheets and Listings:

7.2.4.1. Latest reconciled quarterly custodian inventory and count sheets.

7.2.4.2. Latest reconciled annual MASO custody inventory and count sheets signed by custodian, unit commander, and MASO.

7.2.4.3. Custody Account Listing (ISS07A) completed in conjunction with quarterly inventory.

7.2.5. **Section E:** All supporting issue, expenditures, and turn-ins since the last signed quarterly custodian inventory.

7.2.6. **Section F** : CAS-B Expenditure Log will be used through fiscal year. This log will be serial number controlled starting with 0001. ***NOTE:*** After each inventory is accomplished, all supporting documents for the previous quarter may be discarded.

7.2.7. **Section G** : Current forecast.

7.2.8. **Section H** : Approved allocations documents including any AF Forms 1996, **Adjusted Stock Level**.

7.2.9. **Section I** : 90 SWI 21-3, *Munitions Customer Support*.

7.3. Each lot of munitions will be separated in storage by NSN and lot number. Outer container nomenclature will face aisles for easy verification. Only one lite box per stock number per structure will be allowed. Conventional Munitions section will verify proper storage procedures. Notify Conventional Munitions if lot number integrity is ever lost, to schedule immediate turn-in of assets. Lost lot number integrity includes lot numbers that have been rubbed off assets and different lot numbers mixed together in the same containers.

8. Munitions Storage and Security Procedures:

8.1. Munitions will not be stored for any amount of time in any facility not licensed or approved for munitions storage IAW AFI 31-101. ***NOTE:*** Contact 90 SW/SE for licensing requirements.

8.2. If munitions are mission essential, and safe and adequate storage facilities are not available, courtesy storage may be available in the Weapons Storage Area. To initiate a courtesy storage agreement, review AFI 21-201, paragraph 4.1.12., then contact Munitions Operations or the Munitions Flight Chief for assistance. The organization will retain accountability and responsibility for all courtesy stored munitions. (See **Attachment 7**, **Sample Courtesy Storage Agreement**) .

9. Time Change Procedures:

9.1. For time-change asset requirements, refer to AFI 21-201, Chapter 31.

9.2. Issue requests will be processed IAW paragraph **4.**

10. Procedures for Annual Munitions Forecasts:

10.1. In September of each year, Munitions Operations notifies host and tenant units to forecast their munitions requirements by year for the next 5 fiscal years. This munitions forecast is required to ensure uninterrupted training, operations, mobility support, and to provide HQ USAF justification for purchasing munitions assets. Therefore, it is essential the forecast submitted is accurate and timely. Munitions Operations will provide the necessary information and forecasting examples to complete your forecast (see **Attachment 5**, **Sample Memorandum For Munitions Forecasts**).

10.2. The MASO will review munitions forecasts for completeness and accuracy. If problems/questions arise, units will be asked to provide clarification or justification. Once the review is completed, the MASO forwards forecasts to applicable MAJCOM functional managers.

10.3. HQ USAF is final approving authority for all munitions allocations. Upon receipt of approved fiscal year allocation, Munitions Operations will load authorized levels into CAS-B computer. If changes of any sort are required after that year's approved allocations are loaded, contact Munitions Operations for guidance on preparing an out-of-cycle forecast change request (see **Attachment 6**, **Sample Out Of Cycle Request**). Any unit that has munitions exceeding the quantity of its allocation must turn in the excess or process an out-of-cycle memorandum forecast change through Munitions Operations requesting the additional allocation .

10.4. There are some munitions assets in the AF inventory that are non-forecastable and are approved locally by the MASO. Authorization for these NSNs is requested using an AF Form 1996, IAW AFI 21-201, Chapter 14. A sample is shown in **Figure 10.**, **Sample of Memorandum For Stock Level Adjustment (AF Form 1996)** .

10.5. Requests for munitions not on hand or not forecasted for will require an emergency requisition memorandum signed by the custodian's commander. It must justify/explain why required requisitioning timeframes could not be followed.

