*BY ORDER OF THE*
*SECRETARY OF THE AIR FORCE*

*AIR FORCE INSTRUCTION 21-201*

*3 MAY 2004*

*Maintenance*

# *MANAGEMENT AND MAINTENANCE OF NON-NUCLEAR MUNITIONS*

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-2 *Non-nuclear and Nuclear Munitions*. It establishes Munitions Flight organizational structure and responsibilities and provides inspection, storage, maintenance and accountability procedures. It establishes the foundation for munitions product assurance for non-nuclear munitions and inspection and maintenance of associated Munitions Materiel Handling Equipment (MMHE) and support equipment. It applies to all munitions activities and munitions using organizations across the Air Force. The ultimate success of the Air Force is its ability to provide offensive and defensive measures to meet national objectives and this instruction plays a key role in meeting this goal. Affected units have 120 days from the date of this publication to implement this instruction or submit waivers or deviations to the criteria. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. The authority to collect and/or maintain the records prescribed in this publication is Title 10, United States Code, 8013, Secretary of the Air Force Privacy Act system of records notice F036 AETC R, Student Records, applies Forms and documents affected by the Privacy Act will have appropriate Privacy Act Statements. The reporting requirements in this instruction are exempt from licensing according to Air Force Instruction (AFI) 37-124, paragraphs **2.11.3.**, **2.11.5.**, and **2.11.10.**, *The Information Collections and Reports (ICR) Management Program; Controlling Internal Public, and Interagency Air Force Information Collections.* Maintain and dispose of all records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule.* Send comments and suggestions for improvements on AF Form 847, **Recommendation for Change of Publication,** through channels, to HQ USAF/ILMW, 1030 AF Pentagon, Washington D.C. 20330-1030. USAF/ILMW and major commands (MAJCOM) will perform an annual review of this instruction at the annual ALLMAJCOM munitions conference. MAJCOMs will collect proposed changes throughout the year and forward recommended changes to all MAJCOMs for coordination and concurrence before submitting to the annual ALLMAJCOM conference.

## *SUMMARY OF REVISIONS*

This change incorporates interim change (IC) 2004-1. It updates munitions squadron, flight, section and element responsibilities; revises and streamlines accountability processes; establishes sortie generation

accounting procedures; defines Munitions Accountable Systems Officer appointment requirements; CAS system operational and administration procedures; eliminates outdated planning information; establishes stock-level management and new custodial procedures; refines SRAN/DODAAC assignment procedures.

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# PART 1

# MUNITIONS MANAGEMENT

## Chapter 1

## GENERAL

**1.1. Introduction.** This instruction contains general information on typical responsibilities for munitions organizations.

1.1.1. When requirements of a specific item technical manual conflict with this instruction, the specific technical manual holds precedence. Units will notify the MAJCOM munitions staff of conflicts and submit technical improvement reports when appropriate.

1.1.2. Requests for deviations or waivers from the requirements of this instruction will be sent to the MAJCOM munitions staff for approval consideration. Unit requests for deviations or waivers must contain justification and expected date of compliance. Maintenance group commanders or equivalent will sign and submit all deviation or waiver requests.

1.1.3. Test or trial programs deviating from this regulation require MAJCOM approval.

1.1.4. MAJCOM approves deviations or waivers solely to provide a grace period for units unable to immediately comply with existing guidance. MAJCOMs will forward to HQ USAF/ILMW all approved deviations or waivers to this instruction.

**1.2. Munitions Squadrons and Flights.** Responsible for the control, accountability, storage, shipping and receiving, inspection, maintenance, assembly, flight line delivery, and local disposition of conventional, precision guided, nuclear munitions, and naval mines. Squadron and flight personnel manage and maintain all assigned tools, test, munitions handling equipment. The munitions organizational charts and flight/section/element alignment are in **Figure 1.1.**, **Figure 1.2.**, and **Figure 1.3.**. In munitions squadrons, the Munitions Operations Officer/Superintendent is responsible to the Munitions Squadron Commander and performs broad responsibilities separate from the Munitions Flight Chief.

1.2.1. Munitions Squadron (MUNS) Organizational Structure. The MUNS will be aligned in accordance with **Figure 1.1.** Depending on mission, MUNS may consist of Conventional, Systems, Conventional Air Launched Cruise Missile (CALCM), Armament, and Special Weapons flights. No other flights are authorized. The UMD will be aligned according to the USAF approved template at **Figure 1.2.** Typically, the Combat Munitions Training (CMT) section is aligned under the Conventional Munitions Flight; however, CMT may be combined with squadron training under the Systems Flight. Specific responsibilities of Munitions Squadron Commander, Munitions Operations Officer/Superintendent, Flight Chief, Section Superintendents, and Element Supervisors are outlined in this instruction.

1.2.2. Munitions Flight Organizational Structure. Flights will be aligned in accordance with **Figure 1.3.** Flights typically consist of Materiel, Production, and Systems Sections. Units with nuclear commitments may also include a Strategic/Nuclear Weapons Section. No other sections are authorized. The UMD will be aligned according to the USAF approved template at **Figure 1.4.** Specific responsibilities of the Flight Commander/Flight Chief, Section Superintendents, and Element Supervisors are outlined in this instruction.

1.2.2.1. Production Section. This section assembles, disassembles and maintains conventional munitions, missiles, containers, dispensers, assigned MMHE, naval mine clips and training items, both nuclear and conventional. If a nuclear maintenance section is formed, they maintain all nuclear weapons trainers, except for BDU-38s. Specific responsibilities for the nuclear maintenance element are found in AFI 21-204, *Nuclear Weapons Procedures (FOUO).*

1.2.2.2. Materiel Section. The materiel section stores, handles, inspects, ships, receives, and accounts for, conventional munitions, containers, dispensers, and training items and coordinates transportation.

1.2.2.3. Systems Section. Plans, schedules, controls, and directs all munitions activities. Administers CAS systems, manages mobility and training programs.

1.2.2.4. Strategic/Nuclear Weapons Maintenance Section. Refer to appropriate MAJCOM supplement guidance.

**Figure 1.1. Munitions Squadron (MUNS) Organizational Structure**

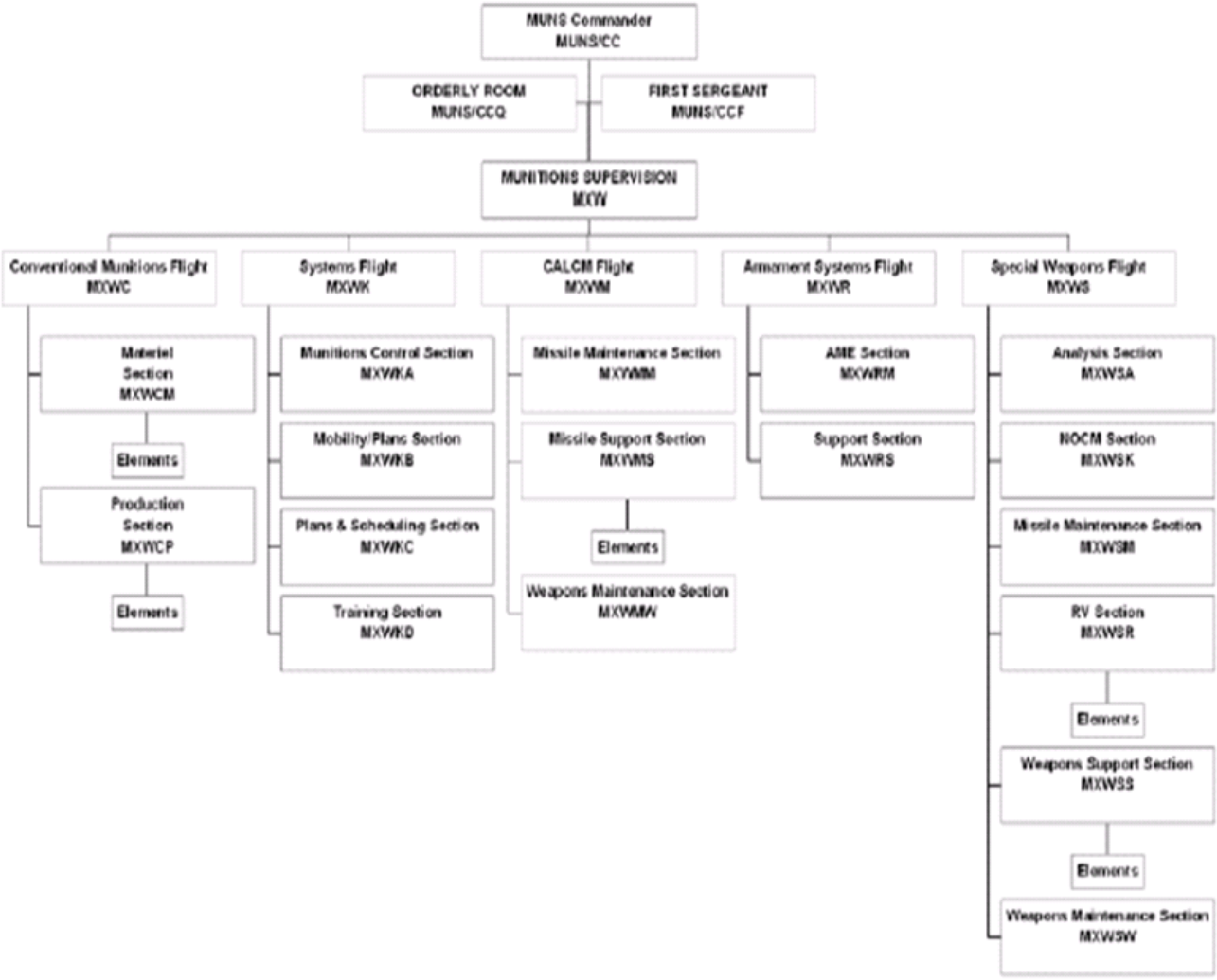
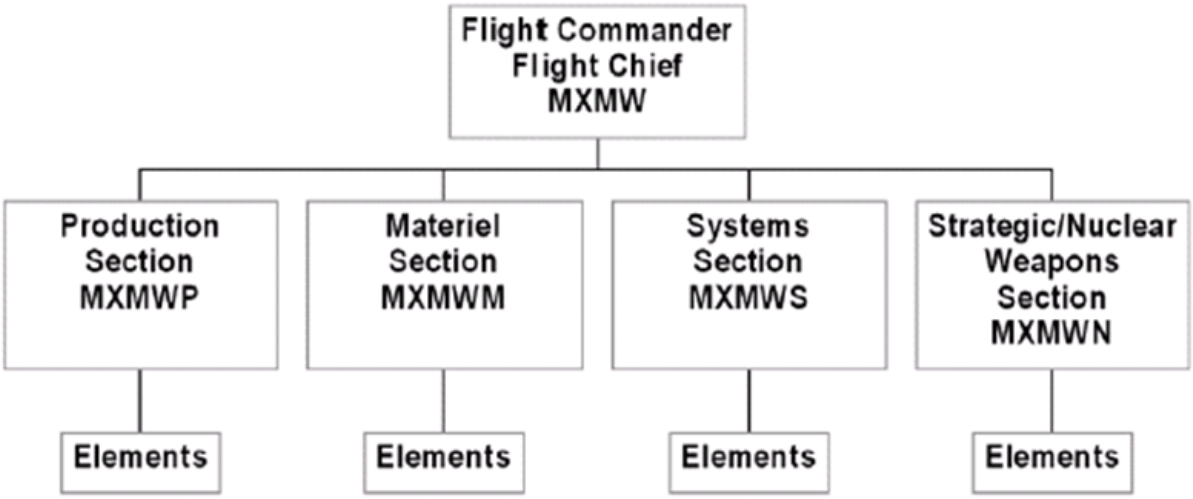


**Figure 1.2. Munitions Squadron (MUNS) Organizational Template.**

| OSC | TITLE | LEVEL |
|---|---|---|
| **CC** | **COMMANDER** | **SQDN** |
| **CCQ** | **ORDERLY ROOM** | **SQDN** |
| **CCF** | **FIRST SERGEANT** | **SQDN** |
| | | |
| **MXW** | **MUNITIONS SUPERVISION** | **SQDN** |
| | | |
| **MXWC** | **CONVENTIONAL MUNITIONS** | **FLIGHT** |
| **MXWCM** | **MUNITIONS MATERIEL** | **SECTION** |
| MXWCMA | MUNITIONS ACCOUNTABILITY | ELEMENT |
| MXWCMB | MUNITIONS INSPECTION | ELEMENT |
| MXWCMC | MUNITIONS STORAGE/HANDLING | ELEMENT |
| MXWCMD | COMBAT AMMUNITION SYSTEM | ELEMENT |
| **MXWCP** | **MUNITIONS PRODUCTION** | **SECTION** |
| MXWCPA | CONVENTIONAL MAINTENANCE | ELEMENT |
| MXWCPB | LINE DELIVERY | ELEMENT |
| MXWCPC | PRECISION GUIDED MUNITIONS | ELEMENT |
| MXWCPD | MUNITIONS SUPPORT EQUIPMENT | ELEMENT |
| MXWCPT | COMBAT MUNITIONS TRAINING | ELEMENT |
| | | |
| **MXWK** | **MUNITIONS SYSTEMS** | **FLIGHT** |
| **MXWKA** | **MUNITIONS CONTROL** | **SECTION** |
| **MXWKB** | **MOBILITY/PLANS** | **SECTION** |
| **MXWKC** | **PLANS & SCHEDULING** | **SECTION** |
| **MXWKD** | **SQDN TRAINING** | **SECTION** |
| **MXWKE** | **RESOURCES (RA) / FACILITIES** | **SECTION** |
| | | |
| **MXWM** | **CALCM** | **FLIGHT** |
| **MXWMM** | **MISSILE MAINTENANCE** | **SECTION** |
| **MXWMS** | **MISSILE SUPPORT** | **SECTION** |
| MXWMSA | ANALYSIS | ELEMENT |
| MXWMSH | HANDLING | ELEMENT |
| MXWMSM | LLA/PLA MAINTENANCE | ELEMENT |
| MXWMST | TRAINING | ELEMENT |

| | | |
|---|---|---|
| MXWMSV | VERIFICATION AND CHECKOUT EQUIP (VACE) | ELEMENT |
| **MXWMW** | **WEAPONS MAINTENANCE** | **SECTION** |
| | | |
| **MXWR** | **ARMAMENT SYSTEMS** | **FLIGHT** |
| **MXWRM** | **AME** | **SECTION** |
| **MXWRS** | **SUPPORT** | **SECTION** |
| | | |
| **MXWS** | **SPECIAL WEAPONS** | **FLIGHT** |
| **MXWSA** | **ANALYSIS** | **SECTION** |
| **MXWSK** | **NOCM** | **SECTION** |
| **MXWSM** | **MISSILE MAINTENANCE** | **SECTION** |
| **MXWSR** | **RV** | **SECTION** |
| MXWSRS | TOOLS AND TEST | ELEMENT |
| MXWSRW | WEAPONS MAINTENANCE | ELEMENT |
| **MXWSS** | **WEAPONS SUPPORT** | **SECTION** |
| MXWSSH | HANDLING | ELEMENT |
| MXWSSM | LLA/PLA MAINTENANCE | ELEMENT |
| MXWSST | TRAINING | ELEMENT |
| MXWSSV | VERIFICATION AND CHECKOUT EQUIP (VACE) | ELEMENT |
| **MXWSW** | **WEAPONS MAINTENANCE** | **SECTION** |

**Figure 1.3. Munitions Flight Organizational Structure**




1.2.3. **Munitions Functions/Activities:** Munitions Squadrons and flights may request approval from the MAJCOM staff to physically consolidate functional activities to maximize operational efficiency, however, Unit Manning Documents (UMD) will not be updated/changed to reflect local consolidation efforts. When consolidating functions, the organizational structure outlined in **Figure 1.2.** through **Figure 1.4.** remains the approved structure and the UMD will always reflect this. This is essential due to the manner in which manpower is earned and measured by the Logistics Composite Model (LCOM). Any deviation from organizational structure must be requested and approved by the MAJCOM munitions division. Consolidation will be limited to: Line Delivery with equipment support/maintenance; conventional munitions with precision-guided munitions; munitions storage with munitions accountability. Predator sections may also be integrated within various sections/elements at local option. All munitions organizations at local discretion may establish consolidated tool room, resource, supply, training, and support functions, as they deem necessary. No additional resources are earned to accommodate consolidation.

1.2.3.1. Production Section (MUNS and Flight). This section assembles, disassembles and maintains conventional munitions, missiles, containers, dispensers, assigned MMHE, and training items. In the MUNS, production administers and conducts the Combat Munitions Training (CMT) Program

1.2.3.2. Materiel Section (MUNS and Flight). This section stores, handles, inspects, ships, receives, disposes locally, and accounts for, conventional munitions, containers, dispensers, and training items and coordinates transportation.

1.2.3.3. Systems Flight (MUNS only). In the MUNS, the systems flight provides broad control, direction, and support for all squadron activities. Personnel in this section plan and schedule workloads and coordinate the efforts of the squadron. This includes functions of the Commander's Support Staff: training, resources, and facilities. Systems personnel manage the mobility and training programs. Combat Munitions Training (CMT) is normally conducted and administered by the Conventional Munitions Flights, Production Section, however may be aligned with Systems Flight, Training Section at local option.

1.2.3.4. Systems Section (Flight only): In flights, systems personnel plan, schedule, control, and direct all munitions activities. They manage mobility, training, resource, and facility programs.

1.2.3.5. Special Weapons Flight (MUNS only): The Special Weapons Flight (SWF) performs on-equipment and off-equipment maintenance on assigned nuclear weapons, missiles, reentry systems, reentry vehicles, and associated equipment. The flight is organized into the following sections as appropriate: Weapons Maintenance, Missile Maintenance, ICBM Reentry Vehicle/System Maintenance,Analysis, and Weapons Support. Specific responsibilities of these elements are described in AFI 21-204, *Nuclear Weapons Procedures,* AFI 21-114, *Air and Space Missile Systems Maintenance Management*, and appropriate MAJCOM supplement guidance.

1.2.3.6. Strategic/Nuclear Weapons Maintenance Section (Flight only): If a Strategic/Nuclear maintenance section is formed, they maintain all nuclear weapons trainers, except for BDU-38s. This section is also responsible for maintaining Weapons Storage and Security Systems (WS3) vaults. Specific responsibilities for the nuclear maintenance element are found in AFI 21-204, *Nuclear Weapons Procedures,* and appropriate MAJCOM supplemental guidance.

1.2.3.7. CALCM Flight (MUNS only): The CALCM Flight performs on-equipment and off-equipment maintenance on assigned CALCM and associated equipment. The flight is organized into the following sections: Missile Maintenance, Weapons Maintenance, and Missile Support. Specific responsibilities of these elements are described in AFI 21-114, *Air and Space Maintenance Management,* and appropriate MAJCOM supplemental guidance.

1.2.4. Unmanned Combat Aerial Vehicle (UCAV)/Predator. All 2W0X1 manpower positions earned to support UCAV/Predator (MQ-1/MQ-9) will be aligned on the UMD in a manner that assures dedicated support to UCAV/Predator operations. Organizational structure for UCAV/Predator is being developed and will evolve as these systems are developed and fielded.

1.2.5. Small and Unique Munitions Organizational Structure. Some munitions activities cannot meet typical organizational structure due to limited manpower, unique mission or operational requirements. Munitions activities meeting all of the following criteria may apply unique organizational structure outlined in **Figure 1.5.**

1.2.5.1. Criteria for Unique Unit Organizational Structure:

1.2.5.1.1. Have less than 60 authorized personnel.

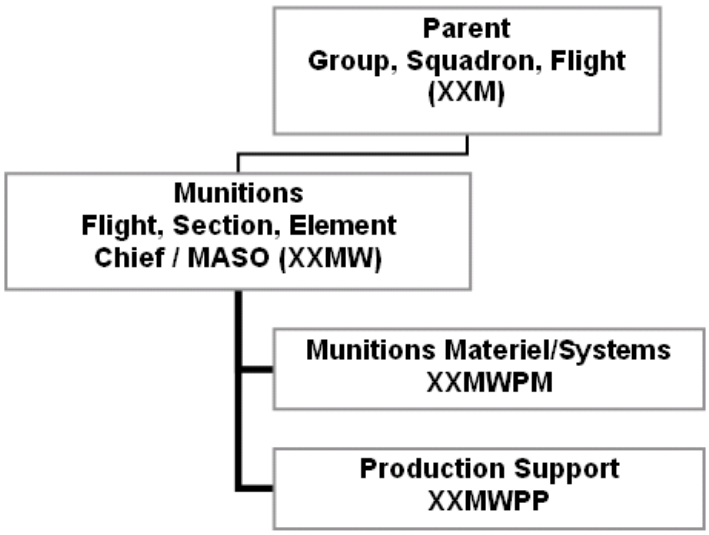
1.2.5.1.2. Aligned directly under a parent group or squadron (FWS, OSS, EMS, MXS, etc.) as a munitions flight, section, or element.

1.2.5.1.3. Provide sole support for munitions activities on an installation or for the parent MAJCOM.

**Figure 1.4. Munitions Flight Organizational Template.**

| OSC | TITLE | LEVEL |
|---|---|---|
| MXMW | CONVENTIONAL MUNITIONS FLIGHT | FLIGHT |
| MXMWP | MUNITIONS PRODUCTION SECTION | SECTION |
| MXMWPA | CONVENTIONAL MAINTENANCE ELEMENT | ELEMENT |
| MXMWPB | LINE DELIVERY ELEMENT | ELEMENT |
| MXMWPC | PRECISION GUIDED MUNITIONS ELEMENT | ELEMENT |
| MXMWPD | MUNITIONS SUPPORT EQUIPMENT ELEMENT | ELEMENT |
| **MXMWM** | **MUNITIONS MATERIEL SECTION** | **SECTION** |
| MXMWMA | MUNITIONS ACCOUNTABILITY ELEMENT | ELEMENT |
| MXMWMB | MUNITIONS INSPECTION ELEMENT | ELEMENT |
| MXMWMC | MUNITIONS STORAGE/HANDLING ELEMENT | ELEMENT |
| **MXMWS** | **MUNITIONS SYSTEMS SECTION** | **SECTION** |
| MXMWSA | MUNITIONS CONTROL ELEMENT | ELEMENT |
| MXMWSB | COMBAT PLANS/TRAINING/MOBILITY | ELEMENT |
| MXMWSC | PLANS & SCHEDULING ELEMENT | ELEMENT |
| MXMWSD | COMBAT AMMUNITION SYSTEM ELEMENT | ELEMENT |

**Figure 1.5. Small and Unique Munitions Organizational Structure:**



## Chapter 2

## RESPONSIBILITIES

### 2.1. Air Staff.

2.1.1. HQ USAF/XOR and ILM:

2.1.1.1. Identify WRM munitions positioning objectives.

2.1.1.2. Co-Chair the Global Asset Positioning (GAP) conference to include the integration of MAJCOM priorities for development of the GAP Munitions Movement Plan (MMP) based on Air Force priorities.

2.1.1.3. Develop GAP policy.

2.1.1.4. Assess USAF capability to meet program objectives.

2.1.1.5. Approve any MAJCOM recommended adjustments to the MMP priorities.

2.1.1.6. Obtain XO and IL approval of the GAP MMP.

2.1.1.7. Approve all uses of Project Code 736, Unprogrammed, and notify HQ AFMC/DRAW for tracking purposes.

2.1.1.8. Co-Chair Munitions Allocation Conference during which munitions are allocated to the MAJCOMs.

2.1.2. ILM is the program element monitor for the Afloat Prepositioning Fleet (APF) program. They justify and defend funding for ship leases and for the maintenance, test, surveillance, inspection and rotation of assets on the APF through the Global Reach-Global Power resource allocation process.

2.1.3. HQ USAF/ILMW:

2.1.3.1. Schedule, chair, and conduct:

2.1.3.1.1. The worldwide munitions manager's conference (ALLMAJCOM) each fiscal year.

2.1.3.1.1.1. An annual 2W0XX Utilization and Training Workshop (U&TW) will be conducted in conjunction with the ALLMAJCOM. Periodically audit formal training courses and recommend changes.

2.1.3.1.1.2. All MAJCOM and Air National Guard (ANG) Munitions Functional Managers are voting members and make up the ALLMAJCOM executive committee and U&TW conferences.

2.1.3.1.2. Co-chairs the annual AF Maintenance and Munitions Advisory Group (AFM/MAG) with HQ USAF/ILMM.

2.1.3.1.3. Will chair an annual Combat Ammunition System (CAS) Functional Requirement Board (FRB).

2.1.3.1.3.1. Purpose. The purpose of the Combat Ammunition System (CAS) Functional Requirement Board (FRB) is to establish work priorities for HQ Standard System Group (HQ SSG) CAS Program Office and approve software configuration changes to CAS. Note: All new Information Technology (IT) requests will be introduced and approved as a

requirement in the Munitions Information Technology Working Group (MITWG) before being brought to the FRB for prioritization.

2.1.3.1.3.2. Membership. The FRB is composed of MAJCOM and Air Logistics Center personnel knowledgeable of CAS and how it relates to their commands' missions. They should have an understanding of how management information system capabilities support the mission. Voting members shall have full authority and responsibility to commit to a corporate position during the FRB meeting.

2.1.3.1.3.2.1. FRB voting members are as follows (each organizations has one vote): HQ ACC/LGWC, HQ AMC/LGMJ, HQ AETC/LGMW, HQ PACAF/LGWX, HQ USAFE/LGW, ANG/LGMW, HQ AFSPC/LGMW, HQ AFRC/LGMW, HQ AFSOC/LGMW, HQ AFMC/DRR-LGW, OO-ALC/WMC, and WR-ALC/LKG

2.1.3.1.3.2.2. FRB non-voting associate members are as follows: HQ SSG/ILW, AAC/WM, AFCOMAC, and 363TRS/TTM.

2.1.3.1.3.2.3. Responsibilities.

2.1.3.1.3.2.3.1. The Chair will:

2.1.3.1.3.2.3.1.1. Make final decisions on the priority of work for the CAS PMO.

2.1.3.1.3.2.3.1.2. Call a meeting by ensuring a message, e-mail or DMS, is sent that will provide 30-days notice.

2.1.3.1.3.2.3.1.3. Approve agenda.

2.1.3.1.3.2.3.1.4. Assign action items and ensure they are completed in a timely manner.

2.1.3.1.3.2.3.1.5. Approve meeting minutes.

2.1.3.1.3.2.3.1.6. Approve observers to attend meeting and participate in FRB functions.

2.1.3.1.3.2.3.2. HQ SSG/ILW will:

2.1.3.1.3.2.3.2.1. Perform cost estimation, tasking evaluation, funding, and implementation review for submitted requirements.

2.1.3.1.3.2.3.2.2. Perform administrative duties.

2.1.3.1.3.2.3.2.3. Host annual meeting, more if required.

2.1.3.1.3.2.3.2.4. Draft message to call the meeting and send to the Chairperson 60 day prior to meeting.

2.1.3.1.3.2.3.2.5. Draft agenda and provide to the Chairperson 45 days prior to the meeting and send approved agenda to members no later than 20 days before the meeting.

2.1.3.1.3.2.3.2.6. Send a list of known requirements for prioritization to all voting members 2 weeks before the meeting.

2.1.3.1.3.2.3.2.7. Draft meeting minutes, send to the Chairperson for approval and post to the CAS web page within 30 days after the FRB adjourns.

2.1.3.1.3.2.3.2.8. Publish meeting minutes once approved.

2.1.3.1.3.2.3.3. Members Will:

2.1.3.1.3.2.3.3.1. Review and prioritize their requirements prior to the meeting.

2.1.3.1.3.2.3.3.2. Respond to action items as tasked

2.1.3.1.3.2.3.3.3. Identify their voting member to the Chairperson at least 10 days before the FRB meeting via message.

2.1.3.1.3.3. Up to two technical representatives may accompany each FRB voting member to the meeting with approval of the Chairperson.

2.1.3.1.3.4. When a member cannot attend a meeting, an email must be sent to HQ USAF/ILMW at least seven days before the meeting, justifying the reason for non-attendance. If the non-attending member does not obtain concurrence from another member to represent their interests, the chairperson will represent the non-attending member.

2.1.3.1.3.5. All Air Force and mission support contract users are represented through their MAJCOM FRB member. For non-Air Force users, the AFMC member shall be their representative.

2.1.3.1.4. HQ USAF/ILMW chairs an annual Maintenance Information Technology Working Group (MITWG) for munitions.

2.1.3.1.4.1. Purpose. The purpose of the MITWG is to:

2.1.3.1.4.1.1. Provide a process through which MAJCOMs bring IT requirements and potential solutions forward for AF approval either as a standard solution or for optional use.

2.1.3.1.4.1.2. Standardize those capabilities supporting key maintenance functions/processes.

2.1.3.1.4.1.3. Provide a forum for exchanging information on IT solutions currently in use, test, or development.

2.1.3.1.4.2. Objective. The objectives of the MITWG are to:

2.1.3.1.4.2.1. Develop fielding plans for IT solutions recommended for AF-wide implementation (to include training and funding requirements).

2.1.3.1.4.2.1.1. Improve the cross-flow of information on IT solutions currently in use, test, or development.

2.1.3.1.4.2.1.2. Reduce the duplication of effort and waste of resources resulting from developing IT solutions that already exist or are in development elsewhere.

2.1.3.1.4.2.1.3. Standardize many of the information technology solutions developed for use within the maintenance community. Our Expeditionary Air Force con-

cept drives us to have standard solutions that can interoperate between organizations.

2.1.3.1.4.2.1.4. Establish a process within the Air Force maintenance communities to bring forward IT solutions for implementation across the Air Force or, at a minimum, sanction those solutions as "Air Force approved" for optional use.

2.1.3.1.4.2.1.5. Share information on IT solutions currently in use or being developed across the Air Force.

2.1.3.1.4.2.1.6. Eliminate/reduce other organizations' pursuit of similar or identical solutions to avoid wasting valuable taxpayer resources on something that has already been or is being developed/tested.

2.1.3.1.4.3. Membership. Voting membership will consist of maintenance information system or policy staff officers from AF/ILMW, ACC, AETC, AFCA, AFMC, AFRC, AFSOC, AFSPC, AMC, ANG, PACAF, and USAFE. Each MAJCOM will have one vote should a vote be required to select a recommendation. MAJCOMs and AFCA may bring base level or functional representatives to help them evaluate technical aspects of a particular solution.

2.1.3.1.4.4. Responsibilities. The HQ USAF/ILMW representative will chair munitions-specific MITWG meetings. MAJCOM representatives will be knowledgeable about the IT solutions they are bringing forward for evaluation, the business processes they support, and the systems with which the solution interacts.

2.1.3.1.4.5. Administration.

2.1.3.1.4.5.1. Any IT solution seeking Air Force approval must be sponsored by a MAJCOM or HQ USAF to be put on the MITWG agenda.

2.1.3.1.4.5.2. Send requests to HQ USAF/ILMW to have proposal placed on MITWG agenda.

2.1.3.1.4.5.3. The system expert will demonstrate the IT solution at the MITWG meeting and bring any supporting metrics or test data to the meeting.

2.1.3.1.4.5.4. Some representative questions that presenters should be prepared to answer are: Is there a requirement for this? Has any other MAJCOM developed a similar solution? What is the cost of the solution? Are you seeking additional funding? What are the benefits to the AF? Is the identified solution proprietary?

2.1.3.1.4.5.5. SSG/ILW will present results of any technical evaluations performed on the solutions being recommended. Each will ensure that any solution selected will be compliant with applicable systems' architecture, security, safety, and interoperability standards. The MITWG will evaluate the solution to determine if any follow-on development, testing, or security certification is required and determine if it should be adopted as an AF standard or approved for optional use. If recommended for AF-wide standard implementation, the MITWG will determine what and how to implement/field. Should the MITWG not reach consensus on what approach to take with a proposed IT solution, a vote will be taken. Each MAJCOM will have one vote. Consensus will apply. In the event of a tie, the chair, AF/ILMM/W, will decide the outcome.

2.1.3.1.4.5.6. The MITWG will typically meet in April/May (more frequently if required), but may be held in concert with other key maintenance IT conferences (Maintenance Information Systems Conference, Functional Requirements Board, etc.). They may also be timed to accommodate presenting recommendations to the Air Force Maintenance/Munitions Advisory Group (AFM/MAG) for acceptance.

2.1.3.1.4.5.7. The MITWG Chairman will submit new IT system proposals to the AFM/MAG for approval. If the group is not meeting soon enough to meet desired timeline, the proposal will be sent to the MAJCOM LGs/SCs for consideration for AF-wide implementation.

2.1.3.2. Act as the functional office of primary responsibility (OPR) for automated accounting systems.

2.1.3.3. Staff the Air Force Combat Support Center (CSC) and guide the Air Force Ammunition Control Point (ACP) and Tactical Missile Control Point (TMCP) during crises and contingencies.

2.1.3.4. Implement DoD policy to the Environmental Protection Agency's (EPA) Military Munitions Rule (MR), dated 1 July 1998.

2.1.3.5. Air Staff point of contact for matters relating to all conventional munitions to include inventory.

2.1.3.6. The primary OPR approval for release of munitions to agencies outside the Air Force.

2.1.3.7. Ensures AFCOMAC mission of providing training to 2W0 personnel is not encroached upon by local, NAF or MAJCOM missions without prior coordination with HQ USAF/ILMW. Chair's AFCOMAC Board of Advisors at annual curriculum review conference. Ensures necessary funds are available for the school. Provides required course direction between reviews.

2.1.4. HQ USAF/XORW:

2.1.4.1. Forecast Standard Air Munitions Package (STAMP) and Standard Tank, Rack, Adapter, and Pylon Package (STRAPP) requirements through OO-ALC/WM.

2.1.4.2. Validate STAMP/STRAPP requirements approved at the GAP Conference. Sends a validation message to address indicator group (AIG) 10121 and publishes the NCAA containing STAMP/STRAPP asset requirements.

2.1.4.3. Air Staff point of contact for matters relating to Air-Intercept-Missile (AIM) and Air-to-Ground Missile (AGM) matters.

2.1.4.4. Develop and publish the Tactical Air Missile Program (TAMP) document.

2.1.4.5. Develop and publish the Non-nuclear Consumables Annual Analysis (NCAA).

2.1.4.6. Chairs Munitions Requirements Conference to validate all Test and Training munitions requirements.

2.1.4.7. Co-Chair Buy Budget Review Conference with HQ USAF/ILSR to address procurement of conventional ground, air-to-ground, Explosive Ordinance Disposal (EOD) munitions, small arms, and associated equipment (excluding missiles).

2.1.5. HQ USAF/XOFX AND HQ AFSFC/SFWC:

2.1.5.1. HQ USAF/XOFX has overall responsibility for programming ground weapons and munitions and associated equipment and providing ground munitions authorizations policy for USAF Active and Air Reserve components.

2.1.5.2. HQ AFSFC/SFWC is the approval authority for out-of-cycle requests. USAF/XOFX and HQ AFSFC/SFWC jointly participate in ground munitions requirements review, allocation, and buy-budget processes.

2.1.6. HQ USAF/ILEV will provide MAJCOMs a list of current AF Thermal Treatment Units (TTU) and their capabilities.

**2.2. Major Commands - General.**

2.2.1. Publish detailed guidance for munitions organizations with specialized/unique missions. The structure of a munitions organization normally consists of a Munitions Squadron or Munitions Flight and is defined in paragraph **1.2.**

2.2.2. Develop command supplements or directives to implement this instruction.

2.2.3. Host a Senior Munitions Managers Conference for all assigned units. This conference allows munitions managers to exchange information and ideas regarding mission accomplishment. It provides an avenue to discuss management and technical issues that impact mission support and could ultimately affect combat readiness. Conference minutes will be recorded and published within 30 days and action items monitored until resolved. Issues that cannot be resolved or affect other commands will be referred to the Annual Product Improvement Working Groups and/or to the ALLMAJCOM conference.

2.2.3.1. Submits an annual schedule (1 Jan through 31 Dec) of all future command conferences, Product Improvement Working Groups, etc., to AAC/WM not later than 1 Dec of the previous year.

2.2.4. Have sole authority to implement options permitted by United States Air Force directives pertaining to conventional munitions.

2.2.5. Establish an In-Progress Inspection (IPI) Program, when required.

2.2.6. Develop command munitions policy for the use of War Reserve Materiel (WRM) and/or training munitions, as applicable. Including:

2.2.6.1. Live and inert munitions/missiles of the same type are not commingled on an aircraft for any purpose. Live munitions/missiles of one type and inert versions of others may be loaded on an aircraft only when considered essential to unit training operations. Ensure air-training missiles mirror the parent tactical missile IAW item Technical Order (T.O.).

2.2.6.2. Munitions will not be electrically tested unless specifically required by the item technical order.

2.2.7. Ensure Precision Guided Munitions (PGM) test equipment under their control is maintained in the highest state of readiness possible to support worldwide contingencies.

2.2.8. Review and forward Air Force Technical Order (AFTO) Form 22, **Technical Order Improvement Report and Reply**, to all MAJCOMs for coordination before submitting to the Air Logistics

Center (ALC), on T.O.s. when concurrence is not uniform, HQ USAF/ILMW will make the final determination:

2.2.8.1. 11A-1-10, *Munitions Serviceability Procedures.*

2.2.8.2. 11A-1-63, *Munitions Assembly Procedures*.

2.2.8.3. 11-1-38, *Positioning and Tie Down Procedures - Non-nuclear Munitions.*

2.2.8.4. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data.*

2.2.8.5. 21M-1-101, *Reliability Asset Monitoring System.*

2.2.8.6. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*.

2.2.9. All MAJCOM, AFRC, and ANG Munitions Functional Managers are voting members for consensus decisions and make up the ALLMAJCOM executive committee and U&TW conferences.

2.2.9.1. Functional Managers (FM) will provide representatives to working groups established by the AFM/MAG.

2.2.10. Perform staff field visits to ensure units are adequately organized and staffed.

2.2.10.1. Develop a command inspection checklist on all munitions functions for use during staff visits.

2.2.11. Review all munitions outsourcing documents to ensure minimum requirements are identified for proposed and renewed munitions activities contracted units.

2.2.11.1. Establish minimum surveillance requirements for all contracted munitions activities.

2.2.11.2. Munitions staffs will determine experience levels and grade restrictions for Quality Assurance Evaluators for all contracted munitions activities.

2.2.12. Develop and submit budget requirements for second destination transportation (SDT) funds to support movement of munitions to HQ AFMC/DRA by 1 March.

2.2.13. Ensure no one releases munitions and explosives items to agencies or individuals outside the Air Force without prior approval from HQ USAF/ ILMW.

2.2.14. Coordinate requests for Stock Record Account Number (SRAN/DoDAAC) additions, deletions, and changes.

2.2.15. Send requests to OO-ALC/WM to add complete round codes to the Air Force standard munitions configuration table in the complete round dictionary (CRD).

2.2.16. Review munitions availability and allocation forecast to develop a call-forward schedule according to mission planning, storage capacity, and munitions requirements.

2.2.17. Coordinate with gaining forces to validate requirements, store and preposition materiel, prepare for activation of deployed location, and deployment.

2.2.18. May establish theater STAMP and STRAPP-type programs.

2.2.19. During GAP conference:

2.2.19.1. Provide command stockpile status to include storage capability limitations, concerns, vision and overall health of the stockpile.

2.2.19.2. Determine positioning of theater in-place stocks.

2.2.19.3. Provide movement priorities.

2.2.19.4. Provide forecast of intra-command realignments for Peacetime Operating (PTO) munitions.

2.2.20. Screen requisitions to ensure only approved GAP MMP are forwarded to item managers.

2.2.21. Obtain prior approval from HQ USAF/XORW for use of Project Code 736, Unprogrammed.

2.2.22. Provide costing data for Outside the Continental United States (OCONUS) port handling and theater realignments to HQ AFMC/DRAW.

2.2.23. Ensure all subordinate bases establish and maintain stock levels consistent with the current command and AF positioning objective.

2.2.23.1. Ensure bases are not requisitioning more than their allocations.

2.2.23.2. Redistribute excesses within the commands total allocations.

2.2.23.3. Reconcile base and command balances.

2.2.24. Establish or waive inventory months.

2.2.25. Act as the command WRM Commodity Manager for WRM munitions.

2.2.25.1. Validate and coordinate on publication of the munitions War Consumables Distribution Objective (WCDO) or similar document.

2.2.25.2. Notify units of changes in allocations approved by Air Staff.

2.2.25.3. Ensure all bases and activities authorized WRM munitions, including tactical missiles, and CAT B mobility munitions, load WRM authorizations and levels using the master National Stock Number (NSN).

2.2.25.4. Monitor the management of WRM munitions maintenance and handling equipment. Ensure all mission essential equipment levels are published in applicable allowance sources.

2.2.26. Develop and manage the command Program Element Code (PEC) 28030 budget.

2.2.26.1. Develop planning, programming, and implementation actions.

2.2.26.2. Budget for MAJCOM Inspection and CAS training courses.

2.2.26.3. Budget for any command-directed relocation or resizing of CAS activities.

2.2.27. Assist with the development and improvement of training courses and materials.

2.2.27.1. Audit formal training courses and recommend changes.

2.2.28. Provide the CAS Program Management Office (PMO) with personnel as needed to help develop and evaluate requirements and to test and validate software.

2.2.29. Determine and establish procedures and training for Emergency Destruction of Materiel (EDM) when required.

**2.3. HQ Air Force Materiel Command (AFMC).**

2.3.1. Establish the Ogden Air Logistics Center (OO-ALC)/WM and Warner Robbins Air Logistics Center (WR-ALC)/LKG as distinct operational entities. Maintain, equip, and staff these functions with munitions and transportation personnel.

2.3.2. Ensure worldwide non-nuclear munitions asset visibility.

2.3.3. Implement GAP strategy and policy and manages PACER AMMO.

2.3.3.1. Host the GAP conference.

2.3.3.2. Conduct annual sustainability assessments.

2.3.3.3. Assess capability to execute GAP decisions.

2.3.3.4. Designate executing agents responsible for APF, STAMP/STRAPP and CONUS depot storage programs.

2.3.3.5. During the GAP Conference, in coordination with USAF/ILMW and XORW, integrate MAJCOM movement priorities based on XORW-provided Air Force priorities into the GAP MMP.

2.3.3.6. In coordination with OCONUS commands, cost out MMP funding requirements and advocate requirements through the budgetary process.

2.3.3.7. Advise MAJCOMs and Centers of funds availability and which MMP movements are authorized to execute.

2.3.3.8. Provide PACER AMMO status report to MAJCOMs, at AFMLSG and annual GAP Conference.

2.3.3.9. Develop and coordinate policy guidance and revisions as required.

2.3.3.10. Track all munitions movements by project code using transportation tracking automated system and CAS data.

2.3.3.11. Monitor shipments using the “Unprogrammed” project code 736.

2.3.3.12. Provide personnel to perform maintenance, inspections and asset rotation for the APF program.

2.3.3.13. Provide funding and Munitions Systems Specialists (Air Force Specialty Code 2W0X1) personnel for deployable port teams in support of the APF program.

2.3.3.14. Forecast requirements to HQ USAF/ILM and ILP for funding to perform APF maintenance, inspections and asset rotation during crossloads to meet annual program objective memorandum and budget estimate submission cycle.

2.3.4. Develop a long-term master demilitarization and disposition plan for the USAF.

2.3.5. The Air Armament Center (AAC/WM) at Eglin AFB is the gate keeper for the annual AMMO conference schedule. AAC/WM will:

2.3.5.1. Collect annual schedules from air staff, MAJCOMs, ALCs, and CAS PMO.

2.3.5.2. Review all events and publish a tentative combined schedule for user review and changes. Changes will be made as needed and a final annual AMMO Conference schedule will be

published on 1 Jan of each. Schedule will be sent to all users or will be posted to the AAC/WM webpage.

**2.4. Air Logistics Centers.**

2.4.1. Host Product Improvement Working Groups (PIWG) for assigned weapons systems.

2.4.1.1. Submits an annual schedule (1 Jan through 31 Dec) of all future conferences, Product Improvement Working Groups, GAP, etc., to AAC/WM not later than 1 Dec of each year.

2.4.2. In coordination with all MAJCOM munitions staff, OO-ALC/WM, WR-ALC/LKG, and OC-ALC:

2.4.2.1. Manage and maintain worldwide visibility of the munitions stockpile. Take action to place all munitions items indicative data in CAS.

2.4.2.2. Have worldwide responsibility for inventory management of munitions assets.

2.4.2.3. Develop technical standards for munitions storage, maintenance, handling, surveillance, and disposition.

2.4.2.4. Plan for time-phased munitions sourcing and movements to support the execution of operational plan (OPLAN).

2.4.2.5. Plan for munitions resupply support. Provide copies of the final plan to affected storage, transportation and executing commands.

2.4.2.6. Inspect munitions items suspected as unserviceable or defective and order suspension, disposition or release actions depending on materiel condition.

2.4.2.7. Level munitions inventories among MAJCOMs after coordinating with HQ USAF/XO/IL.

2.4.2.8. Inspect suspected defective items and publishes Time Compliance Technical Orders (TCTO) to resolve potential problems.

2.4.2.9. Manage Foreign Military Sales (FMS) cases.

2.4.3. OO-ALC/WM (USAF Ammunition Control Point (ACP)).

2.4.3.1. Control STAMP and STRAPP, munitions and Afloat Preposition Fleet (APF) accounts.

2.4.3.2. Establish procedures and functions to maintain critical data, such as the standard USAF Munitions Complete Round Dictionary (CRD), base information file (BIF), explosive safety information, Indicative Data Record (IDR), Reportable Item Master File (RIMF), or any other indicative information.

2.4.3.3. Provide management information for the mandatory P-series documents that various planning, programming, and budgeting system (PPBS) activities use.

2.4.3.4. Lead ALC for developing depot level automated munitions systems:

2.4.3.4.1. Act as focal point and database manager.

2.4.3.4.2. Coordinate with WR-ALC/LKG and OC-ALC/WM to ensure integrity of the automated munitions systems database.

2.4.3.4.3. Publish and send instructions and guidance for requirements forecasts to MAJCOMs and other functional offices of primary responsibility.

2.4.3.4.4. Collect, aggregate and control automated munitions systems and theater allocation buy-budget system (TABBS) database.

2.4.3.5. Optimize and allocate stockpiles with the Air Staff munitions OPR.

2.4.3.6. Prepare the P-series documents for the buy-budget process.

2.4.3.7. Produce, publish and disseminate TABBS output products and the Detailed Logistics Allocation Report (DLAR).

2.4.3.8. Oversee matters for AGM-65, AGM-84 and AGM-130 and maintains these missile items in the Air Force reporting system including DoD identification codes (DoDIC), tonnage and pricing.

2.4.3.9. Develop the initial DLAR for MAJCOMs to use in determining their positioning objectives based on results of the Allocation Conference.

2.4.3.10. Lead DLAR workshops in integrating command positioning objectives for air-to-ground and ground munitions.

2.4.3.11. Enter complete round munitions data in the CRD, when HQ USAF/XOOC notifies their intention to use the data to develop Air Force requirements and munitions, or certify flight tests.

2.4.3.12. Provide quarterly status reports to commands and HQ AFMC/DRAW on all munitions movements.

2.4.3.13. Provide historical data for funding “must pay” category of PACER AMMO.

2.4.3.14. Establish Locally Assigned Ammunition Reporting Code (LAARC) numbers.

2.4.3.15. Represent the Air Force in periodic meetings with the Single Manager for Conventional Munitions (SMCA).

2.4.3.16. Maintain a Munitions Rapid Response Team to respond to and investigate munitions incidents and accidents worldwide.

2.4.3.16.1. The Munitions Rapid Response Team supports Air Force units throughout the world anytime a munitions incident occurs.

2.4.3.16.1.1. This team is made up of experts (engineers, equipment specialists, program managers and safety personnel) from the conventional weapons and munitions programs and can respond within 24 to 48 hours to assist in determining the cause of a failure.

2.4.3.16.1.2. If a unit has an incident, it is important to preserve the evidence to the maximum extent allowable by operational requirements and safety. An example would be segregating an aircraft gun versus destroying it if it poses no immediate danger. This allows the team to evaluate all the evidence and recreate the problem.

2.4.3.16.2. The team can be reached at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO, or the Hill AFB Command Post at 777-3007. Additional information about the team can be found in AFI 91-204 Chapter 3, *Safety Investigations and Reports*.

2.4.3.17. Activate the OO-ALC/WM Crisis Action Team to respond rapidly with munitions logistic support during crisis, emergency or wartime operations:

2.4.3.17.1. Develop and maintains written procedures to provide munitions support during crisis, emergency, and contingencies.

2.4.3.17.2. Re-supply combat units, as directed.

2.4.3.18. Establish the APF Management Team to develop and implement an on-board asset test and surveillance inspection plan using results from previous maintenance, inspections and rotation schedule for use during crossloads.

2.4.4. WR-ALC/LKG.

2.4.4.1. Distribute tactical missiles based on HQ USAF guidance or combat demands from affected MAJCOMs.

2.4.4.2. Maintain configuration management for all-up-round munitions (e.g., tactical missiles, etc.), and provides a maintenance tracking system for the weapons life-cycle.

2.4.4.3. Oversee Air-Intercept-Missile (AIM) and Air-to-Ground Missile (AGM) matters, except for AGM-65, AGM-84 and AGM-130.

2.4.4.4. Maintain missile items (except AGM-65, AGM-84 and AGM-130) in the Air Force reporting system including DoDIC, tonnage and pricing.

2.4.4.5. Work with HQ SSG/ILW to develop software specifications, program interactions, and establish hardware requirements.

2.4.4.6. Jointly, with OO-ALC/WM, ensure AGM assets managed by WR-ALC/LKG are incorporated into the TABBS database.

2.4.4.7. Provide technical orders and data, supply support, test equipment, training, and training devices.

2.4.4.8. Host annual Tactical Air Missile Program (TAMP) conference, gather requirements, distribute assets according to allocations:

2.4.4.8.1. Publish the annual tactical missile redistribution plan based on the HQ USAF-approved TAMP.

2.4.4.8.2. Develop TAMP allocations for presentation at the GAP Conference to meet TAMP positioning objectives.

2.4.4.8.3. Host the missile PIWG and Tactical Munitions Records System (TMRS) steering group in conjunction with the TAMP.

2.4.4.9. Provide shipping information to HQ AFMC/DRAW for all WR-ALC managed weapons systems to be included in PACER AMMO quarterly status reports.

2.4.4.10. Provide historical data for funding “must pay” category of PACER AMMO.

2.4.4.11. Coordinate with OO-ALC/WM to ensure TAMP data is included in the quarterly status reports.

2.4.4.12. Provide missile CRD to OO-ALC/WM.

2.4.4.13. Validate accuracy and technical content of the CRD and component related data elements maintained by OO-ALC/WM.

2.4.4.14. Provide new missile configurations, including standard and NCAA weapon codes, in the CRD as soon as the identity of a proposed weapon becomes known.

2.4.4.15. Activate the TMCP as required during contingencies. Controls critical air-to-air missile stocks during peacetime and provides direct munitions logistics command and control (C2) resources to HQ USAF in wartime and during contingencies:

2.4.4.15.1. Develop and maintains written procedures to provide missile support during crisis, emergency and contingencies.

2.4.4.15.2. Re-supply combat units, as directed.

2.4.4.16. Provide MAJCOMs with standards for storing, handling, observing and inspecting AIM and AGM tactical missiles and components as developed by the PMO.

2.4.4.16.1. Inspect suspected defective missiles and components and publishes TCTOs to resolve potential problems.

2.4.4.16.2. Coordinate with item managers on criteria for explosive components, to include budgeting for these programs.

2.4.4.16.3. Establish and maintain a depot repair and disposition program for AIM and AGM assigned missiles and related components.

**2.5. HQ Air Education and Training Command (AETC)** (executing agent 363rd Training Squadron).

2.5.1. Establish specialty training standards, Career Development Courses (CDCs) and other training material based on requirements established by the 2W0XX U&TW.

2.5.2. Coordinate drafts and final training products with HQ USAF/ILMW and MAJCOM 2W0XX Functional Managers.

2.5.3. DELETED.

2.5.4. DELETED.

2.5.4.1. DELETED.

2.5.4.2. DELETED

2.5.4.3. DELETED

**2.6. HQ Standard Systems Group (SSG).**

2.6.1. The CAS PMO is responsible for the sustainment of CAS.

2.6.1.1. Act as the functional OPR for development of automated munitions accounting systems.

2.6.1.1.1. Develop direct on-line interfaces between automated munitions accounting systems to achieve seamless, joint communications within the munitions community.

2.6.1.1.2. Perform or assist in integrated systems and operational testing of software.

2.6.1.1.3. In collaboration with all MAJCOMs, test automated munitions systems and trains personnel.

2.6.1.2. Control the overall CAS program

2.6.1.3. Procure all components and features for CAS.

2.6.1.4. Plan, program and develop budgets for CAS including standard AF hardware, design support, software maintenance, allied support, and any necessary fee for service requirements.