11. Commercial Off the Shelf (COTS) Munitions (Formerly Local Purchase). Refer to AFI 21-201, Chapter 32.

12. Disposition and Incident Reporting Procedures:

12.1. Munitions that constitute a possible danger to human life or property will be secured and reported to Munitions Control (extension 2166) or through the Wing Command Post after normal duty hours. Appropriate agencies will be notified as required. The custodian will provide Munitions Operations with a turn-in document for any asset turned over to Conventional Munitions.

12.2. Casings, fired brass, and steel cartridge casings (other than CAD/PAD casings) generated from the expenditure of ammunition will be coordinated through Conventional Munitions, extension 3404. These items must be segregated by type of metal, model type, and free of foreign debris, before turning into the Conventional Munitions Section.

12.3. All empty munitions containers will be considered accountable and turned in to the Munitions Inspection Section for disposition.

Figure 10. Sample Memorandum For Stock Level Adjustment (AF Form 1996).

STOCK NUMBER	NOMENCLATURE			ORGN CONTROL NO.	BASE CONTROL NO.
1337-01-248-6931	Cable Pat Restraints Stage II				
PART NUMBER	APPLICATION *(T.O., figure and index)*	SRD	PROJECT CODE	SUPPLY POINT	BENCH STOCK
ID98970PK-001	T.O. 21LG118A-4-2 Fig 2-161				
REPAIR SHOP	REPAIR SHOP CAPABILITY	REPAIR SHOP RCT	RPC	LEVEL REQUESTED	
	☐ FULL ☐ PARTIAL ☐ NONE			MAXIMUM	MINIMUM
DATE	ORIGINATOR	ORGANIZATION		OFFICE SYMBOL	AUTOVON NUMBER
20000110	Doe, John J.	555 MXS			
DATE	SIGNATURE OF APPROVING OFFICIAL *(Deputy Commander for maintenance or equivalent)*			OFFICE SYMBOL	AUTOVON NUMBER

SUPPLY DATA									
AS OF DATE	ERRC	UI	UNIT PRICE	ROUTING ID	BC	DEMAND LEVEL	DOFD		CUM RECUR DMD
DDLD	MAXIMUM LEVEL		MINIMUM LEVEL	FIXED LEVEL		DO 28 CENTRAL LEVEL	ADJ DEMAND LEVEL		WRM LEVEL
AVG % BASE RFR	NRTS		CONDEMNED	REPAIRED			O&ST	RCT	NET ADJUSTMENT

COORDINATION	DATE	SIGNATURE	APPROVE	DISAPPROVE	OFFICE SYMBOL	AUTOVON NUMBER
		FUNDS MANAGER OR EQUIVALENT				
		STOCK CONTROL OFFICER OR EQUIVALENT			AFSRAN	
		CHIEF OF SUPPLY OR EQUIVALENT			AFSRAN	
		MAJOR COMMAND			OFFICE SYMBOL	
		INVENTORY MANAGEMENT SPECIALIST			OFFICE SYMBOL	
		LOGISTICS SYSTEM MGT DIVISION			OFFICE SYMBOL	

STOCK NUMBER	NOMENCLATURE	LJC	MAX LEVEL APPROVED	MIN LEVEL APPROVED

JUSTIFICATION

REASON FOR DISAPPROVAL

REVALIDATION	DATE	ORIGINATOR	ORGANIZATION	OFFICE SYMBOL	AUTOVON NUMBER
	DATE	SIGNATURE OF APPROVING OFFICIAL *(Deputy Commander for maintenance or equivalent)*		OFFICE SYMBOL	AUTOVON NUMBER
	DATE	SIGNATURE OF CHIEF OF SUPPLY *(or equivalent)*		AFSRAN	AUTOVON NUMBER

AF FORM 1996, 19830401 *(EF-V2)* PREVIOUS EDITION WILL BE USED. **ADJUSTED STOCK LEVEL**

13. Theft, Suspected Theft, or Loss of Munitions:

13.1. When a theft, suspected theft, loss, or destruction of munitions or an explosive item occurs, or is suspected to have occurred, immediate action will be taken to notify the MASO and other appropriate authorities as specified in AFI 31-101. This policy applies to all ammunition or explosive items whether in-transit, in storage or issued to the organization for custody or consumption.

13.2. Munitions Operations will notify the responsible commander when a Report of Survey may be required. Report of Surveys will be accomplished at the request of the MASO. If a Report of Survey is required, the commander will appoint a disinterested individual and follow the guidelines set forth in AFI 31-101.

13.3. For specific guidance on lost or stolen munitions, refer to AFI 21-201, paragraph 21.6.

14. Munitions Inventories:

14.1. The MASO or designated Munitions Operations representative will conduct inventories IAW AFI 21-201, paragraph 21.4.

14.2. All inventory results must be submitted to Munitions Operations no later than 15 calendar days after inventory start date. Failure to do so could result in the custodians assets being turned in to base stock.

14.3. When a change of primary custodian occurs, a joint inventory of the custody account must performed by the gaining and losing primary custodian at least 45 days prior to the primary custodian leaving. This inventory must be accomplished in the presence of a Munitions Operations representative. AFSPC ICBM launch facility accounts are exempt from the physical inventory requirements, in which a paperwork inventory using the annual facility periodic maintenance inspection will be used.

14.4. The MASO will not certify any inventory until all discrepancies have been corrected.

15. Munitions Suspended or Restricted:

15.1. The MASO or designated representative will immediately notify the custodian and commander by telephone and follow up with written notification of all suspended or restricted munitions. Upon notification all suspended/restricted munitions will be turned in .

15.2. If any munitions listed on the suspension or restriction notification memorandum or message are found to be in the munitions user's possession, the user will be contacted by the Conventional Munitions Section to coordinate a turn in within 24 hours of discovery.

16. Nuclear Ordnance Commodity Materiel (NOCM) Items:

16.1. The SWIM/NOCM Accountability Section provides support for these items.

16.2. Issue and turn-in procedures for NOCM items are basically the same as for conventional munitions; however, Munitions Accountable Systems Section is responsible for the storage, inspection, and issue of NOCM assets. The actual serviceability of the item will be determined by the using organization.

16.3. To request NOCM items, submit a properly filled out AF Form 2005. This form must be approved by the MASO before transactions will be processed. See 90 MMXS MASO Guide for further instructions .

17. Handling and Transportation of Explosive Items. All individuals handling or transporting explosive items are required to be familiar with and follow the procedures listed in AFMAN 91-201, *Explosive Safety Standards*, DODD 6055.9, *DoD Explosives Safety Board (DDESB) and DoD Component Explosives Safety Responsibilities*, AFI 24-201, *Cargo Movement*, and applicable item technical orders .

18. After Hours Support. If munitions support is required after normal duty hours (0730 - 1630) or on weekends, call the Francis E. Warren AFB Missile Maintenance Operation Center at (307) 773-3611. They, in turn, will contact 90 MMXS Munitions Control standby personnel, who will handle or coordinate all after duty support .

19. Account Deficiencies. If the custody account is not managed or maintained in accordance with this instruction the following procedures will be accomplished:

19.1. The organizational commander will be notified in writing and be given the opportunity to correct deficiencies within 15 days or the account will be "frozen."

19.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account.

19.2.1. The MASO will "unfreeze" the account when identified discrepancies have been corrected, or may direct the assets be turned in.

19.2.2. If discrepancies are not corrected within 30 days after notification, the group commander or equivalent will be notified through appropriate channels for assistance.

20. Deviations and Interpretations of Procedures. Deviations to the procedures outlined in this instruction will not be tolerated and could result in delayed Munitions Accountable Systems Section support. The final authority in interpreting any part or parts of this instruction will rest with the Munitions Accountable Systems Officer.

THOMAS D. SHEARER, Colonel, USAF
Commander, 90th Space Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*

DoD 5200.1-R, *Information Security Program*

DoDD 6055.9, *DoD Explosives Safety Board (DDESB) and DoD Component Explosives Safety Responsibilitie s*

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

AFMAN 23-110V2PT13, *Standard Base Supply Customer's Procedures*

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

AFPD 24-2, *Preparation and Movement of Air Force Property*

AFI 24-201, *Cargo Movement*

AFI 31-101, *The Air Force Installation Security Program (*FOUO*)*

AFI 31-207, *Arming and Use of Force by Air Force Personnel*

AFI 31-401, *Information Security Program Management*

AFI 36-2217, *Munitions Requirements for Air Crew Training*

AFMAN 91-201, *Explosives Safety Standards*

AFCAT 21-209V1, *Ground Munitions*

AFCAT 21-209V2, *Demolition Munitions*

IS427A, Special Inventory Worksheet

IS507A, Custody Account Listing

Abbreviations and Acronyms

FK—This term is a supply designator assigned by the Air Force indicating a Munitions Accountable Systems Section function operating under the Standard Base Supply System or a manual supply accoun t