2.6.1.5. Plan, program and budget for automated follow on systems for all levels of CAS.

2.6.1.6. Produce a weekly Trouble Call Trend Analysis. Reports will be posted on the CAS webpage.

2.6.1.7. Produce a quarterly Trouble Call Analysis for the Quarterly Program Management Review (PMR).

2.6.2. Prepare and submit CAS Acquisition Program Baseline (APB) document, summarizing CAS program requirements.

2.6.2.1. Identify the key parameters, concepts, numbers and dates which constitute agreement among the implementing, operating, supporting, and other participating commands for program requirements.

2.6.2.2. Coordinate the APB and any changes to it with ALL MAJCOM and HQ USAF/ILMW before getting approval from AFPEO/IM and the Service Acquisition Executive (SAE).

2.6.2.3. Obtain approval from the Designated Approval Authority (DAA) at the appropriate levels to operate CAS.

2.6.2.4. Prepare, coordinate, approve and distribute the CAS Program Management Plan and any needed attachments.

2.6.2.5. Establish procedures to develop, maintain, and control life-cycle documentation.

2.6.3. Provide contracting support for purchasing hardware and enhancements to the CAS. Includes:

2.6.3.1. Integrate and order hardware.

2.6.3.2. Establish and maintain delivery schedules.

2.6.3.3. Install hardware where there is no installation contractor.

2.6.3.4. Perform hardware acceptance tests.

2.6.4. Schedule and manage all CAS facility preparation, hardware installation and software implementation and conversion efforts.

2.6.4.1. Assist CAS locations when they need to relocate resize or deactivate.

2.6.4.2. Provide technical support and personnel to implement CAS at all levels, including field implementation, experts and team members, and computer programmers for all command software implementation and conversion.

2.6.4.3. Plan and program for the engineering and installation of required communications equipment, transmission media, and interface systems to connect long-haul communications networks up to commercially-provided or contractor-furnished telecommunication lines:

2.6.4.3.1. Perform pre-installation site surveys for communications cryptological devices, AF Emission Security Program (EMSEC), environmental, facilities, modifications and support requirements.

2.6.4.4. Advise operating commands of requirements.

2.6.4.5. Centrally control and effect CAS registrations for connectivity and coordinates affected agencies to develop a mutually satisfactory implementation schedule.

2.6.4.6. Identify funding for connectivity network costs to appropriate agencies, based on connectivity between the host and the satellite.

2.6.5. Support the FRB actions. Participate in and advise the AFMLSG and FRB.

2.6.6. Formalize CAS sizing data and allow for identified growth in coordination with the FRB and appropriate technical working groups.

2.6.7. Manage, conduct and report Qualification, Test and Evaluation (QT&E) as outlined in the Test and Evaluation Master Plan (TEMP).

2.6.7.1. Establish and chair a Test Planning Working Group (TPWG) and direct its activities.

2.6.7.2. Test systems integration and field operations.

2.6.8. Make sure that all CAS component systems are integrated, interactive and interoperable to help achieve a complete command and control entity for munitions.

2.6.8.1. Integrate CAS into one complete munitions system, to include contractor-developed software as specified by the program manager.

2.6.8.2. Initiate data system memorandums of agreement (MOA) or Software Interface Control Documents, and Interface Requirements Specifications (IRS) within CAS and other external data systems covering data exchange standards, communication standards, configuration control, and any other areas that will ensure synchronization between programs.

2.6.8.3. Support the development of interfaces (air gap and electronics) between CAS and other systems, which must exchange data efficiently.

2.6.8.4. Facilitate and maintain external interfaces as dictated by functionally approved requirements.

2.6.9. Prepare a security plan and a detailed schedule of all actions required to obtain accreditation.

2.6.9.1. Consult with Air Force Intelligence Command to determine the communications and computer systems security requirements, communications security (COMSEC) equipment requirements, security safeguards and initial entries in the applicable tables of allowance.

2.6.10. Establish automated configuration management procedures, which implements systematic identification, change control and status accounting of the system.

2.6.11. Chair the CAS Configuration Control Board.

2.6.12. Manage central funds by establishing procedures to determine and track program costs and resolve funding issues.

2.6.12.1. Report status of planned activities in terms of cost, schedule and technical performance.

2.6.12.2. Provide cost analyses, budget estimates, targets and comparison reports for equipment or software changes, established schedules, mission deviations, base closures relocation or downsizing of base operations, or directed baseline changes.

2.6.13. Submits an annual schedule (1 Jan through 31 Dec) of all future conferences, Product Improvement Working Groups, FRBs, etc, to AAC/WM not later than 1 Dec of each year.

**2.7. Base/Unit.**

2.7.1. Bases and stations must operate munitions inventory management accounts according to established procedures. All individuals and organizations physically controlling, possessing, storing, and maintaining munitions must control, protect, and account for these resources until expended, consumed, or removed from Air Force stock.

2.7.2. Installation Commander:

2.7.2.1. Ensures the MASO is appointed IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*.

2.7.2.2. Ensures key and lock custodians are appointed IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.*

2.7.3. The Maintenance Group Commander (MXG/CC) or equivalent ensures munitions organizations:

2.7.3.1. Publish a wing level publications to establish local munitions accountability procedures. As a minimum, procedures will address:

2.7.3.1.1. Designation of responsibilities of the Munitions Flight, Weapons Flight, account custodians and maintenance operations.

2.7.3.1.2. Accounting and controlling munitions loaded in or on aircraft, including impulse cartridges.

2.7.3.1.3. Agreement on document flow and scheduling.

2.7.3.1.4. Maintaining loading support documentation.

2.7.3.1.5. Reconciliation of munitions daily.

2.7.3.1.6. Tracking and verification of munitions expenditures.

2.7.3.1.7. Specifying actual time of reconciliation and points of contact.

2.7.3.1.8. Reconciliation of deliveries to and from the flight line.

2.7.3.1.9. Accounting for safing devices.

2.7.3.1.10. Controlling expended brass and munitions residue. These assets will be treated as explosive until certified.

2.7.3.1.11. Managing expended munitions.

2.7.3.1.12. Providing adequate control and security.

2.7.3.1.13. Performance of daily and weekly inventories.

2.7.3.1.14. Operations under peacetime, wartime and contingency conditions.

2.7.3.1.15. Management of impulse cartridges.

2.7.3.1.16. Collection and recording of flight hours of munitions loaded in/on aircraft for input into TMRS/RAMS database (if applicable).

2.7.3.2. Establish procedures to manage the cartridge actuated device/propellant actuated device (CAD/PAD) time change requirements forecast IAW T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items.*

2.7.3.2.1. Ensure timely and accurate processing of replacement requests.

2.7.3.2.2. Define functional responsibilities between maintenance activities and the MASO.

2.7.3.3. Enusre MASOs establish Munitions Accountability Customer procedures. As a minimum, include procedures for:

2.7.3.3.1. Maintenance storage, issue and turn-in.

2.7.3.3.2. Responsibility to monitor shelf and service life.

2.7.3.3.3. Responsibility to maintain original packaging for issued munitions.

2.7.3.3.4. Responsibility to maintain munitions in original packing except for assets in use.

2.7.3.3.5. Establishing and maintaining account jacket folder.

2.7.3.3.6. Inventory, account management, and expenditure validation.

2.7.3.3.7. Supporting documentation and management products.

2.7.3.3.8. Requirements forecasting and disposition.

2.7.3.3.9. Expended brass, munitions residue, and the munitions recyclable sales program and forms.

2.7.3.3.10. Loss/Damage reporting processes.

2.7.3.3.11. Mobility.

2.7.3.3.12. Courtesy storage requirements.

2.7.3.3.13. Security and handling.

2.7.3.3.14. Transportation (on/off base).

2.7.3.3.15. Suspended and restricted stocks.

2.7.3.3.16. After-hours support.

2.7.3.3.17. Unique local requirements.

2.7.3.3.18. Munitions user briefings and training.

2.7.3.3.19. Lot number integrity program.

2.7.3.3.20. Category D (Peacetime Consumables) bits and pieces use, storage, inventory, replenishment, and disposition.

2.7.3.3.21. Ensure the Rapid Response Team is notified IAW paragraph 2.4.3.15.2. for accidents or incidents involving Air Force munitions/missiles or Air Force aircraft egress systems.

2.7.4. The Organization or Unit Commander (using commander) will:

2.7.4.1. Ensure munitions are not released to agencies or individuals outside the USAF.

2.7.4.2. Manage property in use or in storage at activities they command.

2.7.4.3. Be responsible for munitions received by their organization and sign the AF Form 68, **Munitions Authorization Record**.

2.7.4.4. Obtain explosive safety license for types and quantities of munitions stored outside the munitions storage area, as necessary.

2.7.4.5. Provide accurate and timely forecasting, adequate storage, proper security and control, and custodial responsibility for all munitions items (including OO-ALC/WM managed Commercial off the Shelf (COTS) munitions) that your organization receives.

2.7.4.6. Submit munitions forecast requirements to the MASO or MAJCOM Munitions User Functional Manager (MUFM) as directed by MAJCOM munitions staff.

2.7.4.7. Ensure allocations are not exceeded:

2.7.4.7.1. Ensure allocations given for mobility and Officer Arming Programs are issued and prepared in a mobility configuration if required. Ensure training allocations are fully utilized or are promptly returned to the MASO for return to the MAJCOM MUFM for redistribution.

2.7.4.8. Obtain or provide transportation to pick up and deliver required munitions to and from the munitions storage area (MSA).

2.7.4.9. Ensure departing personnel transfer munitions accountability to a new custodian or turn in all munitions and explosives to the MASO at least 45 days before release from duty.

2.7.4.10. Immediately screen and remove on-hand/installed munitions items, when notified of suspended or restricted munitions and take appropriate turn-in action.

2.7.4.11. Ensure timely completion of custody account inventories and sign the inventory listings.

2.7.4.12. Ensure timely reports are submitted for any theft, suspected theft, loss, or destruction of a munitions item (through other than fair wear and tear, authorized expenditure, installation or disposal), to the MASO and applicable authority. Report losses whether assets are in transit, in storage, or issued to an organization or individual for custody or consumption.

2.7.4.13. Ensure the turn in of munitions residue, packaging, and containers to the Munitions Flight for certification or disposition.

2.7.4.14. Initiate a formal courtesy storage agreement with the munitions storage activity when such storage is required

**2.8. Squadron Commander (or equivalent).** The squadron commander performs command functions out-lined by public law, AFI 21-101, *Maintenance Management of Aircraft* and instructions common to all Air Force squadron commanders. He or she is responsible to the respective group commanders for overall squadron management. In addition, the squadron commander will:

2.8.1. Ensure munitions facilities sited for explosives storage, inspection, and maintenance are used for their intended purpose.

2.8.1.1. If munitions structures are going to be used for other than their intended purpose, forward deviation requests to MAJCOM for consideration. Refer to AFI 32-9002, *Use of Real Property Facilities* for additional guidance.

2.8.2. Appoint the Munitions Flight Chief (2WXXX), based on the candidate's qualifications, experience, management skills and technical knowledge.

2.8.2.1. Advise the Munitions Flight Chief of their role in meeting squadron objectives and delegates the needed authority.

2.8.3. Ensure supervisors enforce the requirements in Air Force Manual (AFMAN) 91-201, *Explosives Safety Standards.*

2.8.4. Ensure the MASO is appointed IAW AFI 23-111, *Management of Government Property in Possession of the Air Force.*

2.8.5. Review, sign and return munitions inventory result letters to MASO within 15 days of receipt.

2.8.6. Ensure the Munitions Flight has sufficient SIPRNET and NIPRNET capability.. Additionally, ensure computer equipment run the following software applications::

2.8.6.1. Tactical Munitions Reporting System (TMRS).

2.8.6.2. Combat Ammunition System.

2.8.6.3. Munitions Control 2000 (MC2K).

2.8.6.4. Automatic Identification Technology (AIT).

2.8.6.5. Digitized technical data.

2.8.6.6. Core Automated Maintenance System (CAMS)/GO81.

2.8.7. Ensure an intrusion detection system (IDS) is installed in permanent facilities when required to store munitions IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.*

2.8.7.1. When IDS is not available, protect munitions as outlined in AFI 31-101, *The Air Force Physical Security Program.*

2.8.8. Ensure munitions personnel practice sound maintenance, supply discipline and financial management.

2.8.9. Review Emergency War Orders (EWO) and mobility, contingency, and exercise plans that affect the unit.

2.8.10. Appoint system administrators (SA), computer system security officers (CSSO), and system operators (SO).

2.8.11. Review applicable host tenant support agreements, inter-service support agreements and MOA.

2.8.12. Route all 2W031 technical training Graduate Assessment Surveys (GAS), Field Evaluation Questionnaires (FEQ) and AETC Form 156, **Student Training Report** to the munitions flight chief.

2.8.13. Ensure all upgrade training requirements listed in the **AFSC 2W0X1 Munitions Systems Career Field Education and Training Plan** (CFETP) and the flight master training list are met prior to upgrade approval.

2.8.14. **(Munitions Squadrons Only) Munitions Operations Officer/Superintendent Responsibilities.** The MUNS Operations Officer is responsible to the Squadron Commander for overall management of the wing munitions maintenance production and support and provides broad policy and guidance to all MUNS activities. The Munitions Operations Officer, assisted by the Munitions Superintendent, manages the resources to accomplish the workload and mission.

2.8.14.1. The Munitions Operations Officer is typically a 21M Munitions Officer and the Munitions Superintendent is typically a CEM in AFS 2W0, 2W1, 2W2, or 2M0. If manning allows, munitions superintendent responsibilities may be distributed among various 2W/2M CEM codes. The Munitions Operations officer:

2.8.14.1.1. Designates Flight Chiefs. The best-qualified personnel are selected within the constraints of AFMAN 36-2108, *Airman Classification.*

2.8.14.1.2. Coordinates manning requirements with Flight Chiefs to best meet mission requirements, develop and execute plans that balance grade, skill level and experience of AFSC 2W/2M resources. Ensures personnel are rotated, as necessary, to enhance individual experience and knowledge. The Munitions 2W000 CEM performs Functional Manager duties for all base/wing AFSC 2W0X1 personnel.

2.8.14.1.3. Ensures the unit manning document (UMD) mirrors the approved organizational structure.

2.8.14.1.4. Coordinates permanent change of assignment (PCA) actions. Ensures required documentation is completed and submitted. Ensures the squadron commander and squadron administration is briefed on all pending PCA actions.

2.8.14.1.5. Distributes projected gain/loss lists and maintenance manpower requests (MMR) to all sections and establishes a suspense for updates.

2.8.14.1.6. Advises the Squadron Commander on resource constraints and limitations that may impact unit readiness and capability.

2.8.14.1.7. Ensures appropriate reporting methods (ART/SORTS) are utilized and accurately reflect capability limitations.

2.8.14.1.8. Upchannels any factors that limit their capability to receive, inspect and store their munitions requirements to the MAJCOM. Examples include communication, manpower and infrastructure deficiencies.

2.8.14.1.9. Informs the squadron commander, group commander, and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected.

2.8.14.1.10. Monitors status and availability of critically short munitions items that might impair the mission.

2.8.14.1.11. Compiles a list of tasks requiring in-process inspections (IPIs) to be included in the Group IPI list.

2.8.14.1.12. Reviews and approves monthly/quarterly/weekly scheduling inputs from flights/sections and forwards to the Plans and Scheduling section for consolidation and implementation.

2.8.14.1.13. When requested by QA, appoints QA augmentees.

2.8.14.1.14. Ensures procedures exist between the Munitions Flight and Weapons Standardization (WS) for required weapons loading support actions.

2.8.14.1.15. Approves and forwards local manufacture requests and ensures control and inspection of LME.

2.8.14.1.16. Appoints production inspectors and approves the Special Certification Roster (SCR).

2.8.14.1.17. Appoints a squadron land mobile radio manager, if applicable.

2.8.14.1.18. Ensures MMHE accountability and control requirements are met IAW AFI 21-103.

2.8.14.1.19. Oversees and implements self-inspection programs.

2.8.14.1.20. Establishes requirements for vehicles and support equipment and ensure procedures for operation and maintenance are enforced.

2.8.14.1.21. Reviews DOC Statements, Unit Committed Munitions List (UCML) and O-Plans. Coordinates changes with the weapons and tactics function and weapons standardization.

2.8.14.1.22. In the event of an explosive or munitions mishap or incident, notifies MAJCOM munitions staff.

2.8.14.1.22.1. If the mishap is caused by the malfunctioning of a munitions item (live or inert), also notify OO-ALC/WM's Munitions Rapid Response Team at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO.

2.8.14.1.23. Develops written entry control procedures for the MSA IAW AFI 31-101, *The Air Force Physical Security Program,* and DoD 5100.76-M.

2.8.14.1.23.1. Ensure procedures contain requirements for all entry control activities, including inspections, increased Force Protection Condition duties, random antiterrorism measures, and random vehicle and personnel searches during MSA entry and exit, as established by the Wing Resource Protection Council and the servicing Security Forces Organization.

2.8.14.1.24. In coordination with QA, ensures a viable quality assurance program is implemented as outlined in AFI 21-101, **Chapter 5** and this instruction.

2.8.14.1.25. Reviews QA and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes.

2.8.14.1.26. Reviews/updates flight IPI requirements listing as required. Route through the squadron maintenance officer/maintenance supervision for consolidation and group commander approval. Forward to QA for review, standardization and publication.

2.8.14.1.27. Promotes a MUNS Recognition Program, recognizing exceptional performers in the airman and NCO ranks, coinciding with local recognition programs. Be familiar with annual awards and recognition programs IAW AFI 36-2818 (for example Lt. General Leo Marquez Outstanding Munitions Maintenance Technician). Prestige of the award should be enhanced with meaningful incentives.

**2.9. Munitions Flight Commander/OIC/Chief** . Responsible to the squadron commander for munitions maintenance management. Responsible for the overall management of the wing munitions support and provides broad policy guidance to the Munitions Flight. Scope of the responsibility concentrates on the safe, secure, and efficient use of personnel and materiel resources, while maintaining the highest degree of munitions capability and accountability in accordance with all governing standards. The ultimate goal is upholding a combat readiness capability commensurate with mission tasking. In addition the Flight Commander/OIC/Chief will:

2.9.1. Resources and Readiness. All planning actions and resource management must be centered upon establishing and maintaining optimum readiness in accordance with overall wing mission. A spirit of team support and cooperation is essential in Joint Service and allied operations, provided it is in accordance with established memorandums of understanding and inter-service support agreements. Refer to Air Force Joint Instruction (AFJI) 21-211, *Emergency Munitions Support for Joint Operations* for emergency munitions support to other agencies. Coordination with the MAJCOM munitions staff is required for such actions.

2.9.1.1. Monitor shift manning, distribution of supervision, equipment requirements and make necessary adjustments.

2.9.1.1.1. Inform the squadron commander of imbalances between authorizations and number of personnel assigned or between authorized and assigned skill levels or grades.

2.9.1.1.2. Ensure shift scheduling considers additional duties, leaves, training and work details to provide maximum capability and minimize work force degradation.

2.9.1.1.3. Review and evaluate management and production reports. Start management actions to meet new workloads or corrects deficiencies identified in these reports.

2.9.1.2. Provide guidance to subordinate supervisors for work force management.

2.9.1.3. Select the Production, Materiel and Systems Superintendents and element chiefs.

2.9.1.4. Appoint the Senior Munitions Inspector and qualified munitions inspectors in writing. After appointment, the Munitions Flight Chief must ensure Special Experience Identifier (SEI) 836 is awarded to all qualified munitions inspectors.

2.9.1.5. Ensure all individuals receiving Explosive Safety formal training and meet all qualifications are awarded SEI 375.

2.9.1.6. Manage the munitions special certification roster (SCR) IAW AFI 21-101. Ensures a current copy of the SCR is taken on all deployments.

2.9.1.6.1. Certified munitions inspectors are not placed on the SCR solely for the purpose of signing condition tags. Munitions personnel authorized to clear Red X conditions IAW T.O. 00-20-5 are listed on the SCR.

2.9.1.7. The munitions flight chief is the Wing's Functional Manager for all 2W0 AFS issues and is responsible for flight manning.

2.9.1.7.1. Ensure the unit manning document (UMD) mirrors the approved organizational structure.

2.9.1.7.2. Ensure the personnel data system accurately reflects personnel assignments.

2.9.1.7.2.1. Maintains an updated current copy of the unit manning personnel roster (UMPR).

2.9.1.7.2.2. Verifies accuracy of duty AFSC and position number on personnel actions.

2.9.1.7.2.3. Maintains a suspense file of personnel actions and verifies approved actions have been correctly entered into the personnel data subsystem.

2.9.1.7.3. Coordinate permanent change of assignment (PCA) actions. Ensures required documentation is completed and submitted. Ensures the squadron commander and squadron administration is briefed on all pending PCA actions.

2.9.1.7.4. Allocate projected gains against pending or actual vacant slots to the maximum extent possible.

2.9.1.7.5. Coordinate on changes/additions to the squadron in-/out-processing checklist when a group in-/out-processing checklist has not been developed.

2.9.1.7.6. Distribute projected gain/loss lists and maintenance manpower requests (MMR) to all sections and establishes a suspense for updates. Ensure approved personnel actions have been received for all updates then submit consolidated updates to squadron commander/maintenance supervision.

2.9.1.7.7. Provide squadron commander/maintenance supervision with information copies of all correspondence to or from mission support squadron which could impact the munitions manning posture, i.e., gain and loss notices, assignment cancellations, separations/retirements, duty assignment changes, overlaps eliminated, etc.

2.9.1.7.8. Review all inbound 2W031 technical training GAS, FEQ and AETC Form 156, **Student Training Report**. Provide to supervisor for completion and review responses from supervisors and graduates prior to returning the GAS and FEQ to the squadron training section.

2.9.1.7.9. Ensure all upgrade-training requirements identified in the 2W0X1 Career Field Education and Training Plan (CFETP) are met prior to upgrade approval.

2.9.1.7.10. Ensure all 2W0X1 Occupational Surveys are completed and returned to the squadron training section.

2.9.1.8. Manage the unit's munitions portion of the WCDO (or COMMAND equivalent).

2.9.1.8.1. Units must plan to store a reasonable mixture of training, WCDO and other required munitions.

2.9.1.8.2. Units must up channel any factors that limit their capability to receive, inspect and store their munitions requirements to their MAJCOM. Examples include communication, manpower and infrastructure deficiencies.

2.9.1.9. Host/lead units must develop a comprehensive Base Support Plan (BSP) to support OPLAN taskings. Units tasked to deploy in support of these OPLANS must be completely familiar with this BSP and must be involved in the "write-conferences" to the maximum degree possible. An annual review of all BSPs must be completed IAW AFI 10-404, *Base Support Planning*. Units develop Conventional Munitions Plans to provide detailed guidance for deploying, and employing, munitions personnel. The CMP may be used to develop BSP Part II.

2.9.1.10. Ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all munitions on the unit committed munitions list (UCML) or equivalent.

2.9.1.10.1. Identify which element will perform Combat Munitions Reliability Inspections (CMRI) IAW **Chapter 7**

2.9.1.11. Ensure capability exists to receive, store, inspect, assemble, test, repair, troubleshoot and deliver all support munitions tasked for beddown forces at main operating bases.

2.9.1.11.1. This information can be obtained from deploying unit's UCML, Integrated Tasking Order (ITO), Standard Configuration Loads (SCL) and unit fuzing letters.

2.9.1.11.2. This capability should be demonstrated to a limited amount during local and higher headquarters exercises/inspections.

2.9.1.12. Establish an Emergency Destruction of Materiel (EDM) plan within the CMP when required by supporting OPlan.

2.9.1.12.1. DELETED.

2.9.1.12.2. DELETED.

2.9.1.12.3. DELETED.

2.9.1.13. Ensure capability exists to receive, inspect, maintain and store intermodal (ISO/MILVAN) containers, if required.

2.9.1.14. Ensure personnel and equipment are identified and prepared to meet deployment tasking IAW: AFI 10-403, D*eployment Planning;* AFI 10-215, *Personnel Support for Contingency Operations (PERSCO);* AFMAN 10-401 Vol 1, O*peration Plan and Concept Plan Development and Implementation* and AFMAN 10-401 Vol 2, *Planning Formats and Guidance*.

2.9.1.14.1. Designate the sections and elements responsible for maintaining deployment packages and equipment.

2.9.1.15. Ensure support equipment enclosed in war reserve materiel or mobility kits is inspected IAW to 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation.*

2.9.1.16. Inform squadron supervision/group commander, and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected.

2.9.1.16.1. Status and availability of critically short munitions items that might impair the mission.

2.9.1.16.2. Personnel and equipment shortfalls. Units may also be required to report in Status of Resource and Training Systems (SORTS) if required. Units postured for contingency deployments under AEF must report shortfalls IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Force.*

2.9.1.16.3. Requests to use augmentees (mobility positions only) must be approved by MAJCOM munitions staff.

2.9.1.16.4. Use of 2W0X1 personnel to augment wartime tasking of other units/agencies is prohibited. Such a practice limits the available manning essential to meet contingency/combat tasking.

2.9.1.17. Validate flight equipment and authorizations against appropriate Allowances Standards for items such as: Aerospace Ground Equipment (AGE); Alternate Mission Equipment (AME); Test, Measurement and Diagnostic Equipment (TMDE); communications; etc., to ensure required equipment is adequate and excess equipment is disposed of IAW applicable standards.

2.9.1.18. Ensure the System Superintendent establishes a program for control of assigned land mobile radios (LMR).

2.9.1.19. Establish requirements for vehicles and support equipment and ensure procedures for operation and maintenance are enforced.

2.9.1.20. Develop a program to track unserviceable and repairable items for repair action as soon as parts and/or maintenance are available.

2.9.1.21. Establish a Munitions Flight cannibalization program for conventional munitions items and MMHE. Approve all cannibalization.

2.9.1.22. Ensure the corrosion control program for assigned MMHE and munitions assets is implemented and properly managed.

2.9.1.23. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support and test equipment IAW T.O. 00-20-5 and forwarded to appropriate activity for scheduled inspection, calibration or repair.

2.9.1.24. Ensure munitions support equipment is registered according to T.O. 35-1-30, *US Air Force Serial Number Registration System for Selected Support Equipment*. Additionally, ensure CAMS/GO81 is updated as gains, losses, maintenance and TCTO completions occur.

2.9.1.25. Ensure equipment status and historical documents are kept as required and maintained according to T.O. 00-20 series technical orders.

2.9.1.26. Conduct an internal training exercise at least semiannually to ensure munitions personnel can effectively operate and use the deployable CAS system and complete Munitions Reporting (MUREP).

2.9.1.26.1. DELETED.

2.9.1.26.2. DELETED.

2.9.1.26.2.1. DELETED.

2.9.1.26.2.2. DELETED.

2.9.1.27. Approve local courtesy storage agreement requests for the use of munitions facilities by other organizations.

2.9.1.28. Ensure accurate and timely submission of the RCS: HAF-ILM (Q)-9901, **Munitions Capability Report** to MAJCOM. The Munitions Capability report will be submitted quarterly. The report will be formatted IAW **Chapter 10**.

2.9.1.29. Ensure accurate and timely submission of RCS: HAF-ILM(A)-9902, **Master Storage Plan Report** to MAJCOM. The Master Storage Plan report will be sent annually. The report will be formatted IAW **Chapter 11**.

2.9.1.30. Ensure that Product Quality Deficiency Reports (PQDR) are submitted to the appropriate ALC when a product deficiency is detected.

2.9.1.31. Establish and publish a munitions movement control program.

2.9.1.32. Ensure repairs or modifications are not made to munitions or munitions equipment unless authorized by item T.O., AFMAN 91-201, or approved by the MAJCOM munitions staff and the ALC equipment specialist.

2.9.1.33. Ensure compliance with supply procedures.

2.9.1.33.1. Monitor supply support and identify problems to the squadron commander.

2.9.1.33.2. Monitor requirements for composite tool kits (CTK), special tools and support equipment IAW AFI 21-101. Exception, lost tools/objects during AFCOMAC Iron Flag Exercises will not be reported past 9 MUNS/LGW.

2.9.1.34. DELETED.

2.9.1.35. DELETED.

2.9.2. Training.

2.9.2.1. Implement training and qualification programs so technicians perform assigned tasks to established standards.

2.9.2.2. Standardize training documentation throughout the flight to ease the transfer of personnel between elements.

2.9.2.3. Direct the training supervisor to develop and manage the Combat Munitions Training Program (CMTP), designed to familiarize personnel on munitions requirements for all contingencies (in-place or deployed) and OPLAN taskings.

2.9.2.4. Ensure trained technicians are available to maintain a working environment for the production and maintenance of safe, serviceable, and reliable munitions.

2.9.2.5. Ensure element Master Training Plans cover peacetime and contingency tasks.

2.9.2.5.1. Develop a munitions buildup task-training list used during training for all munitions operations. Ensure munitions personnel are trained and qualified to support unit missions. UCML, the pre-integrated tasking order, operational support, aircrew training syllabus, and employment plans/base support plans will be used to determine scope of the training program.

2.9.2.5.2. Establish the number of personnel to train on each tasked munitions to meet the unit's most demanding requirement. In determining this, consider the highest probable usage of tasked munitions, the complexity of the task, and the need for flexibility in the use of personnel.

2.9.2.5.2.1. Approve a CMTP lesson plan.

2.9.2.5.2.2. Designate CMTP instructors in writing.

2.9.2.5.2.3. CMTP instructors may be assigned to the Munitions Training Element or other flight elements.

2.9.2.5.2.4. DELETED.

2.9.2.5.2.5. DELETED.

2.9.2.5.2.6. DELETED.

2.9.2.5.3. Approve all lesson plans after coordination with Wing safety (overall safety contents) and Quality Assurance (contents for technical accuracy).

2.9.2.5.4. Establish a comprehensive CAS training program. Ensure continuity books or procedures are established to promote the standardization. Utilize CAS training database as much as possible (i.e. assign training passwords until CAS proficient). CAS access will not be given (other than to the training database) until training is complete and documented.

2.9.2.5.4.1. DELETED.

2.9.2.6. Reviews DOC Statements, Unit Committed Munitions List (UCML) and O-Plans. Coordinates changes and appendices with the weapons and tactics function and weapons standardization.

2.9.2.6.1. DELETED.

2.9.2.6.2. DELETED.

2.9.2.6.3. DELETED.

2.9.2.6.4. DELETED.

2.9.2.7. Ensures sufficient serviceable training munitions are forecasted for training programs.

2.9.2.8. Monitors the status of critical munitions support equipment and testers for serviceability, accountability and status of Time Compliance Technical Order (TCTO) modifications.

2.9.2.9. DELETED.

2.9.2.10. DELETED.

2.9.2.11. DELETED.

2.9.2.12. DELETED.

2.9.2.13. DELETED.

2.9.2.14. DELETED.

2.9.2.15. DELETED.

2.9.3. General.

2.9.3.1. Ensure munitions are not released to agencies or individuals outside the Air Force without approvals required by **Chapter 12**.

2.9.3.2. Enforce the strict use of T.O.s and pertinent publications during all explosives operations.

2.9.3.2.1. Ensure T.O. files are current and maintained IAW T.O. 00-5-2, *Technical Order Distribution Sy*stem. Technical data can only be released outside USAF channels IAW T.O. 00-5-19, *Security Assistance Technical Order Program.*

2.9.3.2.2. Encourage technicians to question T.O. procedures if instructions appear unsafe or inefficient, using technical order improvement reports.

2.9.3.2.2.1. The Munitions Flight Chief must evaluate all AFTO Forms 22**, Technical Order System Improvement Report and Reply**, for accuracy and applicability.

2.9.3.2.2.2. The Munitions Flight Chief must sign the supervisory signature block of the AFTO Forms 22 on munitions and munitions handling equipment technical orders and review all related AFTO Forms 135, **Source, Maintenance, and Recoverability Code Change Request***,* and PQDRs.

2.9.3.2.3. Use of interim T.O.s must be authorized in writing by the MAJCOM, IAW T.O. 00-5-1, *AF Technical Order System* and only for a limited period of time.

2.9.3.2.4. Ensure the flight monitors, reports, and updates all TCTOs that are currently required for conventional munitions and equipment according to the TCTO instructions and T.O. 00-20-2, *Maintenance Data Documentation.*

2.9.3.3. Approve all local checklists, after coordination with Quality Assurance and Wing Weapons Safety. Nuclear checklists will be approved prior to use IAW AFI 21-204.

2.9.3.4. Implement explosives and industrial safety programs, which includes indoctrination of newly assigned personnel and administration of recurring training for all flight members.

2.9.3.4.1. Publish local procedures governing munitions operations during severe weather or electrical storms according to AFMAN 91-201.

2.9.3.4.2. Publish emergency action procedures to cover, as a minimum, severe weather conditions, explosive incidents and accidents, increased security conditions, and contingency support.

2.9.3.4.3. Ensure all shops establish a Hazardous Communication program and maintain AF Form 55, **Employee Safety and Health Record**, IAW AFI 91-301, *AF Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, attachment.

2.9.3.4.3.1. Ensure all personnel obtain the required safety training.

2.9.3.4.3.2. Ensure safety information is available and personnel in hazardous areas are briefed about the dangers.

2.9.3.4.3.3. Identify requirements to the bioenvironmental engineering to ensure facilities meet AF industrial environmental standards IAW AFI 91-302.

2.9.3.4.3.4. Maintain liaison with bioenvironmental engineering having responsibility for monitoring potentially hazardous environmental conditions within maintenance areas.

2.9.3.4.4. Ensure all munitions are transported in a safe and secure manner.

2.9.3.4.4.1. Develop written procedures requiring all forklift and bomblift operations handling munitions items to utilize a spotter.

2.9.3.4.4.2. Forklifts transporting munitions will have the load secured to the cage utilizing tie down straps or chains and binders. This practice is highly discouraged and cargo trucks should be used whenever possible.

2.9.3.4.5. In the event of an explosive or munitions mishap or incident, notify MAJCOM Functional Manager or munitions staff.

2.9.3.4.5.1. If the mishap is caused by the malfunctioning of a munitions item (live or inert), also notify OO-ALC/WM's Munitions Rapid Response Team at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO.

2.9.3.4.6. Ensure applicable explosives site plan data and maps are maintained in the flight. Reviews annually to ensure any changes are reflected in the documentation during the annual explosive safety inspection of the MSA. Ensures all planned changes to facilities' usage or footprint are coordinated with wing safety, resource protection, and civil engineering prior to implementation.

2.9.3.5. Establish an operating instruction for management of Special Packaging Instruction (SPI) containers and packing material, empty reusable containers and munitions residue inspection, certification and final disposition.

2.9.3.6. Ensure crew briefings are given before the start of any munitions operation. As a minimum, the briefing includes an outline of the operation, safety (hazards and technical requirements of munitions involved), emergency procedures (explanation of each team member's role and whom to notify and how all personnel will be accounted for) and personnel limits.

2.9.3.7. Establish and maintain a hazardous waste program (for other than munitions) within the Flight. Establish and coordinates procedures with base environmental flight to control and properly recover material.

2.9.3.8. Develop written entry control procedures for the MSA IAW AFI 31-101, *The Air Force Physical Security Program,* and DoD 5100.76-M.

2.9.3.8.1. Ensure procedures contain performance of all entry control activities, inspections, increased Force Protection Condition duties, Random Antiterrorism Measures and random vehicle and personnel searches during MSA entry and exit established by the Wing Resource Protection Council and the servicing Security Forces Organization.

2.9.3.9. Is designated in writing, by the installation commander, to manage and control the key, lock and cylinder program and appoint key and lock custodians in the Munitions Flight.

2.9.3.9.1. Sign the DD Form 577, Signature Card, automated listing or letter authorizing individuals to sign for keys to munitions maintenance and storage facilities. The key issuing authority maintains the documentation.

2.9.3.9.2. DELETED.

2.9.3.10. Develop procedures for the use of Assembly Lot Numbers during contingencies, local and higher headquarters exercises and to track and account for built-up (ready) munitions. Local

procedures between the Munitions Flight Chief and Wing Weapons Manager will be developed for flight line reporting using Field Lot Numbers.

2.9.3.11. Utilize a standardized munitions storage location system IAW T.O. 11A-1-61-4, *Storage and Outloading Instructions Conventional Ammunition* for all bulk stored (custody or stock) and base stock munitions.

2.9.3.11.1. Licensed/ready use/Protective Aircraft Shelters (PAS) facilities outside the MSA are exempt from this requirement, however units must ensure procedures are established to eliminate malpositioned indicators such as document numbers or JCNs when used as locations. Local procedures will be developed to manage storage locations for operationally configured munitions maintained within the MSA.

2.9.3.11.2. Operating locations are also exempt, however any method used must ensure that accurate bay and or building inventory can be conducted without extensive research. Bay control procedures must be established to ensure all property within the bay is accounted for until picked up by custodians or returned to storage.

2.9.3.12. Ensure submittal of Dull Sword reports as outlined in AFI 91-204, *Safety Investigations and Reports.*

2.9.3.13. Flight Commander/Chief will chair the weekly scheduling meeting and approves the munitions maintenance schedules.

2.9.3.14. Send requests to MAJCOM munitions staff to add complete round codes to the Air Force standard munitions configuration table in the CRD.

2.9.3.15. Ensures the appropriate ALC engineering data service center is used to obtain information/ specifications when technical orders do not provide enough detail.

2.9.3.16. Quality Assurance (QA) Program.

2.9.3.16.1. In coordination with QA, ensures a viable quality assurance program is implemented as outlined in AFI 21-101, **Chapter 5** and this instruction.

2.9.3.16.2. Recommend munitions personnel to fill QA positions.

2.9.3.16.3. Review analysis, QA, and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes.

2.9.3.17. Comply with T.O. 33K-1-100, any applicable calibration measurement summary (CMS), T.O. 00-20-14 and other applicable technical directives concerning the use, care, handling, transportation and calibration of test, measurement and diagnostic equipment owned by the flight.

2.9.3.17.1. DELETED

2.9.3.18. Implement and maintain Inprogress Inspection (IPI) Program IAW AFI 21-101, T.O. 00-20-1 and MAJCOM guidance as required.

2.9.3.18.1. The wing master IPI lists will be reviewed annually.

2.9.3.18.2. Review/update flight IPI requirements listing as required. Route through the squadron maintenance officer/maintenance supervision for consolidation and group commander approval. Forward to QA for review, standardization and publication.

2.9.3.19. Ensure flight or section administrative procedures are established to process reports and file documents.

2.9.3.20. Manage the flight portion of the foreign object damage (FOD) and dropped object prevention (DOP) programs.

2.9.3.20.1. DELETED.

2.9.3.20.2. DELETED.

2.9.3.20.3. DELETED.

2.9.3.21. AMMO Flight Recognition Program. Promote the program to recognize exceptional performers periodically in the airman and NCO ranks, coinciding with local recognition programs. Be familiar with annual awards and recognition programs IAW AFI 36-2818 (for example Lt. General Leo Marquez Outstanding Munitions Maintenance Technician). Prestige of the award should be enhanced with meaningful incentives.

2.9.3.22. Ensure Munitions Flight explosive operations are performed by a minimum of two munitions personnel. One must be a task-qualified 2W0X1 or civilian equivalent. Flight Chief approves exceptions (i.e. Line Delivery). ANG AMC gained units will contact ANG/LGMW at their MAJCOM for deviation request.

2.9.3.22.1. DELETED.

2.9.3.22.2. DELETED.

2.9.3.23. DELETED.

2.9.3.24. DELETED.

2.9.3.25. DELETED.

**2.10.** Munitions Accountable Systems Officer (MASO).

2.10.1. Oversee the effective and efficient management of the munitions stockpile.

2.10.2. Analyze management data to determine the effectiveness of munitions support, personnel utilization, and requirements.

2.10.3. Recommend policy and procedural changes to higher headquarters through command channels.

2.10.4. Request and maintain copies of letters appointing munitions inspectors.

2.10.5. Ensure munitions accountability personnel are knowledgeable on all facets of munitions accountability and have access to all required publications.

2.10.5.1. Develop a training program to cover all aspects of the operation, i.e., Custody accounts, CAS, and Global Transportation Network (GTN) usage.

2.10.6. Review all phases of the FV account operations at least semiannually.

2.10.6.1. During this review, all inventory adjustments will be evaluated for DoD 5100.76M and AFI 31-101 reporting requirements. If lost assets were not previously reported, notify Security Forces personnel for initiation of RCS HAF-SP (AR) 7101, **Reporting of Significant Arms and Non-nuclear Munitions Losses and Incidents,** IAW AFI 31-101.

2.10.7. Provide the Organization or Unit commander a briefing on custody account responsibility not later than 30 days after submission of the AF Form 68, **Munitions Authorization Record**.

2.10.8. Develop and publish a wing/base supplement to aid commanders, custodians and munitions users in munitions accountability procedures.

2.10.9. Delete.

2.10.10. Provide and document detailed training to primary and alternate custodians on their responsibilities and on proper custody account management within 30 days of appointment or prior to receiving custody of munitions, whichever is sooner.

2.10.11. Submit munitions forecast as directed by the MAJCOM.

2.10.12. Establish and maintain stock levels corresponding to the command allocation document or an approved AF Form 1996, **Adjusted Stock Level**.

2.10.13. Notify customers first verbally, and follow-up in writing (with a letter to applicable commander) within 24 hours of suspended or restricted ammunition. Monitor status of each item effected until all actions are completed. Documentation should include person notified, date, and time of notification. Documentation will be filed in the Custody Account jacket file.

2.10.14. Follow-up on difficulty reports (DIREP) when software or procedural errors are suspected or detected.

2.10.15. Know the unit's contingency and operational plan (OPLAN) tasking, including base support planning.

2.10.16. Identify to the base WRM and transportation officer all munitions listed in the OPLAN for shipment and receipt.

2.10.17. Help the chief of logistics plans to develop WRM receipt and out-load planning actions.

2.10.18. Is the base WRM (including tactical missiles and mobility munitions) munitions manager.

2.10.19. Ensure no one expends WRM munitions in peacetime without approval IAW **Chapter 33** of this AFI.

2.10.20. Develop and implement a self-inspection program.

2.10.21. Conduct a monthly review of the appropriate Base SupplyRecords. Document this review and identify MASO-managed munitions items loaded on base supply records and corrective actions required to remove them.

2.10.22. Appoint TCTO monitors to ensure MASO managed munitions components for TCTO kits are requisitioned and follow-ups are performed until received.

2.10.23. Approve and certify in writing all “paperwork only” transactions.

**2.11. Section Superintendent** . Responsible to the Munitions Flight Chief for the overall management of the elements in their respective sections: Production, Materiel and Systems. In addition to responsibilities delegated by the Munitions Flight Chief, the superintendent will:

2.11.1. Monitor shift manning, distribution of supervision and makes necessary adjustments. Imbalances between authorizations and the number of personnel assigned or between authorized and assigned skill levels or grades are identified to the Munitions Flight Chief.

2.11.2. Ensure scheduled and unscheduled maintenance actions are identified and completed.

2.11.3. Evaluate skills, aptitudes and proficiency of assigned people to develop workcenter training requirements.

2.11.4. Ensure section personnel and equipment are identified and prepared to meet deployment tasking IAW AFI 10-403, AFI 10-215, AFMAN 10-401 Vol 1 and Vol 2.

2.11.5. Ensure effective training programs are instituted.

2.11.6. Manage additional duties, leaves, ancillary training and details to minimize work force degradation.

2.11.7. Enforce the squadron security program within the flight.

2.11.8. Maintain good housekeeping practices, safety, security and environmental control standards.

2.11.9. Monitor and ensure environmental health physicals and respirator training, initial and recurring requirements, are accomplished when required for assigned personnel.

2.11.10. Review new, revised, or changed publications and informs personnel of any significant changes. Decides if new or changed publications affect the qualifications of personnel. Ensures publications are current and required publications are available to meet section needs.

2.11.11. Ensure procedures are followed to identify, record and clear repeat and CND discrepancies.

2.11.12. Ensure sections maintain a record of inspection, lubrication, and maintenance of industrial equipment.

2.11.13. Ensure tools and equipment are scheduled for calibration IAW AFCSM 21-566, and 00-20 Series technical orders.

2.11.14. Ensure reparable parts are promptly processed through repair channels.

2.11.15. Ensure timely accomplishment of delayed maintenance and aggressive follow-up of back ordered parts. Periodically reviews on-line products.

2.11.16. Approve requirements for bench stocks and shop stocks and provide guidance as to the type, location and use by one or more sections. Spot check bench stocks and shop stocks to evaluate adequacy, supply discipline, and housekeeping.

2.11.17. Delete.

2.11.18. When applicable, ensure warranty items are loaded into CAS and deficiency reports (DR) are accomplished on warranted item failures IAW T.O. 00-35D-54.

2.11.19. Monitor support equipment status and advise Munitions Flight Chief of adverse impacts on flightline support or deployment capabilities.

2.11.20. Coordinate AGE requisitions through Munitions Control flight to ensure support capability and eliminate unnecessary duplication of equipment.

2.11.21. Actively solicit inputs and promotes the product improvement and R&M programs.

2.11.22. Coordinate with dedicated Quality Assessors to receive daily/weekly feedback to evaluate the Quality of maintenance and qualifications of personnel through observation and inspections of maintenance actions.

2.11.23. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support equipment IAW T.O. 00-20-5.

2.11.24. DELETED.

**2.12. Element Supervisor** . The Element Supervisor is responsible to the respective Section Superintendent for the management, supervision and training of assigned personnel. The element supervisor is a first-line supervisor of production and, as such, is the technical authority and advisor in that area. The element supervisor will accomplish the following:

2.12.1. Coordinate work shifts with the Section Superintendent to ensure personnel availability to support mission tasking.

2.12.2. Develop planning factors to meet daily mission and contingency support.

2.12.3. Enforce use of prescribed technical data and locally developed checklists.

2.12.4. Evaluate skills, aptitudes and proficiency of assigned people to develop workcenter training requirements.

2.12.5. Perform production and supervisory inspections.

2.12.6. Evaluate production and equipment performance to identify deficient areas and initiates corrective action.

2.12.7. Ensure element personnel and equipment are identified and prepared to meet deployment tasking IAW AFI 10-403, AFI 10-215, AFMAN 10-401 Vol 1 and Vol 2.

2.12.8. Track training requirements and ensure personnel attend required training. Ensure training documentation is accurate and IAW flight guidance.

2.12.9. Review and evaluate QA and other inspection reports. Take corrective action when required.

2.12.10. Evaluate the quality of maintenance and qualifications of personnel through observation and inspection of maintenance actions.

2.12.11. Maintain housekeeping, safety, security and environmental control standards.

2.12.12. Establish a workcenter safety program designed specifically for mishap prevention and the identification and abatement of hazards IAW AFOSH standards and other applicable safety related directives.

2.12.13. Monitor, track, and ensure occupational safety, fire prevention, occupational/environmental health requirements and respirator training (initial and recurring) are accomplished for assigned personnel if required for the duty position.

2.12.14. Provide required maintenance of WRM assets.

2.12.15. Review new, revised, or changed publications and brief personnel of any significant changes. Determine if new or changed publications affect qualifications of personnel or established procedures.

2.12.16. Ensure availability of current publications to meet workcenter needs.

2.12.17. Solicit inputs as well as promote the product improvement and Reliability and Maintainability (R&M) programs.

2.12.18. Ensure personnel properly use, maintain, clean and calibrate support equipment according to users manual, item T.O. and/or 00-20 series technical orders. Notify TMDE when procuring/receiving new TMDE to verify calibration requirements.

2.12.19. Manage the repair cycle program. Reviews pertinent supply products to ensure proper asset management.

2.12.20. Enforce supply discipline.

2.12.20.1. Ensure bench stocks meet production and mobility deployment needs, if applicable.

2.12.20.2. Manage tool storage and replacement, bench stock, and operating stock, if required.

2.12.20.3. Ensure adequate CTKs and special tools are available and controlled IAW AFI 21-101.

2.12.20.4. Spot-check bench and operating stocks to ensure compliance with all required directives.

2.12.21. Inspect equipment to identify deficient areas and initiate corrective actions.

2.12.22. Initiate local manufacture work order requests.

2.12.23. Ensure CTKs, special tool needs, bench stock requirements, MMHE and support equipment properly utilized.

2.12.24. Ensure personnel follow procedures for identifying, recording and clearing CND/repeat discrepancies.

2.12.25. Maintain AFTO Form 95, **Significant Historical Data**, when applicable, according to T.O. 00-20-5, *Aerospace Vehicle Inspection and Documentation*.

2.12.26. Advise Munitions Control, as they occur, of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls, as directed by local policy or operating instruction. For ANG units, Munitions Control will be fully operational during Unit Training Assemblies (UTAs). Otherwise, Munitions Storage Superintendents will ensure Munitions Control requirements complied with, however the control function need not be continuously manned.

2.12.27. Advise Munitions Control of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls and update CAS, as directed by local policy or operating instruction.

2.12.28. Ensure visual inspections are performed on lightning protection and static ground systems IAW AFMAN 91-201, AFI 32-1065, *Grounding System* and AFOSH STD 91-38, *Hydrocarbon Fuels*.

2.12.29. Ensure Munitions Control is informed of fire symbol, hazard marker, Risk Category or classified munitions changes that effect munitions storage and maintenance facilities.

2.12.29.1. Risk Categories are assigned IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives,* AFI 31-101, *The Air Force Physical Security Program.* Refer to **Table 2.1.** for Risk Category and Controlled Inventory Item Code (CIIC) conversion matrix.

**Table 2.1. Risk Category and Controlled Inventory Item Code (CIIC) Conversion Matrix**

| Risk Category | CIIC |
|---|---|
| I | 1, 5, 6 |
| II | 2, 8 |
| III | 3, 9, |
| IV | 4, 7, P |

2.12.29.2. Munitions identified with CIIC A, B,C, G, H, K, L, S,T, and U will be stored/secured IAW DOD 5200.1-R and AFI 31-401, Information Security Program Management, or MAJCOM supplemental guidance to AFI 31-101.

2.12.30. Ensure PQDRs are accomplished IAW T.O. 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*.

2.12.31. Ensure the owning workcenter maintenance of TMDE is done and calibration requirements are met IAW T.O. 00-20-14, *AF Metrology and Calibration Program*.

2.12.32. Actively solicit inputs to and promote the technical data improvement programs.

2.12.33. Determine maintenance tasks requiring IPIs. Forward IPI inputs through section superintendent and Munitions Flight Chief.

2.12.33.1. An IPI is defined as an additional supervisory inspection or verification step at a critical point in the installation, assembly or re-assembly of a system, subsystem or component.

2.12.33.2. IPI lists will be reviewed annually.

2.12.33.3. Technical order 00-20-1, *Preventive Maintenance Program General Policy Requirements and Procedures*, specifies requirements for IPIs.

2.12.33.4. For IPI documentation on AFTO Form 244**, Industrial/Support Equipment Record**, and AFTO Form 245, **Industrial/Support Equipment Record (Continuance Sheet),** enter the IPI as a separate entry in Part V. Clear IPIs by following guidance in T.O. 00-20-1 and AFI 21-101.

2.12.33.4.1. IPI's will be documented on manual or automated AFTO Forms 95, 244 or Assembly build sheets as applicable. IPI's for assets managed through TMRS will be documented in TMRS.

2.12.34. Ensure each workcenter owning slings, hooks, and other munitions lifting devices inspects them IAW AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard,* and item technical orders. NOTE: In lieu of the annual proof test, the following procedures apply to slings and lifting devices that are used to lift live munitions items and PGMs.

2.12.34.1. All munitions lifting devices will have documentation of an initial or last proof load test date that includes the weight tested, date performed, and person that performed the test. This may be provided and completed by the manufacturer. This documentation will accompany the lifting device throughout its life cycle. Any lifting device received without this documentation will have a proof test accomplished and documented IAW AFOSH Standard 91-501.

2.12.34.2. When any main structural members, such as beams, cables, etc., are manufactured, repaired or replaced the entire assembly must be proof load tested IAW AFOSH Standard 91-501.

2.12.34.3. Hook measurements must be base-lined using the original factory specifications. If the original factory specifications cannot be obtained through the manufacturer or item manager, remove the hook from service. Refer to AFOSHSTD 91-501 for limits on variation from baseline measurements.

2.12.35. Attend the weekly munitions scheduling meeting.

2.12.36. Ensure assigned personnel are trained on all CAS applications required to perform work-center duties.

2.12.37. Ensure training is provided on specific CAMS subsystems if required:

2.12.37.1. Overview of cams applicable subsystem.

2.12.37.2. Interpretation of output products, cams screens, and reject narratives.

2.12.37.3. How to request background products.

2.12.37.4. Provide job data documentation training to section users.

2.12.38. Ensure access to AFCSM 21-series.

**2.13. Munitions Crew Chief.**

2.13.1. Supervises the operation.

2.13.2. Ensures pre- task safety briefing is accomplished.

2.13.3. Evaluates munitions operations, initiates action to correct deficiencies, terminates unsafe operations, reports discrepancies and conducts qualification training as required.

2.13.4. Provides proper security, storage, and operator maintenance of assigned equipment.

2.13.5. Executes an effective daily preventive maintenance program to ensure maximum serviceability of assigned munitions equipment and facilities.

2.13.6. Reviews and completes applicable munitions documents for accuracy and completeness.

2.13.7. Reports progress of operations to munitions control and coordinate changes in scheduled work plans with applicable supervisor.