FV—The same as FK, except operation is under the Combat Ammunition System Base

ISU—Used to identify issues of munitions

MASO—Munitions Accountable Systems Officer—IAW AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, this is the senior 2WOX1 or the individual appointed in writing, assigned to the Munitions Flight. However, the MASO will be an Air Force Officer or GS-11 (or higher) in wings with a nuclear commitment

MSI—Used to identify installation/ expenditures of munitions

TIN—Used to identify turn-in of munitions by users

TRIC—Transaction Identification Code—Code used to identify the type of munitions accounting

function being accomplished

Terms

Allocation—The annual authorized quantity of munitions approved by MAJCOM for use in support of organizational mission.

Audit Trail—A clear, concise, documented chain of events that shows all transactions effecting accountability from the time of issue until expenditure, installation, turn-in, or disposition .

Consumption Account—Munitions issued to an organizational account that must be expended or installed within 15 days. (See paragraph **4.** for specific procedures).

Custodian—The individual selected and designated by the using organizational commander to manage munitions for the organization. The custodian is responsible for proper management of his or her account in accordance with this instruction and other applicable directives.

Custody Account—Munitions assigned to an organizational account not normally installed or expended within 15 days. (See paragraph **7.** and **Attachment 3** for a full explanation of requirements and procedures) .

Emergency Issue—Any issue of munitions to an organization that doesn't meet the criteria for routine issue procedures or processing time requirements.

Emergency Requisition—Requisitions submitted outside of established timeframes.

Lot Number—Refers to the batch, lot, or group of munitions produced by the manufacturer at the same time. Lot number integrity will be maintained at all times.

Pecuniary Liability—A debt incurred through command, supervisory, custodial, personal loss, damage, or destruction of property, resulting from willful misconduct, deliberate unauthorized use, or negligence. Pecuniary liability may be shared.

Requisition—The procurement of an item by Munitions Operations to fulfill a valid need for assets, which are not on hand.

Suspended Account—Account frozen by the MASO where no transactions are authorized due to improper management of the account.

Attachment 2

SAMPLE MUNITIONS CUSTODY RESPONSIBILITY BRIEFING MEMORANDUM (COMMANDER)

MEMORANDUM FOR COMMANDER OF MUNITIONS ACCOUNT _____

FROM: 90 MMXS/MMXMO (MASO)

SUBJECT: Munitions Custodian Responsibilities (Commander)

1. In accordance with AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, the Munitions Accountable Systems Officer (MASO), or his or her designated representative, is required to brief all new organizational commanders.

2. The following is a list of the commander's responsibilities:

a. Assume responsibility for all munitions type items including commercial off-the-shelf items received by their organization. Responsibility includes maintaining an auditable record of all receipts, expenditures and turn-ins, as well as providing accurate forecasting, ensuring adequate storage, proper security, documentation, disposal of munitions scrap residue and fired casings, {EXCEPT cartridge actuated devices [CAD] and propellant actuated devices [PAD]).

b. Forecast for munitions requirements according to the 90 SWI 21-3, *Munitions Customer Support*, and any supplemental instructions provided by the parent MAJCOM or Munitions Operations.

(1) The operational commander is responsible for the accuracy and timeliness of all munitions forecasts, annual or out-of-cycle.

(2) Submission of forecast indicates the commander agrees that forecasted requirements are minimum required to meet mission objectives.

c. Obtain an explosive safety license from Base Weapons Safety for storage of munitions (types and quantity) required and stored outside the WSA. Munitions custodians and users are responsible for monitoring on-hand quantities of munitions assets to ensure the licensed quantity is not exceeded .

d. Initiate a courtesy storage agreement request with 90 MMXS/MMXM when inadequate or unsuitable storage space exists for munitions in unit facilities. When munitions are being courtesy stored, ensure they are placarded IAW custody storage agreement and segregated from other custody accounts and/or base stock munitions.

e. Ensure munitions assets issued to the organization aren't released to other agencies or individuals in or outside the USAF without proper authority or approval from MASO or HHQ.

f. Delegate authority to certify munitions requirements on the AF Form 2005, **Issue/Turn-In Request**, to qualified individuals. Prior to certifying AF Form 2005, certifying officials should verify information

with appropriate support documents (i.e, Munitions Configuration and Expenditure documents) and verify quantity of authorized expenditures actually occurred. ***NOTE***: Delegation of this authority is applicable only if the commander does not wish to sign each individual request .

g. Appoint, when possible, a minimum of two individuals (primary and alternate) to be authorized to receipt for munitions for organizational use. The AF Form 68, **Munitions Authorization Record,** will be used to identify individuals authorized to certify munitions requirements, and receipt for munitions. The AF Form 68 requires updating on an annual basis and should be reaccomplished upon change of commander, change of primary custodian and/or deletion/additions of personnel. ***NOTE:*** Deletion of personnel may be accomplished via telephone by contacting Munitions Operations at extension 2682/3259 .

h. Ensure munitions requests do not exceed authorized allowances. All on-hand munitions that exceed authorized allocations must be turned in.

i. Ensure accountability and inventory integrity are maintained and unauthorized personnel are denied access to munitions and accountable records.

j. Ensure the safety, care, lot or serial number integrity and accountability of all issued munitions until assets are installed, expended or turned in.

k. Ensure delegated munitions account custodians receive a mandatory "Munitions Custody Account Responsibilities briefing" by the MASO/designated representative within 30 days of appointment. Individuals not briefed within 30 days will be removed from the account. For dates and times of training contact Munitions Operations at extension 2682/3259 .

l. Before appointing primary and alternate custodians, commanders will ensure explosive training has been completed within 30 days of appointment and annually thereafter.

m. Ensure all authorized custodians are familiar with the following publications:

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

(2) AFMAN 23-110V2, PT13, *Standard Base Supply Customer's Procedures*

(3) AFMAN 23-220, *Reports of Survey For Air Force Property*

(4) AFPD 24-2, *Preparation and Movement of Air Force Property*

(5) AFI 24-201, *Cargo Movement*

(6) AFI 31-101, *The Air Force Installation Security Program (*FOUO*)*

(7) AFI 31-401, *Information Security Program Management*

(8) AFI 36-2217, *Munitions Requirements for Air Crew Training*

(9) AFMAN 91-201, *Explosives Safety Standards*

(10) AFCAT 21-209V1, *Ground Munitions*

(11) AFCAT 21-209V2, *Demolition Munitions*

(12) DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*

(13) DoD 5200.1-R, *Information Security Program*

(14) DoD 6055-9-STD, *DoD Ammunitions and Explosive Safety Standards*

(15) 90 SWI 21-3, *Munitions Customer Support*

3. Commanders should also be aware that:

a. They are subject to pecuniary liability for loss, damage, or unauthorized munitions expenditure.

NOTE: Ensure when theft, suspected theft, loss or destruction of a munitions item occurs through other than fair wear and tear, they are reported to Munitions Operations and appropriate authority within 72 hours. This policy applies to all munitions items whether in-transit, storage or issued to an organization or individual for custody or consumption.

b. Munitions will not be issued/consumed without a properly certified AF Form 2005.

c. Immediate action should be taken to control/return suspended assets upon notification.

4. Commanders of units with a mobility tasking will:

a. Ensure all authorized ammunition is on-hand in designated storage areas to support personnel deployment during exercises/actual deployments .

b. In the event of an actual deployment, notify the MASO. If the deployment exceeds 30 days, inform the MASO of the deployment location to allow accountability transfer to the host FK/FV account for the deployed location.

5. Ensure upon notification of munitions Restricted/Suspended from use, immediate action is taken to screen on-hand assets and if any of these assets are on-hand, immediately remove them from use and turn them into Conventional Maintenance section within 24 hours. Restricted/Suspended munitions present a potential hazard to both personnel and equipment. Particular emphasis must be place on assets that are installed on aircraft, life support equipment, mobility packages, and assets maintained in build-up configuration .