2.13.8. Coordinates with the training supervisor for training and ensures personnel are task qualified.

2.13.9. Initiates driver disqualification action when an individual's attitude, mental, or physical conditions are potentially unsafe for operating vehicles.

2.13.10. Removes unsafe or inoperable equipment and vehicles from service and reports to applicable agency for corrective action.

## Chapter 3

## MUNITIONS PRODUCTION SECTION

**3.1. Precision Guided Munitions (PGM) Maintenance Element.** Inspect, maintain, assemble (including emergency build-up), disassemble and test assigned missiles, other PGM, associated components, training items, support equipment and containers. Munitions Inspector responsibilities and certification procedures established in paragraph **4.2.** are applicable to personnel certified to perform inspection duties in the element.

3.1.1. Inspect load training PGMs at technical order intervals. Close coordination between PGM Maintenance and Weapons Standardization is required to ensure that load training PGMs do not deteriorate between inspection intervals.

3.1.2. Deleted.

3.1.3. Maintain a schedule of test due dates for Federal Stock Class (FSC) 1325 computer control groups and Guided Bomb Unit (GBU)-15/AGM-130 components. TMRS can be used to schedule and track due dates. This schedule may be maintained by conventional maintenance function at Munitions Flight Chief's option.

3.1.4. Inspect and test FSC 1325 computer control groups and GBU-15/AGM-130 components, as required by item technical order. Inspection and testing may be performed by conventional maintenance function at Munitions Flight Chief's option.

3.1.5. Provide maintenance capability for the missile body assembly and components on Acceleration Monitoring Devices/Assemblies (AMD/AMAs). Maintenance of the AMD is limited to the procedures of T.O. 11G14-4-11, *Field Level Maintenance Accelerator Monitoring Assembly* (AMA).

3.1.6. Identify and load monitors names in TMRS.

3.1.6.1. TMRS database must contain all missiles and unassembled missile components IAW T.O. 21 M-1-101.

3.1.6.2. At least semiannually compare applicable CAS quantities and condition codes with TMRS records to ensure the accuracy of accountable and maintenance records. Units can use the CAS Asset Balance Report along with the Missile Totals Report for tactical AURs, load trainers and captive carry AURs and the Master Unassembled Components Report by NSN TMRS Reports to accomplish the comparison. This review will be documented.

3.1.6.3. Update flight hours in TMRS at least weekly on all assigned missiles and report IAW T.O. 21M-1-101.

3.1.6.4. Missile record will be verified against asset during maintenance. If data on record does not agree with asset, it is recommend you contact the RAMS office prior to storage. If this is not possible, make a record of change and have a second person verify reason for change (i.e. different S/N), this will elevate the need to physically re-verify data if difficulty report is received.

3.1.6.4.1. Blocks of serial numbers to be used in formulating missile serial numbers will be assigned by RAM office IAW T.O. 21M-1-101. Contact RAM office if additional tail numbers are required for tactical or training missiles.

3.1.6.5. Ensure all missile shipments contain a TMRS disk in the number one container and "Documents Enclosed" is stenciled in close proximity to the item nomenclature.

3.1.7. May perform munitions inspections (when Munitions Inspectors are assigned) as determined by the Munitions Flight Chief. Munitions account custodians who are also munitions inspectors will not perform returned munitions inspections on their custody account munitions.

3.1.7.1. ANG AMC units must send deviation request to ANG/LGMW.

**3.2. Handling/Line Delivery Element.** Responsible for delivery of all tasked munitions to aircraft and timely reporting of status to Munitions Control. Works closely with Munitions Control for all flight line support activity.

3.2.1. Manage munitions holding areas, if used.

3.2.2. Assist in munitions reconciliation.

3.2.3. Develop procedures (i.e, explosive routes, runway crossing, FOD/ECP checkpoints, etc.) for delivery of munitions from the MSA to the flight line. This includes deployment and forward operating location bases, if tasked by unit plans.

3.2.4. Notifies Munitions Control of flightline deliveries and returns, and fire and hazard symbol changes as required.

3.2.5. Notifies Munitions Control of all trailer location changes in regards to handling/line delivery operations.

3.2.6. The Munitions Flight Chief may delegate the duties for argon and nitrogen coolant tank recharging and loading of chaff and flare modules to the Handling/Line Delivery Element.

**3.3. Munitions Support Equipment Maintenance (MSEM) Element.** Inspect, maintain and service assigned non-powered Munitions Materiel Handling Equipment (MMHE). This does not include owner-user items such as slings, Munitions Assembly Conveyor (MAC), bomb lift booms, missile handling equipment, etc. The MSEM facility must be provided with heat, plumbing, interior electrical, compressed air distribution system, steam cleaning facilities and adequate lighting. This also includes a mechanical ventilation system, wash rack, tool room, paint booth and office space as prescribed for Aerospace Ground Equipment Section in Air Force Handbook (AFH) 32-1084, *Facility Requirements*.

3.3.1. Document applicable inspection and maintenance actions to include performing scheduled corrosion control on all assigned equipment IAW T.O. 35-1-3, *Corrosion Prevention, Painting and Marking of USAF Support Equipment (SE)*. Units that do not have facilities that meet environmental standards to perform corrosion control will schedule the work through the wing corrosion control shop.

3.3.2. Ensure assigned trailers are registered and updated in CAMS or G081.

3.3.3. Clean, tag, package and process repairable items.

3.3.4. Submit modification proposals on MMHE IAW DoD 5000.2-R *Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs.*

3.3.5. Report status changes on MMHE to Munitions Control.

3.3.6. Document equipment records IAW 00-20-5. Ensure requirements for submitting AFTO Forms 375 on all support equipment identified in TO 35-1-24 are accomplished. This process provides vital information and source documentation for ALCs to adequately reflect equipment sustainment costs, attrition rates, and to enable timely forecasting for replacement funding.

3.3.7. Maintain the chassis portion of the ammunition loading assembly (ALA), ammunition loading system (ALS), linkless ammunition loading system (LALS) or universal ammunition loading system (UALS), if tasked. The ALA/ALS/LALS/UALS feeder assemblies, ammunition loading assemblies,and drums are maintained by the Armament Systems Flight.

3.3.8. Schedule maintenance requirements beyond the capability of the unit with the appropriate repair function (i.e., hydraulic system repair, sheet metal repair, etc.).

3.3.9. Notify MAJCOM prior to turning in munitions trailers.

**3.4. Conventional Munitions Maintenance Element.** Assemble, test and repair munitions to support operational requirements and the assigned stockpile. Maintain conventional munitions, containers, dispensers, MMHE and training items. Munitions Inspector responsibilities and certification procedures established in paragraph **4.2.** are applicable to personnel certified to perform inspection duties in the element.

3.4.1. May perform munitions inspections as determined by the Munitions Flight Chief.

3.4.1.1. Send documents showing munitions serviceability to inspection, munitions operations and Munitions Control, as applicable.

3.4.1.2. Prepare turn-in documents.

3.4.2. Perform demilitarization of inert munitions, to the level required by item demilitarization code or IAW DRMO procedures.

3.4.3. Properly tags and packs munitions.

3.4.4. Process/certify munitions residue from flight line and demilitarization operations for turn-in according to T.O. 11A-1-60. Explosive Ordnance Disposal (EOD) certifies and processes all munitions removed from range clearance operations. Other elements and generators of munitions residue may also perform this function.

3.4.5. Certify empty containers for turn-in to Defense Reutilization Management Office (DRMO) are residue free and properly configured IAW T.O. 11A-1-60.

3.4.5.1. Empty containers will be clearly marked, sealed and segregated from all others containing munitions

3.4.6. Mark loaded 20MM ALS/LALS/UALS with type, lot number, quantity and date loaded.

3.4.7. Maintain type 3A weapons trainer, if applicable (when AFSC 2W2X1 are not assigned).

3.4.8. If not performed by armament personnel, maintain, inspect, test, and repair assigned Naval mine clips and associated equipment.

3.4.8.1. Annotate historical records on MHU-20A/C clip-in assemblies, MB-3A bomb racks and associated equipment as outlined in item T.O..

3.4.8.2. Maintain clip-in assembly conversion kits to meet UCML requirements.

3.4.8.3. Handle prepositioned war stock naval mines only under the direction of the Department of the Navy, Mobile Mine Assembly Group, and not for peacetime loads, exercises, or higher headquarters inspections.

3.4.8.4. Inspect load training naval mines as outlined in local written instructions. Close coordination with Weapons Standardization Section and weapons loading flight is required to ensure load training naval mines do not deteriorate between inspection intervals.

3.4.8.5. Develop local procedures for transportation of naval mines.

3.4.9. Perform minor maintenance on chaff and flare magazines to include replacement of screws, clips, studs, retaining plates, encoding pins, etc. The owning AMU will be responsible for ordering and replacing unserviceable magazines.

## Chapter 4

## MUNITIONS MATERIEL SECTION

**4.1. Munitions Storage Element.** Receive, store and handle munitions and training items.

4.1.1. Prepare and schedule munitions for shipment. A Shipping/Receiving Element may be a separate entity at Flight CC/Chief discretion. If established, the Munitions Flight Chief will designate areas of responsibility.

4.1.2. Ensure items are not removed from storage without proper authorization and documentation.

4.1.3. Develop and maintain a master storage plan.

4.1.3.1. This plan is used to manage magazine and storage space usage, control authorized structure net explosive weight (NEW) and maintain authorized compatibility.

4.1.3.2. Utilize CAS reports and programs to the maximum extent possible.

4.1.4. Assist Munitions Accountability during munitions inventories.

4.1.5. Notify Munitions Control of all inter or intra area munitions movements. Update appropriate fire symbol, hazard marker or changes as required.

4.1.6. Store munitions according to the flight's storage location system, AFMAN 91-201, AFI 31-101, DoD 5100.76-M, T.O. 11A-1-61-4 and specific item technical orders. Deviations from the storage location system are authorized only with MAJCOM approval.

4.1.7. Make every effort to store all munitions indoors.

4.1.7.1. Use inside (magazine) storage for bulk high explosives, solid propellants and pyrotechnics.

4.1.7.2. Give priority for storage in facilities equipped with IDS to Cat I, Cat II and classified munitions. Munitions storage facilities must meet minimum requirements established by AFI 31-401, *Information Security Management Program* and DoD 5200.1-R for storing classified munitions.

4.1.7.3. Give priority for existing indoor storage to high value assets and items requiring the most protection from the weather.

4.1.7.4. Munitions stored in intermodal containers meet indoor storage criteria.

4.1.8. Request to store munitions outdoors must be submitted to the MAJCOM for consideration.

4.1.9. Maximize use of existing storage facilities for storage of munitions and explosives. General information for munitions warehousing is in T.O. 11A-1-61-4, AFMAN 91-201, AFI 31-101 and general storage procedures in this instruction. Containers placed in storage must be clean, dry and properly marked.

4.1.9.1. Dunnage for inside/outside storage must provide a minimum clearance of 2, 4 or 6 inches from the floor or ground as specified in T.O. 11A-1-61-4. Standard 2x4, 4x4, and 4x6 satisfies these requirements even if they do not measure the full 2, 4 or 6 inches.

4.1.9.2. Provide sufficient space for handling, inventory and inspection of munitions.

4.1.9.3. Ventilate storage spaces to circulate air or dehumidify as needed. Check ventilators IAW AFMAN 91-201 to ensure proper functioning. Close ventilators when blowing snow or humid air would increase condensation.

4.1.9.4. Store only one "LITE BOX" for each lot and condition code, unless custody accounts need more than one LITE box for mobility purposes. All LITE boxes will be located on the top and front of a stack.

4.1.9.4.1. Assets of the same lot number and condition code, that have multiple service life expiration dates, may be stored as separate lots.

4.1.10. Keep structures in good condition and suitable for the storage of explosives in accordance with AFMAN 91-201. Post explosive limits in each magazine and igloo.

4.1.10.1. Magazine exits. Keep doors, door components and locks in good working order. Close and lock magazines at all times, except when being aired, when personnel are in the magazine, or as otherwise permitted by the Munitions Flight Chief. Apply protection criteria as outlined in AFI 31-101 and DoD 5100.76-M.

4.1.10.2. Do not paint fusible links. Ensure they are serviceable, properly installed, and rated for 155 to 165 degrees Fahrenheit (71.1 degrees Celsius) as per AFMAN 91-201.

4.1.10.3. Ensure a minimum of 24 inches of earth covering on igloos IAW AFMAN 91-201 and DoD 6055.9 Std. Properly maintain and monitor to determine evidence of erosion, and initiate timely work requests for civil engineering support.

4.1.10.4. Ensure installation and maintenance of lightning protection systems (LPS). Ensure tests and inspections are performed according to AFI 32-1065, *Grounding Systems*.

4.1.10.5. Keep interiors of storage structures clean and free of prohibited articles and material. Do not store powered lift trucks, dunnage, empty boxes, excess packing material or similar items in a magazine, igloo or other location containing explosives. Do not store paints, oils and other flammable materials in a magazine or igloo containing explosives.

4.1.10.6. Non-combustible equipment required to support approved contingency plans may be stored in explosive facilities for ready use.

4.1.11. Segregate all custody account, courtesy stored, and unserviceable/restricted/suspended munitions from each other and base stock munitions with more than normal lot-to-lot separation using either stanchions, rope, placards, tags, etc.

4.1.11.1. Ensure all boxes and palletized loads containing courtesy stored munitions are marked with custody account number. This may be done by munitions inspection as part of the pre-issue inspection. However, subsequent marking of individual boxes is a custodian responsibility.

4.1.11.1.1. Mobility/WRM accounts identified in paragraph **34.2.4.2.** managed strictly as stock control accounts may be stored with base stock. Normal lot separation will apply.

4.1.11.1.1.1. Unique identifiers will be included at the end of CAS location to prevent malposition indicators. The unique identifiers will be documented in the movement control program.

4.1.12. Determine capability to support munitions storage needs of units requesting courtesy storage. Write and coordinate the agreement with the requesting agency before submitting to the Munitions Flight Chief for approval. The courtesy storage agreement will include the following information:

4.1.12.1. Normally, Non-DoD owned explosives and other hazardous and toxic materials will not be stored in the MSA. Refer to AFMAN 91-201 for exceptions/guidance.

4.1.12.2. Technical data on non-DoD materials (required for test) must be provided by the owning organization prior to storage.

4.1.12.3. Responsibility for repairing packing discrepancies, caused by storage conditions, belongs to munitions organizations. It is the owning organizations responsibility for proper container packaging, marking and lot separation. The storage element will ensure the owning organization complies with these requirements.

4.1.12.4. The owning organization is responsible for accounting and reporting custody account munitions.

4.1.12.5. Responsibility for care and preservation of munitions/materiel.

4.1.12.6. Names of individuals authorized to remove munitions/materiel.

4.1.12.7. Annual review and renewal dates.

4.1.12.8. Provisions for notifying the flight when access to the munitions/materiel is needed.

4.1.12.9. Users' transportation responsibilities.

4.1.12.10. NSN, nomenclature, and quantity of munitions to be stored.

4.1.13. Use AIT, AF IMT 4331, Munitions Transaction Sheet, or AF Form 4147, **Munitions Movement Control Worksheet,** to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area.

4.1.13.1. The movement control form is a record for the storage element or any other applicable element needing information from the form. Use this form to verify warehouse balances and locations against CAS products and TMRS records.

4.1.13.2. Each form will be assigned a control number. The number will consist of the Julian date and sequence number. For example, the first two movement forms issued on the 7135 date will be assigned control numbers of 7135-001 and 7135-002.

4.1.13.2.1. Movement control forms may be used as the task workorder.

4.1.13.2.2. All annotations on the form will be legible.

4.1.13.2.3. All applicable blocks on the form will be completed as required.

4.1.13.2.4. Turn-in all forms to storage dispatch (or equivalent) before the end of the duty day. If the task is not complete, the form and workorder will be re-issued the following duty day.

4.1.13.2.5. Storage dispatch (or equivalent) will initial the form after a quality review to ensure all blocks is properly annotated.

4.1.13.2.6. CAS units will update munitions locations in the CAS system the same day the movement was completed using the movement control form.

4.1.13.2.6.1. If the CAS system is not operational, updates will be accomplished as soon as possible.

4.1.13.2.7. Return the movement control form to storage dispatch (or equivalent).

4.1.13.2.8. Verify the accuracy of at least 20 percent of the recorded movements against a CAS transaction history and physically verify 10 percent of the moves for accuracy and completion at least weekly.

4.1.13.2.9. File and maintain movement control forms until the next 100 percent inventory is completed, or semi-annually when on a perpetual inventory cycle.

4.1.13.3. Movement forms are not required when performing rewarehousing action within the same storage structure.

4.1.13.3.1. Storage crews will annotate any location changes on a CAS structure/warehouse asset listing, which becomes the accountable movement record and is maintained IAW paragraph **4.1.13.2.9.**.

4.1.13.3.2. Route form through applicable elements/sections, i.e., AFTO Form 15, TMRS, MASO, or document control as required.

4.1.13.3.3. Update CAS after completion of the task.

4.1.13.4. Munitions Control tracks sortie generation and/or aircrew training munitions using CAS. Items not managed by serial number in CAS, i.e. missiles, may be tracked in MC2K.

**4.2. Munitions Inspection Element.** Perform surveillance inspections of munitions to determine and identify serviceability, potential hazards and possible deterioration. This may include measuring, observing, inspecting, testing, analyzing, classifying, and recording inspection results of munitions and components in movement, storage and use. The Munitions Flight Chief appoints the senior munitions inspector as the focal point to verify qualification and training of all personnel appointed as Munitions Inspectors.

4.2.1. Senior Munitions Inspector will:

4.2.1.1. Establish a comprehensive training and certification program that will be completed by all inspectors regardless of functional area. As a minimum this will include:

4.2.1.1.1. Establish local procedures to ensure currently certified inspectors retain their proficiency level, providing training and guidance on recent changes in munitions inspection procedures, CAS programs, lot history updates, AFTO Form102 procedures, general inspection procedures and condition code tags.

4.2.1.1.2. Validation of initial inspector qualifications is accomplished by senior inspector by performing an over the shoulder evaluation prior to appointment as a certified munitions inspector.

4.2.1.1.3. Annual re-certification to all assigned certified inspectors.

4.2.1.2. Review the accuracy of CAS generated products to ensure the proper scheduling and management of all inspections, shelf/service life and restrictions for base and custody munitions assets.

4.2.1.3. Ensure the inspector performing the inspection performs CAS inspection updates.

4.2.2. Select personnel for munitions inspector as follows:

4.2.2.1. AFSC 2W051/71/91. SEI 836 identifies personnel with previous munitions inspector experience.

4.2.2.2. Quality Assurance Specialist (Ammunition Surveillance) with a GS-1910 series.

4.2.2.3. Contractors or civil service personnel filling munitions inspectors' positions must have at least 4 years experience in ordnance/munitions related career field and at least 2 years experience as a munitions inspector.

4.2.2.4. Personnel selected must complete the AETC Munitions Inspection Course (by in-residence or mobile training team) or MAJCOM Munitions Inspection Seminar.

4.2.2.5. Send request for assistance or deviation from inspector selection requirements to MAJCOM. Failure to forecast for training is not considered grounds for deviation.

4.2.3. Inform the MASO and Munitions Control immediately upon receipt of T.O. 11A-1-1, *Conventional Ammunition Restricted or Suspended* actions affecting munitions serviceability.

4.2.4. Monitor shelf/service life dates by reviewing CAS documents, assembly build sheets or the AFTO Form 15, **Airmunitions Serviceability and Location Record**, file and coordinates changes/updates with the MASO.

4.2.5. Determine and assign appropriate condition codes to all munitions assets as directed by applicable technical orders.

4.2.6. Initiate, maintain and process applicable documents and historical records.

4.2.7. Ensure proper tagging, marking and packing of munitions assets. Affix applicable DD Form 1500 series serviceability tag on assets in other than condition code "A". Provide guidance necessary to ensure standard entries on all condition code tags. Ensure all loose boxes or palletized loads issued to a custody account are clearly stenciled with the applicable custody account number.

4.2.8. Verify accuracy of inspection documentation and signs inspection form(s).

4.2.9. Certify empty containers for turn-in to DRMO are residue free and properly configured IAW T.O. 11A-1-60. Empty containers will be clearly marked, sealed and segregated from other containers.

4.2.10. Unless specifically required by the item T.O., cosmetic defects (dirt, chipped paint, etc.) that do not affect function or serviceability are acceptable. However, where deemed necessary, cleaning and touch-up is a user responsibility.

4.2.11. A competent authority for directing munitions Special Inspections, as referred to in T.O. 11A-1-10, is defined as one of the following: appropriate ALC, MAJCOM, Munitions Flight Chief or senior munitions inspector.

4.2.12. Establish and manage the Storage Monitoring Inspection (SMI) program.

4.2.13. Assets are put on record immediately in the condition code shipped. Perform receiving inspections within 30 days of receipt. In combat situations, receiving inspections will be conducted as part of the assembly/production process.

**4.3. Munitions Accountability Element.**

4.3.1. Perform inventories and establish accountable procedures IAW this instruction.

4.3.2. Manage custody accounts.

4.3.3. Submit requirements forecasts for agencies without MAJCOM Munitions User Functional Manager (MUFM).

4.3.4. Manage approved allocations. Ensure all allocated/authorized munitions are on-hand or due-in and provides each munitions user with written notification of their approved allocation and subsequent allocations.

4.3.5. Is the focal point for processing and filing accountable/auditable documents.

4.3.6. Use CAS to the maximum extent possible, and report system discrepancies (DIREPs) as required.

4.3.7. Assist the Munitions Inspection Element in developing a master inspection schedule and in monitoring shelf and service life to ensure disposition actions (24 months in advance) are initiated for items that cannot be used prior to expiration of the service/shelf life.

4.3.8. Ensure all past and present users of affected national stock/lot numbers are notified of munitions suspended or restricted by T.O. 11A-1-1.

4.3.9. Manage Ammunition Disposition Requests (ADR)/CAS to ensure appropriate actions are taken on unserviceable and serviceable munitions.

4.3.9.1. Units will use the Air-to-Surface Munitions Directorate web site to submit ADRs. CAS will be used to establish the ADR number for submission.

4.3.10. Establish an organizational e-mail account for munitions accountability and ensure the box is checked daily.

4.3.11. Deleted

4.3.12. Ensure munitions accountability personnel are trained on MUREP procedures identified in **Chapter 37**.

4.3.13. Advise the Materiel Section Superintendent of the supply status and availability of accountable items to support the mission. Ensures WRM munitions are not released for peacetime use without approval IAW **Chapter 33** and AFI 25-101.

4.3.14. Develop and publish a customer guide, IAW AFPD 21-2 and this instruction to provide using agencies with procedures for obtaining munitions support.

4.3.15. Reconcile the ADR file against the Air-to-Surface Munitions Directorate web site and CAS records monthly to ensure ADR documentation accurately reflects CAS information (i.e. ADR number, NSN, Quantity, Lot number, etc.). Document the results of the reconciliation and brief the MASO on the findings and corrective actions.

4.3.16. Monitor MASO managed munitions components (to include kits) required for munitions TCTOs and provide updates and due-in status to Munitions Control.

4.3.17. Monitor munitions Due-in from Maintenance (DIFM) assets.

4.3.18. Ensure awaiting parts (AWP) status is provided for munitions (FV) items.

4.3.19. Coordinate with inspection and storage elements before requisitioning new items or large quantities of munitions to confirm storage space and technical data is available.

4.3.20. Limit munitions requisitions to yearly allocations, plus or minus Quantity Unit Pack (QUP).

4.3.21. Provide a listing of all munitions types stored and maintained to the EOD unit providing support. This list is provided annually and updated as changes occur. This listing will include all assigned and contingency tasked munitions.

4.3.22. Initiate follow up action for conventional munitions with OO-ALC/WM and air-to-air missiles with WR-ALC/LKGL for all requisitions made against wing SRAN/DoDAACs.

4.3.23. Ensure munitions shipments are properly booked through transportation channels and shipments are aggressively tracked to ensure timely departure. Report difficulties in getting munitions shipments out to the Munitions Flight Chief for resolution. This responsibility may be delegated to a different element at the option of the Munitions Flight Chief.

4.3.24. Ensure WR-ALC managed guidance systems for AIM-7 and AIM-9 missiles have unserviceable shipment Transportation Control Number (TCN) and quantity of failed items in the "Comments" field for requisitions made through CAS. Units failing to include required data will receive a denial status code of "CA" with reason for rejection.

4.3.25. Ensure OO-ALC managed guidance systems are requisitioned as failures occur. Unserviceable units will be auto-shipped back to the depot; shipping containers will be ordered if none are available.

4.3.26. Review the appropriate Base Supply records to ensure DoD stocklisted non-nuclear munitions, missiles, and related explosive/inert components that should be managed by the MASO (see paragraph **12.5.2.1.**) are not on Base Supply records.

## Chapter 5

## MUNITIONS SYSTEMS SECTION

**5.1. Munitions Control Element.** The focal point for planning, coordinating, directing and controlling all Munitions Flight activities. Munitions Control will coordinate with other maintenance activities and emergency response agencies to ensure effective scheduling and use of available resources. It must be located, equipped and arranged to ease the collection, recording and dissemination of information essential for command, control and communications.

5.1.1. Personnel must adapt well to stress, speak clearly and concisely. Must have a working knowledge of all munitions functional areas.

5.1.2. Facilities must meet the following minimum standards, to include construction to meet the minimum security standards commensurate with the information maintained and stored.

5.1.2.1. The door must be of solid wood or metal faced construction with a peephole or other suitable method to identify personnel before granting entry. Doors must be mechanically or electrically locked to control access.

5.1.2.2. Room(s) are completely enclosed, air conditioned, and heated. Depending on MSA location and mission, walls and ceilings are normally covered with acoustical material to reduce noise levels. Squadron and flight leaders determine the need.

5.1.2.3. Floors are covered with an industrial grade carpet.

5.1.2.4. Standby power and emergency lighting are required.

5.1.2.5. Two dedicated munitions Land Mobile Radio (LMR) Nets, 1 for production and 1 for materiel (where applicable).

5.1.2.6. Secure voice communication capabilities, Secure Telephone Unit-III (STU-III)

5.1.2.6.1. Establish a Secure Internet Protocol Network (SIPRNET) capability within the Munitions Flight. SIPRNET System must have the capability to read from/record to a Personal Computer Memory Card International Association (PCMCIA card) for the download of classified weapon tactical software.

5.1.2.7. Dedicated telephone lines to:

5.1.2.7.1. Security Forces Central Security Control, law enforcement and the MSA entry control point.

5.1.2.7.2. Explosive Ordnance Disposal (EOD), if assigned.

5.1.2.7.3. Base Fire Department.

5.1.2.7.4. Command Post.

5.1.2.7.5. Munitions Flight office, when required by location.

5.1.2.7.6. Command Operations Center.

5.1.2.7.7. Maintenance Operations Center (MOC).

5.1.2.7.8. All munitions workcenters.

5.1.3. The following will be maintained utilizing visual aids (i.e. notebooks, boards, computers, etc.):

5.1.3.1. Workorder status for all munitions/maintenance operations to include;

5.1.3.1.1. Location of operation.

5.1.3.1.2. Crew size.

5.1.3.1.3. Description of Operation.

5.1.3.1.4. Start/Stop time.

5.1.3.2. TCTO status to include;

5.1.3.2.1. TCTO number.

5.1.3.2.2. Number of kits ordered (quantities, document number and date).

5.1.3.2.3. Number of kits received (quantity and date).

5.1.3.2.4. Number completed.

5.1.3.2.5. Number not completed.

5.1.3.2.6. Rescission date.

5.1.3.2.7. Lot/serial number.

5.1.3.3. Current copy of the master identification (ID) listing. The master ID listing can be a combination of any (TMRS, CAS, CAMS etc.) listings/visual aids that list all equipment assigned.

5.1.3.3.1. Assign ID numbers for end items according to 00-20 series T.O.s and makes inputs to update the master ID listing.

5.1.3.4. Update visual aids/listings to reflect current status and recurring maintenance cycles.

5.1.4. Maintain map(s) showing the entire munitions storage area(s), primary and alternate explosives routes, evacuation route(s), and sited explosives locations outside the MSA (e.g.: aircraft parking locations, hot cargo pads, railheads, munitions holding areas, etc.).

5.1.5. Maintain records and documentation on the following:

5.1.5.1. Inspections and ohms testing results of lightning protection, static ground systems and static grounded worktables. Testing and visual inspection will be performed at intervals according to DoD 6055.9-STD, *DoD Ammunition and Explosive Safety Standards*, AFMAN 91-201, and AFI 32-1065.

5.1.5.1.1. Notify wing weapons safety when deficiencies or discrepancies exists involving lightning protection or static ground systems for risk assessment code application.

5.1.5.1.2. Last 6 inspection cycles must be maintained IAW with DoD 6055.9-STD.

5.1.5.2. Work requests that adversely affect the function of a facility, to include subject, work order number and date submitted.

5.1.6. Develop, maintain and use emergency action checksheets such as war/contingency plan execution notification, crash, fire, severe weather and explosive mishaps. Units will work with base agencies to develop local Emergency Action Checksheets (Fire Dept, Security Forces, etc). Coordinate all checksheets involving explosive operations through Wing Safety and Quality Assurance.

5.1.7. Maintain all applicable war and contingency plan annexes/appendixes on file. Develop generation flow plans in support of in-place or deployment contingency OPLANs. Automated AF Form 2409, **Generation Sequence Action Schedule**, is authorized to outline the scheduled actions (i.e., aircraft configuration, munitions build-up, break-out/delivery locations).

5.1.7.1. The form is completed and sent to appropriate elements as soon as possible after plan implementation.

5.1.8. Maintain status of the following using Munitions Control 2000 (MC2K). MAJCOMs may allow deviations for small units that do not perform aircraft support functions, such as those conducted in AF Space Command and AETC:

5.1.8.1. Listing of individuals authorized access to keys (structure, bay, etc.).

5.1.8.2. Deleted.

5.1.8.3. Munitions trailer status. (Types, quantities, and locations, ID numbers or locally assigned field numbers, commission status, periodic inspection due dates, nuclear certification).

5.1.8.4. Vehicle status (Types, registration number, commission status, nuclear certification).

5.1.8.5. Facility status (Facility number, fire, hazard symbol of each facility, highest Risk Category and if classified munitions are maintained in the structure). Refer to **Table 2.1.** for Risk category and CIIC conversion matrix.

5.1.8.6. Assembled missiles including captive. Bulk storage asset quantity, type, condition, and location will be tracked in CAS. For missiles broken out of AUR containers track serial numbers, cumulative flights, days on aircraft (if required), number of captive flights, hours since last inspection, etc. in MC2K.

5.1.8.7. Personnel status (Authorized, assigned, available for duty).

5.1.8.8. Aircraft or munitions generation status (Aircraft tail number, location, type munitions and quantity).

5.1.8.9. Notification of Security Forces and Fire Department.

5.1.8.10. Built-up (ready) and aircrew training munitions will be maintained in CAS using procedures in **Chapter 35**.

5.1.8.11. Munitions test equipment status (in/out).

5.1.9. Track work progress in MC2K and in the event of conflicts assign priorities. Develop a backup system (blocks of job control numbers, logs, etc.) for deployments and during interrupted MC2K service.

5.1.9.1. DELETED.

5.1.10. Manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs. Review these programs weekly during the scheduling meeting.

5.1.10.1. Keep the deferred discrepancy file (AWM/AWP) on munitions items and equipment, except aircraft components, for scheduling purposes. This may be decentralized at the Munitions Flight Chief's option.

5.1.10.2. TCTO status tracking will be accomplished IAW AFI 21-101, *Maintenance Management of Aircraft*, T.O. 00-5-15, *AF Time Compliance Technical Order System*, and T.O. 00-20-2. Munitions control is the flight focal point to the wing plans, scheduling, and documentation administered program.

5.1.10.2.1. Determine if TCTOs apply to unit assigned munitions, missiles and MMHE.

5.1.10.2.2. Plan, schedule and coordinate with munitions accountability and maintenance supply liaison on all TCTO requirements.

5.1.10.2.2.1. TCTOs or alterations on nuclear weapons will be planned, scheduled and coordinated with Nuclear Ordnance Commodities Management (NOCM), 2W2 maintenance and/or nuclear agency. Refer to AFI 21-204 for additional information.

5.1.10.2.3. Munitions control attends the monthly reconciliation meeting, when required.

5.1.11. Prepare and consolidate quarterly, monthly maintenance and inspection forecasts and weekly munitions maintenance and inspection schedules. Depending on the unit workload, MAJCOMS may authorize units to use either a monthly or quarterly maintenance and inspection forecast.

5.1.11.1. Periodic inspections of munitions by item and lot or serial number.

5.1.11.2. Fire drills.

5.1.11.3. Munitions monthly, quarterly and semi-annual inventories.

5.1.11.4. Munitions requested to support aircrew training.

5.1.11.5. Inspection and maintenance of munitions test and support equipment by type and serial or ID number.

5.1.11.6. TCTO actions.

5.1.12. Conduct the weekly munitions scheduling meeting. As a minimum, the following areas will be discussed and the schedule will include:

5.1.12.1. AWM/AWP status. Every effort is made to add AWM work to the schedule during the meeting.

5.1.12.2. TCTO status.

5.1.12.3. Proposed work schedules.

5.1.12.3.1. Show realistic start times for work on the day it is scheduled. Avoid the use of "as required" work-orders since they inhibit the effective use of resources.

5.1.12.4. Inputs from the monthly and quarterly schedule.

5.1.12.5. Vehicle/Equipment status, to include mobility.

5.1.12.6. Aircraft flying schedule requirements.

5.1.12.7. Personnel status.

5.1.12.8. T.O. changes.

5.1.12.9. Munitions monthly, quarterly and semiannual inventories.

5.1.12.10. Mobility equipment inspections.

5.1.12.11. Hazardous waste disposal equipment inspections and maintenance.

5.1.12.12. Status of actions taken for approved ADRs, to include ADR number, qty, nomenclature, document number of A5J or shipment; and the scheduled date of disposal/shipment.

5.1.13. Promptly make the following notifications:

5.1.13.1. Inform Security Forces of changes in magazine contents affecting classification or Risk Category and document notification.

5.1.13.2. Inform the Fire Department of any "HC/D 1.1" explosives movements outside the MSA or of changes in magazine contents affecting fire symbols or hazard symbols and document notification.

5.1.14. Schedule, control, and direct the maintenance of inert and dummy training items and non-powered munitions support and handling equipment.

5.1.15. Is the focal point for the daily reconciliation of AFI 36-2217 expenditures, and tracking of missile flying hours. At the end of the flying day, ensures all AF munitions issued to the flight line are accounted for. Units with 24-hour flying operations can perform reconciliation at a time deemed appropriate for maximum effectiveness.

5.1.15.1. If unable to reconcile, Munitions Control contacts the appropriate functional area to determine if the disparity is due to an error in reporting, documentation or physical loss. Until accounts are reconciled, no more munitions will be delivered.

5.1.16. Monitor the status of all assembled munitions and missiles to include service life expiration of components.

5.1.17. Notify supporting activities before starting hazardous operations or training exercises, such as chemical operations, fire drills, evacuation drills, or EDM exercises.

5.1.18. Attend daily or weekly maintenance operations scheduling meetings to update munitions support requirements. The individual attending these meetings must be knowledgeable of all munitions support capabilities and limiting factors.

5.1.19. Control keys to assigned munitions facilities, using approved written procedures. Munitions Storage Element may issue and receive keys at Munitions Flight Chief's option provided written procedures are developed designating specific responsibilities. Keys to munitions storage structures located within the MSA will not be released to organizations outside the Munitions Flight. To assist locally, personnel outside the flight may be authorized to receive keys and be placed on the EAL if approved by the Munitions Flight Chief IAW para **5.1.19.2.3.** Exception: Unique, geographically separated locations OCONUS may release the primary (daily-use) key outside the Munitions Flight (i.e. SFS, EOD) if circumstances warrant (such as emergency response) and normal stand-by munitions personnel support is not a viable option. The Munitions Flight Chief will review/approve such requests in writing.

5.1.19.1. Key, Lock and Cylinder Control procedures for nuclear weapons facilities are in AFI 21-204.

5.1.19.2. Key and lock control procedures for conventional munitions facilities are contained in DoD 5100.76-M, AFI 31-401, AFI 31-101 and the following:

5.1.19.2.1. Key and lock custodians, who are responsible for the control of keys, locks, and hasps that secure munitions maintenance and storage facilities, will be appointed in writing IAW DOD 5100.76-M.

5.1.19.2.1.1. Key and lock custodian(s) will have a security clearance equal to or greater than the munitions items being secured by the keys and locks.

5.1.19.2.1.2. Letter of appointment will include name, enlisted/officer civilian, last 6 of SSAN and security clearance. Ensure letter has the required privacy act statement and is marked "For Official Use Only" (FOUO).

5.1.19.2.2. High/Medium security locks and cylinders are received with three keys. One control (maintenance) key, one primary and one spare are provided with each lock/cylinder. The control key is only used for disassembly and lock maintenance and is not issued for normal operation of the padlock. Low security locks do not have a control key. Primary and spare keys are kept segregated for storage and issue. The control keys may be stored with the spare keys. Segregation may be accomplished by separating key sets into key boxes (one box for the primary key set and one box for the spare and control key sets) within the key storage container. The following additional requirements must be met:

5.1.19.2.2.1. Master keying is prohibited. Keys to high, medium and low security locks must not be duplicated locally.

5.1.19.2.2.2. Cylinders are replaced if unauthorized access to, or loss of, a key (control, primary or spare) occurs. These cylinders are not reused to secure munitions maintenance and storage structures.

5.1.19.2.2.3. If primary or spare key is broken for a high or medium lock cylinder and all pieces of the broken key are recovered, destroy the broken key pieces. Annotate the AF Form 2427, **Key and Lock Control Register**, with the destruction of the broken key and that only two keys remain for that lock. Two keys are sufficient for storage of conventional munitions as long as one key is the control key.

5.1.19.2.2.4. Broken or damaged control keys require replacement of the cylinder.

5.1.19.2.2.5. If locks or cylinders become unserviceable, order replacements IAW DOD 5100.76M. The following information is provided for disposition of high/medium security locks: Send to:

**W80QG0 XU ASL PACKAGE PROCESSING POINT**
DEFENSE DISTRIBUTION DEPOT- SUSQUEHANNA
NEW CUMBERLAND, PA 17070-5001
MARK FOR:
M/F: TOM KINISKY
WHSEl 50
DSN: 977-6818/6492

5.1.19.2.2.6. Locks are inspected and lubricated at least every 6 months. To maintain system integrity, only those maintenance actions listed in T.O. 44H2-3-1-101 are authorized. Document maintenance using a locally developed method.

5.1.19.2.2.7. Ensure locks/hasps are upgraded as required and meet minimum penetration delay requirements set forth in DoD 5100.76-M and MIL HBDK 1013-1/A.

5.1.19.2.2.8. Room where structure keys are stored will be secured during non-duty hours. Access to the room is restricted to personnel authorized by the Munitions Flight Chief.

5.1.19.2.2.9. For classified munitions, keys will be protected as classified material with a classification at least equal to the items being protected.

5.1.19.2.2.10. All keys removed from their storage container must remain under the constant surveillance of personnel authorized to receive or issue keys.

5.1.19.2.2.11. Padlocks will be locked to the hasp when the entry gate, munitions structure or key container is open to prevent theft or substitution of the lock

5.1.19.2.2.12. Units may setup reserve stocks of locks and cylinders to support preventative maintenance and scheduled rotation/replacement. Keep reserve stocks in a safe, metal box, or similar container protected by a GSA-approved 3-position combination lock. Reserve cylinders and keys will be inventoried during the key and lock audit.

5.1.19.2.3. The Munitions Flight Chief designates personnel authorized to issue/receive keys in writing. Ensure letter has the required privacy act statement and is marked “FOUO”. Pen and ink additions are prohibited, however pen and ink changes to delete individuals from the list is authorized.

5.1.19.2.3.1. List will include name, grade, (i.e. Officer/enlisted/civilian), Security Clearance and last 6 of SSAN. Personnel authorized to issue keys may be authorized to receive keys.

5.1.19.2.3.2. Issue authorities will maintain a current copy and verify authorization prior to issuing/transferring keys.

5.1.19.2.3.3. Personnel receiving keys will have a security clearance equal to or greater than the munitions items being secured by the keys and locks. Ensure document has the required privacy act statement and is marked “FOUO”.

5.1.19.2.4. The AF Form 2432, **Key Issue Log**, is used to control keys that secure maintenance and storage facilities. The key issue log is annotated when keys are issued, turned in, transferred or inventoried. Separate forms are used for each primary, spare, and control key set. Mark top of forms with the appropriate set title.

5.1.19.2.4.1. Dual signature is not required unless directed by DOD 5100.76-M and AFI 31-101. If required, both individuals will remain at the facility while it is open and these assets will not be transferred to a lone individual.

5.1.19.2.4.2. Units are authorized to maintain multiple key issue logs when deemed necessary. Groups of keys may be issued to a munitions function then re-issued to authorized individuals. A separate log will be used to document the re-issue. Munitions Control will maintain all historical documentation.

5.1.19.2.4.2.1. Individuals designated as key issuing authorities are authorized to transport all keys between the non-duty hour storage facility and the duty hour issuing location. Only one authorized individual is necessary to transport conventional keys.

5.1.19.2.4.3. Both the primary and spare keys may be issued when required to support daily operations. This practice should be discouraged and closely monitored for adverse trends.

5.1.19.2.4.4. AF Form 2432 documentation requirements for key issue are as follows:

5.1.19.2.4.4.1. Enter structure and bay (as applicable) number in the structure column. Multiple structures and bays may be entered on one line as long as all entries are legible.

5.1.19.2.4.4.2. Local time will be entered in the 24hrs format.

5.1.19.2.4.4.3. Enter date entries in the day, month, and year format (1 Apr 98).

5.1.19.2.4.4.4. Individual(s) receiving the key will sign their full name and print their last name in the "out signature" column, block 1. Individual issuing key(s) will sign their full name and print their last name in block 2.

5.1.19.2.4.4.5. Individual(s) returning the key will sign their full name and print their last name in the "in signature" column, block 1. Individual receiving the key(s) will sign their full name and print their last name in block 2.

5.1.19.2.4.4.6. Dual signatures are not required by DOD 5100.76M. In the event this changes, two line entries with the same structure number will be used.

5.1.19.2.4.4.7. Transfer between individuals authorized to receive keys may be made with specific approval of the key issuing authority. Single key transfers are prohibited if multiple keys are signed out on one line. Upon transfer of keys, the key issuing authority annotates the log as follows:

5.1.19.2.4.4.7.1. On the next available line, key-issuing authority enters the structure number(s), time and date of transfer, and print "Key Transfer" and the name of the individual receiving the key(s) in block 1 of the out-signature block. The key issuing authority will print last name and sign their name in block 2 of the out-signature block.

5.1.19.2.4.4.7.2. Key issuing authority will enter time and date and sign the line corresponding with the name of the original individual receiving the key(s). Print "Key Transfer" in block 1 of the in-signature block. Individual issuing key(s) will sign their full name and print their last name in block 2.

5.1.19.2.4.4.7.3. Upon return of the transferred key(s), the individual returning the key will enter time and date and sign the in-signature block corresponding to their printed name.

5.1.19.2.4.4.8. DELETED.

5.1.19.2.5. Primary, Spare and Control key sets are inventoried by serial number at the end of each shift if issued and weekly if not issued.

5.1.19.2.5.1. If a coded device such as a railroad seal is attached to the key box in a manner that entry into the key box can be detected, verifying seal integrity and annotating key log may complete inventory for key boxes with keys that have not been issued.

5.1.19.2.5.2. Keys, locks and cylinders are audited and documented with each change of key and lock custodian.

5.1.19.2.6. When not in use, keys will be returned to key issuing authority (i.e. don't take keys to lunch, home, etc.).

5.1.19.2.7. Keys to maintenance facilities are controlled in the same manner as keys for their respective storage facilities.

5.1.19.2.8. Keys to conventional facilities are not stored in the same key box as the keys to nuclear facilities. This restriction does not preclude a conventional facility key box from being stored in the same safe as the nuclear facility key box.

5.1.19.2.9. An AF Form 2427 is used to control locks, cylinders, and keys used on conventional maintenance and storage facilities, including reserve locks, cylinders and keys. Maintain completed forms for 1 year.

5.1.19.2.9.1. High security keys are normally received with the manufacturer's serial number engraved on an attached metal tag. Units will develop local key serial numbers and engrave/stamp them on the bows of the keys to aid in auditing and control. Annotate both the local serial number and manufacturer's serial number on the AF Form 2427 for correlation purposes. Once the key custodian verifies the annotation for accuracy, the tag with the manufacturer's serial number is destroyed. Do not apply any additional markings to cylinders and locks.

5.1.19.2.9.2. AF Form 2427 documentation requirements for control of lock, cylinders and keys are as follows: Column 2 and 3 may be in pencil, all other entries must be typed or in ink.

5.1.19.2.9.2.1. Column 1: Annotate the manufacturer and locally assigned serial numbers.

5.1.19.2.9.2.2. Column 2: Enter the specific locations (building, cubicle, bay, etc.) of the lock associated with the key serial number listed in column 1.

5.1.19.2.9.2.3. Column 3: Enter date the lock was installed at the location specified in column 2.

5.1.19.2.9.2.4. Column 4: Enter the building number where the primary, spare and control keys are stored. If the spare and the control keys are stored in different buildings, both locations will be entered in the "spare" block of column 4.

5.1.19.2.9.2.5. Column 5: Enter the date locks, cylinders, and keys was audited. Only one line entry in column 5 is needed to document the audit of the entire page.

5.1.19.2.9.2.6. Column 6: The person performing the audit will sign to certify audit completion. Only one line entry in column 6 is needed to document the audit of the entire page.

5.1.19.2.9.3. Rotate or replace high security locks securing classified munitions at least annually. Document this action on the AF Form 2427.

5.1.19.2.9.4. Audit locks, cylinders, and keys semi-annually IAW DoD 5100.76-M. The audit consists of a physical check of each lock in-use on maintenance and storage struc-

tures and reserve stocks. A physical check of each munitions maintenance and storage structure must be made to verify that the installed locks are the same as the padlock location shown on the AF Form 2427. Lock/cylinder maintenance may be performed at the time of the audit.

5.1.19.2.9.5. Strike through any annotation of locks taken out of service.

**5.2. Combat Ammunition System Procedures.** These procedures identify the necessary Functional System Administrator responsibilities supporting CAS application software residing on the Global Combat Support System–Air Force Integrated framework (GCSS-AF IF). The Air Force has chosen a tiered arrangement to empower the various management levels, maximize functional and MAJCOM involvement, simplify administration tasks, and decentralize execution, while maintaining enterprise standards. These procedures were created to identify and clarify the separation of duties required by personal supporting the three-tier level (PMO/MAJCOM/Base) CAS application software residing on the Air Force Portal.

5.2.1. Functional Overview. CAS supports USAF combat-coded and supporting units, USAF Ammunition Control Point (ACP), Warner-Robins Air Logistics Center (WR-ALC) Tactical Missile Center, Air Force Combat Ammunition Center (AFCOMAC), and various training centers. The objective of the USAF CAS is to improve Air Force (AF) combat capabilities and logistics by providing effective munitions management, accountability, and fiscal control at each level of combat execution from the unit through the Joint Chiefs of Staff.

5.2.2. Contingencies and Alternate States/Modes of Operation. By design, there is no "degraded or alternate mode" of operation for the CAS System, in that automated processing requires a fully operational internet system. Local procedures must be developed to support users in the event of a complete system failure or local connectivity issues. The primary way to continue operation in the absence of computer support is through the use of manual processing and post-post.

5.2.2.1. Deleted.

5.2.3. Security**.** The data and information handled by the CAS application is classified as operating in the System High Security Mode at the unclassified sensitive level, For Official Use Only (FOUO). System Administrators (SPO, MAJCOM, and Base) responsibilities will include but are not limited to:

5.2.3.1. Ensure all CAS base administrators are thoroughly briefed on specific computer training and awareness issues as outlined in AFI 33-202 and AFI 33-204.

5.2.3.2. Ensure all CAS base administrators are briefed on environmental hazards (including minimum housekeeping standards) and threats that are addressed in AFI 33-202.

5.2.3.3. Ensure all CAS base administrators are briefed on system vulnerabilities as outlined in AFI 33-202 and must refer to the local Site Risk Analysis for site-specific vulnerabilities.

5.2.3.4. Ensure CAS base administrators are briefed on remanence security as outlined in AFSSI 5020.

5.2.3.5. Ensure CAS base administrators are briefed on security features that protect the resources and information referenced in the Security Features Users Guide.

5.2.3.6. Ensure CAS base administrators are briefed on security requirements protection mechanisms to control access to CAS identified in the CAS Trusted Facilities Manual.

5.2.4. Automated Information Technology (AIT). CAS AIT performs the collection of data from warehouse processes, the input of CAS System transactions, the processing of 1348-1A forms, and reject and management notices captured from the CAS System. The CAS AIT is used to facilitate this input and output processing includes the bar-coding of assets and storage locations, and the use of portable and fixed label printers, smart cards, and hand held terminals (HHTs) with built-in barcode readers and Radio Frequency Data Collection (RFDC) capability. CAS AIT architecture provides USAF munitions personnel with a reduction in data entry errors, an increase in the timeliness of the data flow to and from CAS, and near real-time access to asset information.

5.2.4.1. The AIT interface software provides the capability to send transactions to CAS as input for processing and the capability to create database records. CAS output can be responses to CAS transactions, such as the receipt update, or to 1348-1A forms produced by a CAS user performing issue or shipping processing.

5.2.5. System Performance. Although numerous techniques exist for system performance measurement, throughput is of considerable importance to a user. The CAS processing environment permits application processing in an online, interactive mode with scheduled batch processes executing in background mode. Actual throughput is dependent upon the execution mode mix (for example, the volume, execution request types, and number of users signed on) at any point in time. Large file downloads should be run during end-of-day (EOD) processing. Users need to be mindful that EOD processing in one time zone may impact users in different time zones.

5.2.6. Procedures for GCSS-AF Portal Account. Individuals are required to self-register with the GCSS-AF portal. Once an individual is registered, their User login, which is assigned by the portal registration process, will follow them from assignment to assignment. Registered personnel will require the assignment of roles or categories to be assigned or modified to their user login by the local administrator upon arrival to new duty location or work center. The administrator will then grant the categories or user roles or groups based on the individuals work center duties. The CAS Application level of access can be granted by the SPO FSA, MAJCOM or Local Administrators depending on level of access required.

5.2.7. Procedures for Granting CAS Portal Access. The assignment of CAS portal access is granted at the SPO, MAJCOM and Base SA level of administration. Additional responsibilities have been added to the role of system administration on the GCSS-AF IF. In addition to loading CAS users into the CAS application, the SA is required to manage the CAS application access using the Air Force Portal, which grants access to the CAS application. This is done by setting up access roles within the Policy Director software that is controlled and administered by the GCSS-AF Program Management Office. For CAS there are four roles, CAS Admins (SPO FSA), CAS Admin-MAJCOM, CAS Admin-Base and CAS User.

5.2.7.1. The CAS Admin privilege allows individuals the ability to grant portal links, the CAS User role grants members access to the CAS application. Head Quarters, Standard Systems Group (HQ SSG) Operations Branch (ILWO) will have overall authority. The SPO FSA's assigned to SSG ILWO will be responsible for assigning and deleting the CAS Admin-MAJCOM role to Major Command (MAJCOM) SA's, who in-turn will be responsible for assigning and deleting the CAS Admin-Base role to local SA's within their command. The local SA(s) at base level will then

be responsible for the assignment and deletion of the CAS_User role to base users at their installations. The assignment of the CAS Admin portal role does not grant the user access to the CAS application, it merely grants the user access to the CAS link from the Air Force portal. Individuals will still need to be granted access in the CAS application using the Admin menu; user management. The procedures for assigning the CAS portal access roles are as follows:

- Login to Policy Director; select the search option under USER

- System will return a USER SEARCH window. Enter the users last name preceded with an asterisk and ending with an asterisk in the NAME FILTER box (*smith*), press search button. You may be required to change the MAX load count depending on the amount of records that are returned.

- The system will return a list of users that match the search criteria based on MAX load count. Locate the user's portal ID name and select the link for that name.

- System will return a User Properties window for that user. Ensure there are check marks in the account valid/password valid blocks. In the GROUP MEMBERSHIP block select the list button.

- System will return a search window. In the NAME FILTER box enter CAS preceded with an asterisk and ending with an asterisk (*CAS*), press search button.

- System will return displaying all the CAS authorized privileges. Select the CAS authorization that is being granted for that user and press apply.

- This loads that privilege to the user. All users will need to be assigned the CAS_user privilege to gain access to the application software.

- Close the window and reopen the User properties window. The privilege selected should now be displayed in group membership window.

- Press Modify User to commit the change. Inquire the user again to ensure the update processed.

- The roles available for CAS users with privilege association are listed in **Figure 5.1.**

**Figure 5.1. CAS Roles**

| Trusted Officials Authorized to Assign the GCSS-AF CAS ROLES | | | | | | |
|---|---|---|---|---|---|---|
| **Trusted Official** | **CAS SPO CAS_Admin** | **CAS SPO CAS_User** | **MAJCOM CAS_Admin** | **MAJCOM CAS_User** | **BASE CAS_Admin** | **BASE CAS_User** |
| **GCSS-AF SA** | X | | | | | |
| **CAS_SPO SA** | | X | X | X | X | X |
| **CAS_MAJ COM SA** | | | | X | X | X |
| **CAS_BASE SA** | | | | | | X |

**CAS:** entry is a container under which the roles fall and has no function for any users.

**CAS-Admin**: Administrator privilege for the SPO FSA which provides the ability to assign portal link to MAJCOM or base level users

**CAS-Admin-MAJCOM**: Administrator privilege for the MAJCOM SA which provides the ability to assign portal link to MAJCOM users, base administrators or local users within their command.

**CAS-Admin-Base**: Administrator privilege for the Local Base SA which provides the ability to assign the CAS portal link to base level users

**CAS_Users**: privilege which allows access to the CAS application.

5.2.7.2. DELETED.

5.2.7.3. DELETED.

5.2.8. System Administration Levels. There are three levels of system administration for CAS. These levels are: CAS SPO (Functional System Administrator), MAJCOM SA, and the Local (base) SA. Depending upon their level of authorization, the SA has the capability to add, change, or delete a CAS System user from the system. The SA also has the ability to assign permissions to each user that specifies which programs and or functional areas may be accessed. In order for the menu to be created dynamically upon user login, the SA must assign permissions using program AMA01A (User Management) to designate specific programs for individual user access. A description of the SA responsibilities is listed below.

5.2.8.1. HQ SSG/ILWO. The CAS Program Management Office (PMO) located at Headquarters Standard Systems Group (HQ SSG) is responsible for the overall functional Administration of the CAS application software residing on the Global Combat Support System – Air Force (GCSS-AF) Integrated Framework (IF). HQ SSG/ILWO will appoint Functional System Administrators (FSA)

in writing; appointed FSA's will grant Combat Ammunition System Admin and Users privileges (CAS links) to authorized CAS users via the Global Combat Support System – Air Force (GCSS-AF) Integrated Framework (IF). The letter of appointment will be validated annually. HQ SSG/ILWO will submit a letter to HQ GCSS-AF requesting the listed personnel be granted the CAS_Admin role, which intern enables the SPO SA the ability to grant or delete privileges to appointed MAJCOM and Base level SA's.

5.2.8.2. The SPO SA will also be able to assign the CAS_User role to all levels of CAS personnel. The assignment of the ADMIN role will be accomplished using a tiered method where HQ SSG/ ILWO will have overall authority. HQ SSG FSA will be responsible for assigning the CAS_ADMIN-MAJCOM privilege to Major Command (MAJCOM) System Administrators (SA), who will in-turn be responsible for assigning the CAS_ADMIN-Base privilege to the local Administrators within their command. When the SA is assigned the CAS_Admin role they have the ability to assign the CAS_User role to anyone at their level and below.

5.2.8.3. CAS Functional System Administrator (FSA) Level. These individuals are assigned to the CAS Program Management Office (PMO) and are responsible for the administration of the CAS application database. These FSA's will act as the intermediaries for the Defense Information Systems Agency (DISA) Montgomery and the CAS functional users. If a problem arises where a database recovery would be required, the FSA will inform DISA of the need for recovery of the database. CAS FSA Administration capabilities in the application software are; User Management and Utilities. The capabilities provided at this level are as follows:

- **Add SPO SA** – Ability to assign individuals the FSA privilege to an individual.
- **Add MAJCOM SA** – Ability to assign MAJCOM SA privileges to an individual.
- **Add MASO User** - Ability to assign MASO privilege to the Base level Munitions Accountable System Officer (MASO)
- **Add General User** - Ability to assign General User privilege to an individual.
- **Add ACP User** - Ability to assign Item Manager and System Engineer privilege to an individual.
- **Add MAJCOM User** - Ability to assign MAJCOM User privilege to an individual.
- **Add CAS User** - Ability to assign CAS User privilege to an individual.
- **Update User** - Ability to modify a user's privilege.
- **Delete User** - Ability to delete a User's privilege.
- **View Users** - Ability to inquire a user's assigned privilege.
- **View All MAJCOM DoDAAC's** – Ability to view all DoDAAC's assigned to a MAJCOM.
- **Utilizes** - The capabilities available for FSA in the application software are as follows.
- **Transaction History Archive** – This option provides the ability to archive data off the system.

- **Base Parameter Update** – Allows the FSA to view and update a DoDAAC's Base Parameter Record. Additionally, this program will allow the administrator to maintain the Training database.
- **View End of Day Batch log** – This option provides the ability to view EOD logs for a specific DoDAAC.
- **On Line Maintenance** – Provides the CAS SPO Administrator the capability to change, modify or view data from the System Parameter Table. The Administrator will be able to change, modify or view the CAS-A / CMOS passwords, CAS-A / CMOS IP addresses and the CAS-A / CMOS user fields
- **DoDAAC create/Delete Program** - Provides the CAS SPO Administrator with the capability to create and delete a DoDAAC.
- **Manual Record Processing** - This option provides the ability to perform Load, Update and Delete functions of Asset, Custody and DIFM records.

5.2.9. MAJCOM Roles and Responsibilities:

5.2.9.1. Appointment of MAJCOM SA. The MAJCOM LGW or LGM (as applicable) will appoint a primary and alternate MAJCOM CAS Administrator in writing (See **Attachment 1** and **Attachment 2** for sample letters). A copy of the appointment letter will be provided to HQ SSG/ ILWO. The appointment letter will be validated annually. When the primary or alternate administrator is relieved of his/her duties, a new appointment letter must be accomplished identifying the successor and will reference the superseded letter.

5.2.9.2. Upon receipt and validation of the appointment letter ILWO will assign the CAS Admin-MAJCOM role to the MAJCOM SA's identified in the letter. Once the Admin-MAJCOM role is assigned to the MAJCOM SA's and appears in the SA's Air Force Portal, he or she will then be able to access the AF portal link. This will not grant access to the CAS application. The MAJCOM SA will then have to be loaded to the CAS application using the Admin menu, user management option in the application software to be able to access the application software.

5.2.9.2.1. The MAJCOM SA will be the point of contact (POC) for all matters relating to the CAS application. The primary or alternate administrator is granted unique roles; therefore, as a minimum, one of the appointed administrators must be available to support daily CAS operations. In the event a unit is unable to successfully contact their MAJCOM representative the SPO SA at Gunter AFB may be contacted for assistance in granting privileges needed at the base level unit.

5.2.9.3. MAJCOM System Administration. The MAJCOM SA is responsible for the users assigned in their command. They provide administrative privilege to trusted users in order to perform system administrative functions at their locations. By granting access, SA's are entrusting the security of the system to individuals assigned. The MAJCOM SA can load CAS roles to MAJCOM users and base users within their command in the application software. The Local Base SA's will be appointed in writing and a copy of the appointment letter will be provided to the MAJCOM SA.

5.2.9.4. Once the MAJCOM SA has validated the appointment letter, the MAJCOM SA assigns the CAS Admin-Base role to the local Base SA's within their command. The user will still need to be granted access to the application software using Administration menu, user management. The

MAJCOM SA's privilege grants him/her the ability to add, change or delete MAJCOM or base level users and administrators with in their commands. The MAJCOM SA will grant the primary and alternate base level administrator their roles in the CAS application, once their GCSS-AF IF logins are assigned.

5.2.10. Base level Roles and Responsibilities.

5.2.10.1. Appointment of Local Administrator. The Flight Commander or Flight Chief will appoint a primary and at least one alternate local administrator in writing. A copy of the appointment letter will be forwarded to the MAJCOM SA (See **Attachment 1** and **Attachment 2** for sample letters). The letter of appointment will be validated annually. When the primary or alternate administrator is relieved of his/her duties, a new appointment letter must be accomplished identifying the successor and will reference the superseded letter.

5.2.10.1.1. The MAJCOM SA grants the primary and alternate base level administrator the CAS Admin privilege the local administrators GCSS-AF IF logins are assigned and the appointment letter has been received and validated. Once the administrative role is assigned to the local SA's and appears in the SA's Air Force Portal account, he or she will **then be able to** access Admin menu and have the ability to grant CAS privileges to other base level individuals. The individuals appointed as local SA will be the POC for all matters relating to the CAS application for their unit. The primary or alternate administrator is granted unique roles on the new application; therefore, as a minimum one of the appointed administrators must be available to support daily CAS operations. The administrator will grant all other local CAS users their roles based on shop assignment.

5.2.10.2. Base Level Administration. The Base level Administrators are responsible for the users assigned to their unit. The SA will be required to give CAS access to users at the base level. By granting access the SA is entrusting the security of the system to individual's assigned CAS privileges to the system. The Base Level SA's privilege grants him/her the ability to add, change or delete base level users at their unit of assignment. The Base Level SA is responsible for granting and removing privileges to base level users once their GCSS-AF IF logins are assigned. Prior to assignment of application privileges the user must be granted access to the Air Force Portal.

5.2.10.3. Assignment of User Roles/Categories. The assignment of privileges in the application software to all users other than base level users are defaulted to specific programs associated to that level of access. The local administrator will need to ensure all programs required by a base level user to accomplish his/her job are assigned to that user. This may require the administrator assigning multiple categories to individuals and turning off access to specific programs located under some categories. To grant access to the application software the administrator accomplishes this using AMA01A (User Management). By granting access the SA is entrusting the security of the system to the individuals assigned local administrator duties.

5.2.10.3.1. The CAS application provides the ability to assign all programs associated with a category or allow restricted access to certain programs in a category. For example, Inspection personnel require access to munitions operations functions to perform turn-ins. Because the turn-in program is located under the Munitions Operations category, the administrator will have to assign the munitions operation category to inspectors. This means the other programs located in the category that are not authorized to be used by that user will need to be turned off; thereby not allowing the user access to the capability. The administrator should conduct a

comparison of the current fielded categories against the new category to ensure the users are provided access to all programs required to accomplish his or her job and de-select what is not required during the assignment of the roles/categories.

5.2.10.4. Daily Operations. The EOD, refresh, inbound and outbound data and interface processes are controlled and executed by the Oracle stored procedure AM850A (Hourly Scheduler). AM850A runs within an Oracle Database Job that is set to execute every hour on the hour. The local administrator is required to view the EOD logs daily for processing errors. These processes, described in **Table 5.1.** CAS Processing below, may directly impact system performance.

**Table 5.1. CAS Processing**

| Processing | Operation and Phasing |
|---|---|
| Incoming data, Interfaces | Hourly; processes all incoming interface data between CAS and AIT. |
| End-of-Day | Primarily executes programs that generate selected "daily" reports; typically scheduled once a day after the completion of functional user activity. |
| Refresh | Set to four-hour intervals. Refresh produces output for CAS-A. |
| DB Admin | Executed as required for system startup, shutdown, and maintenance. |
| Online Operation | Normal CAS operation. Used by all users for transaction processing and management of munitions. |

**Figure 5.2. MAJCOM Level Appointment Letter**

MEMORANDUM FOR HQ SSG/ILWO Date

FROM: Your Organization

SUBJ: MAJCOM System Administrators (SA) Appointment Letter for CAS

1. The following individual(s) have been appointed as MAJCOM system administrators for the Combat Ammunition System.

**EXAMPLE**

| Rank/NAME | MAJCOM Portal Logon ID | Office Symbol SECURITY CLR | DSN Phone# |
|---|---|---|---|
| **SMSgt John Q. Public john.q.public** | **ACC Secret** | **LGMW** | **XXX-XXXX** |

2. If you have any questions, contact (MAJCOM POC), DSN XXX-XXXX.

(Authorizing Official)
(Title)

**Figure 5.3. Base level Appointment Letter**

MEMORANDUM FOR HQ XXXXXX/XXXX Date

FROM: Your Organization

SUBJ: 519th MXS Maxwell AFB, CAS System Administrator (SA) Appointment Letter

1. The following individual(s) have been appointed as system administrators for the Combat Ammunition System.

**EXAMPLE**

| Rank/NAME | DoDAAC | Office Symbol | DSN Phone# | Portal Logon ID | SECURITY CLR |
|---|---|---|---|---|---|
| SMSgt John Q. Public | FV9999 | ILWO | XXX-XXXX | john.q.public | Secret |

2. If you have any questions, contact (POC), DSN XXX-XXXX.

(Authorizing Official)
(Title)

**5.3. Combat Plans/Mobility/Training Standardization Element.** This element will be established in all flights that have a combat mission. The element is responsible for administering combat plans for the flight to include deploying resources and the Combat Munitions Training Program (CMTP). Focus must be directed on the flight's capability to support all contingencies in tasked OPLANs with trained personnel and optimum resources. Responsibilities as outlined in this paragraph can be expanded, as long as it does not degrade the flights combat capabilities. This element is not required for Central Air Force (CENTAF) units.

5.3.1. Combat Plans is the flight's focal point for mobility planning and execution. Combat plans supervisor will:

5.3.1.1. Develop/maintain CMPs in support of all tasked OPLANs/CONPLANs/DOC statements as required.

5.3.1.1.1. Assist trainers in developing munitions lesson plans to cover the CMTP.

5.3.1.2. Develop munitions deployment plans in coordination with munitions flight supervision.

5.3.1.3. Be fully knowledgeable with all applicable war and contingency plan annexes/appendixes, which pertain to the Munitions Flight.

5.3.1.4. In conjunction with section superintendents, identify equipment and personnel to meet all deployments.

5.3.1.5. Assure deploying personnel are trained and provided with the necessary documents, individual equipment and immunizations.

5.3.1.6. Maintain and account for all personnel mobility folders.

5.3.1.7. Monitor personnel and equipment availability identified to support deployment plans, and maintain current status lists using MC2K.

5.3.1.8. Verify flight equipment is marked, packaged and inspected at the required intervals.

5.3.1.9. Provide weekly status to the Munitions Flight Chief at the weekly scheduling meeting, highlighting any potential/actual limiting factors and recommended corrective actions.

5.3.1.10. Assist Munitions Control in the generation of flow plans in support of in-place or deployment contingency OPLANs.

5.3.2. Training supervisor oversees the munitions training programs, implements training standards, develops training plans, local policies and procedures.

5.3.2.1. Coordinates with element chiefs to schedule classes.

5.3.2.2. Establishes a custody account and manages training munitions, components, and accessories. NOTE: Flight Chiefs may designate custody account management to a separate element, i.e. conventional maintenance, PGM Maintenance.

5.3.2.2.1. Reviews and validates the annual munitions flight training munitions forecast. Ensures training munitions are serviceable and mirror parent munition to the maximum extent possible. Schedule munitions for maintenance.

5.3.2.3. Ensures a current copy of munitions technical data, checklists, Operating Instructions (OI) for assigned munitions on the unit's UCML or other applicable documents are available for use.

5.3.2.4. Monitors training documents to ensure munitions flight personnel have completed recurring training requirements.

5.3.2.5. Develops and coordinates training schedules, and provides them to Munitions Plans & Scheduling for publication in the munitions maintenance schedules.

5.3.2.6. Provides non-munitions augmentee personnel initial and recurring explosives safety and practical training on their expected duties. This may include munitions breakout, buildup, and delivery operations.

5.3.2.7. DELETED.

5.3.2.8. DELETED.

5.3.2.8.1. DELETED.

5.3.2.8.2. DELETED.

5.3.2.9. DELETED.

5.3.3. The Munitions Flight Chief will approve all formal lesson plans for academic classroom instruction after coordination with Wing safety (overall safety content) and Quality Assurance (technical accuracy).

5.3.3.1. Lesson plans will contain as a minimum:

5.3.3.1.1. Course Title

5.3.3.1.1.1. DELETED.

5.3.3.1.1.2. DELETED.

5.3.3.1.1.3. DELETED.

5.3.3.1.1.4. DELETED.

5.3.3.1.1.5. DELETED.

5.3.3.1.1.6. DELETED.

5.3.3.1.1.7. DELETED.

5.3.3.1.2. Training objectives.

5.3.3.1.3. Student Instructional Material.

5.3.3.1.4. Training resources.

5.3.3.1.5. Instructional method.

5.3.3.1.6. Instructional guidance.

5.3.3.2. For assistance in writing lesson plans, contact local logistics training flight.

5.3.4. CMTP Training

5.3.4.1. Complete CMTP initial academic training before starting practical training. As a minimum, the academic classroom phase of instruction includes:

5.3.4.1.1. Instruct all personnel in the tasks required to accomplish the unit's CMP during transition to conflict.

5.3.4.1.2. Include safety devices or features according to AFMAN 91-201 and item T.O.s.

5.3.4.1.3. Hazards of the work environment and special hazards according to tech data.

5.3.4.1.4. Identification of components according to the item T.O..

5.3.4.1.5. Inspection of components according to T.O. 11A-1-63 or the specific item T.O. (-63 is preferred).

5.3.4.1.6. Rapid assembly of components according to T.O. 11A-1-63.

5.3.4.1.7. Cover publications, safety, AGE SE familiarization, TMDE, special tools, handling equipment, storage and security requirements.

5.3.4.2. Practical training starts when academic training is complete. Conduct practical training in a facility or training area dedicated to munitions buildup operations.

5.3.4.2.1. Use a facility large enough to accommodate required training and associated SE.

5.3.4.2.2. The practical training area should also have adequate office space and an academic classroom with appropriate heating and cooling.

5.3.4.2.3. CMTP instructors administer practical training to each munitions personnel as required.

5.3.4.2.4. They ensure munitions practical training duplicates operational conditions to the maximum extent possible. Other munitions buildup practical training considerations include:

5.3.4.2.5. Familiarity with munitions serviceability criteria. Do not allow blanket rejection of training munitions during training operations solely because they are inert.

5.3.4.2.6. Familiarity with the operation of all available AGE and SE used during training operations, even if not used on a routine basis. Conduct training on items such as the MHU-110/141 trailers and loading in/out of containers.

5.3.4.3. The practical training phase must emphasize set-up for mass production (i.e., using MAC, trailer builds, dunnage builds, etc.) use of power tools and on-the-spot maintenance procedures (such as, use of thread chasers, and so forth). As a minimum, this phase includes:

5.3.4.3.1. Physical inspection of components according to T.O. 11A-1-63 or specific item T.O. (use 11A-1-63, when procedures are included).

5.3.4.3.2. Physical assembly of the complete rounds according to T.O. 11A-1-63 or the specific item T.O. (use -63 when procedures are included).

5.3.4.3.3. Use of inert components for this training is recommended. If inert components are not available, live munitions may be used provided serviceability is not jeopardized and technical data or higher headquarters does not prohibit use.

5.3.4.4. DELETED.

5.3.4.5. DELETED.

5.3.4.6. DELETED.

5.3.4.7. DELETED.

5.3.5. CMTP is a hands-on familiarization training program for 2W0X1 personnel, E-7 and below.

5.3.5.1. This program covers all facets of the unit's conventional munitions contingency tasking.

5.3.5.2. It is geared to provide personnel core knowledge and not to fully qualify them in all tasks.

5.3.5.3. All personnel will receive employment/base support plan training on their portion of the plan during their CMTP training.

5.3.6. Initiates and maintains an automated training tracking system for all munitions personnel.

5.3.6.1. Local course codes will be assigned and will be documented in appropriate training lists.

5.3.6.1.1. DELETED.

5.3.6.1.2. DELETED.

5.3.6.2. Training will be conducted a minimum of every 15 months during AEF preparation times. For Korea units, training is on an annual basis.

5.3.7. DELETED.

5.3.7.1. DELETED.

5.3.7.2. DELETED.

5.3.7.3. DELETED.

5.3.8. DELETED.

5.3.8.1. DELETED.

5.3.8.2. DELETED.

5.3.8.3. DELETED.

5.3.9. DELETED.

5.3.9.1. DELETED.

5.3.9.2. DELETED.

5.3.9.3. DELETED.

5.3.10. DELETED.

5.3.10.1. DELETED.

5.3.10.2. DELETED.

5.3.10.3. DELETED.

5.3.10.3.1. DELETED.

5.3.10.3.2. Document annual buildup training in the local automated training tracking system.

5.3.11. DELETED.

5.3.11.1. DELETED.

5.3.11.1.1. DELETED.

5.3.11.1.2. DELETED.

5.3.11.1.3. DELETED.

5.3.11.1.4. DELETED.

5.3.11.1.5. DELETED.

5.3.11.1.5.1. DELETED.

5.3.12. DELETED.

5.3.12.1. DELETED.

5.3.12.2. DELETED.

5.3.12.2.1. DELETED.

5.3.12.2.2. DELETED.

5.3.13. DELETED.

5.3.13.1. DELETED.

5.3.13.2. DELETED.

5.3.13.2.1. DELETED.

5.3.13.2.1.1. DELETED.

5.3.13.2.1.2. DELETED.

5.3.14. DELETED.

## Chapter 6

## AIR FORCE COMBAT AMMUNITION CENTER (AFCOMAC) ORGANIZATION AND FUNCTIONAL RESPONSIBILITIES

**6.1. Mission** . AFCOMAC is an Air Force level training center administered by the 9th Munitions Squadron (MUNS), Beale AFB CA.

6.1.1. Two separate courses make up the AFCOMAC program: the Combat Ammunition Planning and Production course (ACC AFCOMAC) and the Senior Officers Orientation course (SOO).

6.1.1.1. The ACC AFCOMAC course provides combat-oriented instruction in CMP development and large-scale conventional ammunition production using mass assembly techniques.

6.1.1.1.1. A two-phased program provides both classroom academic and operational exercise of munitions support concepts and principles based on current Combat Air Force operational plans.

6.1.1.1.2. Phase two of this course is called an IRON FLAG exercise.

6.1.1.1.3. A two-week condensed course for Air National Guard/AF reserve is offered once a year.

6.1.1.2. The SOO course is 2 days and provides combat munitions management orientation to majors (0-4 and civilian equivalent) and above in large scale conventional munitions planning and production operations.

6.1.1.3. A key to AFCOMAC's success is their ability to continuously provide safe working conditions in a combat environment. To enhance safety by providing a higher visibility and separation between students and permanent party during the practical exercise the 9 MUNS personnel are authorized to wear Desert Combat Uniforms during the IRON FLAG practical exercises.

6.1.1.4. Due to the educational nature and isolated environment of the IRON FLAG exercise, lost tools/objects from student CTKs will be reported and coordinated through 9 MUNS/LGW only. No further reporting required.

6.1.1.5. 9 MUNS personnel will not be tasked with TDYs/contingencies without prior approval/coordination with either HQ USAF/ILMW or ACC/LGW.

6.1.2. In coordination with all MAJCOM munitions staffs, HQ ACC/LGW provides staff oversight of the courses conducted by the 9 MUNS to ensure the program is responsive to current and long range munitions logistics needs.

**6.2. Organization.** The 9 MUNS is in the 9th Logistics Group, reporting to the Logistics Group Commander.

6.2.1. The squadron is organized with a Commander, commander's support staff, Maintenance Supervision, Curriculum Flight, and Munitions Flight.

6.2.1.1. The Curriculum Flight has three subordinate elements: Planning, Production, and Research and Analysis (R&A).

6.2.1.2. The Munitions Flight's subordinate sections are Materiel, Production and Systems. The unit does not have a flight line delivery function except when students establish this function in conjunction with a class practical exercise. The flight is organized IAW **Chapter 1**.

**6.3.** Unit Responsibilities.

6.3.1. Propose doctrine and procedures to improve combat munitions production in the USAF. The unit conducts training in all phases of combat munitions operations, from planning through on-site production. This training uses representative conventional stockpile assets, to include new munitions entering the active inventory.

6.3.2. Additional responsibilities include:

6.3.2.1. Evaluate and test new and existing MMHE and validates fielded MMHE at the request of the Center of Excellence.

6.3.2.2. Identify and recommend design improvements to enhance the utility of current inventory and newly designed MMHE and support equipment to assure equipment functions and operates as intended in combat stressed environments.

6.3.2.3. Provide recommendations and user comments to MAJCOM munitions staffs, appropriate ALC, and the Air Force MMHE focal point so proper management action may be taken.

6.3.2.4. Identify and recommend corrections for deficiencies found in MMHE, munitions items, support equipment, and special purpose vehicles.

6.3.2.5. Evaluate and recommend doctrinal and procedural proposals to improve combat ammunition production to MAJCOM board of advisors.

6.3.2.6. Measure, collect, analyze, and distribute times recorded to accomplish munitions tasks. Specific tasks selected to measure during the IRON FLAG exercises are identified by any member of the MAJCOM board of advisors.

6.3.2.7. Schedule and host an annual curriculum review to evaluate content and balance of classroom academics and the practical exercise scenario.

6.3.2.8. Present curriculum review results and course status to the MAJCOM munitions managers conferences, AFMLSG and ALLMAJCOM conference.

6.3.2.9. Provide base level munitions support to the 9th Reconnaissance Wing and other base users. Participation in Wing ORE/ORI Inspections will be limited to that assistance required by munitions supply customers. Additionally AFCOMAC will not participate in other exercises or inspections while classes are in session.

**6.4. Specific Functional Area Responsibilities.** The following outlines specific responsibilities and procedures.

6.4.1. AFCOMAC Board of Advisors. Made up of the ALLMAJCOM executive committee and evaluates the AFCOMAC training courses during the annual curriculum review to ensure optimum support of Air Force needs.

6.4.1.1. Specify munitions tasks requiring measurement or evaluation during IRON FLAG exercises.

6.4.2. Squadron Commander. Approve certification of individual advisors as recommended by Maintenance Supervision and the Curriculum Flight Chief.

6.4.3. Squadron Maintenance Supervision.

6.4.3.1. Provide technical review and coordination on combat-oriented munitions training exercises and doctrine.

6.4.3.2. Review, evaluate, and propose enhancements to existing production methods/techniques, to include fielded MMHE and munitions support vehicles.

6.4.3.3. Implement the AFCOMAC combat training program and oversees the unit's maintenance and reconstitution effort.

6.4.3.4. Develop and conduct the SOO course.

6.4.3.5. Review and coordinate course critiques with the squadron, group and wing commanders.

6.4.3.6. Provide final outbrief and critique of classroom academics and student exercises, emphasizing both positive and negative aspects of the curriculum and IRON FLAG exercise.

6.4.3.7. Conduct daily critique of the IRON FLAG exercise.

6.4.3.8. Ensure local procedures are written for student access to the stockpile, outlining unit and student responsibilities as to how munitions accountability transactions will occur.

6.4.3.9. Ensure requirements and authorizations are adequate for vehicles, support equipment, MMHE and communications equipment needed for the IRON FLAG exercise.

6.4.3.10. Review certification of individual advisors recommended by the Curriculum Flight Chief and forwards to the Commander for final approval.

6.4.3.11. Establish course completion criteria.

6.4.3.12. Ensure a unit Technical Order Distribution Order (TODO) function exists to support unit requirements.

**6.5.** Curriculum Flight.

6.5.1. Conduct the operational part of the unit's primary combat training mission.

6.5.2. Develop the curriculum and conducts the academic training and practical exercises.

6.5.3. Publish combat munitions doctrine and develops, reviews and updates program materials.

6.5.4. Ensure all course control documents are developed, current, and consistent with MAJCOM curriculum review inputs.

6.5.5. Coordinate the annual munitions forecast to ensure correct munitions and quantities are forecasted consistent with the IRON FLAG scenario.

6.5.6. Manage the student reception program and coordinates base support.

6.5.7. Outline student and equipment assignments, standards for operator care, maintenance and turn-in procedures at the end of the course.

6.5.8. Ensure student course completion certificates and other documentation as required are prepared and signed by the Commander prior to graduation.

6.5.9. Appoint a Custody Account custodian for the inert classroom training munitions used during AMMO 101 instruction.

6.5.10. Ensure all required training munitions for academic use (e.g., classroom, AMMO 101) are forecasted annually to the MASO. When forecasting, the total requirements are stated regardless of on-hand quantities.

6.5.11. Manage the Faculty Development Program (Practicum) to train and certify advisors IAW Community College of the Air Force (CCAF) accreditation requirements.

6.5.12. Manage the CCAF affiliation program. Ensures basic course attendees and advisor CCAF records are updated.

6.5.12.1. Submit the CCAF Affiliate School Annual Report with the approval of Maintenance Supervision and the Commander.

6.5.13. Assign advisor trainers.

6.5.14. Recommend individual advisor certification to maintenance supervision.

6.5.15. Review and coordinate academic/exercise critiques through maintenance supervision and the squadron commander.

6.5.16. Coordinate student practical exercise vehicle and equipment requirements with the Munitions Flight and the unit Vehicle Control Noncommissioned Officer (VCNCO).

6.5.17. In concert with other advisors, critique IRON FLAG operations daily and attends the daily debrief.

6.5.18. Is the USAF OPR for **Chapter 9** of this instruction.

6.5.19. Establish student quotas for each MAJCOM by manning authorizations and distribute allocations no later than 1 June of each year. CMSgt and SMSgt slots are established as directed by the board of advisors.

6.5.19.1. Load quotas into the Air Force Training Management System (AFTMS).

6.5.20. Maintain a student database on all course graduates.

6.5.21. Develop practical exercise advisor schedules.

6.5.22. Supervise and analyze student pad operations.

6.5.22.1. Maintain surveillance over practical exercise activities.

6.5.22.2. Provide on-the-spot assistance as needed.

6.5.22.3. Terminate all hazardous/unsafe operations immediately and reports problems noted to exercise supervision by fastest means possible.

**6.6.** The Planning Element.

6.6.1. Develop academic outlines, lesson plans, handouts, conventional munitions employment planning guides, instructional booklets/pamphlets, attendee rosters, pre/end of course tests and other materials as needed to support classroom academic requirements.

6.6.2. Develop and implement the unit's Faculty Development Program. Trains and monitors performance of advisors.

6.6.3. Plan and develop materials and presentations for curriculum reviews.

6.6.4. Develop and provide attendee quotas to MAJCOMs and monitors filling of assigned quotas for each class.

6.6.5. Coordinate with the Munitions Flight to ensure accuracy and consistency of exercise materials and presentations.

6.6.6. Conduct classroom academic instruction.

6.6.7. Coordinate and update academic materials to reflect current changes in the 2W0X1 career field to include lessons learned.

6.6.8. Maintain audiovisual equipment and audiovisual library for use in classroom academics.

6.6.9. Assign students to seminars.

6.6.10. In concert with the Production Element, develop classroom and advisor schedules.

6.6.11. Maintain reference materials to support course content.

6.6.12. Maintain the flight's technical order library and ensures sufficient copies of applicable munitions technical data will be on-hand for academic and exercise needs.

6.6.13. Update advisor CCAF records for Advisor Teaching Practicum, course code 785ACC 3S200-036.

6.6.14. Coordinate student access to the MSA with the Munitions Flight and the Unit Security Manager.

6.6.15. Manage the class critique program.

6.6.16. Maintain the graduate database and provides graduate report to all MAJCOMs twice a year.

6.6.17. Develop and disseminate the annual AFCOMAC Lessons Learned.

6.6.18. Update AFTMS & student CCAF records for basic course graduates.

6.6.19. Conduct the class post-academic meeting and publishes meeting minutes.

**6.7. The Production Element.**

6.7.1. Develop student operational instructions (OIs), additional instructions, concept of operations (CONOPS), O-plan, ATOs, UCML and WCDO for unit and student use.

6.7.2. Develop practical exercise scenarios that replicate representative production rates and associated procedures consistent with planned combat operations and as requested by the board of advisors.

6.7.3. Develop and maintain the OPLAN for both classroom instruction and practical exercise use.

6.7.4. Validate munitions requirements and sortie rates with the board of advisors during the curriculum review.

6.7.5. Ensure student operations are consistent with program objectives.

6.7.6. Assist the Planning Element in the development of course materials and in classroom academic oversight as needed.

6.7.7. Maintain student/class production database and provides updated information to Maintenance Supervision, unit commander and board of advisors.

6.7.8. Update the post exercise debrief slides/program.

6.7.9. Maintain practical exercise supplies and student desktop/laptop computers.

6.7.10. Maintain the Curriculum Flight's CTKs used for AMMO 101 training.

6.7.11. Maintain class folders to archive each classes performance.

6.7.12. Update class fuze incident database.

6.7.13. Assist the Planning Element, develop practical exercise advisor schedules.

6.7.14. Maintain student T.O. account.

6.7.15. Maintain advisor practical exercise, advisor super and battle staff books.

6.7.16. Conduct the post-practical exercise meeting.

6.7.16.1. Publish meeting minutes with action items as needed.

6.7.16.2. Monitor the completion of action items.

6.7.17. Update the following briefings:

6.7.17.1. Introduction.

6.7.17.2. Situation.

6.7.17.3. CMP.

6.7.17.4. AGE.

6.7.18. Maintain inert training munitions and instructional aids.

6.7.18.1. Inert munitions are exempt from periodic inspections due to frequency of use and inspection.

6.7.18.2. Visually inspect inert munitions prior to use IAW T.O. 11A-1-63. Document discrepancies on automated record or AFTO Form 244, **Industrial/Support Equipment Record**.

**6.8. Research and Analysis Element.**

6.8.1. Focal point for all AFTO Forms 22 pertaining to T.O.s 11-1-38 and 11A-1-63. Provide coordinated unit response to HQ ACC and other MAJCOMs as required.

6.8.2. Develop and maintain format and content for the IRON FLAG advisor daily briefing sheets.

6.8.3. Maintain IRON FLAG exercise trend analysis database using inputs derived from advisor daily briefing sheets.

6.8.4. Maintain IRON FLAG exercise production rates and MAC set-up data file.

6.8.5. Maintain IRON FLAG test bed analysis program for current and new/improved munitions, MMHE and computer based programs. Interface with MMHE Focal Point on related issues, including LMME.

6.8.6. Research and introduce new computer hardware media and software applications.

6.8.7. Develop, edit, and publish the annual AFCOMAC News & Lessons Learned AMMO GRAM.

6.8.8. Research and acquire reference material/visual aids applicable to course format and content from field level points of contact.

6.8.9. Research and introduce inter/intra service aircraft and conventional munitions tasking based on curriculum review recommendations.

6.8.10. Validate munitions and equipment requirements.

6.8.11. Plan and develop materials and presentations for annual Curriculum Review.

**6.9. The Munitions Flight.**

6.9.1. Perform the storage, inspection, operations (accountability), maintenance, reconstitution, equipment maintenance and base munitions support functions of the unit. It closely resembles a normal Munitions Flight in the objective wing, except on a day-to-day basis, it does not have a flight line delivery function. In addition to the Munitions Flight Chief duties described in **Chapter 1**, also:

6.9.1.1. Direct the flight's maintenance and reconstitution effort.

6.9.1.2. Ensure vehicle, AGE, MMHE, and MICAP reportable equipment status changes are reported to Maintenance Supervision.

6.9.1.3. Advise maintenance supervision of job delays, significant difficulties and vehicle/equipment/personnel shortfalls that would affect IRON FLAG support.

6.9.1.4. Ensure all tools/equipment required for student needs are serviceable and available.

6.9.1.5. Ensure the flight's training program is adequate for reconstitution requirements.

6.9.1.6. Ensure procedures are developed for the issue, storage, inspection, maintenance, reconstitution and delivery of munitions to meet exercise needs.

6.9.2. Materiel Section. Responsible for the surveillance and accountability of the munitions stockpile, and performing storage responsibilities for all base support munitions. All personnel become augmentees to the Munitions Maintenance Element during IRON FLAG disassembly operations.

6.9.2.1. Munitions Inspection.

6.9.2.1.1. Student munitions will be inspected with the following in mind:

6.9.2.1.1.1. Munitions are carried in condition code "B" in CAS. They are intended "for training use only."

6.9.2.1.1.2. Munitions are not barrier bagged, no desiccant is used and hermetically sealed containers are not inspected to ensure seals are adequate. For that reason, any items requiring such packs must be considered to have expired shelf/service life.

6.9.2.1.1.3. Munitions are not considered for operational use.

6.9.2.1.1.4. Any munitions assets, which are used strictly for the training of AFCOMAC students, are exempt from periodic and storage monitoring inspections due to the frequency of inspections conducted during and after each class:

6.9.2.1.1.5. Munitions are not redesicated, properly sealed, or documented for service life purposes.

6.9.2.1.2. Tag, pack and mark munitions.

6.9.2.1.2.1. For student stockpile assets, condition code tags are used only on unserviceable munitions (i.e., condition code "B" tags are not used; condition code "E", "G", "H", and "J" tags are used).

6.9.2.1.2.2. M-9 delay elements are color coded for ease of repacking.

6.9.2.1.3. To ensure a safe training environment, student munitions are assembled, when possible, with dummy boosters to interrupt the explosive train. Therefore, 9 MUNS personnel repackage fuzes such as FMU-81s, which come with live FZU-2 boosters with dummy boosters.

6.9.2.2. Munitions Storage.

6.9.2.2.1. Custody account placards are not required on the student stockpile.

6.9.2.2.2. Courtesy storage of munitions for outside agencies, e.g., Army, Navy, Marines, ROTC, etc., is on a space available basis. Such storage must not degrade the unit's capability to store AFCOMAC munitions.

6.9.2.3. Munitions Accountability.

6.9.2.3.1. Student munitions assets are inventoried after each practical exercise, quarterly custodial inventories are still required.

6.9.3. Production Section. This section is responsible for maintaining serviceable munitions, equipment and vehicles to support all aspects of AFCOMAC.

6.9.3.1. Maintenance Element.

6.9.3.1.1. Disassemble, repack, repair, and modify munitions and performs limited inspections (safety, form, fit, and function) on assets used to support AFCOMAC exercises. Manages Nancy and Kilo IRON FLAG exercise Pads.

6.9.3.1.2. Maintain AFCOMAC student stockpile Custody Account and appoints primary and alternate munitions custodians.

6.9.3.1.3. Complete pad set-up prior to IRON FLAG exercises. This includes, but is not limited to placement of appropriate residue containers, preparations of repack containers/pallets, cut required quantity of steel banding, preparations of break facilities.

6.9.3.2. Support Element.

6.9.3.2.1. Inspect, maintain, and service assigned non-powered MMHE. This includes all AFCOMAC assigned student support equipment, munitions trailers, MACs, munitions handling slings, bomb lift booms and barrel handling adapters. This does not include any/all MMHE assigned to other sections.

6.9.3.2.2. Provide operator maintenance and serviceability inspections for all student vehicles and AGE.

6.9.3.2.3. Inspect, maintain, and prepare student and element CTKs.

6.9.3.2.4. Inspect, maintain, and pre-position student mobility packages, including production of the student mobility list.

6.9.3.2.5. Augment Munitions Maintenance with disassembly operations during IRON FLAG practical exercises.

6.9.3.2.6. Maintain at least one spare tire, tube and wheel assembly per trailer for IRON FLAG use in order to provide a remove and replace capability for flat tires. Changing flat tires on munitions loaded trailers is considered minor maintenance and is authorized.

6.9.4. Systems Section. Responsible for providing all Flight controlling functions. All personnel become augmentees to the Maintenance Element during the IRON FLAG disassembly operations.

6.9.4.1. Munitions Control.

6.9.4.1.1. Maintain land mobile radio account.

6.9.4.1.2. Appoint a VCNCO for unit vehicle management.

6.9.4.1.3. Enforce the student key control procedures as directed by 9 MUNS OI 31-1.

6.9.4.1.4. Create the entry authorization listing for permanently assigned unit personnel. Submits list to unit commander for approval.

6.9.4.1.5. Daily reconciliation of AFI 36-2217 expenditures is not required.

6.9.4.1.6. Use MC2000 to monitor all items in **Chapter 5** except:

6.9.4.1.6.1. Assembled, ready munitions and missiles.

6.9.4.1.6.2. Aircraft or munitions generation status.

6.9.4.1.6.3. Missiles or PGMs built-up or captive.

6.9.4.1.6.4. Maintains three (3) dedicated munitions nets.

6.9.4.1.6.5. Is not required to attend any maintenance operations scheduling meetings.

6.9.4.2. Deleted.

6.9.4.2.1. Deleted.

6.9.4.2.2. Deleted. .

6.9.4.2.3. Deleted. .

## Chapter 7

## GENERAL REQUIREMENTS

**7.1.** Munitions LME is specialized equipment designed to interface with or support munitions. This includes tools, handling dollies, storage racks, maintenance stands, transport adapters, etc. All munitions LME contained on the MMHE Focal Point website meets applicable AFOSH, explosive safety, and USAF standards and is approved for local manufacture and use at unit level AF wide.

7.1.1. Drawing packages for these items are available to the unit via the MMHE Focal Point web site at **https://peonet.eglin.af.mil/mmhe/**. Units must use MMHE Focal Point designed munitions/armament LME for new procurements if a design exists and fills the requirement.

7.1.1.1. Deleted.

7.1.1.2. Deleted.

7.1.2. Munitions LME that is not contained in technical data or on the MMHE Focal Point Web site, and specifically designed to interface with or support munitions, i.e. hardened/protective aircraft shelter missile racks, y-stands, munitions chocks, specialized tools, etc., will be coordinated at unit level and forwarded to the MAJCOM Functional Manager for coordination/evaluation. If the MAJCOM Functional Manager determines the item has additional AF utility, the drawings are forwarded to the MMHE Focal Point for evaluation prior to formal development and placement onto the MMHE Focal Point web site. LME designed for other than munitions support and not contained in technical data or on the MMHE Focal Point web site will be approved at the unit level. Units are encouraged to forward any such approved LME for possible inclusion on the MMHE Focal Point web site by sending an approved drawing package to the MAJCOM Functional Manager for coordination/evaluation. If the MAJCOM Functional Manager determines the item has additional AF utility, the drawing package is forwarded to the MMHE Focal Point for evaluation/approval prior to formal development and placement onto the MMHE Focal Point web site.

7.1.2.1. All LME shall meet applicable AFOSH, explosive safety, and USAF standards. All equipment designated for use with nuclear weapons test and handling must meet requirements in AFI 91-103*, Air Force Nuclear Safety Certification Program*.

7.1.2.1.1. Deleted

7.1.2.1.1.1. Deleted

7.1.2.2. All LME will be maintained and inspected for serviceability on a regular basis IAW appropriate 00-20 series technical data. AFTO 244s, or equivalent, will be maintained for all LME items (racks, stands, adapters, etc). Equipment without technical data will, as a minimum, be inspected every 180 days for corrosion, physical defect, and lubrication as required.

7.1.2.3. Deleted.

7.1.2.4. Deleted.

7.1.3. Deleted.

**7.2.** Conventional Training Items. Flight supervision, user (custodian) and maintenance personnel will ensure in-use inert and dummy training munitions are maintained and functional to provide quality training for munitions and weapons personnel.

7.2.1. Custodians forecast for the minimum quantities required to provide realistic munitions production and weapons load training.

7.2.2. Munitions custody accounts are set up with munitions accountability element to requisition and control training items. The UCML or equivalent outlines munitions on which personnel maintain proficiency. All in-use inert, dummy, or empty training munitions will:

7.2.2.1. The user will inspect training munitions at least annually.

7.2.2.1.1. Inspections and discrepancies are entered on AFTO Form 244, **Industrial/Support Equipment Record**, or other automated record. The user maintains these records.

7.2.2.1.2. Cosmetic defects (dirt, chipped paint, or other minor defects) on munitions trainers do not affect function or serviceability. Cleaning and touchup painting between established inspection intervals will be the user responsibility.

7.2.2.1.3. Inert and dummy training munitions found unsuitable for use by a particular user will be offered to all users with approved allocations before being reported for disposition. These items, even with TO defined critical or major defects, may be useful for classroom training, display or explosive ordnance disposal (EOD) proficiency.

7.2.2.1.4. Mirror the parent munition to the maximum extent possible. Major items (example, MK-82/84 or missiles issued to custody account) are:

7.2.2.1.5. Painted like the parent (live) weapon with a blue band to show it is inert (example, paint inert MK-82 bombs olive drab with a blue band) IAW T.O. 11A-1-53.

7.2.2.1.6. Serialized for identification.

**7.3. Built-up (Ready) Munitions.** Munitions Flight Chiefs ensure a program exists to verify service life, and to visually inspect for obvious damage and unsafe conditions, all built-up (ready) munitions (to include AURs out of their containers). Visually inspect every 180 days. Additionally the procedures will ensure the service life is not exceeded. Document the inspection results.

7.3.1. General purpose bombs assembled for use will have service life start date (if applicable) and all marking requirements in T.O. 11A-1-63 recorded with indelible marker on the nose of the bomb.

7.3.1.1. All assembled items will be assigned a weapons stock number using CAS. This does not apply to all-up-round air-to-air or air-to-ground missiles.

7.3.1.2. For exercises, these markings may be placed on tape.

7.3.1.3. For munitions used/assembled during the Air Force Combat Ammunition Center's (AFCOMAC) IRON FLAG practical exercise, the service life start date begins each time the students remove assets from their container. These assets are condition coded for training use only and accumulative service life is not tracked.

7.3.2. Items that will be maintained in a built configuration will have an inspection loaded in CAS.

7.3.3. Combat Munitions Reliability Inspection (CMRI). This inspection focuses on the form, fit and function of an assembled complete round using the serviceability criteria in T.O. 11A-1-63, Chapter 3.

This inspection requirement does not apply to missiles, GBU-15 and aircrew training munitions. These procedures apply to assembled munitions for which the specific item technical manual does not provide inspection procedures and intervals.

7.3.3.1. Between12 and 24 months after assembly, all complete rounds will be disassembled and the components inspected. This will be conducted annually thereafter Significant discrepancies discovered will be reported to MAJCOM munitions staff.

7.3.3.2. After completion of the CMRI and reassembly, "CMRI and the date of the inspection (month/year)" will be annotated on the item. (i.e., CMRI 1/98).

**7.4. AF Owned Intermodal (ISO, MILVAN, etc) Containers.** These containers are used for the shipment and storage of conventional munitions. When used for munitions storage (including non-Air Force owned ISOs), munitions inspection cycles will be extended to inside storage intervals as defined by specific item technical data. The 363 TRS and 9 MUNS (AFCOMAC) are exempt from the requirements in this paragraph.

7.4.1. Approval from the MAJCOM munitions staff is required before a container can be used for anything other than its intended purpose.

7.4.2. Units will maintain containers in serviceable condition for munitions redistribution or storage at all times. The Convention for Safe Containers (CSC) certification on all Air Force owned containers must be kept current. Maintenance, repair, and inspection of ISO containers is a PEC 28030 expense.

7.4.2.1. Containers will not be used to store equipment or materials (e.g.: liquids, acids, batteries, etc.) that would render them non-certifiable under the CSC.

7.4.2.2. Holes will not be made in any part of a container. Blocking and bracing must be installed in a manner that prevents the need to insert nails or screws into the floor or walls of containers.

7.4.3. Containers are designed to support their weight and that of their contents through bottom corner castings. When removed from a chassis, place containers on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high. This prevents rocks and debris from exerting pressure against lower structural members of the container and allows air circulation that will prevent moisture damage to the container. Containers may be temporarily placed directly on a paved hardstand for stuffing and unstuffing operations. Empty containers will not be stacked more than three high. When stacked, locking pins will be inserted between containers.

7.4.4. CSC Inspection: Performed by certified CSC inspectors IAW MIL-HDBK-138A, *Container Inspection Handbook for Commercial and Military Intermodal Containers*. For containers that pass inspection, apply a new DD Form 2282, **Convention for Safe Containers (CSC)**. If these forms are not available, stamp the next inspection due date on the CSC/Consolidated data plate, or stencil the new due date adjacent to the data plate.

7.4.4.1. Document the inspection using DA Form 2404, **Equipment Inspection and Maintenance Worksheet**. Bases maintain the original copy of the CSC inspection (5-year, 30-month, and after-repair) form to the MAJCOM Munitions Staff and maintain a file copy for 1 year.

7.4.4.2. The Defense Ammunition Center has discontinued the in resident CSC certification course. The computer based course (Ammo-43-CBT) available on the DAC website is authorized for all CSC training/certification.

7.4.5. Units will budget annually for container maintenance costs against PEC 28030.

7.4.6. Account for AF-owned containers utilizing CAS, using NSN 8140-01-296-7241 and appropriate condition code (CC). Containers will be entered in CAS by total quantity or individual serial number.

7.4.6.1. If total quantity is entered, a local method of tracking S/Ns and inspection due dates must be developed.

7.4.7. Containers will only be placed in CC A, B, E, F, G, H or J.

7.4.7.1. Containers in CC H will be reported to MAJCOM Munitions Staff by message.

7.4.7.2. Unserviceable repairable containers will be assigned AWM/AWP work orders, parts ordered as necessary, and action taken to return them to serviceable condition.

7.4.8. Container shipments:

7.4.8.1. Shipping documents will be produced for each container to be shipped IAW **Chapter 27**and **Chapter 29**.

7.4.8.2. Prior-to-use inspections will be performed before loading munitions for shipment and will consist of a visual interior and exterior examination for obvious defects.

7.4.8.3. Documentation of this inspection will be acknowledged by signing the DD Form 1348-1, **DoD Single Line Item Release/Receipt Document**, "Inspected By and Date" block.

7.4.8.4. Shipping documents will be attached to the inside of a door on each container.

7.4.8.5. AIT capable units will label container and contents as required. Labels will be placed on the door near the consolidated data plate.

7.4.8.6. Ensure all applicable DOT markings are properly affixed.

7.4.9. Afloat Prepositioned Fleet (APF) container receipt:

7.4.9.1. APF ISO containers are picked up in CAS upon receipt using NSN 8140-01-296-7241NM and shipped to SRAN FV2019 at the earliest possible date. These containers are identified by the prefix "USFU" and are all side-opening containers, tan in color.

7.4.9.2. Forward container serial numbers to APF management personnel through ACP Customer Support (**mailto:hill.wm.customersupport@hill.af.mil**) for verification. APF management personnel will verify serial numbers to ensure the container belongs to the program prior to shipment.

7.4.9.3. RFID tags are detached from the outer container surface and reattached to the inside of the container door immediately upon removal of assets. Reverse the battery to deactivate the tag prior to placing it inside the container. This prevents the container from being tracked as a loaded container in the transportation system.

**7.5. General Element Procedures.** The following are common standards that all element supervisors will enforce.

7.5.1. Units using electric/pneumatic/hydraulic powered tools such as saws, nail guns, banding equipment, etc., will ensure that written instructions are developed and published to include proper use, maintenance, and safety if the manufacturer's instructions or owner's manual or technical order are not available.

7.5.1.1. Heat producing devices require written operating instructions IAW AFMAN 91-201.

7.5.1.2. For equipment tools not covered in CFETP, training will be documented on AF Form 797, **JQS Continuation Sheet**.

7.5.2. AFTO Form 350, **Item Repairable Processing Tag**, is optional except as indicated below:

7.5.2.1. Items needing repair outside the Munitions Flight require an AFTO Form 350.

7.5.2.2. Items failing Storage Monitoring Inspection require either an AFTO Form 350 or the appropriate DD Form 1500-series tag. If utilizing the AFTO Form 350, items failing SMI do not have to be segregated from other stocks.

7.5.3. DD Form 1500-series tags are mandatory for other than CC/A assets and are completed according to T.O. 11A-1-10. Additionally, items are tagged as follows:

7.5.3.1. One tag is attached to each crate, box, metal container, or banded pallet, each loose item or each item on an unbanded pallet. For items that are bulk/block stacked, i.e., 20MM ammunition, MJU-7 flares, etc., as long as normal lot-to-lot segregation is maintained, only one tag is required per stack.

7.5.4. Maintain emergency eyewash and showers as per Air Force Occupational Safety and Health Standard (AFOSH STD) 91-32, *Emergency Showers and Eyewash Units*.

7.5.5. Store flammable and combustible liquids according to AFOSH STD 91-43, *Flammable and Combustible Liquids* and AFMAN 91-201.

7.5.6. Wear, inspect, and store respirators as required in AFOSH STD 48-137, *Respiratory Protection Program*.

7.5.7. Store oily rags and other waste in proper containers, and empty the containers daily per AFOSH STD 91-66, *General Industrial Operations*.

7.5.8. Perform and document fire extinguisher inspections required in AFOSH STD 91-56, *Fire Protection and Prevention*.

7.5.9. Use cleaning fluids in well ventilated rooms as outlined in AFOSH STD 161-2, *Industrial Ventilation*.

7.5.10. Maintain shelf life items (lubricants, paint, etc.) per AFMAN 23-110, Vol II, Part II, Chap 14.

7.5.11. Vehicle pintle hooks and attaching hardware meets requirements of T.O. 36-1-121, *Standardization of Lunettes and Pintles (Towing Attachments)*.

7.5.12. Maintain a copy of all applicable Material Safety Data Sheets (MSDS) for all hazardous consumables maintained. The MSDSs will be located to ensure personnel using the material have access to them. For instance, located on the paint locker.

7.5.13. Ensure munitions are not reused after they fail to function unless directed by the item T.O.. Every attempt will be made to determine the probable cause of the failure and recommend corrective action.

7.5.13.1. Ensure all incidents of improper functioning are reported by message to the MAJCOM and the appropriate equipment specialist IAW T.O. 00-35D-54.