6. Ensure departing custodians transfer accountability to a new custodian or turn-in all assets to the MASO before release from their current duty station. Accomplish this action at least 45 days before primary custodian transfer IAW AFI 21-201, paragraph 22.2.5.8 .

MASO Signature Block

Commander Signature Block

Attachment 3

SAMPLE MUNITIONS CUSTODY RESPONSIBILITY BRIEFING MEMORANDUM (CUSTODIAN, ALTERNATES, AND CERTIFYING OFFICIALS)

MEMORANDUM FOR CUSTODIAN OF MUNITIONS ACCOUNT (444SM)

FROM: 90 MMXS/MMXMO

SUBJECT: Munitions Custodian Responsibilities (Custodian, Alternates & Certifying Officials)

1. IAW AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, the following is a list of responsibilities assumed by the account custodian when a Custody Munitions Account and/or Consumption Munitions Account are established. The custodian will establish a folder that will contain the following items :

Section A. AF Form 68, **Munitions Authorization Record**. This form indicates personnel authorized to receipt for munitions. It also indicates who is authorized to certify munitions requirements in block "A" of the AF Form 2005, **Issue/Tum-In Request**. It is also utilized to indicate the primary custodian. The primary custodian is responsible for ensuring this document is kept current and all personnel changes are immediately made aware to Munitions Accountable Systems Section. Notification may be made by telephone for deletions other than primary custodian or commander. A new AF Form 68 must be submitted for change of a primary custodian or commander.

Section B: Approved allocation document, including any AF Forms 1996.

Section C: Current forecast.

Section D: Expenditure log.

Section E: Latest reconciled quarterly custodian inventory and count sheets.

Section F: Latest reconciled annual MASO custody inventory and count sheets signed by custodian, unit commander, and MASO.

Section G: Documented training and briefings.

Section H: All supporting issue, expenditures, and turn-ins since the last signed quarterly custodian inventory.

2. On a quarterly basis, the primary custodian or an alternate custodian will inventory the assets assigned to their account. Once the account has been reconciled, you will be given copies 1 and 2 of the Custody Account Listing to be signed by you and your commander. These must be returned to Munitions Accountable Systems Section within 5 workdays. Failure to meet this criteria could result in your account being frozen with no further transactions authorized.

3. Requests for issues will be submitted at least 7 workdays before those assets are actually required. Each request will consist of a certified AF Form 2005 indicating the appropriate type request in block E. Do not request items in excess of established allowances.

4. Installations/expenditures from custody accounts will require a 2005 for expenditure NLT 5 workdays after actual installation/expenditure. A separate certified AF Form 2005 will be required for items to be turned in.

5. In the event of a deployment for 45 days or longer, the custodian must notify the MASO so accountability can be transferred to the host FK/FV account at the deployed location .

6. Custodians are subject to pecuniary liability for loss, damage, or unauthorized munitions expenditure/destruction. All munitions issued to your custody account are for a specific intended use and will not be given to any other agency or organization.

7. Take immediate action to control/return suspended munitions upon receipt of notification of suspense action.

8. Prior to the primary custodian being relieved of duty, transferred, separated from service, or separated from the account in excess of 45 days, a new primary custodian will be appointed to assume custodial responsibility for all munitions assigned to the custody account. At that time, a 100 percent inventory will be completed and signed by both individuals.

9. Use of munitions for any purpose other than their intended use constitutes a violation under the Air Force Fraud, Waste, and Abuse program, and could result in action under the UCMJ. Cancellation of exercise, training, or competitive events, or non-selection of a unit to participate in those events, nullifies the original munitions authorization and the organization must take immediate action to turn-in the unused munitions.

10. Munitions assets belonging to your organization may be stored in the Munitions Storage Area when considered to be in the best interest of the Air Force or when your organization doesn't have the storage capability. In either case, the accountability and responsibility for those assets will be per written agreement between the organization and the Munitions Flight .

11. Sensitive items are those, which require a high degree of protection and control due to statutory requirements or regulations. This would include assets of a highly technical or hazardous nature, small arms ammunition, explosive or demolition material, etc. These items will be stored in approved hazardous storage facilities IAW AFI 31-101. Handling will be limited to designated personnel only and constant surveillance will be exercised during possession .