7.5.13.2. Common cannot duplicate (CND) failures will be coordinated with the weapons flights to determine probable cause and corrective action to munitions assets or aircraft armament systems.

7.5.14. Ensure tire cages are used and training plan developed for units maintaining split or two-piece rim.

# Chapter 8

## CONVENTIONAL MUNITIONS PRODUCT ASSURANCE

**8.1. Introduction.** Product assurance concerns exist from the inception of a munitions item until it is properly disposed. With this in mind, personnel at all echelons are stakeholders in the process. This entails proper design, life-cycle testing, the inspection process and reporting of discrepancies. This chapter contains guidance essential for establishing the foundation for munitions product assurance.

8.1.1. All MAJCOMs that use non-nuclear munitions items have Product Assurance duties:

8.1.1.1. Ensure subordinate organizations are using PQDR, AFTO Forms 22 or alternative electronic means to identify munitions reliability, maintainability, or deficiency concerns to the responsible Air Force Materiel Command (AFMC) Air Logistics Center (ALC).

8.1.1.2. Screen safety and accident investigation reports and ensures any munitions issues are referred to the appropriate Logistics Center.

8.1.1.3. Ensure procedures to monitor and survey condition of munitions in storage and service are complied with.

8.1.1.4. Evaluate skills and personnel who conduct product assurance and identify training requirements to Air Education and Training Command (AETC) during the U&TW.

8.1.1.5. Review reliability and maintainability reports from Logistics Centers and determine minimum acceptable performance criteria below which munitions have no identifiable combat utility. Coordinate with HQ USAF and the responsible ALC to remove from service and inventory, or restrict to training use only, those items that fall below established combat performance criteria.

8.1.1.6. If charged with developing mission need statements, ensure to indicate assets must be made available for life-cycle testing. Also, incorporate design and inspection desires to ensure asset reliability while minimizing manpower impacts.

8.1.1.7. Participate in forums and working groups to resolve product assurance problems.

8.1.1.8. Conduct unit level surveillance visits to determine the effectiveness of their munitions product assurance program.

8.1.2. AFMC has the primary responsibility for munitions product assurance to include:

8.1.2.1. Ensuring resource allocation to support product assurance commensurate with the importance of high quality and reliable munitions.

8.1.2.2. Investigating munitions deficiencies reported by using commands. Report reliability and maintainability results from investigations and surveillance testing to using commands. The ALCs must establish tracking systems to monitor trends and analyze data. The ALCs must provide MAJCOMs and other customers with reports to provide results of the data analysis.

8.1.2.3. Ensuring surveillance is maintained over Air Force munitions stored by other Services. This includes ensuring the storing Service is properly using the funds allocated to store, inspect and maintain munitions.

8.1.2.4. Establishing, maintaining and making available technical information for inspecting, testing, storing, maintaining, handling, transporting, packaging, preserving, disposing, reconditioning, modifying, renovating and containerizing conventional munitions.

8.1.2.5. Conducting surveillance visits to other Services' storage sites containing Air Force assets every 2 years to determine the effectiveness of their munitions product assurance program. At the end of surveillance visit, conduct an exit briefing with the other Services' representatives to discuss noted deficiencies. Furnish a detailed written report of the surveillance visit to the agencies responsible for storage site. Report will identify all deficiencies, their main causes, recommended changes, training requirements and personnel contacted during the visit. Furnish the MAJCOMs and Air Staff a written report on the status of the Air Force stockpile stored at other Services' sites.

8.1.3. All Munitions Squadrons, Flights, Elements have Product Assurance duties:

8.1.3.1. Complete munitions inspections as required by technical orders and special instructions.

8.1.3.2. Ensure that munitions deficiencies or discrepancies detected through inspections or use are promptly reported through the Combat Ammunition System (CAS), and/or through PQDRs, safety reports and AFTO Forms 22.

8.1.3.3. DELETED.

## 8.2. Product Design

8.2.1. Design Considerations.

8.2.1.1. Product assurance for non-nuclear munitions must begin during the conceptual phase of the acquisition process and be continued throughout the life-cycle of the item.

8.2.1.2. Munitions agencies ensure consideration is given to the operating environment faced by munitions. Munitions are stockpiled for extended periods, withdrawn, and cycled from a ready state back to storage numerous times before finally being employed or disposed of. In the case of some munitions, electrical continuity tests or power-on operations may be a part of this cycling.

8.2.1.3. Munitions require a dual consideration of reliability. Munitions must perform their mission on demand (performance) and must not function prematurely, inadvertently, or in some other unexpected manner (safety). Both aspects of reliability must be monitored and stringently controlled to ensure combat readiness is maintained and unintended personnel injury or property damage is prevented.

8.2.1.4. Future maintenance requirements, such as component access for periodic inspection requirements, must be considered in the design stage. Additionally, adequate attention must be given to packaging, handling, and transporting requirements, to include explosive hazard classification for transportation and storage as well as the operational (ground handling/storage and flying) environment. Design criteria must also include environmental protection issues for consideration during daily use and for disposal purposes.

8.2.1.5. Accurate configuration control of the items must be maintained. Changing NSNs of an item after modifications or Time Compliance Technical Order (TCTO) changes promotes configuration control.

8.2.1.6. Ensure throughout the munitions item life-cycle that accurate configuration control of the item engineering design is maintained. Changing NSNs of an item after modifications or Time Compliance Technical Order (TCTO) changes promotes configuration control.

8.2.1.7. During design phase, consideration must be given to the future need to demil/dispose of the item and, where possible, materials are selected that make this process easier. Lean towards reclamation potential as much as possible.

8.2.2. Initial service life and shelf life dates for munitions is based on design, manufacturing processes, materials and performance testing.

**8.3. Product Assurance Procedures**

8.3.1. Product Assurance Reporting.

8.3.1.1. Munitions-Using Organizations.

8.3.1.1.1. Formally report any/all conditions that could lead to injury or prevent a munitions item from functioning properly.

8.3.1.1.2. Report technical data errors, incorrect or unclear procedures, munitions item discrepancies, failures, incidents or accidents.

8.3.1.1.3. Provide the report to the parent MAJCOM and the responsible AFMC Air Logistics Center.

8.3.1.1.4. Use AFTO Forms 22, PQDR (**SF Form 368, Product Quality Deficiency Report,** Core Automated Management System (CAMS) etc.) or appropriate electronic means to identify and report munitions problems. Report discrepancies on any item in service regardless of the date of manufacture.

8.3.1.2. Munitions-Managing Organizations.

8.3.1.2.1. Report to munitions-using organizations by message anytime munitions items are placed into a suspended or restricted status.

8.3.1.2.2. Report back to the submitting organization within 72 hours upon receipt of a PQDR. Acknowledge receipt of PQDR and provide any additional information regarding resolution of problem.

8.3.1.2.3. If involved in the investigation of an accident or incident involving munitions, provide an initial assessment to other potential users of the asset.

8.3.2. Inspections.

8.3.2.1. Munitions-Using Organizations.

8.3.2.1.1. Conduct scheduled, periodic, receiving, shipping, storage monitoring, returned munitions, pre-issue, and special inspections as required.

8.3.2.1.2. Report discrepancies and non-conforming munitions as directed.

8.3.2.2. Munitions-Managing Organizations.

8.3.2.2.1. Establish and coordinate munitions inspection frequencies and procedures with MAJCOMs. Base the decisions on trend analysis for a given asset in a given environment.

8.3.2.2.2. Issue special and one-time inspection guidance and procedures as required.

8.3.2.2.3. Ensure product assurance responsibilities are met for munitions items managed by other services.

8.3.2.3. Mishap Inspections.

8.3.2.3.1. Ogden Air Logistics Center has established a "Munitions Rapid Response Team" of personnel knowledgeable in all aspects of munitions to respond to munitions incidents. Procedures for contacting team are presented in section 2.

8.3.3. Testing. Most munitions are "one-shot" devices. Reliability for "one-shot" devices with time-dependent failure characteristics cannot be measured absolutely. Therefore, inferences must be made on reliability and useful life based on observing the performance of representative samples.

8.3.3.1. Munitions-Managing Organizations.

8.3.3.1.1. Ensure procurement of munitions items includes sufficient quantities for testing throughout the forecast life-cycle of the item. Also ensure procurement includes sufficient assets for explosives safety and disposal testing.

8.3.3.1.2. Ensure munitions test information is used to periodically update munitions performance and reliability.

8.3.3.2. Product Development Testing. Good documentation of item performance during product development testing is essential to long-term Product Assurance.

8.3.3.2.1. Ensure Explosive Hazard Classification test data and detailed performance data are incorporated in munitions surveillance plans.

8.3.3.2.2. Ensure Lot Acceptance Test (LAT) data is captured and incorporated in surveillance plans.

8.3.3.3. Surveillance Testing. Surveillance testing is intended to detect and measure the gradual changes in munitions before those changes cause the item and/or system to fail. Predicting future changes based on current measurements allows shelf life and service determinations. While operational tests and training events demonstrate whether a munitions system functioned or not, little useful surveillance information is usually obtained.

8.3.3.3.1. Perform failure analysis testing if necessary to isolate causes of munitions failures and to determine if problem is widespread.

8.3.3.3.2. Perform periodic testing of munitions to assess the impacts of aging on item reliability and performance. Testing should not only include those explosive components which suffer from chemical deterioration but any component of the munitions' system which is critical to system operation and safety, (e.g., guidance units, control fins, wiring, software, or inert actuators, etc.).

8.3.3.3.3. Match test frequency to predicted item deterioration or to impact of item failure. Make sure you take into consideration munitions accumulating a high quantity of high flight hours when determining what munitions to test.

8.3.4. Reliability Assessment and Product Deficiencies.

8.3.4.1. Product Assurance Standards.

8.3.4.1.1. Munitions-using and managing organizations establish performance and reliability standards during item development. Document the performance standards in Mission Needs Statements (MNS) and Operational Requirements Documents (ORD) as well as surveillance test plans.

8.3.4.1.2. If determined appropriate, negotiate product warranties and guarantees with the item developer. Manage the warranted item to insure warranty conditions are not violated and conduct surveillance testing of the item prior to warranty expiration to insure it meets warranted standards.

8.3.4.2. Product Assessment.

8.3.4.2.1. Munitions-management organizations gather munitions performance information from all available sources in reaching a product reliability assessment.

8.3.4.2.2. Compile information from munitions inspections conducted by both munitions-using and managing organizations.

8.3.4.2.3. Ensure performance reports are received from operational evaluations of combat weapon systems. Perform a solid review of these reports!

8.3.4.2.4. Product Quality Deficiency Reports provide useful information about the failure modes of an item and organizations are required to use the PQDR process to identify munitions failures and discrepancies.

8.3.4.2.5. Surveillance testing will continue to provide the bulk of product assurance information and a test program must be conducted periodically throughout an item's service life.

8.3.4.3. Product Analysis.

8.3.4.3.1. Use actual test data when available for reliability determination and service life prediction.

8.3.4.3.2. Long Range Services Life Analysis (LRSLA) is a structural failure prediction model, which assists in establishing the service life of missile propulsion systems. Other computer models are coming into use to assist in determining reliability and service life of other conventional munitions items and their use is strongly encouraged.

8.3.4.3.3. If product performance has changed, (e.g., range, accuracy, lethality, etc.) ensure using commands and the Joint Munitions Effectiveness Manuals Group (JMEM) are made aware of the current level of performance.

8.3.4.4. Product Deficiency. When munitions are identified as deficient through inspection, testing, failure or any other means, a number of actions become possible.

8.3.4.4.1. Item(s), serial number(s), or lot number(s) restriction or suspension.

8.3.4.4.1.1. Restriction or suspension of a munitions item is usually an interim action until one of the four actions listed in paragraphs 3.4.4.2. - 3.4.4.5. are taken.

8.3.4.4.1.2. Restrict an item when it does not conform to all specifications but is still serviceable for certain applications.

8.3.4.4.1.3. Suspend an item when its true condition is not known, it is determined unserviceable, or its service life has expired. Additional information on condition codes for munitions is contained in T.O. 11A-1-10.

8.3.4.4.2. Warranty action.

8.3.4.4.2.1. If a deficient item was procured with a manufacturer's warranty, invoke the warranty.

8.3.4.4.2.2. Ensure appropriate program management personnel are aware of warranty conditions and expiration dates.

8.3.4.4.3. Accept deficiency - adjust service life. Occasionally the munitions-using and managing organizations will reach agreement that a munitions deficiency is too costly to correct, the asset is too mission-critical to restrict, or has insufficient impact on system performance to warrant correction.

8.3.4.4.3.1. If appropriate, adjust the service life of the item or the use restriction code.

8.3.4.4.3.2. If the deficiency changes the performance of a system, ensure all appropriate technical manuals are updated with the correct information.

8.3.4.4.4. Initiate product improvement program. The decision to correct an item deficiency is jointly reached by the using and managing organizations.

8.3.4.4.5. Dispose or retire an item. Munitions items that have reached the end of their service life, as well as those of questionable reliability, must be retired from the inventory.

**8.4. Additional Product Assurance Responsibilities.**

8.4.1. Lead Command. All munitions items have a designated lead command which will:

8.4.1.1. Ensure that munitions concerns are closely worked with the managing organization until resolution.

8.4.1.2. Identify munitions items, which are excess or obsolete to the appropriate Air Logistics Center so disposition actions can be initiated.

8.4.2. Product Improvement Working Groups (PIWG) are usually comprised of field, MAJCOM and Air Logistic Center personnel. Points-of-Contact and/or action officers are designated at MAJCOM and Air Logistic Centers. PIWGs typically address specific munitions and convene periodically to:

8.4.2.1. Review and resolve the accuracy and adequacy of technical data.

8.4.2.2. Ensure munitions maintenance procedures and tasks are safe and standard among using organizations.

8.4.2.3. Resolve issues regarding storage, handling, maintenance and inspection of munitions items.

8.4.2.4. Coordinate supply issues that affect support equipment or munitions serviceability.

8.4.2.5. MAJCOMs are the only voting members at the PIWG.

# Chapter 9

## CONVENTIONAL MUNITIONS PLANNING

**9.1.** Follow 10-series publications for planning actions. AFI 10-404, *Base Support Planning,* provides planning guidance. Additionally, the 9 Muns Web site for **https://wwwmil.beale.af.mil/9MUNS/default.asp**.

DELETE Remainder of **Chapter 9**.

## Chapter 10

## RCS: HAF-ILM (Q)-9901, MUNITIONS CAPABILITY REPORT

**10.1. Procedures for Reporting.** This report is due to MAJCOM munitions staff by the 15th day in January, April, July and October. Report will be forwarded by message to respective MAJCOM munitions staff. Munitions staffs are authorized to tailor this report based on mission requirements within the respective command. This report will be prepared as follows:

10.1.1. Part I. Munitions manning data: report status of all munitions personnel including those assigned to wing staff agencies (i.e., QA, safety, dorm chief, MOC, etc.).

10.1.2. Part II. Munitions key personnel listing: report key munitions personnel, including workcenter supervisors up through the squadron commander. Report by duty title, office symbol, full name, grade, PAFSC, duty phone and DEROS.

10.1.3. Part III. Equipment: list all equipment authorized against applicable table of allowance standards and current status. Ensure all PGM support/test equipment is listed. Report missile test equipment by NSN, nomenclature, serial number and part number. As a minimum, remarks will include significant problems, assets on loan or TDY, and off-base document numbers for critical equipment (all PGM test equipment and MACs as a minimum).

10.1.4. Part IV. Vehicles/MMHE: list all vehicle/MMHE authorized against applicable allowance standards and current status. Ensure all vehicle/MMHE is listed. As a minimum, remarks will include significant problems and assets on loan or TDY.

10.1.5. Part V. Facilities: list all facility deficiencies and problems that prevent or disrupt mission accomplishment. As a minimum, remarks will include significant problems, status of projects, workorder priority and net explosive weight (NEW) limitations.

10.1.6. Part VI. Missile data: list the following:

10.1.6.1. Quantity and type of missiles being used for exercise/alert loads (caps and lives).

10.1.6.2. Damage sustained, cost of and parts replaced as a result of flightline/munitions personnel handling.

10.1.6.3. Document (off base requisition number) number, all missile/PGM parts on order, date requisitioned and date received if applicable (once reported as received it is not necessary to continue reporting the item).

10.1.6.4. Date and result of semiannual missile/PGM component reconciliation of TMRS and CAS.

10.1.7. Part VII. Restricted or suspended munitions: list the changes and safety supplements and date received to T.O. 11A-1-1 this quarter.

10.1.8. Part VIII - List the quantity, serviceability and CSC inspection due date of Intermodal containers on hand.

## Chapter 11

## RCS: HAF-ILM (A)-9902, MASTER STORAGE PLAN REPORT

**11.1. Procedures for Reporting.** Each organization that stores or has the capability to store WRM munitions will submit a Master Storage Plan to MAJCOM munitions staff. The report will be computer generated and submitted annually as of 15 December and will be forwarded to arrive at MAJCOM munitions staff by 1 January. A complete report will be submitted every year. Each organization will report only those assets and facilities which the organization manages. MAJCOM munitions staff may request at an increased frequency if the situation warrants. Units will submit Facility Data Records for storage facilities if a significant change takes place to keep Storage Plan updated throughout the year. MAJCOM munitions staffs are authorized to tailor this report based on mission requirements within the respective command.

11.1.1. Changes in overall storage capacity or quantity distance (QD) status will be reported on the next report. Further, an explanation of why the change occurred (condemned facilities, new construction, explosive waiver, etc.) will be addressed on the cover letter of the report. The report will also be used to illustrate locations that employ the bulk storage concept.

11.1.2. A map of the storage area will be submitted to depict storage locations. The map does not need to be submitted with each report unless there is a change (new construction, perimeter change, etc.). If facilities are assigned local numbers for ease of identification in addition to civil engineering numbers, the map(s) will be so annotated. Additionally, a drawing of each type facility used to store munitions will be submitted once.

11.1.3. Provide information for each facility dedicated exclusively to munitions storage (storage igloos, magazines, revetments, multicubes, etc.). Also report each facility dedicated exclusively to maintenance operations (conventional and missile maintenance, inspection, preload and buildup areas, etc.); however this data will not be used to accomplish the calculations for the storage summary.

11.1.4. Prepare the Facility Data Record using the following format. Variations in format are allowed, as long as all information required is provided.

11.1.4.1. Type Facility/Construction. Indicate whether the facility is an above ground magazine, igloo, revetment, module, cell, maintenance facility, etc. Enter type construction, i.e., hard surface pad, Butler building, metal roof shed, concrete building, etc. Indicate whether currently used as storage or operating site.

11.1.4.2. Covered/Open. Indicate if facility is covered or open. Covered is any facility or area that has a cover over it whether it has sides or not.

11.1.4.3. Standard/Substandard. Indicate which, based on the following definitions:

11.1.4.3.1. Standard Facilities. Covered and open facilities used for the storage of explosives, constructed in accordance with DoD, USAF, or MAJCOM Civil Engineering construction criteria. For example, concrete or steel arch igloos, concrete or pre-engineered (metal) buildings, modules or single revetted hardstands sited and constructed in accordance with approved criteria and site plans.

11.1.4.3.2. Substandard Facilities. Covered and open facilities used for the storage of explosives, not constructed in accordance with DoD, USAF, or MAJCOM Civil Engineering construction criteria. For example, self-help projects, temporary wooden sheds, facilities

constructed by host forces that do not meet minimum USAF standards, Quonset and similar structures that require major maintenance, revetted hardstands with inadequate barricades, unrevetted buildings or pads, and gravel or PSP surfaces, etc.

11.1.4.4. Barricaded/Unbarricaded. Indicate as barricaded on one side, two sides, three sides, or four sides, or unbarricaded. Also indicate barricade height. If barricades do not meet approved height, so indicate under remarks.

11.1.4.5. IDS type, capability, and status.

11.1.4.6. Size. Indicate the length, width and height of the facility, using inside dimensions. For revetments and modular cells, basic approved design drawings must be reviewed and correlated with actual pad construction.

11.1.4.7. Square Feet. Multiply length by width.

11.1.4.8. Short Tons Stored. Indicate total storage short tons (for unpackaged/built-up items use drop tons) stored in the facility. This figure should correlate with the total of those individual weights listed in the Items Stored section of the report. Round this number off to two decimal places.

11.1.4.9. Total NEW. The total of 1.1, 1.2 and 1.3 items stored.

11.1.4.10. Percent Utilized. Indicate percent of facility utilized by NEW and Volume to include square foot utilization. Percentage will be rounded off to the nearest whole number.

11.1.4.10.1. NEW Utilized. Divide the total NEW stored by the 1.1 Nonwaivered/Waivered figure (whichever is larger) authorized. If class/division 1.1 munitions are not present in a building authorized to store 1.1 munitions show NEW utilized as 0. If a building is not authorized to store 1.1, but has other class/division munitions stored in it, show NEW utilized as 0.

11.1.4.10.2. Percent Volume Utilized. Indicate the percentage of storage structure floor space used, to include aisle space. Air Force owned facilities that are on loan to other services, utilized by other AF organizations, or used by Custody Accounts that the storage areas do not control, i.e., EOD, AMC, etc., will be counted as 100% utilization. Now multiply the SF available times the percent utilized, i.e., 6000 SF X 50% or .5 volume used = 3000 SF utilized. Enter this figure as Square Foot Utilized.

11.1.4.11. NEW Capacity. On the first line, enter nonwaivered and waivered capacity in pounds of class/division 1.1. On the second line, enter like information for all other class/divisions.

11.1.4.12. Deleted.

11.1.4.13. Current Waiver/Exemption Data. Indicate data on all waivers/exemptions in effect. List amount actually waivered/exempted in pounds, hazard class/ division involved, type of waiver (waiver, exemption, etc.) and expiration and review date of waivers. This information for individual locations may be combined and submitted as an attachment to the report.

11.1.4.14. Comments/Limiting Factors. Indicate any additional information, which may add objectivity to the report or clarify data submitted. If the facility is considered substandard, indicate the reason. Provide any additional data pertinent to munitions storage and operating facilities not otherwise indicated.

11.1.4.15. Inform the MAJCOM of all new construction projects and workorders submitted for facility improvements/modifications for infrastructure support. Include wing priority, whether the project is funded, cost, estimated completion date.

# PART 2

# MUNITIONS ACCOUNTABILITY

## Chapter 12

## GENERAL ACCOUNTABILITY

**12.1. Ensuring Accountability.** A Munitions Accountable Systems Officer (MASO) will be assigned to account for DoD stocklisted munitions including only those Commercial off The Shelf (COTS) munitions items (see **Chapter 32**) approved and managed by OO-ALC/WM. MASOs may be responsible for accountability of munitions assigned local NSNs when approved by MAJCOM. Munitions will be assigned to and managed on a stock record account (SRAN/DoDAAC, example: FV5294) which is subject to audit. While the MASO may not have direct physical control of all munitions items and personnel, they retain responsibility for accurate, reliable, and auditable records. Individuals and organizations that physically control, possess, store or maintain munitions items are responsible for proper custody, care, accountability and security. The USAF:

12.1.1. Account for munitions by NSN, lot or serial number, quantity, and condition code. Munitions items are accounted for until they are expended, installed, turned in or removed from Air Force stock according to the guidance in this instruction.

12.1.2. The maximum use of e-commerce practices is required. Any reference to reports and/or documentation throughout this instruction may be maintained electronically. Maintain electronic documentation and use E-Mail for official correspondence IAW AFI 33-119, *Electronic Mail (E-Mail) Management and Use,* and AFI 33-321*, Authentication of Air Force Records*, will apply. Electronic copies of reports can be saved and maintained at intervals prescribed throughout this section.

12.1.3. DELETED.

**12.2. Appointing the Munitions Accountable Systems Officer (MASO).**

12.2.1. The Maintenance Group Commander (or equivalent) appoints the MASO.

12.2.1.1. OO-ALC/WM is the appointing authority for the Afloat Prepositioning Fleet accounts.

12.2.1.2. For Air National Guard units, the Wing Commander shall appoint a fully qualified maintenance officer or senior NCO (E-8 or higher) as MASO specifically to manage the base munitions account. The MASO is the Responsible Officer as defined by AFI 23-111 and shall work in unison with the Assistant, United States Property & Fiscal Officer (USP&FO) – Property to ensure accountability of munitions IAW NGR 130-6 and Title 32, Chapter 7, Section 708.

12.2.1.3. MASO qualifications. An officer in AFSC 21MX or 21AX, a senior NCO in AFSC 2WXXX (MSgt or above), or qualified civilian (GS-9 or above), may be appointed as the MASO. Mandatory qualifications are 18 months munitions management experience or 6 months experience after attending the Munitions Accountability course (J3AZR2W051 004). The MAJCOM must approve the waiver for any deviations in AFSC, grade, or experience.

12.2.1.3.1. Air National Guard MASO Qualifications. Individual must be a fully-qualified maintenance officer (AFSC 21AX) or senior NCO (E-8 or higher with an awarded 7-skill level in AFSC 2W0XX, 2A3XX, or 2A6XX). Members shall attend the Munitions Accountability

Course (J3AZR2W051 004) NLT six months after appointment as Munitions Accountable Systems Officer (MASO) to ensure accountability (contact ANG/LGMW for waiver requests that deviate from AFSC, grade, or experience). The Assistant, United States Property & Fiscal Officer – Property serves as the base munitions Accountable Officer, and works in unison with the MASO.

12.2.2. Appointing officials will sign a certificate of transfer to signify appointment of the MASO. Use the CAS produced certificate when available. When the CAS product is not available, use the example in **Figure 12.1.** when preparing their certificate of transfer letter.

12.2.3. Prior to transfer of MASO responsibilities, a 100 percent inventory of the munitions stock record account will be performed. This inventory will be validated jointly by the outgoing and incoming MASOs.

12.2.3.1. Waiver requests for this inventory will be submitted to MAJCOM.

12.2.3.2. Inventory discrepancies will be resolved by processing inventory adjustment documents or initiating a Report of Survey (ROS) prior to accomplishing a Certificate of Transfer. The appointing official must determine if reasons exist to preclude relieving the MASO of responsibility.

12.2.4. The incoming MASO will review the account using MAJCOM provided checklists and previous audit and inspection reports. This review will be accomplished, documented, and results briefed to the appointing official no later than 45 days after assumption of account.

**Figure 12.1. Example of Certificate of Transfer.**

_____, DATE:____

"I certify that the balances shown on the records of activity/SRAN/DoDAAC_____ as of the above date, total line item balances_____ , dollar value of the inventory , the last document number used _____ dated _____ , the last transaction number assigned _____ dated _____, are true and correct and to the best of my knowledge and belief and that the property has this date been turned over to _____ pursuant to_____ ."

_____

(Signature of the Officer Being Relieved)

"I certify that I have this date received from _____ Predecessor, all property pertaining to the above designated activity/SRAN/DoDAAC for which my said predecessor was accountable, plus all proper charges against and less all authorized credits to my predecessor's activity/SRAN/DoDAAC to the last document number _____dated _____, and last transaction number _____ dated _____, and I have this date assumed accountability for the property pertaining to this activity/SRAN/DoDAAC.

_____

(Signature of Designated Successor)

Approved: _____(Appointing Official)

12.2.5. Maintain the certificate of transfer, any approved waivers and the MASO's documented review as long as accountable documents remain in file with their signature.

12.2.6. A separate certificate of transfer will be completed for each stock record account transferred.

12.2.7. Appoint a qualified successor if the MASO is absent for more than 90 consecutive days. The appointing official may request their MAJCOM munitions staff waive this requirement. All such requests should contain justification for waiver.

**12.3. Managing Stock Record Account Numbers/Department of Defense Activity Address Codes (SRAN/DoDAAC).**

12.3.1. HQ AFMC/DRW is the focal point for munitions SRAN/DoDAACs. A SRAN/DoDAAC as used in this instruction refers to active or contingency munitions accounts.

12.3.2. Units will only have one conventional munitions account at each base.

12.3.3. A base may maintain more than one conventional munitions account when separate storage areas/facilities exist on the same installation (i.e., War Reserve Stock for Allies). Requests for additional SRAN/DoDAACs will clearly indicate why it is in the best interest of the Air Force.

12.3.4. Air National Guard (ANG) and Air Force Reserve (AFRC) organizations may establish an account at any base or location that maintains an active munitions operation.

**12.4. Establishing a SRAN/DoDAAC.**

12.4.1. To establish a new SRAN/DoDAAC, send requests through your MAJCOM munitions staff. All requests will include:

12.4.1.1. Type account (conventional or nuclear).

12.4.1.2. Base name (if not controlled).

12.4.1.3. System designator code.

12.4.1.4. Parent MAJCOM.

12.4.1.5. Mailing address, including the street address and 9-digit Zip Code.

12.4.1.6. Freight address.

12.4.1.7. Air and sea port of embarkation (POE), if applicable.

12.4.2. Establish SRAN/DoDAACs for known contingency operating locations. If the locations are classified, classify the request appropriately.

12.4.2.1. Establish controlled activity SRAN/DoDAACs when it might compromise security if the SRAN/DoDAAC and location name were published in the BIF. Controlled addresses are published with "controlled" as the clear text address.

12.4.2.2. Requests to establish controlled SRAN/DoDAACs must include the classification level.

12.4.2.3. MAJCOMs will maintain a classified list of their controlled SRANs/DODAACs. The listing should contain the detailed information identified in paragraph **12.4.1.** above. The listing should be provided to the USAF Ammunition Control Point (OO-ALC/WM) whenever updates are accomplished.

12.4.3. MAJCOM Munitions Staff will submit required information for new DoDAACs by:

12.4.3.1. Completing on-line request for DoDAAC at **https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lol/**. Select DoDAAC request Contractor or Military.

12.4.3.1.1. After these selections, fill out on-line request form with all required information and submit. NOTE: Put the requestor for this SRAN as the POC so any questions will be directed to them.

12.4.3.1.2. Deleted.

12.4.3.1.3. Deleted.

12.4.4. MAJCOM munitions staffs maintain accuracy of SRAN/DoDAAC information by updating applicable systems and coordinating changes with their respective MAJCOM monitor found at **https://dodaac.wpafb.af.mil/**. Select MAJCOM Monitor List from bottom of page.

12.4.4.1. Bases submit SRAN/DoDAAC change requests, by letter, message or e-mail through their respective MAJCOM munitions staff. Requests will include the following if applicable:

12.4.4.1.1. Effective date of change.

12.4.4.1.2. If applicable, intended disposition of all on-hand assets.

12.4.4.1.3. If applicable, statement of all canceled due-in requisitions.

12.4.4.1.4. Briefly explain the reason for the changes you want to make on the SRAN and list the TAC address (TAC 1 is mailing, TAC 2 is freight and TAC 3 is billing) changes/updates. Note: TAC 3 billing address should not be used unless the FV account is set up to bill against which is not a common practice.

12.4.4.1.5. MAJCOM munitions staff will forward request to the MAJCOM monitors.

**12.5. MASO Management of Munitions.**

12.5.1. The MASO manages all explosives and munitions items to include only those Commercial off the Shelf (COTS) munitions approved and managed by OO-ALC/WM.

12.5.1.1. The MASO may delegate authority, in writing, for operating the munitions account, to include signing documents and listings. However, the MASO retains responsibility and establishes a clear understanding of the responsibility and authority that goes with each level of delegation. EXCEPTION: MASO may not delegate authority to sign inventory adjustments. For ANG accounts, the Assistant, USP&FO - Property may not delegate authority to sign inventory adjustments.

12.5.2. MASOs manage conventional ammunition as defined by DODD 5160.65, *Single Manager for Conventional Ammunition.*

12.5.2.1. Air Force MASO managed assets are: nonnuclear munitions charged with explosives, propellants, pyrotechnics, initiating composition, for use in connection with defense or offense, demolitions, and for training, ceremonial, or nonoperational purposes. Material used in discharging firearms or weapons that throw projectiles or initiate fire, disperse, or convey agents of warfare. Nonnuclear munitions include all explosive and nonexplosive components essential for the assembly of a complete operational round of munitions or all-up-round tactical missiles (air intercept or air-to-groundmissile) (except strategic missile systems) and items which in themselves are considered for munitions management or reporting by the item manager or system manager according to the selection management criteria. In general, nonnuclear munitions include explosives, smoke agents, bombs, warheads, rockets, explosive components of catapult and canopy remover devices, explosive demolition materials, grenades, mines, pyrotechnics, and all types of devices used in igniting and exploding them, such as, primers, detonators, fuses, cartridges, squibs, boosters, igniters, blasting caps, and bursters. Also included are inert, sectionalized or empty models of *live rounds* and drill munitions and or explosive material. Inert parts or end-items of nonnuclear munitions are also included.

12.5.2.2. Combat Ammunitions System (CAS) Munitions Management. Items meeting **12.5.2.1.** definition and with the following cataloging data will be managed using the Combat Ammunition System (CAS) for the purpose of Air Force accountability, reporting, requisitioning, transportation, and maintaining related indicative data records:

12.5.2.2.1. Source of supply code of FG5 and a budget code of H,I,S,T, U, or 9

12.5.2.2.2. Source of supply code of FL5 and a budget code of H,I,S,T, U, or 9

12.5.2.2.3. Source of supply code of FLZ and a budget code of H,I,S,T, U, or 9

12.5.2.2.4. Source of supply code of FGZ and a budget code of H,I,S,T, U, or 9

12.5.2.2.5. Air Force approved locally procured COTS, other service or country, and contractor owned conventional munitions will be managed in CAS using a locally assigned NSN.Exceptions must be approved by HQ USAF/ILM.

12.5.2.3. If there is a question whether or not an item should be managed by the MASO, contact the appropriate ALC Customer Service Center.

12.5.3. The MASO will develop local munitions accountability procedures IAW para. **2.7.3.3.**

12.5.3.1. DELETED.

12.5.3.2. DELETED.

12.5.3.3. DELETED.

12.5.3.4. DELETED.

12.5.3.5. DELETED.

12.5.3.6. DELETED.

12.5.3.7. DELETED.

12.5.3.8. DELETED.

12.5.3.9. DELETED.

12.5.3.10. DELETED.

12.5.3.11. DELETED.

12.5.3.12. DELETED.

12.5.3.13. DELETED.

12.5.3.14. DELETED.

12.5.3.15. DELETED.

12.5.3.16. DELETED.

12.5.3.17. DELETED.

12.5.3.18. DELETED.

12.5.3.19. DELETED.

12.5.3.20. DELETED.

12.5.4. Ensure date departed station is updated in the CAS intransit record when shipments physically depart station.

12.5.5. TCTO kits and components identified as munitions will be managed by the TCTO monitor using general accounting procedures in this section.

12.5.6. Personal Defense Ammunition for Air Force General Officers. This includes active Air Force Reserve, federally recognized Air National Guard general officers, and other US general officers assigned to the Air Force under Joint Service Agreements.

12.5.6.1. The basic load or authorized requirements are forecasted in conventional ammunition major category C - Peacetime Static Level (non-WRM and non-consumable).

12.5.6.1.1. These assets are not authorized for training use.

12.5.6.1.2. Initial and recurring proficiency training is forecasted and supported by the unit (or host) combat arms training management (CATM) program.

12.5.6.2. This ammunition will be retained on a custody account.

12.5.6.3. Upon general officer PCS or retirement, this ammunition may be retained on custody account for inbound general officer use, otherwise it will be turned into base stock.

**12.6. Munitions Interservice Release Procedures.**

12.6.1. Ensure ammunition and explosive items are not released to agencies or individuals outside the Air Force unless at least one of the following conditions are met:

12.6.1.1. Assets required by a sister service to meet contingency or emergency needs, the Combatant Commander directs release to another service. The Joint Materiel Priorities and Allocations Board (JMPAB) will be the final authority in resolution of any remaining issues between the services.

12.6.1.1.1. Annotate all shipping documents with "Released IAW JMPAB direction", and attach copies of authorizing correspondence to the documents.

12.6.1.1.2. During routine daily operations, services shall provide required munitions and related equipment. Should redistribution of munitions be required during joint operations (exercises or contingencies), the air component/MAJCOM establishes and coordinates requirements with HQ USAF/XORW.

12.6.1.1.2.1. Reimbursement/replacement procedures will be developed for munitions expenditures.

12.6.1.1.2.2. Air munitions will not be released to agencies outside the AF without XORW approval. Ground munitions will not be released without ILMW approval.

12.6.1.1.2.2.1. Munitions may be released to agencies performing contracted Air Force functions, i.e. EOD, SFS, range clearing etc. The munitions requirements will be validated by the MUFM who has responsibility for that functional area.

12.6.1.1.2.2.2. Contractors are authorized to be custodians on custody accounts provided an Air Force organizational commander has appointed them in accordance with this instruction.

12.6.1.1.2.3. Additional munitions will not automatically be allocated to MAJCOMs based upon loan to and/or subsequent expenditure by another service or DoD component.

12.6.1.1.3. A designated disclosure authority must approve release of classified or controlled munitions, technical data or information to foreign governments or international organizations.

12.6.1.1.3.1. Requests/ proposals to release classified or controlled unclassified munitions, technical data, or information should be referred to the servicing MAJCOM Foreign Disclosure Office (FDO).

12.6.1.1.3.2. Requests/ proposals that exceed MAJCOM FDO delegated authority, or originate at the Service/agency level, should be directed to the Disclosure Division Deputy

Under Secretary of the Air Force, International Affairs, (SAF/IAD), Pentagon 1010, Washington DC, 20330-1010.

12.6.1.1.4. Assets are authorized for release under an approved FMS Case and shipment is directed by the MAJCOM munitions function. Annotate all shipping documents with "Released IAW FMS-CASE XXXX", and attach copies of authorizing correspondence to the documents.

12.6.1.1.5. An existing Acquisition Cross-Servicing Agreement (ACSA) authorizes the release, and MAJCOM LG has approved the release. Annotate all documents with "Released IAW ACSA" and attach copies of authorizing correspondence to the documents.

12.6.1.1.6. Release has been approved or directed by HQ USAF/ILMW.

**12.7.** Appropriate MAJCOM Directorates or equivalent will assign Munitions User Functional Manager (MUFM) from Security Forces, Operations, Logistics Planning, EOD, etc. (see functional user codes at **Attachment 5**). Specific responsibilities include:

12.7.1. MAJCOM focal point for all munitions requirements for base level users assigned to their functional area.

12.7.2. Validating and/or submitting munitions requirements and forecasts to the MAJCOM munitions staff for inclusion in the 5 year forecast.

12.7.3. Managing munitions allocations within their functional area.

12.7.4. Coordinating with the MAJCOM munitions staff when requirements change, transferring allocations within their functional area, and availability of munitions.

## Chapter 13

## MUNITIONS REQUIREMENTS, ALLOCATIONS AND BUY-BUDGET PROCESS

**13.1. General Information.** The five-year munitions forecast is the primary vehicle to request and allocate air-to-ground and ground munitions required for test, training, and operational needs. Each year Commands must submit a five-year forecast to establish requirements for the near year and validate out-year projections.

13.1.1. Command requirements are captured in two forecast documents: RCS: HAF-ILM(A)-9452, Peacetime Conventional Ammunitions Requirements Forecast (PCAR) and the Ready Aircrew Forecasting Tool (RAFT).

13.1.1.1. DELETED.

13.1.2. Process improvements, lessons learned, and action items pertaining to Global Asset Positioning (GAP), Requirements, and Stockpile Allocations will be discussed at the Munitions Working Group (MWG).

13.1.2.1. OO-ALC/WM will consolidate, publish and track action items and lessons learned from each cycle. Will provide status and related information to participants throughout the year and prior to start of each event.

**13.2. Munitions Requirements Forecast Process.** The munitions forecast is an annual process to identify munitions requirements in Categories A, B, C, D, E, F (except for bomber fly away), and N (see **Attachment 4** for specific category definitions). Process is described in the following paragraphs and detailed in figure 13.1.

13.2.1. Air Force Ammunition Control Point, Ogden Air Logistics Center (OO-ALC/WM) starts the process, in coordination with HQ USAF/XORW/XOFX/ILMW, by providing the annual requirements forecast instructions to MAJCOM munitions staffs not later than 15 October.

13.2.1.1. OO-ALC/WM will discuss the previous years GAP and major changes to standard forecasting procedures during the annual MWG.

13.2.2. Deleted

13.2.3. MAJCOM munitions staffs will distribute requirements forecast instructions to the MUFM and/or MASO.

13.2.4. MUFMs and/or MASOs are responsible for validating munitions requirements and/or developing the forecast for all their units as directed by the MAJCOM Munitions Staff. MUFMs and/or MASOs may task units to develop requirements or develop the requirements themselves. MUFMs and/or MASOs are responsible for reviewing forecasts for accuracy and completeness, and for providing forecasts to MAJCOM munitions staffs by 1 December. MUFMs and/or MASOs will submit alibis to the MAJCOM munitions staff for any increase/decrease exceeding 10% of previous year's Air Force validated requirement. This alibi will include MNSN, DODIC, MSRC, CRC, category, and specific justification.

13.2.5. The wing level WRM manager will forecast Category B (non-NCAA WRM) requirements for mobility unit type codes not covered in authorization tables in AFCAT 21-209, volume 1, *Ground Munitions* to the MASO for reporting to the using MAJCOM.

13.2.6. Munitions requirements are derived from AFI 36-2217, *Munitions Requirements for Aircrew Training*; AFCAT 21-209, volume 1, *Ground Munitions,* volume 2*, Demolition Munitions,* volume 3*, Weapons Load Crew and Munitions Maintenance Training Requirements*; Unit Committed Munitions Lists; test plans; expenditure history; bed-down plans; the annual forecast letter from OO-ALC/WM; and similar documents which levy a need for conventional munitions.

13.2.7. Requirements for ejector carts must be factored in the forecast.

13.2.8. Air-to-ground aircrew training munitions requirements are determined in accordance with AFI 36-2217. Units that do not use the RAFT to forecast air-to-ground aircrew training munitions requirements will forward their requirements to MAJCOM/DOs, by 1 December, for inclusion in the PCAR.

13.2.8.1. HQ USAF/XORW provides MAJCOM/DOs with the latest version of the RAFT at the MWG Conference.

13.2.8.2. Between October and December the MAJCOM/DOs populate the RAFT with Ready Aircrew Program (RAP) requirements.

13.2.8.3. MAJCOM/DOs send their RAFT containing RAP requirements to HQ USAF/XORW for validation by 1 January. HQ USAF/XORW will resolve any discrepancies with the MAJCOM/DOs.

13.2.8.4. HQ USAF/XORW sends validated RAP requirements to OO-ALC/WM and HQ USAF/ILSR by 1 March.

13.2.8.5. MAJCOM munitions staffs consolidate inputs from their MUFM and/or MASO, unique organizations without a MAJCOM directorate or equivalent and bed-down information from lead commands.

13.2.8.6. MAJCOM munitions staffs verify data elements such as complete round codes (CRC), Department of Defense identification codes (DODIC), and national stock numbers (NSN) on the MUFM and/or MASO forecasts.

13.2.8.7. MAJCOM munitions staffs provide OO-ALC/WM with the PCAR by 1 February.

13.2.8.8. MAJCOM munitions staffs will maintain unit alibis on file for reference during the requirements forecast review.

13.2.8.9. User MAJCOM munitions staff sends an informational copy of their subordinate unit forecast inputs to applicable host MAJCOMs if major mission changes are anticipated.

13.2.8.10. OO-ALC/WM Stockpile Manager receives the first forecast submission from MAJCOMs. Product Teams review data elements for accuracy (user/host relationship, indicative data, complete round code, MSRC grouping, etc.). Product Teams provide guidance and other information for return to the MAJCOM.

13.2.8.11. OO-ALC/WM Stockpile Manager sends error and variance lists along with Product Team comments to MAJCOM munitions staffs for correction by 15 February.

13.2.8.12. MAJCOM munitions staff coordinates with MUFM and/or MASO to review the error and variance lists, correct and submit revised PCAR to OO-ALC/WM by 1 March.

13.2.8.13. OO-ALC/WM Stockpile Manager merges the PCAR with NCAA requirements to create Worldwide Ammunition Requirements Baseline. This formulates the starting position for stockpile allocation and budgetary decisions.

13.2.9. OO-ALC/WM hosts and HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX co-chair the Requirements Workshop in March. Air Staff reviews and discusses forecast data with MAJCOM munitions staff, adjusts as necessary, and approves Worldwide Ammunition Requirements.

13.2.9.1. MAJCOM munitions staff will provide requirements forecast changes with adjustments/rationale with MUFM and/or MASO at the conclusion of the Requirements Review.

13.2.9.1.1. Any disputes regarding changes made to the forecast will be sent to HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX. The Air Staff will resolve disputes and provide last requirements forecast changes to OO-ALC/WM by 15 April.

**13.3. Munitions Allocation Process.** OO-ALC/WM hosts and HQ USAF/XORW/XOFX/ILMW, AFSFC/SFWC, and AFCESA/CEX co-chair the Munitions Allocation Conference to allocate munitions by comparing the Air Force validated requirements against available assets.

13.3.1. OO-ALC/WM will release an Air Staff coordinated agenda for the Allocation Conference. Air Staff will provide the parameters for stockpile optimization for inclusion with the agenda.

13.3.1.1. OO-ALC/WM will provide information relative to inventory availability and other issues to the MAJCOMs prior to the Allocation Conference.

13.3.1.2. Attendees will be limited to host, co-chairs, and no more than three representatives from each MAJCOM. One MAJCOM attendee must be Munitions Staff or a designated representative. Additional attendees must be approved by co-chair prior to conference.

13.3.2. The Allocation Conference:

13.3.2.1. HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX set the priority order of build for stockpile optimization. Stockpile optimization is the process of merging the available inventory with the priority build list to achieve supportability position.

13.3.2.2. HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX make allocation decisions.

13.3.2.3. MAJCOMs will observe, advocate interests, support other MAJCOMs when possible, and provide information upon request.

13.3.3. OO-ALC/WM records the allocation decisions in the Initial Detailed Logistics Allocation Report (DLAR) and provides it to MAJCOM munitions staffs, HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX NLT one week after the conference. A cover letter will include Air Staff rationale used to allocate the stockpile.

13.3.4. MAJCOMs will use Initial DLAR to prepare for the GAP Conference.

13.3.5. When Final DLAR is published following the GAP Conference (NLT 30 days after the GAP), MAJCOM munitions staffs will facilitate the allocation process within the MAJCOM.

13.3.6. For tenant units, using MAJCOMs send allocations to the host MAJCOM that provides munitions support. Host MAJCOMs cannot change allocations for tenant units.

13.3.6.1. Using MAJCOM must notify OO-ALC/WM of any host/user allocation transfers.

**13.4. Allocation Increase or Addition Requests.** Request for allocation increases or additions will be prepared and coordinated IAW **Chapter 14**.

**13.5. Buy Budget Process.** The munitions Buy Budget Review (BBR) addresses procurement of conventional ground, air-to-ground, Explosive Ordnance Disposal (EOD) munitions, small arms, and associated equipment (excluding missiles). Procurement of these items is part of the overall Department of Defense Planning, Programming, and Budgeting System process.

13.5.1. OO-ALC/WM hosts and HQ USAF ILSR/XORW/XOFX co-chairs the BBR Conference in July to facilitate preparation of Budget Estimate Submission (BES) justification documentation for Procurement of Ammunition, Air Force (Appropriation 3011), Munitions and Related Equipment (Budget Program 3500).

13.5.1.1. Prior to the BBR:

13.5.1.1.1. HQ USAF/ILSR will issue specific guidance and instructions to Air Force Logistics Centers (ALC) and Product Centers for the BES in a Budget Call Letter.

13.5.1.1.2. OO-ALC/WM and other affected AFMC product centers will prepare a Buy Book of P-series budget exhibits (forms P-40 and P-20) and provides an advance copy to assist conference co-chairs and HQ AFCESA/CEX in determining munitions and associated equipment funding priorities.

13.5.1.2. At the BBR:

13.5.1.2.1. OO-ALC/WM will present procurement recommendations based on forecasted requirements, inventory analysis, prior procurement action and industrial production capabilities.

13.5.1.2.2. HQ USAF/ILSR will analyze procurement data presented and recommend the best use of available funds.

13.5.1.2.3. Program Element Monitors (PEM) will establish the final funding priorities based on all information provided.

13.5.1.3. After the BBR:

13.5.1.3.1. OO-ALC/WM will prepare and distribute formal minutes of the proceedings, ship Buy Books and other classified materials requested to conference participants.

13.5.1.4. All agencies responsible for P-series budget exhibits will submit documents to HQ USAF/ILSR based on funding priorities established at the BBR in accordance with the Budget Call Letter.

13.5.1.5. HQ USAF/ILSR will publish and distribute the final budget submission document.

**13.6. Expenditure Reporting.** Expenditure reporting is a critical data element of munitions management processes at all levels (i.e. Unit, Base, MAJCOM, and Air Staff).

13.6.1. Past expenditures help Department of Defense determine allocation levels, develop buy-budget decisions, and defend procurement decisions to the Office of the Secretary of Defense, General Accounting Office, and Congress.

13.6.2. For specific expenditure reporting procedures see **Chapter 24**.

## 13.7. Quarterly Munitions Capability Assessment

13.7.1. Accurate inventory reporting is essential for making informed and complete decisions. Inventories establish the baseline for the Buy-Budget Review, the Allocation and GAP processes, NCAA development, the Joint Material Readiness Report, the Quarterly Readiness Report to Congress, and the Quadrennial Defense Review. It provides the decision making tool for the Joint Staff and the CSAF in initiating contingency operations until Contingency Sourcing, Expenditures, and Reporting procedures in **Chapter 37** begin.

13.7.2. OCONUS MAJCOMs, OO-ALC/WM, and WR-ALC/LKG will post updates to the Air Staff Quarterly Munitions Capability Assessment format located on the AFMC secure website: **http://pumba.afmc.wrightpatterson.af.smil.mil/contingency_Ops.html**. Updates are due NLT the 15th day following the beginning of each quarter or as directed by the Air Staff.

## 13.8. Aircrew Life Support Time Change Procedures.

13.8.1. Time change items are forecasted using procedures contained in T.O. 00-20-9.

13.8.2. Aircrew Life Support (ALS) forecasting. The annual forecast is the primary vehicle for requesting munitions that are required to maintain ALS equipment. During the annual forecast process, ALS custodians must work with their MUFM and/or MASO to submit initial build-up, replacement, and training requirements. Annual requirements will be consolidated and submitted to MAJCOM Munitions staffs.

13.8.2.1. ALS munitions are explosive items issued for installation into aircrew survival vests, survival kits, and life rafts.

13.8.2.2. ALS Replacement Munitions (Time Change). Use category A to forecast munitions required to replace assets which are reaching their time change interval (end of service life) and for expected or known failure rates. ALS munitions issued under this category require consumption type issue using DIFM control and an approved category A allocation to support time change or unserviceable replacements.

13.8.2.3. ALS Munitions Initial Build-up. Use category C to forecast requirements for initial build-up of ALS equipment which supports existing or new aircraft/aircrews. All issues under this category require consumption type initial issue using NON-DIFM control and an approved category C allocation to support the build up of new ALS equipment**.** Condition code “A” and “C” assets, with sufficient time remaining, will be used to fill requirements in this category.

13.8.2.4. ALS Munitions Training Requirements. Use category D to forecast aircrew pyrotechnic signaling devices required to support aircrew training. All munitions in this category are issued to a custody account and require an approved (category D) allocation. Items in this category will not be consumption issued or use DIFM controls and will be filled with condition code "B" or "C" items before using condition code "A" assets.

13.8.2.5. ALS Munitions DIFM Control Procedures. Munitions Accountability personnel must update indicative data record (IDR) for each respective ALS munitions master NSN prior to processing an issue request to make sure the time change indicator is set to Y (YES) to establish DIFM control. When the Time Change is set to N (NO), process an IDR update to set the Time Change Indicator to Y (YES) to establish DIFM control. DIFM returned assets will be turned in under the issue document number (this will clear the DIFM) and re-identified as required. In most

cases, these types of expired assets can be reclassified as condition code "B" and utilized for training allocations. Found on base procedures will not be used to turn in returned assets to accountable records.

13.8.2.6. Tracking Installed ALS Munitions. ALS units are responsible for tracking assets by item, lot number and prescribed shelf/service life in the Aircrew Life Support Management System (ALSMS) according to AFI 11-301 including monitoring Technical Order (T.O.) 11A-1-1, Conventional Munitions, Restricted or Suspended. When receiving ALS equipment from another installation, ALS personnel will verify records to ensure installed munitions are not affected by T.O. 11A-1-1. Munitions assets affected by T.O. 11A-1-1 actions will be removed from ALS equipment and initiate the applicable issue and turn-in request.

13.8.2.7. ALS Munitions Aircraft Transfer Procedures: Losing units will initiate actions to transfer assets/allocations to the gaining custody account. Gaining custody account custodian will ensure transferred (incoming) munitions are processed through the MASO using procedures in above paragraph.

13.8.2.8. Deleted

13.8.3. MAJCOMs will provide units with other specific forecasting guidance.

# Chapter 14

## UNIT ALLOCATION PROCEDURES

### 14.1. Determining Proper Stock Levels.

14.1.1. An allocation is that quantity of a munitions item expected to be available to commands within the designated fiscal year. Command allocations are distributed among MAJCOM units. This allocation provides authorization to requisition and use the item for its allocated purpose. MAJCOMs provide unit allocations based on the MAJCOM positioning objective as determined by the GAP process. For Category F and G authorizations see **Attachment 4**.

14.1.1.1. The MAJCOM munitions staff will distribute each bases portion of the Command Allocation Document to the MASO and/or MUFM.

14.1.1.2. The MASO/MUFM is responsible for providing custodians with copies of their annual allocations.

14.1.2. Load unit allocations in CAS IAW MAJCOM instructions. Ensure obsolete levels are deleted.

14.1.2.1. To validate proper host/user command code relationships in CAS, the MASO will accomplish the following procedures immediately after initial fiscal year allocations are loaded and again in the month of February.

14.1.2.1.1. Compare the CAS organizational record listing to the Air Force Forms 68 and unit allocation document to verify that all organization/shop codes and host/user relationship codes are loaded correctly.

14.1.2.1.2. MASO must review the organizational record listing for accuracy, and sign it certifying listing reflects correct command codes.

14.1.2.1.3. Maintain most current listing.

14.1.2.1.4. Identify host/user relationship discrepancies with expenditure information, to OO-ALC/WM CAS-A Program Manager, host and user MAJCOM within one week after review.

14.1.2.1.5. The MASO will perform the final quality control on the stock level process to ensure that the current fiscal year allocation document has been loaded into CAS without error. The MASO will sign (hard copy or electronic) the allocation document and AMC12A listing signifying an error free beginning. These documents will be maintained in the Document Control Section or electronically filed.

14.1.2.2. DELETED.

14.1.3. Provide each organization with a copy of their allocation, to include changes (i.e. additions, deletions, increases, decreases or transfers of allocation). Provide each organizations primary custodian with a new AM507A Custody Account Listing (CAL). Ensure primary custodians review the CAL and submit requests for issues on all assets required for the upcoming fiscal year. Establish a 30-day suspense for the custodians to ensure these actions are completed.

14.1.4. Units may be allocated munitions items in more than one category. Each item must be issued and expended for its intended purpose as identified by category and requirement codes.

14.1.4.1. MASOs are authorized to transfer allocations from expendable to non-expendable and between non-expendable categories. This does not include allocations for tests (Category E), Foreign Military operation (CAT N), or WRM (CAT F and G) allocations unless specifically approved by MAJCOM. MAJCOM must receive Air Staff approval prior to authorizing allocation transfers from non-expendable to expendable categories.

14.1.4.2. It is a violation of Air Force policy to use munitions for purposes other than those for which they were originally issued. Such abuse could result in action under the Uniform Code of Military Justice (UCMJ).

14.1.5. Custody accounts may be issued or maintain munitions/missiles in excess of non-expendable allocations, provided the command is not tasked to ship these assets in the Munitions Movement Plan (MMP), unit has properly forecasted for the assets, or has submitted an out-of-cycle request. MASO must ensure organizations have a valid requirement prior to MASO approval. MAJCOM, OO-ALC/WM or WR-ALC/LGK may direct redistribution of excess assets.

14.1.5.1. The MASO approves/disapproves customer requests for excess non-expendable assets left on custody accounts. Approved requests will be kept in the custody account jacket file or electronically filed with the custody account records.

14.1.5.2. Items will be turned in and processed for shipment when MAJCOM or ALC redistribution order (RDO) action is received.

14.1.5.3. Allocations in CAS will not be increased to support excesses.

14.1.5.4. Upon receipt of the allocation document, the MASO will take immediate action to notify organizational custodians and their commanders in writing, identifying munitions by NSN, lot number, and quantity requiring turn in action. Organizations must turn in munitions excess of expendable allocations no later than 30 days of notification by the MASO.

14.1.5.4.1. Custody accounts failing to comply with instructions provided by the MASO are subject to having the account frozen, courtesy stored assets returned to stock, and further transactions placed on hold until the account is reconciled.

14.1.6. The Supplemental Allocation Authorization Request (SAAR) on the Air-to-Surface Munitions Directorate web site will be used to support stock levels for items without a Master Subsidiary Relationship Code (MSRC).

14.1.6.1. Deleted

14.1.6.2. Deleted

14.1.7. For CAD/PAD Time Change guidance see **Chapter 31**.

**14.2. Out of Cycle Request (OOCR) and Allocation Transfer Requests (ATR) Supporting Exercises, Competitions, Demonstrations, Test or Training.** Request for allocation increases, additions, and transfers will be prepared on the automated Allocation Transfer and Out-of-Cycle system located at the Air-to-Surface Munitions Directorate web site: **https://ammo.hill.af.mil**.

14.2.1. In order to begin using the automated system, the Munitions Accountable System Officer (MASO) and MASO delegates must ensure they have a current Air-to-Surface Munitions web site User ID and Password. The Stockpile Management Office POC can provide assistance in accessing the system if difficulties are encountered. Once initial access has been obtained, the site is found by

going to the Munitions Stockpile Management link on the upper left hand side of the OO-ALC/WM web page and then clicking on the Allocation Transfer and Out-of-Cycle request. Further instructions can be obtained by clicking on the user's guide for further information and guidance on how to use the site.

14.2.1.1. DELETED.

14.2.1.2. DELETED.

14.2.1.2.1. DELETED.

14.2.1.2.2. DELETED.

14.2.1.2.3. DELETED.

14.2.1.2.4. DELETED.

14.2.1.2.5. DELETED.

14.2.1.2.6. DELETED.

14.2.1.2.7. DELETED.

14.2.1.2.8. DELETED.

14.2.1.2.9. DELETED.

14.2.1.2.10. DELETED.

14.2.1.2.11. DELETED.

14.2.1.3. DELETED.

14.2.2. MAJCOMs have the option of having units enter required data into the system or entering it themselves at the MAJCOM level.

14.2.2.1. MAJCOMs that experience prolonged or temporary Internet connectivity downtime will send ATRs and OOCRs to e-mail messages to the OO-ALC/WMCI organization box at **mailto:wmciallocations@hill.af.mil** in the following format:

14.2.2.1.1. ATR

From: SRAN (Host/User Cmd Codes)

To: SRAN (Host/User Cmd Codes)

Cat Code:

Requirement Code:

Unit ID:

Exercise/Operation Name:

Activity Period: (Need Date and End Date

After Action Report Required: (Y or N)

CRC/Master NSN:Noun:Qty:

14.2.2.1.2. OOCR:

Requesting Unit: SRAN: (Host/User Cmd Codes)

Cat Code:

Requirement Code:

Functional User Code:

Custody Account Number:

CRC/Master NSN: Noun:New Qty Requested:

MAJCOM Current Fiscal Year (CFY) Allocation:

MAJCOM CFY Expenditures (CFYE):

14.2.2.2. DELETED.

14.2.2.3. DELETED.

14.2.3. OOCRs may not be submitted for allocated expendable items until at least 65 percent of the allocation has been expended (70 percent for Aircrew training munitions). OOCRs for all other items will be worked on a case by case basis. Sufficient justification will accompany the request. OOCRs for new munitions requirements (i.e. mission changes), will be accepted. For OCONUS MAJCOMs, they will work OOCRs on a case-by-case basis.

14.2.3.1. Items that were not 100 percent allocated were allocated based on available assets. The probability of an OOCR being approved or increased is slim.

14.2.3.2. Prior to submitting an OOCR for munitions other than aircrew training:

14.2.3.2.1. The organizational commander will submit the information listed in paragraph **14.2.2.1.2.**, authorizing directive, formula, and expenditure data, if applicable, to the MASO.

14.2.3.2.2. If the requested item is specifically authorized for use as stated in the organization's request, the MASO will attempt to redistribute unused allocations within his/her SRAN. MASOs may transfer allocations among accounts within their SRAN as required to support valid requirements.

14.2.3.2.3. If the MASO is unable to support the OOCR, the user will forward request the MUFM by the user or entered into the Air-to-Surface Munitions Directorate web site as directed by the MAJCOM.

14.2.3.2.4. The MUFM will make every effort to transfer allocations within his/her functional area to ensure allocations are used appropriately. The MUFM must work closely with the MAJCOM munitions staff to ensure allocation transfers do not cause un-programmed munitions moves or mal-positioned assets.

14.2.3.2.5. The MAJCOM munitions staff will attempt to transfer allocations between functional areas within their MAJCOM prior to submitting or approving the request on the Air-to-Surface Munitions Directorate web site.

14.2.4. Allocation transfers between commands are completed by the MASO or designated representative using the Air-to-Surface Munitions Directorate web site using the following procedures:

14.2.4.1. The losing MASO will ensure the unit has sufficient allocations to support exercise requirements and pass allocations to the supporting unit MASO not later than 60 days (CONUS)

and 90 days (OCONUS) before the exercise begins. The allocation transfer will list the unit, type of aircraft (if applicable), inclusive dates, type of munitions, NSN or CRC, quantity, and category code.

14.2.4.1.1. The losing MASO will ensure the transferred allocations are decreased appropriately in CAS.

14.2.4.2. The gaining MASO will notify the losing MASO of supportability immediately upon stockpile assessment but not later than 7 days after date of allocation transfer. Supportability will include as a minimum: NSN, NOUN, and QTY supported/non-supported. Supportability will include any requisition information.

14.2.4.3. The gaining MASO will ensure the allocation and "remaining quantity to be issued field" in CAS is increased by the amount transferred and ensure correct host/user relationship is reflected in the CAS organization record.

14.2.4.4. The gaining MASO has requisition (stock control) responsibility for all increased or transferred allocations provided the time requirements in paragraph **14.2.4.1.** are met.

14.2.4.5. After the unit completes the exercise, the host unit will complete the after action report (AAR) on the Air-to-Surface Munitions Directorate web site using the ATR number provided during the original transfer. This report should be accomplished immediately, but not later than 14 days after exercise completion.

14.2.4.6. Once the participating unit receives the after-action report, they will increase their "Current Allocation" and "Remaining Quantity to Issue" fields in CAS to reflect remaining allocations returned from the exercise.

14.2.4.7. The MASO at the exercise location will decrease its' "Current Allocation" and "Remaining Quantity to Issue" fields in CAS to reflect the amount transferred back to the home unit.

14.2.5. Every effort must be made to support the transfer timeline, however it is not the sole basis for determining the level of support that can be provided by the host unit. The primary basis for determining if munitions support can be provided must be asset availability, not the transfer timeline.

14.2.6. DELETED.

14.2.7. DELETED.

14.2.8. DELETED.

14.2.8.1. DELETED.

14.2.8.2. DELETED.

**14.3.** DELETED.

14.3.1. DELETED.

14.3.2. DELETED.

14.3.2.1. DELETED.

14.3.2.2. DELETED.

14.3.2.2.1. DELETED.

14.3.3. DELETED.

14.3.3.1. DELETED.

14.3.3.2. DELETED.

# Chapter 15

## GLOBAL ASSET POSITIONING (GAP)

**15.1. Program Scope.** Global Asset Positioning integrates four munitions war reserve materiel (WRM) positioning programs to meet anticipated demands on time and resources. These provide war fighting Commanders-in-Chief (CINC) with their initial starter stocks, provides rapid swing stock response capability with the APF and STAMP/STRAPP, and provides for swing stock positioning by theaters and CONUS. The program includes:

15.1.1. USAF afloat prepositioning ships (APF).

15.1.2. Harvest Standard Air Munitions Packages (STAMP)/Harvest Standard Tanks, Racks, Adapters, and Pylons Packages (STRAPP).

15.1.3. Operational In-place Theater stocks.

15.1.4. CONUS stocks.

**15.2. AFLOAT Prepositioning Fleet (APF) General Information.**

15.2.1. The USAF APF stores multiple munitions loads and is forward-based. The APF fleet provides CINCs significantly greater deployment flexibility by reducing early lift requirements. APF prepositioning allows for the rapid movement of critical munitions assets from one region to another as priorities or circumstances dictate.

15.2.1.1. The APF is manned and maintained by civilian mariner crews. Vessels require permissive off loading with adequate terminal and port facilities, either afloat or ashore, to discharge explosive cargo. Supported CINCs must ensure host nation support to expedite cargo operations, minimize port congestion, and move the forward echelon out of the seaports.

15.2.1.2. Upon discharge of cargo, and subsequent release by supported CINC, vessels will revert to the US Transportation Command (USTRANSCOM) common-user sealift pool, unless assigned by the Chairman of the Joint Chiefs of Staff to support operational requirements of another CINC.

15.2.1.3. Deployable APF port teams monitor loading and unloading of USAF munitions during contingencies. Teams maintain accurate cargo manifests and monitor asset handling, stowage and serviceability.

15.2.1.3.1. Annually, GAP conference members review and identify APF port team requirements and procedures. A deployable port team will be comprised of a minimum of six personnel, and two applicable computer systems.

15.2.2. USTRANSCOM. Provides overall policy guidance and direction to its components, Military Sealift Command (MSC) and Military Traffic Management Command (MTMC), on management of the USAF APF.

15.2.2.1. MSC will:

15.2.2.1.1. Procure ship leases to support the APF program.

15.2.2.1.2. Ensures the ship custodian maintains documents to include two complete sets of PREPO AFTO Forms 102, **Munitions Inspection Document**, and Master Tally Sheets (computerized inventory).

15.2.2.1.3. Ensures the ship custodian updates APF records to reflect suspensions, restrictions and TCTO actions.

15.2.2.2. MTMC will:

15.2.2.2.1. Support and sustain tasks related to ship scheduling, coordination of inland movement, cargo loading and downloading, and port operations.

15.2.2.2.2. Prepare Military Standard Transportation and Movement Procedures (MILSTAMP) documentation.

15.2.3. Theater Commanders.

15.2.3.1. During peacetime, the APF are under the operational control of the CINC in whose area of responsibility the ships are located.

15.2.3.2. For deliberate planning, the Joint Strategic Capabilities Plan (JSCP) apportions the APF as forces. As apportioned in the JSCP, one or more vessel may be tasked in OPLAN Time-Phased Force and Deployment Lists (TPFDL).

15.2.3.2.1. Time-Phased Force and Deployment Data (TPFDD) research must consider ship stowage plans, port unloading times, and the amount of time it takes to move assets from one theater to another. Obtain approximate fleet-sail-times from the APF Program Manager (OO-ALC/WMR). Also consider assets available through other means such as CONUS or forward based swing stocks, and STAMP/STRAPP.

15.2.3.3. The unified command's air component command submits TPFDD requirements to the CINC. The CINC validates the requirements during the execution-planning phase for later entry into the CINC's validated TPFDD. Deployment planning should allow for flexibility as the preplanned priorities sometime change in execution.

15.2.3.4. During execution, actual commitment of the APF to CINCs will be in accordance with Joint Chiefs of Staff (JCS) established priorities. Once the vessel is chopped to the theater CINC, he or she decides how to best utilize the assets on board by determining the offload strategy to meet mission needs. CINCs may address requests for reallocation of assets to the Chairman of the Joint Chiefs of Staff to be handled through the Joint Materiel Priorities and Allocations Board (JMPAB). Final authority to divert APF vessels requires the National Command Authority approval. The JMPAB decides user priority if more than one OPLAN is executed simultaneously.

15.2.3.5. Send a copy of any OPLANs that source APF to:

15.2.3.5.1. HQ USAF/ILMW, 1030 Air Force Pentagon, Washington DC 20330-1030.

15.2.3.5.2. HQ AFMC/DRAW, 4375 Chidlaw Rd, Suite 6, Wright-Patterson AFB, OH 45433-5006.

15.2.3.5.3. OO-ALC/WMR, 6043 Elm Lane, Hill AFB, UT 84056-5819.

15.2.4. Afloat Prepositioned Fleet (APF) Management Team (OO-ALC/WMR) responsibilities:

15.2.4.1. Performs 5-year periodic cross-load inspections, as well as develop and implement an on-board 6-month interval ship surveillance inspection schedule IAW T.O. 11A-1-10.

15.2.4.2. Screens T.O. 11A-1-1 for any suspended/restricted munitions assets loaded on board any of the three APF vessels, as well as monitoring TCTO actions.

15.2.4.3. Immediately notifies HQ USAF/ILMW, HQ AFMC/DRAW, MAJCOMs and ship custodians of suspended/restricted munitions assets aboard APF vessels.

15.2.4.4. Submits annual forecast to HQ USAF/ILM and ILS to procure manpower and funding in support of the APF deployable port teams performing maintenance, inspection, and asset rotation during vessel cross-load operations.

15.2.4.5. Coordinates load planning, port operations, asset maintenance, inspection and rotation activities.

15.2.4.6. Develops, maintains, and distributes "Battle Books" containing individual vessel characteristics, stow plans, inventory data, and recommended downloading procedures.

15.2.4.7. Performs and documents a complete physical inventory of USAF munitions assets aboard each vessel.

15.2.4.8. Maintains accurate inventory/location/periodic inspection data in the TMRS of assigned weapon systems for each vessel. Submit monthly status update reports to the RAMS office at WR-ALC IAW T.O. 21M-1-101.

15.2.4.9. Distributes inventory record copies and PREPO AFTO Form 102, **Munitions Inspection Document**. Provides original and first copy of inventory to ship custodian. Second copy and set of PREPO AFTO Form 102s will be maintained by OO-ALC/WM.

**15.3. Harvest Standard Air Munitions Packages (STAMP) and Harvest Stan dard Tanks, Racks, Adapters, and Pylon Packages (STRAPP) General Information.**

15.3.1. HARVEST STAMP and HARVEST STRAPP comprise a single program known as STAMP/STRAPP. The program includes WRM munitions and Tanks, Racks, Adapters and Pylons (TRAP) for airlift to meet immediate requirements in any theater of operations. In most cases, STAMP is configured for a complete round configuration capability.

15.3.2. HQ USAF/XORW:

15.3.2.1. Validates STAMP and STRAPP requirements approved at the GAP Conference. Sends a validation message to AIG 10121 and publishes the NCAA containing STAMP and STRAPP asset requirements.

15.3.2.2. Forecasts STAMP and STRAPP requirements to OO-ALC/WM.

15.3.2.3. Validates requirements for notional STAMP taskings. Provides notification to OO-ALC/WRM on the validly of the requirements for notional STAMP taskings.

15.3.3. OO-ALC/WMR, as the STAMP/STRAPP program manager:

15.3.3.1. Verifies notional tasking requirements.

15.3.3.2. Notifies USSOCOM/J-4 of actions affecting Special Operations Forces packages.

15.3.3.3. Serves as the point of contact for unit type code (UTC) and deployment information.

15.3.3.4. Directs STAMP/STRAPP units to prepare packages for shipment.

15.3.3.4.1. Sends tasking message for 649 MUNS to: OO-ALC HILL AFB UT //CC//, 75 ABW HILL AFB UT //CC/CP/LG/LGT/XPI/XPP//, and 649 MUNS HILL AFB UT //CC/MA//. With info addressees of: HQ USAF WASHINGTON DC // ILXX-CSC/XOR/XORW/ILMW//, HQ AFMC WRIGHT PATTERSON AFB OH //BS/DRAW//, and to the info addressees listed on original request message.

15.3.3.4.2. Sends tasking message for 651 MUNS to: SA-ALC KELLY AFB TX //CC//, 76 ABW KELLY AFB TX //CC/CP/LG/ XPI//, and 651 MUNS LACKLAND AFB TX //CC/LGW//, with info addressees of: HQ USAF WASHINGTON DC // LGXX-LRC/XOR/X0RW/ILMW//, HQ AFMC WRIGHT PATTERSON AFB OH //BS/DRAW//, 37 TRW LACKLAND AFB TX//CC/CP/LG/LGT/XPR//, 75 ABW HILL AFB UT//CC/LG//, and to the info addressees listed on original request message.

15.3.3.5. Prepares RCS: HAF-ILM (M&D)-9459, **STAMP and STRAPP Status Report**, quarterly in peacetime using the format at **Figure 15.1.** Sends consolidated program message reports via AIG 10121 not later than the 1st of the quarter, with info addressees of: HQ USAF WASHINGTON DC //XORW/ILMW//, and HQ AFMC WRIGHT PATTERSON AFB OH //DRAW//.

15.3.3.6. Prepares RCS: HAF-ILM (M&D)-9459 as status to the packages changes, but not to exceed once daily, during contingencies, using the format at **Figure 15.2.** This report is designated emergency status code C1 - Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due dates. Continue reporting during MINIMIZE. Send report to AIG 10121, with info addressees of: HQ USAF WASHINGTON DC //ILXX-CSC/XORW/ILMW//, and HQ AFMC WRIGHT PATTERSON AFB OH //BS/DRAW//.

15.3.3.7. Coordinates with sources of supply to ensure requisitions are filled.

15.3.3.8. Is the STAMP and STRAPP pilot unit, and inputs, maintains, and updates Unit Type Code (UTC) data in the Contingency Mobility Planning and Execution System (COMPES).

15.3.3.8.1. Coordinates with STAMP/STRAPP units to ensure standardization.

15.3.3.9. Coordinates to replenish STAMP and STRAPP assets. This effort takes priority over all other prepositioned assets for units with Functional Activity Designator II-09 (FAD 2-09) or lower unless otherwise directed by HQ USAF.

15.3.4. HQ AFMC designated STAMP/STRAPP Units (649 MUNS and 651 MUNS):

15.3.4.1. Ensure base plans are developed to support STAMP and STRAPP operations.

15.3.4.2. Immediately notify OO-ALC/WM of problems affecting deployments.

15.3.4.3. Are responsible for munitions and TRAP assets, to include: requisitioning, receiving, storage, handling, accounting, reporting, maintaining, inspecting, changing, assembling, and palletizing.

15.3.4.4. Ensure project code "436" is included on all STAMP requisitions. Project code "139" will be included on all STRAPP requisitions.

15.3.4.5. Prepare RCS: HAF-ILM (M&D)-9459 monthly in peacetime using the format in **Figure 15.2.** Send message reports to OO-ALC Hill AFB UT //WMR//, not later than the 20th of the

month, or as directed by OO-ALC/WMR, with info addressees of: HQ USAF WASHINGTON DC //XORW/ILMW//, and HQ AFMC WRIGHT PATTERSON AFB OH //DRAW//.

15.3.4.6. Prepare RCS: HAF-ILM (M&D)-9459 as status of the package change, not to exceed once daily, during contingencies, using the format in **Figure 15.2.** Send this report to OO-ALC Hill AFB UT //WMR//. Report is designated emergency status code C1 - Continue reporting during emergency conditions, priority precedence. Submit data requirements assigned this category as prescribed or by any means to ensure arrival on the established due date. Continue reporting during MINIMIZE, with info addressees of: HQ USAF WASHINGTON DC //XORW/ILMW//, and HQ AFMC WRIGHT PATTERSON AFB OH //DRAW//.

15.3.4.7. Ensure replacement assets can be received during out-load operations.

15.3.4.8. When deploying STAMP and STRAPP:

15.3.4.8.1. Use DD Form 1149, **Requisition and Invoice/Shipping Document**, DD Form 1348-1A, **DoD Single Line Item Release/Receipt Document**, or Deployable Mobility Execution System (DMES)/Logistics Module (LOGMOD) Deployment Document as the shipping document. Ensure authorized transportation representative signs the "Document Control" copy of whichever form is used as the shipment document.

15.3.4.8.2. Apply AFI 24-204, *Preparing Hazardous Materiel for Military Air Shipment* Chapter 3, procedures when deploying STAMP packages.

15.3.4.8.3. Coordinate with the Installation Deployment Officer and hazardous cargo area transportation personnel to meet explosive safety standards before moving packages to the hot cargo pad for aircraft loading operations.

15.3.4.8.4. Ensure they possess access to a Global Command and Control System (GCCS) telenet terminal and train their personnel on its use.

15.3.4.9. Timely replenish STAMP and STRAPP assets. This effort takes priority over all other prepositioned assets for units with Functional Activity Designator II-09 (FAD 2-09) or lower unless otherwise directed by HQ USAF.

15.3.5. Theater Commanders:

15.3.5.1. Coordinate with OO-ALC/WMR to source tasking locations for OPLAN TPFDD.

15.3.5.2. Must, as a minimum, notify these agencies for notional requests of STAMP and STRAPP or implementation of an OPLAN TPFDD: OO-ALC HILL AFB UT //BS/RC/WMR// by immediate precedence message, with information addresses of HQ AFMC WRIGHT-PATTERSON AFB OH //BS/DRAW//, HQ USAF WASHINGTON DC //XORW/ILXX-CSC//, 651 MUNS LACKLAND AFB TX //CC/LGW//, 649 MUNS HILL AFB UT //CC/MA//, 37 TRW LACKLAND AFB TX//CC/CP/LG/LGT/XPR//.

15.3.5.2.1. Packages that OPLAN TPFDDs identify are deployed in scheduled sequence during OPLAN execution and do not require a tasking message.

15.3.5.2.2. During execution, actual commitment of STAMP and STRAPP to CINCs will be in accordance with JCS established priorities. CINCs may address requests for reallocation of STAMP and STRAPP to the Chairman of the Joint Chiefs of Staff, handled through the Joint Materiel Priorities and Allocation Board (JMPAB). Final authority to divert STAMP and

STRAPP requires National Command Authority approval. JMPAB decides user priority if more than one OPLAN is executed simultaneously.

15.3.5.3. Send a copy of any OPLANs that source STAMP and STRAPP to the following organizations:

15.3.5.3.1. OO-ALC/WMR, 6043 Elm Lane, Hill AFB, UT 84056-5819.

15.3.5.3.2. HQ USAF/XORW, 1030 Air Force Pentagon, Washington DC 20330-1030.

15.3.5.3.3. HQ AFMC/DRAW, 43714 Chidlaw RD, Suite 6, Wright-Patterson AFB, OH 45433-5006.

15.3.5.3.4. 649 MUNS/CC, 7530 11th ST, Hill AFB UT 84056-5707.

15.3.5.3.5. 651 MUNS/LGW, 1447 Service Road, Bldg M444, Lackland AFB TX, 78236-5719.

**15.4. Theater Prepositioned and CONUS-Stored Assets.** Theater prepositioned assets, although an integral part of GAP, are managed by owning theater commanders.

15.4.1. CONUS stored assets can be in any one of three categories:

15.4.1.1. Retail stocks assigned to CONUS base accounts.

15.4.1.2. Wholesale stocks at AFMC depots or facilities.

15.4.1.3. Wholesale stocks at Army ammunition plants and depots. The SMCA manages these Army depots. Most of the Air Force CONUS-stored assets are at these SMCA-managed locations.

**15.5. Munitions Transportation Funding, PACER AMMO.**

15.5.1. PACER AMMO is the official DoD nickname for the centralized funding process identifying the transportation requirements to meet all MAJCOM munitions positioning objectives.

15.5.1.1. HQ AFMC, in coordination with all MAJCOMs, will be responsible for monitoring and tracking this transportation funding process for all Air Force munitions movements. This will include CONUS and OCONUS port handling, surface and air expenditures.

15.5.2. The NCAA provides munitions requirements while the TAMP and DLAR provide allocations and positioning objectives.

15.5.2.1. Each MAJCOM determines which munitions to request for call forward and retrograde based on their allocations and theater operational plans.

15.5.2.2. Positioning objectives are determined during the TAMP and GAP conferences based on MAJCOM desires and Air Force objectives as determined by Air Staff.

15.5.2.3. A prioritized munitions movement plan developed during the GAP Conference will provide the basis for forecasting and allocating second destination funding to move munitions.

15.5.3. The GAP Conference is the Air Force forum for development and prioritization of all munitions movements worldwide.

15.5.3.1. The GAP develops a MMP, which is the baseline document recognized as the source for PACER AMMO munitions movements.

15.5.3.2. The MMP will be developed from the MAJCOM positioning objectives based on stockpile status and storage space availability.

15.5.3.3. Each of the moves in the MMP not categorized as a “Must Pay” will be priority ranked by the GAP steering committee, co-chaired by HQ USAF/XOR and ILS.

15.5.4. In order for PACER AMMO to achieve the desired results, MAJCOMs and Air Component Commands must be active participants and HQ USAF must make final movement determinations.

## Figure 15.1. Example (Unclassified) of STAMP/STRAPP Quarterly Status Report.

SECRET (Unclassified Sample)
FROM:
TO: (Use addresses listed in sections 15 and 16)
INFO: (Use addresses listed in sections 15 and 16)
SECRET (Unclassified Sample)
SUBJ: (U) RCS: HAF-ILM (M&D)-9459 STAMP/STRAPP STATUS REPORT.

1. (S) PREPARED AS OF (Date message was prepared) (Report NLT the 1st of each quarter).

PART I, STAMP STATUS:

| UTC | NOUN | REQ | AVAIL | REMARKS |
|---|---|---|---|---|
| HHZBA | MK-82 CON | 10 | 10 | |
| HHZBB | MK-82 AIR | 12 | 12 | |
| HHZBC | MK-84 AIR | 20 | 18 | SHORT: 48EA MK-82 BOMBS, FK230662390002. |

Part II, STRAPP STATUS:

| UTC | NOUN | REQ | AVAIL | REMARKS |
|---|---|---|---|---|
| HHX01 | F-15 RAP | 6 | 6 | |
| HHX02 | F-16 RAP | 6 | 5 | 6EA LAU-117(V)1/A AWP X8610M62430010 |
| HHX03 | F-16 TANKS | 9 | 6 | SHORT: 32EA 370 GAL TANKS FD482963490001 |

2. (U) STAMP COMPLETE ROUNDS FOR HQ USAF/ILMW:

[NOTE: Report complete rounds as listed in the annual validation message for each UTC package. Use the following weapons groups to report.]

| | MEDINA | HILL |
|---|---|---|
| A. PRECISION GUIDED | | |
| (1) GBU-24A/B | 55 | 0 |
| B. ANTI-ARMOR | | |
| (1) AGM-65D | 250 | 0 |
| C. SEAD | | |
| (1) AGM-88C | 120 | 0 |
| D. CLUSTER | | |
| (1) CBU-87 CEM | 560 | 300 |
| E. GENERAL PURPOSE | | |
| (1) MK-84 AIR | 285 | 212 |
| F. AIR TO AIR | | |
| (1) AIM-9M | 120 | 0 |
| G. CHAFF/FLARES | | |
| (1) RR-170 CHAFF | 120,000 | 65,000 |
| H. AMMUNITION/ROCKETS | | |
| (1) 20MM PGU-28 | 50,000 | 50,000 |

DECLASS ON (10 years from message date, Example 10 Jan 2009)
OPR HQ USAF/XO
DRV FROM NCAA _____ DATE
SECRET (Unclassified Sample)

## Figure 15.2. Example (Unclassified) of STAMP/STRAPP Contingency Status Report.

SECRET (Unclassified Sample)
FROM:
TO: (Use addresses listed in sections 15 and 16)
INFO: (Use addresses listed in sections 15 and 16)
SECRET (Unclassified Sample)
SUBJ: (U) RCS: HAF-ILM (M&D)-9459, STAMP/STRAPP STATUS REPORT, (Month, Year)
1. PREPARED AS OF (Date message was prepared) (Report at least once daily).
(S) PART I, STAMP STATUS:

| UTC | NOUN | AVAIL | TASKED | DEPLOYED | REMARKS |
|---|---|---|---|---|---|
| HHZBA | MK-82 CON | 10 | 0 | | |
| HHZBB | MK-82 AIR | 12 | 5 | 0 | 5 UTC AWAITINGAIRLIFT |
| HHZBC | MK-84 AIR | 25 | 6 | 3 | 3 UTC AWAITING AIRLIFT, 3 UTC DEPARTED MISSION # 413266,413378, 413388 |
| HHZCA | CBU-87 | 20 | 20 | 18 | 18 UTC ARRIVED FINAL DEST |

(S) Part II, STRAPP STATUS:

| UTC | NOUN | AVAIL | TASKED | DEPLOYED | REMARKS |
|---|---|---|---|---|---|
| HHX01 | F-15 RAP | 6 | 6 | 0 | |
| HHX02 | F-16 RAP | 5 | 2 | 0 | AWAITING AIRLIFT |
| HHX03 | F-16 TANKS | 6 | 3 | 3 | 3 UTC DEPARTED MISSION # 413255, 413377, 413395 |

2. (U) STAMP COMPLETE ROUNDS FOR HQ USAF/ILMW:
[NOTE: Report complete rounds as listed in the annual validation message for each UTC package. Use the following weapons groups to report.]

| | MEDINA | HILL |
|---|---|---|
| A. PRECISION GUIDED | | |
| (1) GBU-24A/B | 55 | 0 |
| B. ANTI-ARMOR | | |
| (1) AGM-65D | 250 | 0 |
| C. SEAD | | |
| (1) AGM-88C | 120 | 0 |
| D. CLUSTER | | |
| (1) CBU-87 CEM | 0 | 300 |
| E. GENERAL PURPOSE | | |
| (1) MK-84 AIR | 0 | 212 |
| F. AIR TO AIR | | |
| (1) AIM-9M | 120 | 0 |
| G. CHAFF/FLARES | | |
| (1) RR-170 CHAFF | 120,000 | 65,000 |
| H. AMMUNITION/ROCKETS | | |
| (1) 20MM PGU-28 | 0 | 50,000 |

3. (U) POC IS TSGT SUE AMMO, DSN 461-0000

DECLASS ON (10 years from message date, Example 10 Jan 2009)
OPR HQ USAF/XO
DRV FROM NCAA _____ DATE
SECRET (Unclassified Sample)

15.5.4.1. Transportation requirements funding must be identified and resources allocated to support munitions movements from point of origin to final destination.

15.5.4.2. PACER AMMO will provide the focus to justify and distribute funding to pre-position the worldwide munitions stockpile in accordance with the GAP MMP.

15.5.4.3. The MMP will be cost out by HQ AFMC and used as the basis for the SDT requirement submission for munitions moves within the Air Force. When SDT funds are released, the MAJCOMs will be notified of the level of approved MMP moves.

15.5.5. The types of munitions movements, their definitions, project codes and categories are listed in **Table 19.1.**.

15.5.5.1. Programmed movements are categorized as "Must Pay" or "Prioritized".

15.5.5.1.1. "Must Pay" movements are mandatory and critical to the daily operations.

15.5.5.1.2. "Prioritized" moves are funded to the maximum extent possible within available resources.

15.5.5.2. "Approval Required" category is for moves not identified during the GAP, which must be approved by HQ USAF/XOR. Once approved, movements will fall into the "must pay" or "prioritized" categories.

15.5.5.3. The official project codes listed in **Table 27.1.** must be included on all munitions shipment documents.

# Chapter 16

# DOCUMENT CONTROL

## 16.1. Document Control - General Information.

16.1.1. Control of documents is the key to accountability because it provides the audit trail. It encompasses the management of accountable and auditable documents from the time of receipt to final disposition.

16.1.1.1. Documents and files which are maintained electronically must comply with the same intent afforded paper documents to include levels of protection and security.

16.1.2. Accountable transactions are used to increase or decrease a stock record account balances. Supporting documents or transactions are auditable and support the stock record accounting function, but do not necessarily change the stock record account balances. All transactions are auditable, but not necessarily accountable. The following are examples of accountable transactions:

16.1.2.1. Issues.

16.1.2.2. Expenditures.

16.1.2.3. Turn-ins.

16.1.2.4. Shipments.

16.1.2.5. Receipts.

16.1.2.6. Inventory Adjustments.

16.1.2.7. Identity Changes.

16.1.2.8. ADRs.

16.1.2.9. Reverse Posts.

16.1.2.10. AMC05A Documentation (Prior to use, the MASO will contact MAJCOM munitions staff for approval).

16.1.2.11. AF Form 2434s when used to process expenditures from stock

16.1.3. Lot and condition code changes are not required to be maintained. These documents will be cleared from the Document Control Report (AME02A).

16.1.4. The MASO will define document flow in an operating instruction to include:

16.1.4.1. Roles and responsibilities for processing documents within each element.

16.1.4.2. Routing sequence of specific documents.

16.1.4.3. Maximum processing time at each element.

16.1.4.4. Delinquent document review procedures (recommended forum for review is weekly scheduling meeting).

16.1.5. The MASO will designate, by letter; personnel authorized access to the document control files and records.

16.1.5.1. The MASO will establish local controls to limit the number of personnel authorized physical access to the document control files and records.

16.1.5.2. The MASO will coordinate with local information security manager and/or local area network administrators when establishing an electronic document control section to ensure that electronically maintained records have security permissions applied to prevent unauthorized alteration, movement or deletion of the files or documents.

16.1.5.2.1. Procedures will be clearly defined in the same operating instruction as the document flow to include:

16.1.5.2.1.1. File names

16.1.5.2.1.2. Locations

16.1.5.2.1.3. Associated privileges.

16.1.5.2.1.4. Backup frequency (minimum monthly)

**16.2. Annotating Documents.**

16.2.1. All documents must be typed or legibly printed in blue or black ink. Munitions accountability personnel may correct minor errors and omissions on documents when practical to do so. They will initial minor corrections, omissions, or changes made to documents.

16.2.1.1. Munitions personnel will not make changes to the quantity, stock, lot, or document number on expenditures. These documents serve as the auditable documents. The authorized custodian will initial any changes to these documents or submit a new electronic document prior to processing in CAS.

16.2.1.2. Deleted.

16.2.1.3. Deleted.

16.2.1.4. Deleted.

16.2.2. Deleted.

16.2.3. When documents are produced or received they will be stamped as follows:

16.2.3.1. Stamp or mark (in red) “Classified Item” on all documentation associated with accountability of classified items. Original and copies will be stamped. The purpose is to alert personnel of the classification of the assets they are handling.

16.2.3.2. Stamp original (copy 1) documents with “Document Control”. Stamps will not obliterate information required on documents.

16.2.3.3. The words "Classified Item" must appear in red, bold, capital letters of significantly larger font in the body of supporting and accountable documents associated with classified items. The purpose is to alert personnel of the classification of the assets they are handling.

**16.3.** Monitoring Documents.

16.3.1. The Document Control Report (AME02A) will be used to monitor the status of documents.

16.3.2. Review the AME02A at least weekly and annotate current status and location of delinquent documents. Maintain at least one current MASO reviewed report.

**16.4.** Delinquent Documents.

16.4.1. Documents are not considered delinquent if the status and location are known. Delinquent document criteria is as follows:

16.4.1.1. Issues, expenditures, receipts, turn-ins, identity changes and reverse posts will be returned to Document Control within 10 workdays.

16.4.1.2. Shipments and ADRs will be returned to Document Control no later than 5 days after shipment departs station or disposition instructions are complied with.

16.4.1.3. Inventory adjustments will be filed in document control within 20 days.

16.4.1.4. Produce a delinquent document listing weekly for documented review by the MASO. Annotate current status and location of each delinquent document. Maintain only the current week's listing.

**16.5. Quality Control.**

16.5.1. The MASO will designate in writing munitions accountability personnel authorized to perform final quality control of accountable documents. Use of quality control stamp is optional.

16.5.2. Designated personnel will quality control all accountable documents using **Table 16.1.**.

16.5.2.1. In addition to the quality control (QC) checks listed in this table, all documentation will be checked for correct NSN, quantity, unit of issue, document number, lot/serial number, and condition code. Also, check valid signatures against AF Form 68, and other letters of authorization.

16.5.2.2. These documents are filed in document number sequence by fiscal year (1 October – 30 September). Documents may be filed in either ascending or descending order at the MASO's discretion. Standardize e-documents naming conventions. At a minimum file names will begin with minimum of two digit document type and document number.

16.5.3. Return illegible or incomplete documents to the responsible activity for correction.

16.5.4. When documents are filed they will be removed from the Print Document Control (ISE01A).

**16.6.** Control of Documents.

16.6.1. Use AF Form 614, **Charge out Record** or **AF Form 1208, Change Out Record - EAM Card,** to track documents removed from file.

**Table 16.1. Accountable Document Quality Control (QC) Matrix**

| All documents must include Nomenclature, NSN and Quantity. | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **If hard copies are used, any field with an entry requires name, date and signature from individual(s) identified. If maintained electronically, "D" requires Digital Signature, "E" requires Electronic Signatures.** | | | | | | | |
| **Type of Document** | **Applicable Notes** | **MASO** | **CUSTODIAN** | **INSPECTOR** | **Inchecker** | **Receiver** | **IM / ES** | **Completed By** |
| Issue Documents (CAS) | 1,2,13 | | D | E | | | | |
| Expenditure Certification (Custodian Generated. i.e. email, AF Form 2434, MTS, etc.) | 2,5,6,12 | E | E | | | | | |
| Expenditure (CAS Generated) | 2,12 | E | | | | | | |
| Turn-in (template) | 1,2,6,12 | | | | E | | | |
| Receipt | 1,2,9,12,13,14 | | | | E | | | |
| Shipment | 1,2,3,11,12,13 | | | D | | D | | |
| A5J/Local Disposal | 1,2,3,4,8,11,12 | | | D | | D | | |
| ADR (Web Page Initiated) | 2,7,12,15,16 | E | | E | | | E | E |
| Inventory Adjustment | 2 | D | | | | | | |
| Identity Change | 2,10,12 | | | E | | | | |
| RVP | 2 | E | | | | | | |

***NOTES:***

1. If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property.
2. If an item is classified, the words ìClassified Itemî will be stamped or hand scribed in red ink on all source document copies.
3. Munitions shipments using transportation channels will have the authorized TMO representative's signature, printed name and date block 22 and block 23. On sensitive items or higher the authorized TMO representative's need only sign, print name and date the receipt for material portion on the bottom of DD Form 1348-1A or DD Form 1348-1. If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of TMO.
4. The DRMO/EOD representative will sign, print name and date block 22 and block 23 of the DD Form 1348-1A or blocks 13, 14, and 15 of DD Form 1348-1.
5. Place reason for expenditure and authorizing directive
6. Lot or serial number and condition code from the original issue document. For DIFM/FOB turn-in use lot number of the item being turned-in.
7. The individual performing actions directed by IM/ES will complete section 4 of the AF Form 191.

8. The disposition and witnessing official will sign, print name and date above the respective statements, “Demilitarization / Disposition Official” and “Witnessing Official”.
9. When the received quantity is different from the shipped quantity the Inchecker will circle the quantity on document, enter new quantity and initial. Check the transaction quantity to be sure the correct quantity received was processed.
10. The inspector will annotate the reason for change
11. SHP/A5Js will have ADR number cross-referenced on DD Form 1348-1A, if applicable.
12. Annotate transaction number on the document from the CAS transaction history listing.
13. For assets released to agencies or individuals outside the USAF, appropriate documents will be annotated as required by **Chapter 12**. For assets received without proper shipping documentation, recreated shipping documents will be stamped/annotated with “Shipping documentation not received”. The DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.
14. On DD Form 1348-1A the Inchecker will sign, print name and date block 22 and block 23. On DD Form 1348-1 the Inchecker will sign, print name and date in block 7. If blocks 22 and 23 already contain a signature from the shipper ensure “Incheck / Received By”, signature, printed name and date is immediately below blocks 22 and 23. On DD Form 1149, the Inchecker will sign, print name and date block 19.
15. On AF Form 191, the CAS generated document is not required to be maintained when using the Air-to-Surface munitions directorate automated ADR process. Units will maintain the Air to Surface munitions directorate generated document.
16. The MASO must sign (electronic signature for e-documents), print name and date section 2 of the ADR. Section 4 of the ADR will be completed by the agency responsible for disposing of the item. (i.e. EOD if assets are destroyed, Maintenance if demilitarization is performed locally, or a member of the Munitions Activity who turns assets over to Transportation for shipment).

16.6.2. Retain documents and listings and dispose IAW this AFI, AFI 37-138, *Disposition of Air Force Records*, and AFMAN 37-139, *Records Disposition Schedule*. As a minimum, accountable/auditable records will be kept for one year active, and then one year inactive.

16.6.3. The MASO will make every effort to locate missing or lost documents.

16.6.3.1. If the original (copy 1) is lost and a copy can be obtained, the MASO will certify it as a “true copy” and file. The document must have all required signatures.

16.6.3.2. If CAS documents are lost or destroyed regenerate the document, obtain all signatures, and the MASO will certify it as a “true copy”. MASOs may require justification for regenerated documents.

16.6.3.3. If AF Form 2005, **Issue/Turn-in Request**; DD Form 1150, **Request for Issue or Turn-in**; or DD Form 1348-1 (receipts only) are lost or destroyed, contact the originator for reaccomplishment.

16.6.3.4. Contact MAJCOM munitions staff for guidance in circumstances not covered above.

16.6.4. Document Control personnel file all authorization and delegation of authority letters and correspondence required by the munitions account When not digitally signed, ensure letters include signature specimens of listed designees.

16.6.5. As a minimum, the MASO will maintain the following correspondence/letters:

16.6.5.1. AF Form 68 with original signatures.

16.6.5.2. MASO appointment package (Certificate of Transfer, approved waivers, and documented account review).

16.6.5.3. Personnel authorized to dispose of munitions (normally EOD personnel).

16.6.5.4. Personnel authorized to demilitarize munitions (normally 2W0 personnel).

16.6.5.5. Personnel authorized to receipt for munitions and explosive items, including classified items, which are being released to the transportation movement officer for shipment.

16.6.5.6. Munitions Inspector appointment letters.

16.6.5.7. Personnel authorized to receipt for munitions at the Thermal Treatment Unit (TTU).

**16.7. Reverse Post (RVP) Procedures.**

16.7.1. Before processing RVPs, the MASO must approve the action.

16.7.1.1. A brief explanation will be entered in the remarks section of the CAS generated RVP (This field is limited to 100 characters). If additional space is required, use reverse side of RVP document or separate page MR.

16.7.1.2. MASO's are required to sign, print name, and date the RVP document.

16.7.2. The RVP document and the erroneous source document will be cross-referenced by annotating affected document numbers and CAS transaction numbers on both documents.

**16.8.** Paperwork Only Transactions.

16.8.1. Paperwork only transactions are authorized for assets that have departed station as a result of deployment when time does not allow prior processing of documents or at other times as deemed appropriate and approved by the MASO. They will not be used to adjust accountable records as a result of inventory discrepancies or errors under any circumstance.

16.8.2. The MASO will approve paperwork only transactions prior to processing.

16.8.3. DELETED.

## Chapter 17

## PREPARATION AND USE OF AF FORM 68, MUNITIONS AUTHORIZATION RECORD

**17.1. Purpose.**

17.1.1. Used to establish custody and consumption accounts.

17.1.2. For custody accounts, used to appoint primary and alternate custodians.

17.1.3. Provides for verification/identification of personnel to receipt or certify issues and expenditures for munitions.

**17.2.** Responsibilities.

17.2.1. The Organizational commander is responsible for munitions received by their organization and signs the AF Form 68.

17.2.1.1. In the absence of the commander, they may delegate authority in writing (i.e., letter or G series orders) to sign the AF Form 68. Delegation of authority letters must contain an original specimen signature (except G series orders) and will be revalidated with the same frequency as the AF Form 68. A copy of the document delegating their authority must be furnished to the MASO. Note: Delegation of authority does not release the commander from

pecuniary liability.

17.2.1.1.1. You may act as the commander to sign AF Form 68, if you have operational or supervisory responsibility for the base/wing command post, small arms range, disaster preparedness, life support or combat control teams. In addition, authority (in writing) may be delegated to Explosive Ordnance Disposal (EOD) flight chiefs.

17.2.1.2. Commanders may elect to personally certify and receipt for munitions, or delegate their authority in part II of the AF Form 68.

17.2.1.2.1. Deleted

17.2.1.2.2. Deleted.

17.2.1.2.3. Deleted.

17.2.1.2.4. Active duty and Reserve unit personnel may be combined on the same AF Form 68 as long as they are from the same functional area to include active and reserve associate units.

17.2.2. The MASO or designated representative will brief all personnel on the AF Form 68 on their responsibilities.

17.2.2.1. Briefing will be documented, and filed in account folders. Form letters may be used.

17.2.2.2. All personnel must be briefed within 30 days of MASO approval date on AF Form 68, or prior to receiving custody of munitions, whichever is sooner.

17.2.2.3. MASOs will review AF Form 68 for completeness and accuracy and either approves/disapproves. If approved, the MASO will enter the approval date in the date block on the front of the form. Individuals cannot be added to the AF Form 68 once approved by the MASO.

17.2.2.4. When the appointing authority notifies the MASO that an individual's authorization is withdrawn, the MASO deletes the individual's authority by entering a single non-obliterating line through their name on the AF Form 68. This notification can be made verbally. The MASO must initial and date each deletion. Ensure all users (inspection/storage elements) of the AF Form 68 are immediately notified of deletions.

17.2.2.4.1. When a primary account custodian is removed from the AF Form 68 the commander assumes primary custodial responsibilities for the account.

17.2.2.5. DEROS information (if applicable) will be included on AF Form 68.

**17.3.** Procedures.

17.3.1. Distribute copies of AF Form 68s to Munitions Inspection, Storage, account custodian, document control, and custody account monitor.

17.3.2. AF Form 68 will be reaccomplished annually or when the primary custodian or commander change. MAJCOMs may authorize annual revalidation of the form in lieu of reaccomplishment.

# Chapter 18

# OFF-LINE PROCESSING (POST-POST)

## 18.1. General Information.

18.1.1. Post-Post operations are used as an interim measure when CAS operations are disrupted. Post-post operations allow continued support during periods of computer downtime.

## 18.2. Post-Post Operational Instruction Requirements.

18.2.1. The MASO will develop locally written post-post procedures. As a minimum, these procedures will include:

18.2.1.1. Specific examples and instructions on processing all transactions in a post-post environment.

18.2.1.2. Identification of a central document control collection point.

18.2.1.3. Establishment of a cross-functional recovery team from sections performing accountable transactions.

18.2.1.4. Systematic process for recovery of information in the CAS system after normal operations are resumed.

18.2.1.5. Personnel must be able to track expenditures and availability of critical munitions assets to ensure "hidden" shortages (i.e., hardware items required for assembly of a complete round) do not adversely impact mission requirements.

## 18.3. Documentation Requirements.

18.3.1. Establish a Post-Post document control log to assign document numbers.

18.3.2. CAS listings necessary to support post-post processing will be run on a recurring basis. The required listings and applicable frequency (additional listings and local products may be added to this (list) are (these documents may be maintained electronically).

18.3.2.1. Structure Asset Report (Weekly).

18.3.2.2. Asset Balance Report (Weekly).

18.3.2.3. Asset Balance Report-Periodic - Location (Weekly).

18.3.2.4. Base Information File (BIF) Report (Semi-annually).

18.3.2.5. Asset Levels Listing (Weekly).

18.3.3. If electronic reports are maintained, the MASO will identify who will maintain reports and filing locations in post-post procedures.

## 18.4. Post-Post Phases.

18.4.1. Post-post procedures are divided into four phases. The following hour limits, while not mandatory, are recommended:

Phase I Less than 8 normal duty hours.

Phase II More than 8 but less than 24 duty hours.

Phase III More than 24 but less than 72 duty hours.

Phase IV More than 72 duty hours.

***NOTE:*** Duty hours do not include weekends or holidays; however, the MASO may consider weekends as duty hours when there is a scheduled UTA.

18.4.2. **Phase I.**

18.4.2.1. Accept and process priority issue requests.

18.4.2.2. Send offline requisitions (MILSTRIP) for all MICAP conditions.

18.4.2.3. Process shipments for unserviceable critical items and for MICAP RDO.

18.4.2.4. Process receipts for MICAP due-outs.

18.4.3. **Phase II.**

18.4.3.1. Accept and process priority issue requests with.

18.4.3.2. Send offline requisitions (MILSTRIP) for all MICAP conditions.

18.4.3.3. Process shipments for unserviceable critical items and for MICAP RDO.

18.4.3.4. Process receipts priority and MICAP due-outs.

18.4.4. **Phase III.**

18.4.4.1. Accept and process priority issue requests

18.4.4.2. Send offline requisitions (MILSTRIP) for all MICAP conditions and for priority due-outs.

18.4.4.3. Process priority shipments of all unserviceable items.

18.4.4.4. Process receipts related to priority due-outs.

18.4.4.5. Process redistribution referral orders for priority.

18.4.5. **Phase IV.**

18.4.5.1. Accept and process all issue requests.

18.4.5.2. Send offline requisitions (MILSTRIP) for all due-out and stock replenishment requirements.

18.4.5.3. Process all shipments and receipts.

# Chapter 19

# REQUISITIONING

## 19.1. Requisitioning System.

19.1.1. The requisitioning system provides the method to obtain required munitions.

**19.2. Submitting Requisitions.** Units submit requisitions in accordance with command guidance. Munitions Accountability Elements will work in conjunction with the Inspection and Storage Elements to ensure sufficient storage space exists and T.O. data is available prior to requisitioning assets.

19.2.1. The MASO must not exceed approved stock levels (allocations) when requisitioning.

19.2.1.1. Approved stock levels may be exceeded when requisitioning items in QUP or quantity per shipping container (QSC).

19.2.1.2. To ensure assets will be available for use at the beginning of the Fiscal Year:

19.2.1.2.1. OCONUS units will requisition assets per MAJCOM guidance.

19.2.1.2.2. CONUS units may based upon asset availability (as determined by Item Manager and MAJCOM), call forward up to 25% of near year Short Supply allocations.