12. The custodian will be responsible for preparing the annual forecast (8503 Air Munitions). Munitions Operation will provide a forecast package for each custody account. The annual forecast will be prepared IAW guidance provided in the notification package. Timely completion and return is paramount to ensure quality control of your requirement(s). This is a must for proper consideration of your requirements(s) at higher headquarters.

Printed name and signature of MASO or designated representative	Printed name and signature of Custodian
Certifying Official	Alternates
Certifying Officials	Alternates
Certifying Officials	Alternates

Attachment 4

SAMPLE REQUEST MEMORANDUM FOR MUNITIONS CUSTODY ACCOUNT

MEMORANDUM FOR 90 MXS/LGMWOK

FROM:

SUBJECT: Establishing a Munitions Custody Account

1. Request a munitions account be established for_____(organization).

2. Munitions required by this account will be used to support (reason). Example: Aircrew training IAW AFI 36-2217, *Munitions Requirement for Air Crew Training*.

3. A munitions allocation has/has not been received and an out-of-cycle request is/is not attached.

4. All required munitions will be retained on a custody account until they are turned in to Conventional Munitions section, installed, or expended.

5. Point of Contact is (rank and full name), extension

_____

(Commander's signature block)

Attachment 5

SAMPLE MEMORANDUM FOR MUNITIONS FORECASTS

MEMORANDUM FOR 90 MMXS/MMXMOK

FROM: (Requesting Squadron/Office Symbol)

SUBJECT: 5-Year Forecast for Supply Point 1

1. The following is the munitions forecast for (squadron/office symbol):

NOUN	NSN	DODIC	CAT	2001	2002	2003	2004	2005
40mm (TP)	1310-01-148-8881	B519	D	70	70	70	70	70

JUSTIFICATION: 70 rounds (rds) will be used for training of base personnel and CATM proficiency.

(AFQC) 10 personnel x 5 rds = 50 rds
(Proficiency) 2 instructors x 10 rds = 20 rds

NOUN	NSN	DODIC	CAT	2001	2002	2003	2004	2005
12 Gauge 00	1305-00-892-4254	A011	D	700	700	700	700	700

JUSTIFICATION: 700 rds will be used for training of base personnel and CATM proficiency.

(AFQC) 25 personnel x 20 rds = 500 rds
(Proficiency) 2 instructors x 100 rds = 200 rds

2. If there are any questions, please contact me at extension 5454.

JOHN J. DOE, SSGT, USAF
Instructor, Combat Arms

Attachment 6

SAMPLE OF OUT-OF-CYCLE REQUEST

MEMORANDUM FOR 90 MMXS/MMXMO

FROM: 90 CONS/CC (Your Commander's Office Symbol)

SUBJECT: Out-of-Cycle Request For Munitions

1. The 90 CONS now has a requirement for two individuals to carry 30 rounds while deploying to the field. Munitions are required IAW AFCAT 21-209V1, *Ground Munitions*, paragraph 3.13. The following information is provided for this request:

a. NSN: 1305-01-172-9558

b. Nomenclature: 9mm ball

c. Requirements Code: PA

d. Functional User Code: Z1

e. Custody Account Number: 322GM

f. Requested Allocation Increase: 60

g. Authorizing Directive: AFCAT 21-209V1, paragraph 3.13.

h. Formula: 2 X 30, 30 per firearm

i. Impact if request is disapproved: We would not be able to support the UTC as tasked by AFSPC.

2. Any questions concerning this request should be directed to TSgt Dave Brown, extension 1834.

(Commander or Designated Representative)

Approve/Disapprove.

(Munitions Accountable Systems Officer signature block)

Attachment 7

SAMPLE COURTESY STORAGE AGREEMENT

MEMORANDUM FOR 90 MMXS/MMXMD

FROM:

Organization	*Office Symbol*	*Tel No.*	*Munitions Supply Point Account Org/Shop Code*

SUBJECT: Munitions Courtesy Storage Agreement (MCSA)

1. This courtesy agreement outlines responsibilities and requirements between 90 MMXS and the customer for courtesy storage of their munitions in 90 MMXS storage structures. This agreement is IAW AFI 21-201, paragraph 4.1.12., and will be reviewed annually.