19.2.1.2.3. Final call forward levels will be determined at the GAP conference during completion of Positioning Objective and recorded in the Final DLAR. The Positioning Objective does not include projected expenditures or pending deliveries. Asset availability is defined as assets currently in the AF inventory. It does not include pending deliveries or projected expenditures.

19.2.2. The MASO must ensure the appropriate Project Code and requisitioning priorities are used. Requests for expedited support or deviations from the existing requisitioning priorities based on operational need must be coordinated with the MAJCOM prior to processing.

19.2.2.1. Project codes are identified in **Table 27.1.**.

19.2.2.2. Requisitioning priorities are established in **Table 19.1.**.

19.2.2.3. When an Air Logistics Center (ALC) item manager suspect a unit is abusing the priority system, the item or program manager should contact the respective MAJCOM to validate the priority.

19.2.2.4. ALC Item or Program Managers will not change requisition priority without applicable command or unit coordination and approval.

19.2.3. Requisitions submitted to support the annual DLAR will identify the appropriate fiscal year for which the DLAR applies.

19.2.3.1. Units will include “FYXX rqmt” in the “Comments” field of the requisition to indicate the correct fiscal year, i.e. “FY05rqmt”.

19.2.3.2. You must consider on-hand quantities, valid due-ins, Current FY expenditures, and any allocation transfers when computing your requisition quantity.

19.2.4. MICAP requisitions (Required Delivery Date (RDD) 999) are not authorized, except when the lack of an item causes grounding of a MICAP reportable end item identified by the standard reporting designator (SRD) found in T.O. 00-20-2.

19.2.4.1. When CAS is unavailable, units will submit Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions by message in the following format:

19.2.4.1.1. cc 1-3: Document Identifier Code, A0A for CONUS, A05 for OCONUS.

19.2.4.1.2. cc 4-6: Routing Identifier, FG5 for conventional munitions requisitions.

19.2.4.1.3. cc 7: Media Status Code, "S" provides all status.

**Table 19.1. Requisitioning Priorities**

| **Requisitioning Priority Designator** | **01-03**<br>**Note 1, 2** | **04-08**<br>**Note 3** | **09-15**<br>**Note 4** | |
|---|---|---|---|---|
| **Cycle Segments** | **Calendar Days** | | | **Responsible Agency** |
| **1 – Requisition** | **1** | **1** | **2** | **Requisitioner** |
| **2 – Passing Action** | **1** | **1** | **2** | **Initial Source** |
| **3 – Inventory Control Point (ICP) (Available redistribution order transmitted to Depot)** | **1** | **1** | **3** | **Ultimate Source** |
| **4 – Depot Process (Date items made available to TMO)** | **1** | **2** | **8** | **Storage Activity** |
| **5 – Transportation (date item made avail until date of receipt)** | **3** | **6** | **13** | **Transportation Activity** |
| **The Requisitioning priority then relates into a transportation priority** | **TP-1** | **TP-2** | **TP-3** | **Transportation Priority** |

***NOTES:***

The time schedule stated in **Table 19.1.** should be used as a planning tool to coordinate your receiving and shipping events. All dates given may be affected by actions outside of the munitions arena, i.e. country clearances and AMC airlift priorities. The Transportation priority can be found in DOD 4500.9-R, Appendix CC 10, page CC 10 1.

1. Priority 01. Is authorized for wartime use only as directed by the ACP, TACP or RACP. Translates to transportation priority of TP-1.
2. Priority 02-03. Material will arrive at the receiving facility within 7 days from date of requisition for CONUS and 30 days** of OCONUS. Translates to transportation priority TP-1
   ** If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.
   ** If the requisition is intended for SWA, shipment has to have diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.
3. Priority 04-08. Material will arrive at the receiving facility within 11 days*** from date of requisition for CONUS and 15-16 days**/*** for OCONUS. Translates to transportation priority TP-2.
   ** If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.
   ** If the requisition is intended for SWA, shipment has to have Diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.
   *** If requisitions are hazard class 1.3 thru 1.1 munitions, it takes a minimum of 1 week to arrange over the road transportation to ship the requisition to SRAN address or Port of Origin.
4. Priority 09-15. Material will arrive at the receiving facility within 28 days from date of requisition for CONUS and 67-82 days for OCONUS. Translates to transportation priority TP-3.

19.2.4.1.4. cc 8-22: National Stock Number.

19.2.4.1.5. cc 23-24: Unit of Issue.

19.2.4.1.6. cc 25-29: Quantity.

19.2.4.1.7. cc 30-35: Requester's SRAN/DoDAAC.

19.2.4.1.8. cc 36-39: Julian date of requisition.

19.2.4.1.9. cc 40-43: Document number of requisition.

19.2.4.1.10. cc 44: Demand Code, "N".

19.2.4.1.11. cc 45-50: Supplementary address. If requisitioning for delivery to another base, enter the SRAN/DoDAAC you want the assets shipped to. Otherwise, leave blank.

19.2.4.1.12. cc 51: Signal Code "D".

19.2.4.1.13. cc 55-56: System designator.

19.2.4.1.14. cc 57-59: Project code - enter applicable project code.

19.2.4.1.15. cc 60-61: Priority.

19.2.4.1.16. cc 62-64: Required Delivery Date (RDD).

19.2.4.1.17. cc 65-66: Advice code. Use “2B” to request only the NSN listed in cc 8-22 (no substitutes).

19.2.4.1.18. cc 67-80: “Comments” field.

19.2.4.1.19. The following is an example requisition in MILSTRIP format:

A05/FG5/S/1420015451603JB/EA/00100/FV5000/8320/0005/N/FV5294/D/***/01

726/02/355/2B/TAMP

***NOTE:*** Asterisks represent blank fields.

19.2.5. Forward an informational copy of the MILSTRIP requisition to MAJCOM.

**19.3.** Procedures. CAS units will use Requisition Status Report (AMI05A) to monitor requisitions.

19.3.1. Work with Munitions Scheduler weekly to reconcile outstanding requisitions for AWPs using the AMI05A and AM535A.

19.3.2. Follow-up with the last known source of supply on requisitions when the status will not meet the RDD. Follow-up will include all information from original requisition and will inform effected MAJCOMs.

19.3.2.1. Units will take aggressive follow-up action to ensure assets are received by their required delivery date, notify MAJCOM Munitions Staff and OO-ALC/WM Costumer Service of required delivery date problems in enough time to allow resolution.

19.3.2.1.1. Priorities 01-08 will be 4 days after the date requisitioned.

19.3.2.1.2. Priorities 09-15 will be 8 days after the date requisitioned.

**19.4. Requisitioning Air Intercept Missiles.**

19.4.1. Do not requisition your organization's initial AIM requirement. Allocations are controlled by HQ USAF, published in the TAMP document, and automatically distributed to installations by WR-ALC/LKG in coordination with MAJCOMs. For additional guidance see **Chapter 28**.

# Chapter 20

## RECEIVING MUNITIONS

### 20.1. Verifying Documentation.

20.1.1. Personnel authorized to receipt for munitions will in-check assets. In-checking consists of comparing shipping documents with outer container markings (identity & quantity).

20.1.1.1. When the received quantity, lot number or NSN is different from the shipping document, the in-checker will circle the erroneous information on the document, enter correct information and initial. Initiate research to resolve any discrepancy noted during the in-checking of munitions assets. Follow procedures in par **20.2.**

20.1.1.2. Incoming ammunition shipments of nonstandard items received without sufficient documentation constitute a potential safety hazard to both facilities and personnel. Notify the Munitions Flight Chief prior to accepting these assets.

### 20.2. Receipt Discrepancies.

20.2.1. Munitions received without sufficient accountability documentation, including COTS munitions, are processed as follows:

20.2.1.1. Contact the shipping activity and request information/documentation be provided immediately.

20.2.1.2. After all information is validated, prepare an off-line shipping document, DD Form 1348-1, and process the receipt. Stamp/annotate the DD Form 1348-1, "Shipping documentation not received". COTS documents will be stamped "COTS Munitions Documents Not Required."

20.2.1.3. Prepare and distribute SF 364 or electronic version according to the following:

20.2.1.3.1. For a shipping (Item) discrepancy send a copy to the shipping activity, the responsible ALC or ICP (attn: appropriate IM), the MAJCOM (both if shipper's is different than receiving unit's), and the local MASO.

20.2.1.3.2. For a packaging discrepancies, send a copy to the shipping activity, appropriate ALC and packaging specialist IAW AFJMAN 23-215, Encl 3J.2., and the MAJCOM (both if different than receiving unit).

20.2.1.4. DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.

### 20.3. Procedures.

20.3.1. Receive assets on accountable records immediately if possible, but not later than 24 hours from receipt.

20.3.1.1. If the Receiving Inspection (RI) is accomplished prior to receiving assets on accountable records, the condition code will be based on the results of the RI.

20.3.1.2. If the RI is not performed in conjunction with incheck, use the condition code stated on the receipt document.

20.3.2. All Category I and II AA&E, and classified AA&E shipments will be checked immediately upon receipt to ensure that the seals are intact and for any signs of damage or tampering. If there are any signs of damage or tampering there must be an immediate inventory to verify quantities received and to determine extent of any damage or tampering.

20.3.2.1. If the seals are intact, quantity verification must take place on the next work day.

**20.4. Contingency Operation Receiving Procedures.** MAJCOMs determine when to implement contingency receiving procedures.

20.4.1. During contingencies, assets will be placed on record immediately in the same condition they were shipped.

20.4.2. Munitions flight supervision may waive performance of receiving inspections during contingency operations. However, assets will be checked against T.O. 11A-1-1 prior to use. This is consistent with requirement to rapidly issue assets for combat munitions production operations.

# Chapter 21

# INVENTORY PROCEDURES

**21.1. Purpose** .

21.1.1. Inventories are required to validate accuracy of accountable records by reconciling NSN, quantity, lot number, condition code, and location.

21.1.2. The following Stock Record Account inventories are performed:

21.1.2.1. Semi-annual/Perpetual Inventory.

21.1.2.2. Monthly 10% Inventory.

21.1.2.3. Change of MASO Inventory.

21.1.2.4. Deleted.

21.1.3. The following Custody inventories are performed:

21.1.3.1. Annual MASO Custody Account Inventory.

21.1.3.2. Quarterly Custody Account Inventory.

21.1.3.3. Primary Custodian Change Inventory.

21.1.3.4. Monthly inventories IAW DoD 5100.76M for missiles and rockets.

21.1.4. In addition to the inventories listed above, a Special inventory of selected items may be directed by the MASO or higher headquarters.

**21.2. Common Inventory Procedures.** NOTE: The web based CAS inventory programs are significantly different than legacy CAS-B. Users must thoroughly review CAS help menus and program description files prior to processing inventories. It is important for new users to perform inventory process in CAS training database to familiarize themselves with new procedures.

21.2.1. Publish local operating instruction containing the following minimum inventory procedures:

21.2.1.1. Roles and responsibilities.

21.2.1.2. Inventory methods.

21.2.1.3. Inventory team composition.

21.2.1.4. Reconciliation and recount procedures.

21.2.1.4.1. Inventory recounts will be conducted by an alternate team if available.

21.2.2. Inventories will be performed utilizing either CAS generated or manual inventory worksheets and the account will be frozen before the physical count.

21.2.3. The MASO ensures munitions users are aware of the inventory dates. Publish Semi-annual inventory dates through base media. Only process emergency requests, submitted in writing, approved by the Group commander or equivalent. This minimizes transactions against the account during the inventory.

21.2.4. Inventories will be conducted and reconciled within 30 days of inventory start date. Exception: Complete all semiannual inventory processes and post all necessary records by the last day of the scheduled inventory month (March and September).

21.2.5. Properly secured containers, including "LITE" boxes, do not need to be opened unless:

21.2.5.1. Evidence of pilferage or forced entry exists.

21.2.5.2. Quantity and other identification data on the container appear illegible.

21.2.6. Sealed Structure Inventory Procedures. The MASO verifies the inventory when initially storing munitions in sealed structures, to include Intermodal containers. After the inventory, the MASO will apply serial-numbered seals to the doors of structures.

21.2.6.1. Annotate count sheets with: "Building number _____ is sealed with seal number _____. This seal was applied on _____(date) and the building contents are reflected on the attached inventory count sheet."

21.2.6.2. Sealed structures need not be inventoried again until:

21.2.6.2.1. The MASO changes.

21.2.6.2.2. Issues are made.

21.2.6.2.3. Items due periodic inspection.

21.2.6.3. Retain documentation until next physical inventory is performed.

**21.3. Stock Record Account Inventories.**

21.3.1. Semi-annual/Perpetual Stock Record Account Inventory. The MASO conducts a wall-to-wall inventory of all munitions and explosives maintained on the stock record account (includes unserviceable assets but excludes custody accounts and courtesy storage). The inventory must be started and finished in the months of March and September. All outstanding AWM/AWP workorders and ADRs will be reconciled during these inventories. MAJCOMs may:

21.3.1.1. Authorize perpetual inventories in lieu of semi-annual.

21.3.1.2. Waive required inventory months.

21.3.1.3. Allow munitions stored at collocated operating bases and alternate storage locations or sites to be inventoried annually.

21.3.2. All outstanding AWM/AWP workorders and ADRs will be reconciled during semiannual inventories.

21.3.2.1. DELETED.

21.3.2.2. DELETED.

21.3.3. Monthly 10% Inventory. The purpose of this inventory is to identify negative trends between semi-annual stock record account inventories. Conduct a 10-percent monthly inventory of the base conventional munitions account (excludes unserviceable assets, custody accounts and courtesy storage), except during the months you conduct a semiannual inventory (March and September). An inventory schedule will be established to ensure all NSNs are inventoried during the 10-month period.

21.3.4. Change of MASO Inventory. When a change in the MASO occurs, the outgoing and incoming accountable officers jointly review and validate results of a complete physical inventory of the stock record account.

21.3.4.1. Waiver requests for this inventory will be submitted to MAJCOM.

21.3.5. If discrepancies exist after the first count, conduct a recount to include a check of the following areas:

21.3.5.1. The inspection/maintenance bay.

21.3.5.2. The transportation holding area (if applicable).

21.3.5.3. The ADR/unserviceable bay.

21.3.5.4. Courtesy storage areas.

21.3.5.5. Any other applicable holding/storage areas not noted above.

21.3.6. If discrepancies still exist after performing the above actions, a second recount will be conducted with the addition of verifying "LITE" box contents.

21.3.7. If discrepancies exist after the second recount, perform the following procedures:

21.3.7.1. Process a transaction history on the affected NSN back to the date of last inventory (DOLI).

21.3.7.2. Collect all documents currently out of file and movement control forms for affected NSN/lot number.

21.3.7.3. Compare source/input documentation against all transactions reflected on the transaction history beginning from the DOLI.

21.3.7.4. Compare all movement control forms against transaction history.

21.3.7.5. Research all custody accounts with the same NSN.

21.3.7.6. Verify assets are not pending transportation.

21.3.8. If the discrepancy still can't be resolved, the MASO must initiate inventory adjustment procedures.

21.3.9. Results of the stock record account inventories, the findings and corrective actions, will be documented by the MASO and briefed to the munitions flight element chiefs and commander.

21.3.9.1. Inventory Accuracy Report, AM500A will be produced during the Semi-annual stock record account or Change of MASO inventories and filed with the inventory package.

**21.4. Custody Account Inventories** .

21.4.1. Annual MASO Custody Account Inventory. Once every 12 months, the MASO or designated representative will inventory each custody account.

21.4.1.1. They will document the results of the inventory and brief the custodian and commander on the findings and required corrective actions. All corrective actions must be completed within 30-days of this briefing, or the account will be frozen until corrective action has been accomplished.

21.4.1.2. The organizational commander, custodian and MASO will sign copies of the current custody account listing and documented findings.

21.4.1.3. This inventory may be conducted concurrent with the Quarterly Custodian Inventory.

21.4.1.4. During this inventory, the MASO will ensure custodians:

21.4.1.4.1. Comply with established procedures.

21.4.1.4.2. Maintain accurate custody account records.

21.4.1.4.3. Ensure inventory control.

21.4.1.4.4. Follow proper storage procedures.

21.4.1.4.5. Adhere to safety criteria.

21.4.1.5. The current reconciled inventory listing and findings will be maintained until superseded by the next annual MASO Custody Account inventory.

21.4.1.6. If the MASO has difficulty conducting off-base custody account inventories, they will request MAJCOM waiver.

21.4.1.6.1. If approved, the MASO requests the commander of the off-base custody account appoint disinterested individuals (at least two, one of whom must be a master sergeant equivalent or above) to perform the inventory.

21.4.1.6.1.1. AFSPC ICBM units with munitions stored at remote launch facilities may appoint the ICBM Maintenance Team Chief (regardless of rank) and one team member to perform the inventory.

21.4.1.6.2. The MASO will provide the most current custody records/listings, associated forms and letters along with instructions (including procedures for relieving officers of accountability and resolving discrepancies), to the off-base commander to ensure timely and accurate completion.

21.4.2. Quarterly Custodian Inventory. The custodian conducts a physical inventory of all munitions issued to their custody account once every 3 months. Copies of the current inventory listing will be signed by the organizational commander and custodian and reviewed and signed by the MASO. Copies will be maintained in the custodian's and MASO's custody jacket file.

21.4.2.1. The current reconciled inventory will be maintained until superseded by the next Quarterly Custodian inventory.

21.4.2.2. Discrepancies discovered during the inventory will be immediately brought to the MASO's attention.

21.4.2.3. AFSPC ICBM launch facility accounts are exempt from quarterly inventory requirements.

21.4.2.3.1. The inventory will be performed during the annual facility periodic maintenance inspection of the launch facility.

21.4.3. Primary Custodian Change Inventory. When a change in the primary custodian occurs, the departing custodian and the newly appointed custodian will perform a complete physical inventory of

the custody account. The inventory will be conducted, reconciled, and signed by the commander and the departing and newly appointed custodian.

21.4.3.1. AFSPC ICBM launch facility accounts are exempt from the physical inventory requirements.

21.4.3.1.1. The departing custodian and the newly appointed custodian will conduct a paperwork inventory of the account using the inventory count sheets from the annual facility periodic maintenance inspection prior to transfer of the account.

21.4.3.2. This inventory will be filed as the current Quarterly Custodian inventory in both the custodian's and MASO's jacket file.

21.4.3.3. Discrepancies discovered during the inventory will be immediately brought to the MASO's attention.

21.4.4. Monthly inventories IAW DoD 5100.76M for missiles and rockets. Custodians that maintain missiles and rockets outside the munitions storage area will conduct and document monthly inventories IAW DoD 5100.76M for missiles and rockets. At least one calendar quarter's worth of documented inventories will be maintained.

**21.5. Special Inventories.** Conduct special inventories as directed by the MASO or higher headquarters.

**21.6. Stock Discrepancies.**

21.6.1. Discrepancies between accountable records and on-hand balances may be discovered during an inventory or while accomplishing day-to-day operations. In either case, these discrepancies must be thoroughly investigated to determine the cause.

21.6.1.1. If the discrepancy involves only lot numbers or condition codes, the Inspection element will verify the correct information, and an AFTO Form 102 or CAS equivalent will be used as the source document for correcting accountable records.

21.6.1.2. If the discrepancy involves loss of munitions or explosives, search base stock, munitions operating locations, and custody accounts.

21.6.1.2.1. If the missing item(s) are not located during the search, review the transaction history to determine if a transaction error caused the out-of-balance condition. Transaction histories can also be useful in suggesting alternative locations to search. For example:

21.6.1.2.2. If a shipment was processed recently, you would check with the receiving unit to determine if they were shipped an overage.

21.6.1.2.3. If a turn-in was processed recently, you would check to ensure assets are not in the inspection bay.

21.6.1.3. If the cause of the shortage is found to be an erroneous transaction, the transaction will be reverse posted if possible.

21.6.1.4. If the transaction cannot be reverse posted, process an inventory adjustment document and attach the transaction history and a copy of the erroneous document as supporting documentation.

21.6.1.5. If the assets are not located during the search, and the loss is not a result of an erroneous transaction, you must determine if the loss meets the reporting criteria outlined in DoD 5100.76-M, Appendix F, page F-3. If assets meet this criteria, submit the RCS HAF-SP (AR)-7101, **Reporting of Significant Arms and Non-nuclear Munitions Losses and Incidents** IAW AFI 31-101.

21.6.2. Regardless of whether or not the loss meets the criteria in paragraph **21.6.1.5.**, you must submit a ROS if negligence, willful misconduct or deliberate unauthorized use of munitions is suspected or when the loss involves the following controlled inventory item codes (CIIC):

21.6.2.1. Category 1 - Very high risk.

21.6.2.2. Category 2 - High risk.

21.6.2.3. Category C (confidential), 6 or 8.

21.6.2.4. Category S (secret) or 5.

21.6.2.5. Category T - Top Secret.

21.6.3. In addition to the mandatory criteria above, you must submit a ROS for all adjustments to custody account balances unless the adjustment:

21.6.3.1. Is a one-time loss of category 3 (moderate risk) munitions of 20 or fewer items valued at $200 or less total.

21.6.3.2. Is a one-time loss of a category 4 and 7 (low risk) or U (unclassified) munitions of 200 or fewer items valued at $250 or less (total).

21.6.3.3. As used in the two instances above, "one-time" loss means each incident will be treated (reported and resolved) individually. In other words, you cannot group months or weeks' worth of losses and justify them under a single document. On the other hand, "one-time loss" does not mean that you will automatically initiate a ROS the second time an account loses munitions. Commanders and munitions managers alike must evaluate each incident/loss within the overall context of asset accountability. A pattern of irresponsibility or lack of adequate inventory controls is grounds for either freezing the custody account or initiating a ROS.

21.6.4. When the custody account loss meets the criteria in paragraphs **21.6.3.1.** or **21.6.3.2.** the organizational commander of the account may allow the responsible individual to pay for the loss by processing a DD Form 114, **Military Pay Order**; DD Form 362, **Statement of Charges/Cash Collection Voucher**; or DD Form 1131, **Cash Collection Voucher**, in lieu of a ROS, or may sign a letter stating that payment is not required. If the commander chooses one of these options, they will provide the MASO with a copy of the letter or one of the forms listed above to support the inventory adjustment.

21.6.5. The cost of ROS for small dollar losses may exceed recoveries. However, considering the sensitivity of munitions items, more emphasis is placed on accountability rather than economy or efficiency.

21.6.6. Do not submit a ROS for losses resulting from aircraft accidents and property lost during combat operations. Use the aircraft mishap report or a letter signed by the OG or MXG commander as authority for inventory adjustment. A copy of the report or letter will be filed with the inventory adjustment document.

21.6.6.1. Commanders may elect to process a ROS regardless of criteria.

21.6.7. See AFMAN 23-220, *Reports of Survey for AF Property* for ROS format and procedures.

21.6.8. Use the ROS to substantiate adjustment of the stock record account, to recommend corrective action and to determine the financial responsibility of the accountable officer or any other person involved in the discrepancy.

21.6.8.1. Use the suspense copy of the ROS to process the inventory adjustment, pending receipt of the approved ROS.

21.6.9. Whether or not an ROS is required, the inventory adjustment records must stand alone and complete the audit trail through memos, inspection records, inventory count sheets, transaction histories and one or more of the following documents will support an inventory adjustment document:

21.6.9.1. DD Form 200, **Financial Liability Investigation of Property Loss**.

21.6.9.2. AFTO Form 102 (or a signed CAS generated Inspection Document).

21.6.9.3. DD Form 114.

21.6.9.4. DD Form 362.

21.6.9.5. DD Form 1131.

21.6.9.6. SF 361, **Transportation Discrepancy Report**.

21.6.9.7. SF 364, **Report of Discrepancy**.

21.6.9.8. Inventory count sheets.

21.6.9.9. Transaction histories.

21.6.9.10. A letter from the commander (custody accounts) allowing relief from accountability without financial reimbursement.

21.6.9.11. A discrepancy investigation statement with copies of erroneous documents which could not be reverse posted.

21.6.9.12. DIREP when adjustments result from a computer discrepancy.

21.6.9.13. Statement of corrective actions and procedures taken to prevent reoccurrence.

21.6.10. Prior to processing any inventory adjustment documents, obtain approval in writing from the certifying and approving officials. This signed approval will be attached to the inventory adjustment document.

21.6.10.1. Inventory adjustments that require a ROS for relief of accountability will be certified by the MASO and approved by the MASO appointing authority.

21.6.10.2. Inventory adjustment documents, which do not require an ROS, will be certified by the NCOIC of munitions accountability or equivalent and approved by the MASO. The MASO may not delegate authority to approve inventory adjustments. If the MASO is not available, the MASO appointing authority will approve adjustments

21.6.10.2.1. When individuals certify or approve inventory adjustment documents, they are indicating:

21.6.10.2.1.1. Awareness of the discrepancies reflected in the inventory adjustment document.

21.6.10.2.1.2. Approval of actions taken to resolve the discrepancy and prevent recurrence.

21.6.10.2.2. If the certifying official is not satisfied with the research accomplished or the actions taken, they should return the document to the initiator with instructions to perform additional research or initiate a DD Form 200 if additional research does not satisfactorily explain the discrepancy.

21.6.11. The criteria and actions described above for reports of survey and inventory adjustments also apply to munitions assigned to a stock record or custody account which are damaged or destroyed for reasons other than fair wear and tear, authorized expenditure, aircraft loss, installation, or disposition. In these cases, the accountable officer or the account custodian is liable for the damage, or destruction until relieved of accountability.

21.6.12. If you recover munitions previously adjusted from accountable records as listed above, put the assets back on accountable records by processing an inventory adjustment. Cross-reference the two inventory adjustments.

21.6.13. If the discrepancy involves finding more assets on stock than are on accountable records, thorough research must be done to determine the source of the excess items, to include inventorying custody accounts with like items on record.

21.6.13.1. If the items are from a receipt or turn-in, which was not processed, process the transaction to pick them up on accountable records.

21.6.13.2. If the items meet Found on Base (FOB) turn-in criteria listed in paragraph **25.6.3.** use a FOB turn-in to pick them up on accountable records.

21.6.13.3. If the items do not meet the criteria in either paragraphs **21.6.13.1.** or **21.6.13.2.** process an inventory adjustment document to pick them up on record. Inventory adjustments to pick items up on record must be supported and processed in the same manner as described above to remove assets from accountable records.

# Chapter 22

## CUSTODY ACCOUNTS

**22.1. References.** Commanders and custodians will be familiar with:

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

22.1.2. DoD 5200.1-R, *Information Security Program.*

22.1.3. DoD 6055.9-STD, *DoD Ammunitions and Explosive Safety Standards.*

22.1.4. AFMAN 23-110, Vol 2, *Standard Base Supply Customer's Procedures*.

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

22.1.6. AFI 31-101, *The Air Force Physical Security Program.*

22.1.7. AFI 31-401, *Information Security Management Program.*

22.1.8. AFMAN 91-201, *Explosive Safety Standards*.

22.1.9. Locally developed operating instructions.

**22.2. Responsibilities.**

22.2.1. The Organization commander is responsible for munitions issued to custody accounts. They will appoint a primary custodian and at least one alternate custodian

22.2.2. The MASO will provide custody account management training to all custodians and certifiers within 30 days of MASO approval date of the AF Form 68, or prior to receiving custody of munitions, whichever is sooner. Training will be documented in the custodian and MASO jacket files.

22.2.3. Custodians are responsible for property management and are liable for loss, damage or destruction of property resulting from negligence, willful misconduct or deliberate unauthorized use.

22.2.4. Deleted.

22.2.4.1. Deleted.

22.2.4.2. Deleted

22.2.5. Custodians will:

22.2.5.1. Submit munitions forecast requirements according to this AFI and any supplemental instructions from HQ USAF/ILMW, MAJCOMs or the ALCs.

22.2.5.2. Ensure allocation isn't exceeded.

22.2.5.3. Ensure proper storage and transportation of munitions IAW AFMAN 91-201.

22.2.5.4. Ensures on-hand munitions do not exceed explosive safety limits.

22.2.5.5. Prepares and forwards the AF Form 68 to the commander.

22.2.5.6. Deleted.

22.2.5.7. Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed and reconciled Quarterly Custodian Inventory.

22.2.5.8. Transfer munitions accountability to a new custodian or turn in all munitions and explosives to the MASO at least 45 days before release from duty.

22.2.5.9. Obtain or provide transportation to pick up and deliver required munitions to and from the MSA.

22.2.5.10. Immediately screen and remove on-hand/installed munitions items, when notified of suspended or restricted munitions and take appropriate turn-in action.

22.2.5.11. Maintain lot number integrity (i.e., do not mix lots).

22.2.5.12. Ensure timely completion of custody account inventories and sign the inventory listings.

22.2.5.13. Ensure munitions in excess of the current FY allocation are scheduled for turn-in within 30 days. Refer to paragraph **14.1.5.** for procedures to maintain excess munitions on account.

22.2.5.14. Report any theft, suspected theft, loss or destruction of a munitions item (other than fair wear and tear, authorized expenditure, installation or disposal), to the MASO and applicable authority.

22.2.5.15. Turn in munitions residue, packaging, and containers to the munitions activity for certification or disposition. Those users authorized to certify munitions residue, as authorized by T.O. 11A-1-60, will develop procedures for disposal of packaging and residue.

22.2.5.16. Ensures munitions are not released to agencies or individuals outside the USAF.

22.2.5.17. Initiate a formal courtesy storage agreement with the munitions storage activity when such storage is required or considered in the best interest of the Air Force.

22.2.5.18. Inventories accounts as required by this AFI.

22.2.5.19. Ensure expenditures are submitted within 5 duty days, except during contingency operations.

22.2.5.20. Reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.

22.2.5.21. Ensure the forms agree with supporting documents and the stated quantity of munitions as actually used, before signing expenditure and/or issue requests.

**22.3. Custody Account Jacket Files.**

22.3.1. A custody account jacket file may be maintained in hard copy, electronically, or a combination. The MASO will specify how the jacket file will be maintained and ensure all personnel requiring access to the file have at least read privileges if maintained electronically. As a minimum, the MASO and munitions account custodian must keep the following in their jacket files:

22.3.1.1. The AF Form 68.

22.3.1.2. Approved allocation document, including any AF Form 1996s.

22.3.1.3. Current forecast.

22.3.1.4. Deleted.

22.3.1.5. Latest reconciled Quarterly Custodian Inventory (signed by the commander, custodian and MASO) and count sheets.

22.3.1.6. Latest reconciled MASO Custody Inventory (signed by the commander, custodian and MASO) and count sheets. If the annual is conducted in conjunction with the quarterly, only one document is required.

22.3.1.7. Documented training and briefings.

22.3.1.8. Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory. NOTE: This only applies to the custodian's jacket file.

**22.4. Account Deficiencies.**

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

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

22.4.1.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account and no further transactions will be processed until corrected.

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

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

# Chapter 23

# ISSUES

## 23.1. General.

23.1.1. Munitions items will not be issued until all documentation has been properly processed. There are four types of issues. To ensure supportability, custodian requests for issue are submitted in accordance with munitions flight policy

## 23.2. Consumption Issue.

23.2.1. Consumption issues are limited to those assets consumed or installed within 15 days (i.e., DIFM, Time Change, Shop Stock, and R&D). Shop stock issues and research and development (R&D) activities are not bound by the 15-day rule.

23.2.1.1. Limit consumption issues to the amount to be consumed on the day of issue if storage, security or safety requirements cannot be satisfied.

23.2.1.2. DIFM. All ERRC code ‘XD” will be controlled using DIFM. These assets are of high value and/or field/depot repairable and reusable. Use CAS DIFM listing (AM535A) to monitor DIFM assets to ensure they are returned within 15 days. The 15-day count starts from the date assets were physically issued.

23.2.1.2.1. For initial issue requests with nothing to turn-in, use DIFM bypass Indicator with justification for initial issue.

23.2.1.2.2. When an AUR missile is completely disassembled and components are packed up in individual containers, (i.e., warhead, rocket motor, GCU, etc.) consumption issue the AUR stock number using DIFM Bypass Indicator.

23.2.1.2.3. All replacement and initial build-up ALS munitions requirements, regardless of ERRC, will be consumption issued and controlled under DIFM procedures as directed in **Chapter 23**.

23.2.1.3. Time Change. Issue all CAD or PAD items regardless of ERRC under DIFM control. This ensures positive accountability, helps with foreign object control on the flightline and ensures explosives or munitions residue is properly secured, stored and inspected.

23.2.1.3.1. In CAS, if the Time Change Indicator is set to "Y" in the Indicative Data Record (AMD01A), then DIFM control will be established unless the DIFM Bypass is used in the Issue Process (AM517A).

23.2.1.4. Shop Stock. Consumption issue of arming wire, swivel and links, ferrules, safety clips, lugs in support of category D allocations is authorized. Issue the items in QUP. For instance a roll of arming wire or a box of ferrules. These assets will be managed IAW AFI 21-101.

23.2.1.4.1. The MASO may consumption issue an entire QUP of shop stock type items regardless of allocation quantity. For example: If an allocation of 1136ft remains for arming wire, an entire roll of 5K feet is authorized for issue. Increase the remaining allocation (AMG04) to allow the issue of the asset, then reset the remaining allocation to zero. Document the use of this option and file with the C12 Asset Level Listing. Use of this procedure is autho-

rized only once per fiscal year. Additional allocation quantities must be justified with an out-of-cycle request.

23.2.1.4.2. Units will ensure enough assets remain available on stock in CAS to support complete round builds and expenditures IAW **Chapter 35**.

**23.3. Custody Issue.**

23.3.1. Use custody issues when an organization needs munitions for a period exceeding 15 days. Secure facilities and adequate storage must be available for all custody issues as outlined in AFI 31-101 and AFMAN 91-201.

23.3.1.1. Deleted.

23.3.1.2. Deleted.

**23.4. Emergency Issue Procedures.**

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

23.4.1.1. Munitions flight chiefs determine supportability. In cases of competing priorities, emergency requests must be justified and approved, in writing, by the group commander (or equivalent) or designated representative. The approval must accompany the issue request.

23.4.1.1.1. This designated representative must be appointed in writing and will not be lower than a unit commander.

23.4.1.1.2. Deleted.

23.4.1.2. Deleted.

**23.5. Contingency Issue Procedures.** See **Chapter 34**.

**23.6. General Guidance.**

23.6.1. Issue requests should be submitted electronically to the munitions organization. The MASO may authorize verbal or written requests.

23.6.2. Deleted.

23.6.3. Munitions will be issued in QUP or "LITE box" configuration when possible, to limit creation of "non-standard" packaging not within special packaging instructions/transportation packaging order (SPI/TPO) configuration, which creates a possible hazard class conflict as described in T.O. 11A-1-10.

23.6.4. Electronic Issue requests are the preferred method. All requests will include the following:

23.6.4.1. ORG/Shop code

23.6.4.2. Nomenclature

23.6.4.3. NSN

23.6.4.4. Quantity

23.6.4.5. CAT Code

23.6.4.6. The words "CLASSIFIED ITEM" if applicable.

23.6.4.7. Date and time required

23.6.4.8. Requestor/originator must be custody account custodian or organization commander.

23.6.4.9. Remarks will include "CONSUMPTION ISSUE" or "CUSTODY ISSUE", and reason for use (such as, training, test, operational, etc.).

23.6.4.10. In addition, consumption issues must also have:

23.6.4.10.1. Grounding date of aircraft for time change items.

23.6.4.10.2. Justification if this is an initial issue.

**23.7.** Organizational Refusals. Organizations that request assets for issue but no longer need and/or refuse the assets will sign the issue document and annotate on the face of the document "ORGANIZATIONAL REFUSAL" and provide a brief description of the circumstances surrounding the refusal. Commanders will be notified if their organizations have numerous refusals within the year and accounts can be frozen, at MASO discretion, if corrective action is not taken.

# Chapter 24

# EXPENDITURES

## 24.1. General.

24.1.1. Expenditures are used to document consumption of custody munitions. The commander or designated representative certifies expenditures.

24.1.2. The consuming organization or activity provides the MASO with expenditure documents as soon as possible, but within 5 duty days.

## 24.2. Documenting Expenditures.

24.2.1. Custodians will include the following on expenditure certification documents:

24.2.1.1. Nomenclature

24.2.1.2. NSN

24.2.1.3. Quantity

24.2.1.4. Document Number

24.2.1.5. Lot/serial number/condition code

24.2.1.6. CAT Code

24.2.1.7. The words "CLASSIFIED ITEM" if applicable

24.2.1.8. Statement "EXPENDITURE", reason for use (such as, training, test, operational).

24.2.1.9. Signature (electronically or hard copy) of custody account custodian or organization commander, printed name, date, and phone number

## 24.3. Sortie Generation Expenditures. See Chapter 35

24.3.1. Deleted.

24.3.2. Deleted.

# Chapter 25

# TURN-INS

**25.1. Purpose.** The user coordinates with the Munitions Flight to turn-in munitions. Turn-ins as discussed in this chapter refers to returning assets to CAS warehouse balances. There are five types of turn-ins.

25.1.1. The AM555A program is used for all types of turn-ins in CAS

**25.2. Organizational Turn-in.**

25.2.1. Turn-in of removed components (i.e., missile GCU) or empty accountable containers. These assets will be processed using the CAS FOB turn-in.

25.2.2. Deleted.

**25.3. Custody Turn-in.**

25.3.1. Turn-in of assets from custody accounts. Use Custody Turn-in.

**25.4. Expenditure Turn-in.**

25.4.1. This process will not be used to turn-in assets erroneously expended from a custody account. Units must reverse post or inventory adjust to correct errors.

25.4.2. Turn-in of assets originally consumption issued, which were not consumed (i.e., time change assets issued but not consumed within 15 days). Use CAS Expenditure Turn-in (IS541A) to process expenditure turn-ins.

25.4.2.1. Assets removed from operational use for cause must be turned in and reclassified. If assets are classified “For Training Use Only”, items can be reissued to custody accounts to fill authorized training allocations.

25.4.3. Deleted.

**25.5. Due-in From Maintenance (DIFM) Turn-in.**

25.5.1. Turn-in of assets issued under DIFM control. Use DIFM Asset Turn-in.

25.5.2. Deleted.

**25.6. Found on Base (FOB) Turn-in.**

25.6.1. The MASO reviews all FOB transactions to determine the need for a special inventory before processing the document. Each turn-in document must carry the following statement: "I have determined upon review of the transaction, that a special inventory (is)(is not) required." The MASO signs the document showing that they reviewed it. These assets will be processed using the CAS FOB turn-in.

25.6.2. Deleted.

25.6.3. A FOB turn-in includes DoD stocklisted munitions. The following are examples only:

25.6.3.1. Removed from transient aircraft.

25.6.3.2. Removed from Amnesty boxes.

25.6.3.3. Confiscated munitions.

**25.7.** Processing Turn-ins.

25.7.1. All turn-in documents will include the following:

25.7.1.1. Nomenclature

25.7.1.2. NSN

25.7.1.3. Quantity

25.7.1.4. Lot Number

25.7.1.5. Document number of the original issue (if applicable)

25.7.1.6. Reason for turn-in

25.7.1.7. Signature printed name, date, and phone number of inchecker (person receiving property)

25.7.2. Deleted.

25.7.3. Deleted.

25.7.3.1. Deleted.

25.7.3.2. Deleted.

25.7.3.3. Deleted.

25.7.4. Deleted.

25.7.5. Deleted.

25.7.6. Deleted.

25.7.7. Deleted.

25.7.8. Deleted.

# Chapter 26

# DISPOSITION OF MUNITIONS

## 26.1. Resource Conservation and Recovery Act (RCRA).

26.1.1. Protecting the environment is a national priority and environmental protection agencies at all levels of government stress environmental compliance by all military agencies. All DoD organizations must comply with the spirit and intent of the RCRA and the provisions, as adopted by individual state environmental regulators, of the 1997 EPAs MR.

26.1.1.1. The MR is a federal standard, not a national standard, therefore, compliance requirements may vary from state to state and each base (led by its environmental coordinator) must contact its state regulators to determine the extent of state (or territory) adoption.

26.1.1.2. Non-compliance could result in fines or even criminal penalties for known violations. To the fullest extent possible, the base should coordinate with all DoD Components within the state (or territory) to assure the MR is being managed in a consistent manner.

26.1.2. All non-nuclear munitions, missiles and their components will be retained in the Air Force inventory as long as there is a requirement and the assets are serviceable, or economically reparable or recoverable.

26.1.3. All non-nuclear munitions, missiles and their components, whether designated as serviceable or unserviceable, will be managed in accordance with AFMAN 91-201.

26.1.3.1. Operations involving munitions designated as waste military munitions (WMM) will be managed IAW Department of Defense Explosive Safety Board (DDESB) rules in those states that have accepted the Conditional Exemption clause of the MR.

26.1.3.2. WMM operations in other states will continue to be managed IAW applicable RCRA requirements.

26.1.4. If any state environmental requirement conflicts with AFMAN 91-201, the affected installation must immediately consult with the appropriate state or regional regulatory agency.

26.1.4.1. Disputes with state/local regulators must be referred at once to installation environmental and legal offices for possible resolution.

26.1.4.2. On issues of DoD-wide significance/impact, the installation is not authorized to negotiate with state/local officials. These issues must be elevated to the MAJCOM Munitions and Environmental Management Staff Offices and the Air Force Regional Environmental Coordinator.

26.1.4.3. In resolving conflicts, life protection will be the primary concern of the decision-maker and AFMAN 91-201 standards will remain in effect pending resolution.

## 26.2. Air Logistic Centers Guidance.

26.2.1. The appropriate Product Group Manager (PM) will conduct an annual stockpile stratification to identify serviceable excess assets following determination of requirements through the NCAA process. Disposition of serviceable excess assets will be determined during the TAMP and Detail Logistics Allocation Report (DLAR) processes and prioritized for movement in the annual GAP munitions movement plan.

26.2.2. PMs will direct redistribution via a RDO of excess serviceable items to satisfy worldwide requirements.

26.2.2.1. These RDOs will be coordinated with the applicable MAJCOMs.

26.2.2.2. The use of ADRs for reporting excess serviceable munitions will no longer be acceptable.

26.2.3. If for any reason, serviceable excess munitions were overlooked during the above reporting periods, units will report to their MAJCOM who will then pass the information to OO-ALC/WMR, Customer Support via email (**mailto:hill.wm.customersupport@hill.af.mil**) for conventional munitions and WR-ALC/LKGL for tactical missiles.

26.2.4. PMs will receive and process ADRs via the automated ADR system located on the OO-ALC/wm website, (**https://ammo.hill.af.mil/wm/**.

26.2.4.1. The PMs will establish a central ADR processing function to ensure alternative uses of reported munitions are fully considered before authorizing disposal of non-hazardous munitions.

26.2.4.2. Processing function personnel should be experienced in munitions manufacture, use, storage/transportation, inspection, accountability, and stockpile management.

26.2.4.3. Disposition instructions will be provided within 60 days after receipt of an ADR by the PM.

26.2.4.3.1. If instructions are not provided within the 60-day time frame, after receipt to the PM, the originator should initiate follow-up action and monthly follow-ups until disposition instructions are received.

26.2.4.3.2. These instructions may direct shipment of non-hazardous munitions to any of the following locations: a base from a different MAJCOM; a storage location; a repair/recovery/recycling facility; an Army or Navy location; a foreign military sales destination; or (as a last resort) a TTU.

26.2.4.4. PMs will maintain a record of all ADRs for a period of three years. The purpose is to provide details of individual evaluations upon request.

26.2.5. The PMs (OO-ALC/WM and WR-ALC/LKG) are the Designated Disposal Authority (DDA) for the Air Force. The SMCA is the DDA for the DoD.

26.2.5.1. As defined in the MR, they are the only persons who are authorized to identify military munitions items as WMM. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require DDA approval prior to disposal.

## 26.3. Base Guidance.

26.3.1. The responsibility to consider safety begins at the lowest level, and the authority to deal with a problem as an immediate response begins with the munitions handler.

26.3.1.1. When it is the determination of the EOD response specialist that an unserviceable munitions is not safe to transport or store, request for disposition from a Product Group Manager (PM) is not necessary. Rather it will be declared an immediate response (Level 1) by the EOD specialist and subject to DDESB and MR guidelines.

26.3.1.2. When the EOD response specialist or Technical Escort Unit have determined whether the response can be delayed without compromising safety or increasing the risk to human health, request for disposition from a Product Group Manager (PM) is not necessary. Rather it will be declared an Imminent and Substantial Endangerment Response (Level 2) by the EOD specialist and subject instructions in the MR.

26.3.1.3. If a munitions declared to be level 2 is not immediately disposed of and returned to the military installation for storage, the EOD specialist will annotate "IMMINENT AND SUBSTANTIAL ENDANGERMENT RESPONSE (LEVEL 2)" on the FOB Turn-in document.

26.3.1.4. The munitions activity will immediately request the base Environmental Office (CEV) request emergency disposal permit through the appropriate state EPA agency.

26.3.1.5. If the state EPA agency grants an emergency disposal permit, items will be disposed of in accordance with emergency disposal procedures. If an emergency disposal permit is not granted, the installation environmental and legal offices will elevated the issue to the MAJCOM Munitions and Environmental Management Staff Offices and the Air Force Regional Environmental Coordinator for resolution.

26.3.1.6. When the EOD response specialist or Technical Escort Unit have that a recovered munitions is non-hazardous for storage or transportation over public roads (Routine – not Level 1 or 2), request for disposition from a Product Group Manager (PM) is required and subject to normal Ammunition Disposition Request (ADR) guidelines.

26.3.1.7. If the munitions is returned to the military installation for storage, the EOD specialist will annotate "ROUTINE" on the FOB Turn-in document.

26.3.2. Installation commanders may approve the disposal or destruction of munitions or explosives that constitutes an immediate danger to human life or property.

26.3.2.1. The base MASO must inform the appropriate PM when stocklisted munitions or explosives are found to be immediately dangerous and the condition is not a result of misuse or mishandling.

26.3.2.1.1. This provides for proper production lot suspension or restriction actions to be taken by the PM.

26.3.2.1.2. As directed by T.O. 11A-1-1, the PM will take prompt action to advise users that the lot has been suspended or restricted.

26.3.2.2. If munitions personnel have any questions or doubts about the safety of munitions assets, please contact your local EOD or the Air Force's DDA before reporting the asset on an ADR.

26.3.2.3. Once EOD or Technical Escort Unit personnel have determined whether the response can be delayed without compromising safety or increasing the risk to human health, follow the Imminent and Substantial Endangerment Response (Level 2) instructions in the MR.

26.3.3. Each base must assure that a partnership is established with Environmental staff, Judge Advocate staff, EOD staff, and munitions organizations to resolve any munitions environmental problems at the lowest level.

26.3.4. Ammunition Disposition Request (ADR).

26.3.4.1. Requests must include, as a minimum, the following information:

26.3.4.1.1. ADR number.

26.3.4.1.2. Date submitted.

26.3.4.1.3. National stock number (NSN).

26.3.4.1.4. Lot number(s)/Serial number(s), if applicable.

26.3.4.1.5. Condition code.

26.3.4.1.6. Quantity.

26.3.4.1.7. Reason for reporting.

26.3.4.1.8. Statement indicating whether capability “does/does not” exist for local disposition.

26.3.5. Do not use AF Form 191 ADR or the automated ADR system for reporting excess serviceable munitions.

26.3.5.1. Serviceable excess assets will be determined during the TAMP and DLAR processes and prioritized for movement in the annual GAP munitions movement plan.

26.3.5.2. If for any reason, serviceable excess munitions were overlooked during the above reporting periods, units will report to your MAJCOM on an excel spread sheet the following information: SRAN, NSN, DODIC, AF Nomenclature, Qty, Condition Code, Lot Number, MDC, Unit Cost, Total Cost, and Remarks (if any). The MAJCOM will either provide disposition instructions to you or forward the spreadsheet to the appropriate ALC for disposition.

26.3.5.3. If it is determined that the assets are excess to command requirements, the MAJCOM will forward the spread sheet referenced above to OO-ALC/WMR, Customer Support via email (**mailto:hill.wm.customersupport@hill.af.mil**) for conventional munitions and WR-ALC/LKGL for tactical missiles.

**26.4.** Disposition of DoD Stocklisted Munitions.

26.4.1. When DoD stocklisted non-nuclear munitions, missiles, and related explosive components become unserviceable at base level, the intent of the DoD is to ship assets to the appropriate location for further disposition/recycling.

26.4.1.1. The munitions inspector(s) will assign condition code "P" and the MASO will forward an ADR to the appropriate PM for disposition instructions.

26.4.1.1.1. Until CAS can meet ADR reporting criteria, units will use the automated ADR system located at the Air-to-Surface Munitions Directorate web site (**https://ammo.hill.af.mil**) to submit ADRs to the PM.

26.4.1.1.2. The ADR process in CAS will be completed by the MASO after receiving instruction from the PM. This document can be cleared from the document control section of CAS (AME01A) without printing/filing provided all required information is available on the web page produced AF Form 191.

26.4.1.2. Since the DoD intent is to recycle as many unserviceable stocklisted explosive assets as possible, it is important for all personnel to understand this use of condition code “P”. Condition

code "P" will only be used for explosive recoverable items. Condition code "H" will be used for inert/non- explosive material items. Condition code "V" will be used for hazardous munitions waste and is only applied when directed by the DDA.

26.4.2. Policy for implementation of the EPA MR states that only a DDA may identify munitions as waste.

26.4.2.1. For the Air Force, the DDAs are further identified as the PMs.

26.4.2.2. The PM response to an ADR will either designate the munitions as waste and direct shipment to a TTU or to another location for further evaluation/recycle.

26.4.2.3. If the latter location is an Army Depot, the PGM will furnish the appropriate address. The MASO will assure this address is included in the supplementary address (blocks 45-50) of the shipping document.

26.4.3. When condition code "P" is assigned, T.O. 00-20-3, *Maintenance Processing of Repairable Property and Repair Cycle Asset Control System,* Table 3-1, Rule 14 will apply.

26.4.3.1. This rule directs that a DD Form 1577, **Unserviceable/Condemned Tag**, or DD Form 1577-1, **Unserviceable/Condemned Label**, will be attached.

26.4.3.2. Prior to attaching the tag/label, any preprinted "H" and "Condemned" will be crossed out and a "P" and "Reclamation" designation will be substituted.

26.4.4. If the PM directs shipment to another installation, the originating base MASO will assure compliance.

26.4.4.1. If the PM has no alternative disposition for the munitions, the base will receive notification to dispose.

26.4.4.1.1. Base munitions personnel will take action to segregate this waste munitions from serviceable/unserviceable assets.

26.4.4.1.2. The waste munitions must be clearly marked. Such identification may be by individual unit, pallet load, igloo, etc.

26.4.4.1.3. Separate storage facilities are not required for munitions designated as waste provided Air Force explosive standards are not compromised.

26.4.4.2. The EPA MR provides that WMM designated for disposal in a state or territory that is granted Conditional Exemption does not become a hazardous waste until it "leaves the igloo door" enroute to the disposal location.

**26.5.** Local disposal of unserviceable nonexplosive (inert) munitions components regardless of dollar value, that cannot be used for local training, will be at the discretion of the base MASO. These assets do not require an ADR. Process an A5J to document the demilitarization action.

26.5.1. DELETED.

26.5.2. DELETED.

**26.6. Disposition of DoD Non-Stocklisted Munitions.**

26.6.1. MASOs may authorize local disposition of Research, Development, Test and Evaluation assets or excess items that have been used in research and development projects/tests if project managers can not return them to an original configuration (L10 stocklisted items). Project Managers are responsible for providing disposition instructions and for all costs associated with disposal.

26.6.2. Assets subjected to temperature treatment, vibration or impact testing will not be returned for issue or redistribution. Such items are inherently suspect and pose safety risks for general use.

26.6.3. After a Non-Stocklisted Munitions item has been used/considered for use in a test or evaluation program, the asset will be evaluated to determine its safety and proper identification. Project managers are responsible for costs associated with obtaining proper safety/identification evaluation if this cannot be determined by local agencies.

26.6.3.1. If assets cannot be properly identified, meet hazard classification requirements, DOT requirements, or otherwise accepted for another program they should, on a-case-by-case, be considered for local demilitarization.

26.6.3.2. If determination of safety cannot be made with certainty, treat the asset as a Level 2 and coordinate its disposal with the Base Environmental Staff, EOD, Munitions Personnel, Local EPA and the Air Force DDA. The installation Commander has the final disposition authority.

**26.7. Disposition of Commercial off the Shelf (COTS), Non-Stocklisted, Mili tary Munitions.**

26.7.1. Disposition requests for munitions purchased through the COTS system (i.e., certified by Non-nuclear Munitions safety Board (NNMSB) and approved by OO-ALC/WM for munitions system management) will be requested through the PM via the ADR process. If local stock numbers are assigned, list a DoD stocklisted item the COTS munitions is closely related to (i.e., shotgun shells, 9mm hollow-point) in the remarks section.

26.7.2. Commanders that elect to purchase COTS munitions not approved for munitions system management, but have received NNMSB approval accept "cradle-to-grave" responsibility for the munitions at the local level, outside the MSA, to include final disposition of malfunctions (Duds), residue and excess.