2. In the event requirements of this document can't be met please contact the NCOIC of Conventional Munitions at extension 3404.

3. IAW AFI 21-201, paragraph 4.1.12., the following specific duties and responsibilities are required for courtesy-stored munitions assets:

a. MMXMD Shall:

(1) Provide technical guidance to customer on the proper care/handling of munitions and the management and/or execution of custodial responsibilities NLT 3 duty days from customer's request .

(2) Provide customer access to munitions NLT 3 duty days from date of request, except in emergency situations, in which the customer shall be escorted within the time coordinated.

(3) Provide customer with safe, clean and secure storage facilities.

(4) Ensure that only those personnel listed in paragraph 4 are allowed access to customer's munitions.

(5) Notify customer of any movement of their munitions.

(6) Notify customer of any inventory or other technical discrepancies found with their munitions.

(7) Provide customer forklift support for all palletized munitions within the Weapons Storage Area (WSA) or Nonnuclear Munitions Storage Area (NMSA).

(8) Provide munitions inspection, maintenance and logistics support to customer.

(9) Provide customer with training on the proper completion of the AF form 4147, Munitions Movement Control Worksheet (MMCW)

(10) Customer is only required to complete if granted unescorted access.

(11) Repair packaging discrepancies/replace seals not caused by customer or while in customer's possession .

(12) Notify Munitions Control of any explosives hazard class/division or CIC code status changes to facilities except for those caused by unescorted movements.

b. Customer Shall:

(1) Accomplish all inventory, accounting and reviewing/reporting actions/requirements in a timely manner .

(2) Exercise proper care and control of munitions in their possession.

(3) Provide MMXMD a list of all personnel authorized to access and/or remove assets from courtesy storage, as set in paragraph 4 below.

(4) Safely and securely transport explosives IAW AFMAN 91-201, Title 49 CFR, and AFI 31-101.

(5) Notify MMXMD at ext 3404, 3 duty days prior to the date access is required to their munitions, emergencies excepted.

(6) After-hours munitions support can be obtained by paging the on-call Munitions Controller at 773-5168, ext 6370.

(7) Ensure all munitions are sealed prior to placing assets in storage facilities.

(8) Complete an MMCW for unescorted asset moves, and submit to Ammo NLT 3 days after movement occurs.

(9) Repair packaging discrepancies caused by customer or while in customer's possession.

(10) Notify Munitions Control of all explosives hazard class/division or CIC code changes to facilities for unescorted moves.

4. The following personnel are hereby authorized by customer to have access to all of customer's courtesy-stored munitions. Additions/deletions to this list must be, submitted by a Primary/Alternate Custodian identified in part 3 of AF Form 68, send changes via e-mail. Customers Unit Commander must be sent a courtesy copy via e-mail.

Rank	Full Name	Duty Phone

5. The attached list of munitions line items, (IS507), represents the specific types and maximum quantities of all munitions for which customer shall require courtesy storage. The customer acknowledges that MMXMD will use this data to calculate and plan it's overall annual storage requirements for the 90 SW/ Francis E. Warren AFB.

6. MMXMD POC's concerning this MCSA are TSgt Royce Barker or SSgt Anson C. Holyfield at extension 3404 or extension 3215 .

7. The parties indicate by their signatures below that they understand and accept the terms and conditions of this MCSA, on this _____day of Aug 2002:

Name and Grade of Customer's Commande r	***Signature of Customer's Commander***

Name and Grade of Munitions Flight Chief / CC	***Signature of Munitions Flight Chief / CC***

8. Annual Review/Revalidation:

On this _____ day of August, in the year 2003, this MCSA has been reviewed and found to be acceptable, relevant and accurate as stated herein. The parties to this MCSA acknowledge that any required changes to any of the provisions of this MCSA, or changes to any supporting information contained therein, will require execution of a new MCSA.

Name and Grade of Customer's Commande r	*Signature of Customer's Commander*

Name and Grade of Munitions Flight Chief / CC	*Signature of Munitions Flight Chief / CC*