**26.8. Non-Stocklisted, Non-Military Munitions.**

26.8.1. Munitions personnel will make an attempt to determine if munitions found on base or turned in from amnesty boxes were derived from a military source. If this determination can be made with certainty, follow disposition instructions contained in paragraph **26.5.**

26.8.2. If determination of safety cannot be made with certainty, treat the asset as a Level 2 IAW and coordinate its disposal with the Base Environmental Staff, EOD, Munitions Personnel, and the local EPA. The installation Commander has the final disposition authority.

26.8.2.1. If the decision is made to dispose, existing Air Force TTUs should be considered. Prior to selecting an existing TTU, the following conditions must exist;

26.8.2.1.1. Munitions must be safe to transport. Level 2 assets, by definition, are not safe for transportation over public roads.

26.8.2.1.2. The TTU option is more cost effective that local disposal options (i.e., civilian contract).

26.8.2.1.3. The receiving base TTU must be permitted to accept waste munitions from off-site for disposal.

**26.9. Munitions Demilitarization/Disposal Documentation Procedures.**

26.9.1. All munitions assets authorized for demilitarization/disposal and transfer to DRMO under AF Form 191 procedures must be processed using Transaction Identification Code (TRIC) A5J. This "Transfer to DRMO" will be documented on DD Form 1348-1A or 1348-1.

26.9.1.1. When the demilitarization or disposal activity is not on the same base as the Munitions Account processing the A5J input, the SRAN/DoDAAC of the base where the demilitarization or disposal activity is located must be entered as the "Ship to" address.

26.9.1.1.1. Inert, empty or non-explosive munitions and components are demilitarized according to their DEMIL CODE by qualified munitions personnel. When Munitions Flight personnel conduct the demilitarization, the SRAN/DoDAAC of the Munitions Account will be the "Ship to" address.

26.9.1.1.2. Transfers (Shipments) to central disposal activities will be processed using TRIC SHP and handled as directed in **Chapter 27**.

26.9.1.2. Explosives or classified assets must be fully demilitarized as directed by the Department of Defense. Non-explosives and non-classified assets must be demilitarized as directed by the demilitarization code assigned to them. Refer to the asset IDR or Federal Catalog (FEDLOG) for demilitarization code and definition.

26.9.2. Inspect and certify Ammunition, Explosives, Dangerous Articles (AEDA), AEDA residue, range residue and explosives-contaminated property, IAW DoD 4160.21-M, *Defense Reutilization Marketing Manual*, Chapter 4 and T.O. 11A-1-60.

26.9.2.1. If a determination can not be made if the residue is hazardous, consult with the local Environmental Management Office. Residue may have to be tested for Toxic Characterization Leeching Process performed by an EPA certified laboratory. Report findings from the test to OO-ALC/MWC for consolidation for future reference.

26.9.2.2. Ensure local written procedures are published and adhered to using processes from DoD 4160.21-M.

26.9.2.3. If additional instructions are required, contact OO-ALC/MWC.

26.9.3. Temporary Property Accountability.

26.9.3.1. Munitions authorized for demilitarization or disposal according to AF Form 191 will be scheduled for demilitarization or disposal on a certain date.

26.9.3.1.1. Coordination between Munitions Inspection, Accountability and the disposal/demil activity will ensure that disposal documents are produced not earlier than 5 days before the scheduled demilitarization or disposal date.

26.9.3.1.2. The A5J will be accomplished in enough copies to provide DRMO one original and six copies and Munitions Accountability with the original Document Control Copy and one suspense copy (two books).

26.9.3.1.3. If complete disposal occurs (as with explosives) DRMO will not normally receive scrap.

26.9.3.1.4. Documents will then be routed to the Munitions Inspection Element for shipment inspection and temporary property accountability before the assets are transferred to the demilitarization activity or the DRMO.

26.9.4. Completing the Demilitarization/Disposal Certificate.

26.9.4.1. If residual saleable materiel remains, the demilitarization official must certify that "DEMILITARIZATION HAS BEEN ACCOMPLISHED. THERE IS RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO SCRAP". The stock number must be circled and the word SCRAP entered. The scrap materiel and the documents must be returned to DRMO for processing.

26.9.4.2. If demilitarization results in complete destruction of the items, the disposal official must certify that "DISPOSAL HAS BEEN ACCOMPLISHED. THERE IS NO RESIDUAL MATERIEL WHICH HAS BEEN DOWNGRADED TO WASTE".

# Chapter 27

# SHIPMENTS

## 27.1. General Guidance.

27.1.1. The transportation office provides the MASO with a list of individuals authorized to receipt for munitions and explosive items, including classified items to be released to the transportation movement officer for shipment. For organic movements, the gaining MASO will provide a list of authorized personnel to the losing MASO for receipt of munitions.

27.1.1.1. The list contains name, rank, SSAN, security clearance and signature specimen for each authorized individual. Update the list as changes occur, and reaccomplish annually.

27.1.1.2. Do not release munitions items to transportation unless the individual appears on current listing.

27.1.2. Transportation personnel need not sign a shipping document unless it is processed through the transportation activity (for example, munitions moved by munitions functional personnel from base A to base B).

27.1.3. When an item needs repair and return, use the instructions issued by the item manager or system manager directing the shipment as the governing directive.

27.1.4. Process all RDOs to ensure the RDO RDD is met.

27.1.4.1. When tasked to ship MICAP, turn the documentation over to transportation within 24 hours.

27.1.4.2. Units will generate and review the Unsatisfied RDO Listing (ISI24A) daily. This listing serves as authority to ship assets. Units unable to support requests will enter the proper RDO denial status code in the Unsatisfied RDO (ISI22A), and contact MAJCOM.

## 27.2. The Global Transportation Network (GTN).

27.2.1. GTN provides in-transit visibility of munitions movements through the Cargo Movement Operation System (CMOS). As there is no interface between CAS and CMOS, or CAS and GTN, the MASO at each unit is required to establish a GTN account.

27.2.1.1. To obtain GTN account, go to the GTN homepage at **http://wwwgtn.safb.af.mil/**. This will lead you to a sample letter and mandatory information for establishing the account. In the event you do not have Internet capabilities, establish a local policy with your servicing transportation unit to provide access to the data to track shipment status.

27.2.2. Once the property is released to or scheduled with the servicing transportation unit, obtain the GTN related to the shipment and update the CAS in-transit record indicating date sent to transportation, estimated ship date, and current status of BA (being prepped for release). Once notified of the date the shipment will actually leave the base update CAS in-transit record as appropriate. The asset balance doesn't decrease until the Date Departs Station (DDS) is entered in CAS.

27.2.3. Do not drop the property from CAS records until the shipment physically leaves your installation.

27.2.3.1. DELETED.

27.2.3.1.1. DELETED.

27.2.4. Develop local policy with transportation to cover inbound and outbound shipments (as applicable) to include weekly reconciliation procedures. Using GTN, both shipper and receiver can track the status of the shipment in the transportation cycle using the TCN.

27.2.5. In the event the recipient does not receive the material by the required delivery date, follow-up action can be generated in CAS if the DDS is not greater than 30 days, if DDS is greater than 30 days tracer action must be initiated with transportation unit using the TCN.

27.2.6. If received at a non-Air Force agency, or at an Air Force agency not using CAS, the receiving munitions agency must inform OO-ALC/WM that the property was received in order for CAS to forward the receipt acknowledgement to the shipping base.

27.2.7. In order for the Ammunition Control Point (ACP) to maintain visibility over munitions shipments, it is extremely important the unit updates accurate and timely shipment data within 48 hours to transportation personnel responsible for updating GTN at both the shipping and receiving locations.

27.2.7.1. In the event CAS is not available at the shipping or receiving installation, the MASO must keep the servicing Major Command and the ACP appraised of the shipment status via any expedient and accurate means, i.e., message, e-mail, fax, etc.

27.2.7.2. Maintain status of each outbound movement. Reconcile munitions awaiting shipment with all applicable agencies weekly.

27.2.7.3. Assign project code IAW **Table 27.1.**.

27.2.7.4. Transportation assigns one of the following Transportation Account Codes (TAC) as appropriate:

27.2.7.4.1. F8RL. Used for movement of general cargo for special weapons.

27.2.7.4.2. F8RT. Used for movement of missiles governed by the TAMP.

27.2.7.4.3. F8SW. Used for movement of special weapons and associated hardware.

27.2.7.4.4. F8UT. Used for movement of conventional munitions and precision guided munitions not covered by the TAMP.

**Table 27.1. Project Codes.**

| Proj Code | Project Code Name | Project Code Description | Category Prioritized |
|---|---|---|---|
| 121 | DLAR (WRM) (Cat F & G) | All moves to meet DLAR Positioning Objectives for WRM | Prioritized |
| 725 | Retrograde | All moves excess to requirements, from Retail to Wholesale to include serviceable excess | Prioritized |
| 726 | TAMP Redistribution | All moves to meet TAMP Positioning Objectives | Must Pay (PTO) Prioritized (WRM) |

| Proj Code | Project Code Name | Project Code Description | Category Prioritized |
|---|---|---|---|
| 727 | DLAR (PTO) | All moves to meet DLAR Positioning Objectives for PTO | Must Pay (PTO) Prioritized (WRM) |
| 728 | In-Command Realignments | MAJCOM directed moves | Must Pay (PTO) Prioritized (WRM) |
| 729 | ADR | Item manager directed disposition instructions for unserviceable/suspended munitions | Must Pay |
| 730 | Maintenance/ Modification Returns and Replacements | Missile/Munitions components returned to wholesale repair facility and/or replacements to units; includes TCTO Mod shipments | Must Pay |
| 731 | Aging and Surveillance (AGE/ SURV) | Item manager requests for munitions shipments for aging or system reliability testing | Must Pay |
| 732 | Government Furnished Equipment/Material (GFE/GFM) | Shipments to and from contractors not covered by the contract | Must Pay |
| 733 | CAD/PAD | CAD/PAD requirements | Must Pay |
| 734 | Containers | All movements of FSC 8140 (empty/reusable) containers (excluding ISOs) | Must Pay (Auto-ship) |
| 735 | WRSA | Movements to place munitions in WRSA accounts | Must Pay |
| 736 | Unprogrammed | All munitions movements not specifically covered above and authorized by HQ USAF IL/XO | Approval Required |

# Chapter 28

# MISSILE MANAGEMENT

## 28.1. General Management Guidance.

28.1.1. Installations will requisition parts to replace unserviceable assets. Requisitions and shipments of GCUs will be in QUP.

28.1.2. Unserviceable GCUs will be shipped to depot facilities in full containers, using priority 02. For oversees shipments, PACER TAMP Project Code 070 will be entered in the "Project Code" field and the PACER AMMO project code (see **Table 27.1.**) will be entered in the "Remarks" column. Requisitioning of GCUs using MICAP procedures is not authorized.

28.1.2.1. Requisition replacement GCUs based on the number of unserviceable GCUs shipped to depot or manufacturer. Use priority 02 and RDD of requisition date plus 90 days.

28.1.2.2. In CAS processed requisitions, place the TCN and quantity of shipped GCUs (in CC "F") in the "Comments" field (i.e. 4 EA FV0003 7329 7503, F). Lack of information in the "Comments" field may result in needless delay for GCU replacements.

28.1.3. If an AUR component fails, change the CC to "G" if a replacement component is not available or CC "E" if the replacement component is available. Pick-up the failed component on accountable records using an Organizational Turn-in. Once the component is replaced, return the AUR to the appropriate condition code. Consumption issue replacement components to maintenance using DIFM bypass indicator "Y".

## 28.2. AIM/CATM-9 GCU Management.

28.2.1. Use spare WGU-4 GCU to support CATM requirements when available. However, when GCUs must be removed from serviceable AUR missiles, establish accountability of serviceable WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle removed from an AUR for CATM use by turning in (Organizational Turn-in) and consumption issuing the WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle to custody account maintaining the CATMs. Units will account for CATMS on custody account by the CATM-9 NSNs (CATM-9-13 WGU-4E/B 1410-01-390-4963) or (CATM-9-15 WGU-4D/B 1410-01-390-4964). Also, Flight Chief/OIC will address in the CMP a plan to reconstitute CATMs to tactical missiles.

28.2.2. Perform an identity change on AURs that have had the WGU-4 GCU, BSU-32 Fins and TMU-72 argon bottles removed. Identify these assets under the stubby National Stock Number (NSN 1427-01-319-9495AB) created for the management of tactical missiles with the WGU-4, BSU-32 and TMU-72 removed. The stubby missile will only be used for WRM management. The total number of stubbies cannot exceed the unit's authorized CATM quantities.

28.2.2.1. Units will turn in unserviceable WGU-4s (DIFM Turn in) and place in CC/F for autoship. At the flight chief's discretion, units may either (1) place the CATM-9 in CC/G until a replacement WGU-4 is received, or (2) remove a WGU-4 from a tactical AUR for use on the CATM-9 and place that tactical AUR in CC/G until the replacement WGU-4 is received. If option 2 is utilized, DO NOT change the tactical AUR to a stubby NSN; it is purely a temporary donor missile which prevents condition code changes on the original stubby missile while waiting for a replacement GCS. Units are not required to segregate donor missiles within individual containers

for a temporary change in condition code, provided suitable identification measures are in-place (AWM/AWP, etc). It is understood that under normal circumstances a stubby missile will always be serviceable. Units will ship unserviceable GCS in quantities of two or four to the repair facility in an expeditious manner.

**28.3. Missile Forecasting** . Missiles that are included as part of the Tactical Air Munitions Plan (TAMP) will not be forecasted through the MASO. These requirements and allocations are determined by HQ USAF/XORW.

28.3.1. Missile components will not be forecasted. The MSRC for these items begins with an alpha character.

## Chapter 29

## CONTAINER MANAGEMENT

**29.1. Managing Containers.** Because selected empty munitions and missile component containers, including AUR missile containers, are munitions managed items, they must be maintained on accountable records. (These procedures do not apply to ALCM, CALCM, and Advanced Cruise Missile (ACM) unique and associated shipping and storage containers).

29.1.1. Unless specifically directed or the budget code is H, ERRC XB3 and XF3 munitions containers will not be managed on FV accountable records.

29.1.2. OO-ALC/WM:

29.1.2.1. Codes all FSC 8140 reusable containers with ERRC T (XD2) when the authority for disposition rests with OO-ALC/WM.

29.1.2.2. Identifies accountable containers in the CAS IDR file.

29.1.2.3. Loads basic reparability data in the CAS IDR.

29.1.2.4. Updates the Reparable Item Movement Control System (RIMCS) to determine ship to address.

29.1.2.5. Validates empty containers in the CAS IDR every 6 months.

29.1.3. The munitions activity manages, controls, and reports empty munitions containers IAW basic reparability data in the IDR file.

29.1.4. Empty munitions and missile component containers are identified by a specific container NSN, model number, serial number and item technical order.

29.1.5. Containers will normally be issued bypassing the DIFM "Y" indicator, thereby not creating a DIFM detail. This will be the case unless you are issuing a replacement container.

29.1.6. After removing assets from their packaging, the owning or using organization will turn-in the empty containers.

29.1.6.1. Organizations need not turn-in containers due to munitions removed for temporary maintenance.

29.1.6.2. Base activities will keep enough empty munitions containers (to include outer and inner packaging materiel) on-hand to break down all built-up/assembled complete rounds (GBUs, GP Bombs, Chaff/Flare, etc.) until assets have been expended. If munitions assets depart home station for TDY or deployment, expenditure notification will come from the gaining unit. The fund cite for the TDY or deployment should be utilized to fund the shipment of the empty outer containers and inner packaging materials to the gaining unit when requested to return deployed built-up/assembled munitions back their original shipping configuration.

29.1.6.3. MAJCOMs may dictate the quantities of empty containers their units are authorized to maintain. Before serviceable excess containers are returned, contact the MAJCOM for possible redistribution.

29.1.7. Inspect/certify and dispose of unneeded containers IAW 11A-1-60.

29.1.8. The MASO inventories empty munitions, missile component and AUR containers with scheduled custody account or stock record account inventories. The MASO directs turn-in of empty containers not found on accountable records and resolves the condition for the unreported items.

29.1.9. Because accountable munitions containers are DIFM assets (XD2), base level disposition of containers is not authorized. Report these assets as excess IAW applicable MAJCOM guidance or ship to repair facility as dictated in the CAS IDR/RIMCS data for reconstitution.

# Chapter 30

## TEST/CONTRACT MUNITIONS MANAGEMENT

### 30.1. General Guidance.

30.1.1. All munitions assets received in support of Research and Development tests will be managed on the stock record account and will be issued and controlled by local procedures required by this instruction. Test directives can be used in lieu of AF Form 1996 to support the levels established on nonforecasted and local stock numbers.

30.1.2. Munitions item issued in support of an active R&D test will be placed on a Custody Account when possible. When assets are receipted by Project Office, control and accountability rest with these officials.

30.1.2.1. Upon completion of R&D test the remaining assets must be returned to the munitions storage area and place on stock record account.

### 30.2. Forecasting for Test/Contract Munitions.

30.2.1. Test munitions (except for L number items) must be forecasted/allocated annually.

30.2.1.1. OOCR for tests will be submitted to the base MASO for review. If the MASO cannot provide an allocation for the OOCR, the MASO will then forward the request to the MAJCOM functional manger for review.

30.2.1.2. If the MAJCOM MUFM cannot provide an allocation, the MUFM will then forward the request onto Air Staff for approval.

30.2.1.3. Test organizations must forecast for any impulse cartridges required to support test requirements.

### 30.3. Purchase of Test/Contract Munitions.

30.3.1. Test Managers and Program Managers who purchase standard stock numbered and nonstandard munitions assets for test will act as Item Managers for these items. Purchase orders will be maintained for audit purposes. In addition, they will act as the MUFMs in allocation transfers of these assets.

30.3.1.1. A copy of the Military Interdepartmental Purchase Request (MIPR) or any applicable documentation will be provided to the MASO for munitions procured by the Program Manager.

30.3.2. Acting as the item manager on nonstandard munitions, test program managers will provide and support final disposition of these munitions.

30.3.3. During procurement, test managers and program managers will request technical data, MSDS, Interim Hazard Classification (IHC), chemical constituency data and disposal data for these assets.

30.3.3.1. Nonstandard munitions received without sufficient documentation, e.g. technical data, constitutes a potential safety hazard to both facilities and personnel. The receiving element will impound those munitions and place them in condition code J (suspended from issued, true condi-

tion unknown) until required documentation is received. Additionally, MSDS, Chemical Constituency report and IHC must be made available to the receiving agency prior to shipping the assets.

**30.4.** Disposing of Test/Contract Munitions.

30.4.1. For standard stock numbered munitions an ADR will be submitted to the appropriate PGM for disposition.

30.4.2. If an unsafe situation develops with test munitions, base commanders or equivalent, in coordination with EOD, may approve the destruction of a munitions or explosive item that constitutes an immediate danger to human life or property.

# Chapter 31

## TIME-CHANGE CARTRIDGE ACTUATED DEVICE/PROPELLEANT ACTUATED DEVICE (CAD/PAD) MANAGEMENT

### 31.1. Forecasting for Time Change Assets.

31.1.1. Forecast requirements for time-change aircraft cartridge actuated devices (CAD) and propellant actuated devices (PAD) will be accomplished using the AFTO Form 223, **Time Change Requirements Forecast**, (automated or manual) IAW T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items.*

31.1.2. Forecasting requirements are the responsibility of the using organization. Organizations failing to forecast properly will not be issued munitions time change assets.

### 31.2. Requisitioning Time Change Assets.

31.2.1. For OCONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 90 and 120 days before the next calendar year quarter (see **Table 31.1.**). The MASO will validate this submission against the annual forecast. Quarterly requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for increased quantities. It is the using organization's responsibility to send supplemental forecasts to item managers. If the quantity is decreased no supplemental forecast is required. MASOs are authorized to issue assets one calendar quarter ahead of their forecasted quarter without Item Manager (IM) approval. Using organizations requesting issue of assets more than one calendar quarter early must coordinate this action with the item manager. This will be documented and provided to the MASO as justification to issue assets ahead of schedule.

31.2.1.1. Quarterly issue requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for the increased quantity.

31.2.1.2. The MASO submits quarterly consolidated requisitions, based on validated quarterly forecasts, through CAS. This allows time for surface movement actions to take place.

31.2.1.3. Use the AFTO Form 223, **Time Change Requirements Forecast**, or CAMS generated forecast as justification.

31.2.1.4. Provide supplemental shipping addresses when applicable (i.e., time change replacement at or during depot maintenance, deployed aircraft) with "MARKED FOR TAIL NUMBER XXXX".

**Table 31.1. OCONUS Time Change Requisitioning Schedule.**

| Required Month | Earliest Requisition Date | Latest Requisition Date |
|---|---|---|
| Jan - Mar | 1 Sep | 1 Oct |
| Apr - Jun | 1 Dec | 1 Jan |
| Jul - Sep | 1 Mar | 1 Apr |
| Oct - Dec | 1 Jun | 1 Jul |

31.2.2. For CONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 45 and 60 days before the next calendar year quarter (see **Table 31.2.**). The MASO will validate this submission against the annual forecast. Quarterly requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for increased quantities. It is the using organization's responsibility to send supplemental forecasts to item managers. If the quantity is decreased no supplemental forecast is required. MASOs are authorized to issue assets one calendar quarter ahead of their forecasted quarter without Item Manager (IM) approval. Using organizations requesting issue of assets more than one calendar quarter early must coordinate this action with the item manager. This will be documented and provided to the MASO as justification to issue assets ahead of schedule.

31.2.2.1. Quarterly issue requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for the increased quantity.

31.2.2.2. The MASO submits quarterly consolidated requisitions, based on validated quarterly forecasts, through CAS. This allows time for surface movement actions to take place.

31.2.2.3. Use the AFTO Form 223, **Time Change Requirements Forecast**, or CAMS generated forecast as justification.

31.2.2.4. Provide supplemental shipping addresses when applicable (i.e., time change replacement at or during depot maintenance, deployed aircraft) with "MARKED FOR TAIL NUMBER XXXX".

**Table 31.2. CONUS Time Change Requisitioning Schedule.**

| Required Month | Earliest Requisition Date | Latest Requisition Date |
|---|---|---|
| Jan - Mar | 1 Nov | 15 Nov |
| Apr - Jun | 1 Feb | 15 Feb |
| Jul - Sep | 1 May | 15 May |
| Oct - Dec | 1 Aug | 15 Aug |

31.2.3. Late requests require a letter with reason for late submission and signature of the requester's commander.

31.2.4. The user will submit a supplemental forecast, when requested quantities exceed the forecast.

31.2.5. CAD/PAD stock levels are limited to one per type aircraft or missile system supported in case of inadvertent firings. If additional levels are required, justify on an AF Form 1996 (see **Attachment 3**).

31.2.6. Bases that support transient strategic airlift (airlift hubs) such as C-5, C-17 or KC-10 type aircraft, are authorized to keep one complete aircraft system load of time change assets on hand for each MDS common to that base. These assets are not for use in home station assigned aircraft, but transient aircraft needing time change parts due to inadvertent firing or unforeseen maintenance requirements incurred while away from home station

# Chapter 32

## COMMERCIAL OFF THE SHELF (COTS) MUNITIONS

**32.1. COTS Munitions (formerly Local Purchase Munitions).** COTS munitions will not be purchased prior to completing the procedures for approval outlined in this chapter. The program objective is to protect the safety and health of Air Force personnel and maintain accountability of dangerous items while supporting operational requirements.

32.1.1. The intent of authorizing COTS munitions purchases is to meet unique, non-recurring, short-term (less than one year) requirements.

32.1.2. Munitions required for long-term needs or commitments should be identified to the applicable Air Staff agency. The Air Staff agency should develop an Operational Requirements Document for submission to the appropriate Air Logistics Center (ALC) for procurement, sustainment strategies, cataloging and management.

32.1.2.1. Munitions for long-term requirements may be authorized for COTS purchase while awaiting full program development, provided the approval procedures of this chapter are completed.

32.1.3. COTS munitions will not be stockpiled in large quantities (more than a 90-day requirement) on military installations.

**32.2. Authorization Requirements.**

32.2.1. Authorization to purchase COTS munitions is a three stage process that includes;

32.2.1.1. Munitions system management determination by OO-ALC/WM.

32.2.1.2. Assignment of hazard classification (HC) IAW T.O. 11A-1-47, *Department of Defense Ammunition and Explosives Hazard Classification Procedures.*

32.2.1.3. Non-Nuclear Munitions Safety Board (NNMSB) safety certification, IAW AFI 91-205, *Nonnuclear Munitions Safety Board*.

32.2.2. Prior to reaching the first of these three stages, the requesting unit must develop a data package, using an AF Form 1768, **Staff Summary Sheet**, for coordination and approval through installation and MAJCOM level agencies identified in **Figure 32.1.** and **Figure 32.2.**

32.2.2.1. For the purpose of this chapter "requesting unit" is defined as the lowest commanded organizational level intended user personnel are assigned.

32.2.2.2. OO-ALC/WM will be notified of all items in use without prior approval. Use will immediately be discontinued and a data package submitted for approval consideration.

32.2.3. Munitions system management. Determination for management through the munitions system is made by OO-ALC/WM COTS Munitions Program Manager (CMPM), or Integrated Material Manager (IMM).

32.2.3.1. This determination is based on the ability to assign an existing (like item) Technical Order (T.O.), obtain Special Packaging Instructions (SPI), account for items through CAS, and provide final disposition instructions for unserviceable and excess items.

32.2.3.2. If the CMPM determines requested munitions are not manageable within the munitions system, the request may proceed for interim HC and NNMSB safety certification.

32.2.3.3. Commanders that elect to purchase COTS munitions not approved for munitions system management, but have received HC and NNMSB approval accept "cradle-to-grave" responsibility for the munitions at the local level, outside the MSA, to include final disposition of malfunctions (Duds), residue, and excess.

32.2.3.3.1. Disposition can be accomplished by contractual agreement with the manufacture, vendor or another independent contractor.

32.2.3.3.2. Munitions systems management disapproved munitions or munitions purchased without prior approval will not be managed through the MSA.

32.2.3.3.3. Disapproved system management munitions are managed and maintained by the owning/using organization, to include malfunctioned items, residue, excesses and final disposition/demilitarization.

32.2.3.3.4. COTS munitions and associated residue in this category will not be maintained, inspected, stored, accounted for, or disposed of through the Munitions Storage Area (MSA).

32.2.4. Hazard Classification (HC). HC includes assigning hazard class and division, compatibility group, United Nations (UN) number, and explosive weight.

32.2.4.1. HC must be assigned prior to placing munitions into operational service.

32.2.4.2. The Air Force Safety Center assigns final HC for Air Force munitions upon completion of formal testing and/or analysis IAW T.O. 11A-1-47, Chapter 4-10.

32.2.4.3. OO-ALC/WMOI is authorized to assign interim HC (IHC), IAW T.O. 11A-1-47, Chapter 7, and will consider approval of COTS munitions provided the requesting unit submits an approved data package with the following information IAW T.O. 11A-1-47, Chapter 7:

32.2.4.3.1. Item Nomenclature.

32.2.4.3.2. Part Number.

32.2.4.3.3. Prime Contractor.

32.2.4.3.4. Vendor.

32.2.4.3.5. National Stock Number (Unique contractor part numbers or product codes are allowed for interim hazard classifications).

32.2.4.3.6. System the item is associated with.

32.2.4.3.7. Next higher assembly item is used with.

32.2.4.3.8. Size of unpackaged item.

32.2.4.3.9. Weight of unpackaged item.

32.2.4.3.10. Explosive composition (MSDS).

32.2.4.3.11. Net Explosive Weight.

32.2.4.3.12. Physical description of item.

32.2.4.3.13. Functional description of item.

32.2.4.3.14. Packaging data.

32.2.4.3.15. Description of fuze safety features.

32.2.4.4. IHC will be issued for a period of one year.

32.2.4.4.1. Subsequent extensions may be granted provided the requesting unit provides complete justification and has developed and submitted data to OO-ALC/WMOI for obtaining final hazard classification IAW T.O. 11A-1-47.

32.2.4.5. COTS munitions packages disapproved for IHC or final HC will be returned to the requesting unit's MAJCOM and will not be forwarded to the NNMSB for safety certification.

32.2.4.6. COTS munitions with expired IHC will not be used until an extension or final HC is approved.

32.2.5. Non-Nuclear Munitions Safety Board (NNMSB) Certification. COTS munitions purchase request data packages will be reviewed by OO-ALC/WMOI for completeness to provide the NNMSB with sufficient information to certify COTS munitions for Air Force use. If additional data is required, NNMSB member(s) will coordinate through WMOI to the requesting unit.

**32.3. Installation/Wing Approval Procedures.**

32.3.1. To purchase COTS explosives and munitions, requesting unit will coordinate a package, using an AF Form 1768, **Staff Summary Shee**t, through the installation Munitions, Environmental, Safety, EOD, Transportation, and Legal agencies for Group and Installation Commander approval. Refer to **Figure 32.1.** For any COTS munition that has been previously approved for Local Purchase, munitions system management, or has been assigned an Interim Hazard Classification (IHC) or Final Hazard Classification and has been approved by the NNMSB, requirements may be submitted to the MASO using an AF Form 1996, *Adjusted Stock Level*.

32.3.1.1. The package must then be submitted to requesting unit's MAJCOM for coordination and approval prior to forwarding to OO-ALC/WM. The AF Form 1768 or 1996 will be signed by installation commander and include information identified for IHC and the following (for AF Form 1996, see paragraph **32.3.1.1.8.**):

32.3.1.1.1. Quantity Requested.

32.3.1.1.2. Price.

32.3.1.1.3. Small arms: Muzzle velocity; chamber pressure; type of primer, propellant and projectile; projectile weight and size (9mm, 12 GA, etc).

32.3.1.1.4. Manufacturer's procedures for storage and handling.

32.3.1.1.5. Manufacturer's demilitarization and disposition instructions.

32.3.1.1.6. Complete justification and intended use statement (why current DoD or AF stock-listed items don't meet requirements and purpose).

32.3.1.1.7. Authorizing directive (AFI, message, letter, etc).

32.3.1.1.8. IHC data is not required. Minimum information will include Quantity, Part Number, NSN (if available), complete justification and use statement, and authorizing directive. Additional data may be required by reviewing officals.

32.3.2. Once the COTS data package is established it must first be approved by the MASO. The MASO can approve the package for further coordination if the following conditions are met:

32.3.2.1. Requester has or will establish a custody account.

32.3.2.2. The item is not AF stocklisted.

32.3.2.3. An allocation does not exist for a suitable like item that is AF stocklisted.

32.3.2.4. If the item requested is stocklisted or has a suitable like item stocklisted, an Out-Of-Cycle Request (OOCR) must be submitted prior to attempting a COTS purchase request.

32.3.2.5. An OOCR has been disapproved.

32.3.3. The Environmental Flight, or local equivalent, will review COTS munitions MSDS and intended operational use to determine if item(s) contain compounds or materials deemed hazardous to personnel or the environment. Approval will include personnel protective measures and compensatory guidance on residue cleanup, processing and disposition, if environmental hazards exist.

32.3.4. Weapons Safety Officer, or local equivalent, will approve operating instructions and perform an initial and annual survey of locations and conditions under which COTS munitions are used, stored, maintained, and disposed of IAW: AFMAN 91-201; AFI 91-202, *The US Air Force Mishap Prevention Program;* AFI 91-205; T.O. 11A-1-47; T.O. 11A-1-60 and this publication. In lieu of T.O. 11A-1-60 processing, COTS munitions disapproved for munitions systems management will require locally contracted disposition or disposition procedures included in purchase agreement.

32.3.5. Explosives Ordnance Disposal (EOD) will ensure COTS munitions malfunctions can be safely cleared and processed and that adequate emergency notification and response procedures are included as part of the approved package sent to requesting unit's MAJCOM.

32.3.6. Transportation Management Office, or local equivalent, will ensure requested COTS munitions can be shipped to and from the installation via commercial and/or military carriers IAW T.O. 11A-1-47.

32.3.6.1. Specific restrictions and additional Department of Transportation (DOT) approval may apply for COTS munitions with interim hazard classification that require international shipment.

32.3.6.2. COTS munitions required for deployment must meet packaging requirements identified in AFI 24-202, *Preservation and Packaging* and can be processed IAW AFI 24-204.

32.3.6.3. Consider the need for proper shipping name, hazardous material declaration processing, and/or transportation deviation, waiver, or special shipping requirements when preparing items for shipment.

32.3.7. Legal Office will review the package for legal sufficiency to ensure COTS munitions procedures are authorized by state, federal, and international laws, or Status of Forces Agreements (SOFA) based on the location where purchase will occur and points of intended use.

32.3.8. Group Commander of requesting unit will review package and approve or disapprove based on requirement justification and package completeness IAW this publication.

**Figure 32.1. Wing and MAJCOM COTS Munitions Processes.**

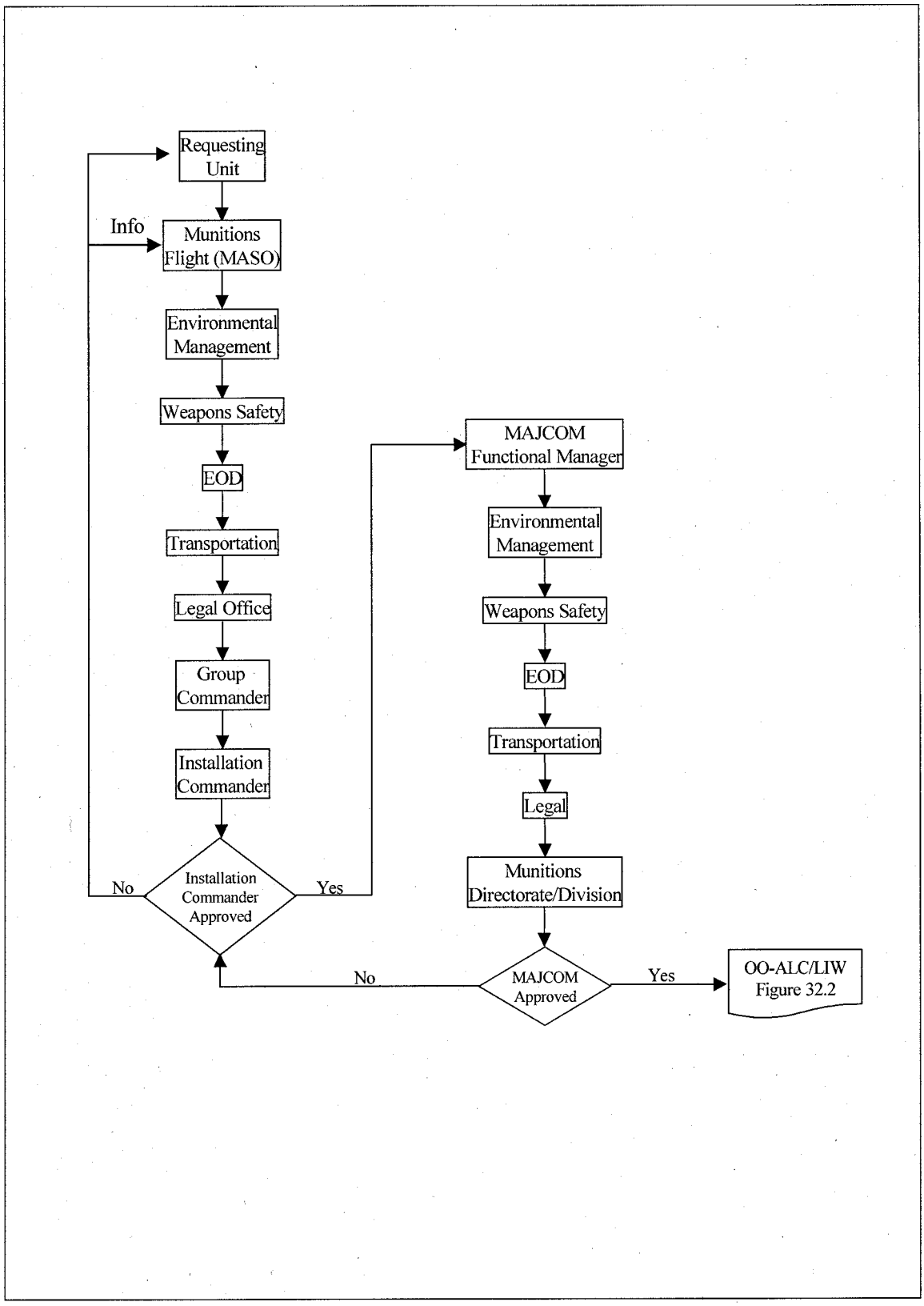
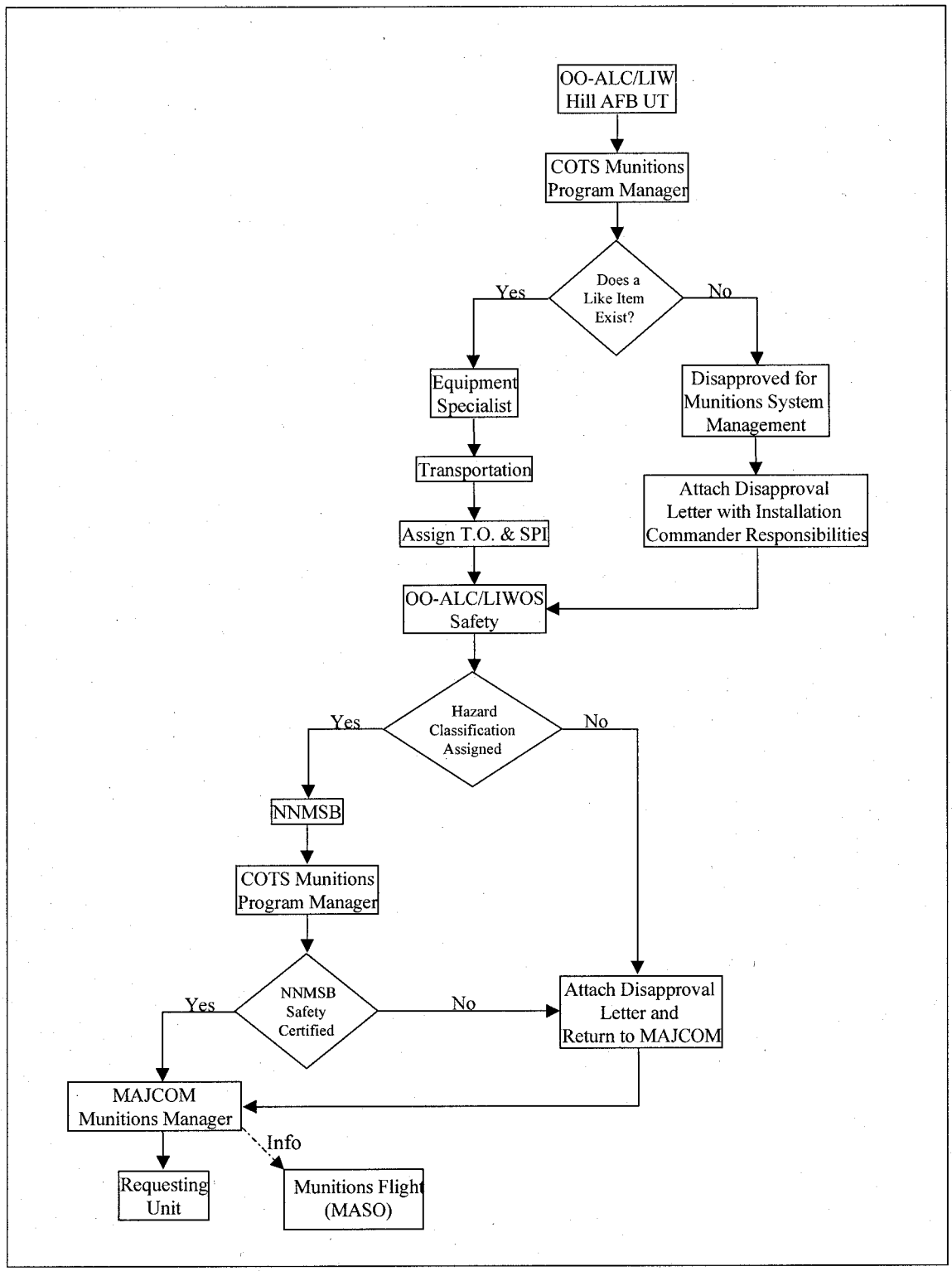


**Figure 32.2. Munitions System Management, Hazard Classification and Safety Certification Processes**



32.3.9. Installation Commander will be briefed on the "cradle-to-grave" responsibilities if requested COTS munitions are not approved for munitions system management. After receiving briefing and ensuring COTS munitions are fully justified and package is complete, installation commander will sign AF Form 1768 approve or disapprove the package for submission to requesting unit's MAJCOM.

**32.4. MAJCOM Approval.** MAJCOM coordination and approval process begins with the command Function Manager for requested munitions and is coordinated, using an AF Form 1768 or AF Form 1996, through command Weapons Safety, EOD, Transportation, and Legal for final MAJCOM approval by the Munitions Directorate/Division prior to submission to OO-ALC/WM.

**32.5. COTS Munitions Program Manager (CMPM) Approved Munitions.** COTS Munitions approved for munitions system management by the CMPM will be picked-up on accountable records using an 'L' stock number (example: 1375L12345600) and managed using established instructions for other stocklisted munitions.

32.5.1. If purchased locally, munitions will be turned over to the MASO prior to being issued and placed in use.

32.5.1.1. If ordered from a vender/contractor, units will ensure the delivery destination is to the base munitions activity (FV account).

**32.6. Operating Instructions.** Units requiring COTS munitions will develop written operating instructions for items disapproved by the CMPM for munitions system management, but assigned an interim HC and receiving NNMSB safety certification.

32.6.1. Instructions for accountability, storage, handling, training, emergency procedures, and disposition of malfunctions (Duds), residue, and excesses will be included.

32.6.2. Safety instructions IAW AFMAN 91-201 will be established. Instructions will be approved through installation senior munitions manager, environmental, EOD, and weapons safety managers prior to purchasing the munitions.

**32.7. Bird Aircraft Strike Hazard (BASH) Program.**

32.7.1. BASH munitions must be approved by OO-ALC/WM and the NNMSB using the procedures prescribed in paragraph **32.2.** through **32.6.**

32.7.2. COTS munitions required for the BASH program may be purchased using the IMPAC under the following conditions:

32.7.2.1. Requesting unit must coordinate request with installation MASO and the OO-ALC/WM CMPM.

32.7.2.2. Requesting unit must have final written approval from OO-ALC/WM CMPM before any IMPAC purchase of the specified munitions item.

32.7.2.2.1. An AF Form 1996 will be used for AF stocklisted non-MSRC items to request local purchase approval. Units will include request to use Government Purchase Card IAW AFI 64-117, *Air Force Government-Wide Purchase Card Program*, in the justification block of the form.

32.7.2.2.2. The maximum quantity block will be the maximum quantity that can be purchased for a fiscal year. The minimum quantity block will be the maximum quantity the unit is authorized to purchase for a 90-day supply.

**32.8. Air Force Competitive Shooting Program (AFCSP) Munitions Manage ment.**

32.8.1. AFI 34-371, *Air Force Competitive Shooting Program* is the governing directive for the AF competitive shooting team. HQ AFSVA/SVPAF, HQ AF Services Agency, Director of Programs, AF Fitness and Sports Branch, Randolph AFB TX 78216-4138, is the program director for the AFCSP. The AFCSP director obtains ammunition for Team Members by two methods:

32.8.1.1. Use DoD stocklisted assets obtained through the munitions forecast, allocation and distribution process IAW this instruction.

32.8.1.2. Use COTS munitions procedures to procure match grade ammunition when existing DoD stocklisted assets are not suitable. The director, using COTS procedures, centrally purchases annual munitions requirements.

32.8.1.2.1. Since COTS munitions are centrally procured directly from the manufacture, the AFCSP director may stockpile more than 90 days supply. These assets will be centrally managed by the AFCSP director.

32.8.1.2.2. COTS munitions for the AFCSP must be approved by the NNMSB and OO-ALC/WM IAW paragraph **32.2.** but will not have munitions system management under OO-ALC/WM.

32.8.2. Due to the unique requirements, the following responsibilities are established to ensure proper procurement, storage, serviceability, distribution, accountability and disposition of AFCSP COTS munitions.

32.8.2.1. The director will:

32.8.2.1.1. Obtain approval from NNMSB for all COTS munitions prior to procurement.

32.8.2.1.1.1. Provide NNMSB approved list, with hazard class division, of all items for AFCSP use to 37 SUPS/LGSK and all servicing munitions activities.

32.8.2.1.2. Ensure only small arms ammunition is procured.

32.8.2.1.2.1. Use AF Form 9, **Request for Purchase,** procedures and NOT the IMPAC Card.

32.8.2.1.2.2. Centrally procure munitions and direct shipments to 37 SUPS/LGSK, Lackland AFB TX to be assigned a local stock number and picked up on accountable records IAW paragraph **32.8.2.2.1.**

32.8.2.1.3. Provide shipping (redistribution) instructions to 37 SUPS/LGSK to include:

32.8.2.1.3.1. Local assigned stock number, quantity, destination (FV, servicing munitions activity) and using AFCSP Team Member(s).

32.8.2.1.3.2. Funds cite for shipment costs.

32.8.2.1.4. Provide a message to 37 SUPS/LGSK and servicing munitions activities with the following information:

32.8.2.1.4.1. Local assigned stock number and yearly quantity authorized and allocated to each team member.

32.8.2.1.4.2. List of all authorized team members with name, rank, SSAN, organization and DSN.

32.8.2.1.4.3. Local assigned stock number and maximum amount of munitions each team member may withdraw at one time.

32.8.2.1.5. Establish written procedures for Restricted/Suspended ammunition. These procedures will include as a minimum:

32.8.2.1.5.1. Notification of any ammunition malfunction by team members to HQ AFSVA/SVPAF.

32.8.2.1.5.2. Notification to all servicing munitions activities on Restricted/Suspended ammunition.

32.8.2.1.5.3. Disposition of Restricted/Suspended ammunition.

32.8.2.1.6. Develop procedures for the proper disposition of excess/unused ammunition.

32.8.2.1.7. Retain "cradle-to-grave" responsibility for COTS munitions.

32.8.2.1.7.1. Provides fund cite for any costs required for the proper disposition of unserviceable ammunition.

32.8.2.1.8. Provide a copy of MSDS for all ammunition stored at or transiting Lackland AFB TX.

32.8.2.1.9. Provide redistribution orders with shipping fund cite to servicing munitions activity, if required.

32.8.2.2. The 37 SUPS/LGSK, Lackland AFB TX is the central munitions activity for stockpiling AFCSP ammunition and preparing shipments. The 37 SUPS Munitions Flight will:

32.8.2.2.1. Receive ammunition from manufacturer.

32.8.2.2.1.1. Use the CAS IDR shell record (ISD25A IAW AFCSM 21-824, Vol 2, *Combat Ammunitions System -Base: Software Users Manual,* Chapter 16) to load local stock number into CAS. Local stock numbers will be designed as follows:

32.8.2.2.1.1.1. Positions 1-4 will be stock class "1305".

32.8.2.2.1.1.2. Positions 5-6 will be "ST" (indicates shooting team ammo).

32.8.2.2.1.1.3. Positions7-9 will be caliber/gauge, i.e., .22 cal will be 022, 7.62 mm will be 762, 12 gauge will be 012, etc.

32.8.2.2.1.1.4. Positions 10-15 will be abbreviated nomenclature, i.e., MATCHGD, OLYMPI, SPAUTO, RAPFIR, etc.

32.8.2.2.1.1.5. Some typical examples are:

32.8.2.2.1.1.5.1. 22 cal rapid-fire ammunition would be "1305ST022RAPFIR".

32.8.2.2.1.1.5.2. 38 cal Special Auto ammunition would be "1305ST038SPAUTO".

32.8.2.2.1.1.5.3. 410 gauge Target ammunition would be “1305ST410TARGT”.

32.8.2.2.1.1.5.4. 22 cal long rifle would be “1305ST022LNGRFL”.

32.8.2.2.1.1.5.5. 7.62 mm match grade ammunition would be “1305ST762MATCHGD”.

32.8.2.2.1.2. Receive assets in CAS and once on record, all accountability requirements in this instruction and other DoD instructions governing ammunition apply. If items do not have an assigned Lot # from the manufacturer, assign and mark all containers with a lot number using the example in T.O. 11A-1-10.

32.8.2.2.1.3. Provide a listing of local assigned stock numbers and nomenclature to all servicing munitions activities.

32.8.2.2.1.4. Items will be treated as like DoD stocklisted items and will be inspected, stored, and shipped as small arms ammunition (T.O. 11A-13-10-7, *Specialized Storage and Maintenance Procedures, Small Arms Ammunition)* unless otherwise directed.

32.8.2.2.2. Prepare and ship assets as directed by AFCSP director.

32.8.2.2.2.1. Assets will be shipped in QUP as received from the manufacture.

32.8.2.2.2.2. Use existing DoD like item SPI.

32.8.2.2.2.3. Stamp (or print) “For AFCSP Use Only” on shipping documents.

32.8.2.2.3. Requests disposition from AFCSP director for excess/unused munitions.

32.8.2.3. The Servicing Munitions Activity will:

32.8.2.3.1. Receive assets using the local assigned stock number on the shipping document.

32.8.2.3.1.1. Use the CAS IDR shell record (ISD25A IAW AFCSM 21-824, Vol 2, *Combat Ammunitions System -Base: Users Manual,* Chapter 16) to load local stock number into CAS.

32.8.2.3.1.2. Assets will be maintained and accounted for IAW this instruction and applicable technical data.

32.8.2.3.2. When requested by authorized AFCSP Team Member, establish a custody account IAW this instruction.

32.8.2.3.2.1. Use authorized/allocated quantities per AFCSP Team Member to load levels in CAS.

32.8.3. Regardless of how the ammunition was initially procured, all AFCSP Team Members will:

32.8.3.1. Request custody accounts from the servicing munitions activity and perform all required actions IAW this instruction.

32.8.3.2. Comply with all explosive safety requirements in AFMAN 91-201, *Explosives Safety Standards.*

# Chapter 33

# WAR RESERVE MATERIEL (WRM)

## 33.1. General Guidance.

33.1.1. WRM munitions are required to support wartime activities listed in the USAF War and Mobilization Plan (WMP) until the industrial base meets wartime demands. The Forward Presence stressed in the Defense Planning Guidance (DPG) demands WRM munitions to be stored or moved quickly to critical areas. WRM munitions are prepositioned at operating bases, dispersed in areas of responsibility, placed on afloat prepositioned ships, and stored at selected units and depots for air deployment.

33.1.2. The MAJCOM munitions staff will provide units with WRM munitions positioning objectives using the MAJCOM WCDO for wartime requirements. AFI 25-101, Chapter 8 WCDO procedures will be used. In addition, the most recent NCAA Constrained Theater Requirement (CTR) prepositioning objective for each MAJCOM will be used. For USAFE, PACAF, and CENTAF this is the CTR Starter Stock. For other MAJCOMs this is the CTR for all theaters supported.

## 33.2. References.

33.2.1. War and Mobilization Plan, Volume 1, (WMP-1) outlines basic war and mobilization policies.

33.2.2. War and Mobilization Plan, Volume 3, (WMP-3) gives force disposition and availability based on Air Force programs and the Joint Strategic Capabilities Plan (JSCP).

33.2.3. War and Mobilization Plan, Volume 4, (WMP-4) Wartime Aircraft Activity (WAA), portrays (by operating location) planned aircraft activity that implements each approved aircraft deployment, employment, and support operation plan.

33.2.3.1. Use WMP-4 sortie data to produce the annual WCDO. The authorized WRM is limited by the availability and allocation of the worldwide stockpile (near-year prepositioning objective identified in the NCAA) and is further limited by the number of funded sorties (WMP-5).

33.2.3.2. The WMP-4 arrays the WMP-5 funded theater sorties down to individual units.

33.2.4. War and Mobilization Plan, Volume 5, (WMP-5) outlines basic planning factors and reflects sortie and flying hour data for use in planning war and mobilization requirements. It represents the approved and funded HQ USAF position on sortie rates, duration, and flying-hour requirements by mission design series to support the US Air Force programmed and mobilization force levels.

33.2.5. The NCAA is an analytical process designed to quantitatively identify the most effective mix of conventional air munitions to be programmed for procurement and maintained in the worldwide WRM stockpile. The NCAA documents the calculations, assumptions, and methods used to compute CTRs. Theaters threat models, WMP-5 sorties, theater expenditure per sortie factors (EPSF), and safety factors all influence munitions computations. NCAA CTRs are used throughout the planning/programming process to aid in identifying how each type item should be positioned to achieve Air Force objectives.

33.2.6. The TAMP and DLAR identify WRM and Non-WRM MAJCOM munitions allocations requested and approved for positioning. These documents depict the annual constrained munitions inventory positioning objectives by MAJCOM and by munitions category.

33.2.7. The Air Force Munitions Security Classification Guide provides instructions and guidance on classifying information that is used, controlled, or produced from manual or automated munitions systems.

**33.3. War Consumables Distribution Objective (WCDO) Process.**

33.3.1. The WCDO serves as the official document portraying unit level WRM munitions requirements.

33.3.2. WCDOs contain authorizations for each munitions item supporting OPLAN execution for the Starter Sock period per AFI 25-101, Chapter2.

33.3.3. Operations, munitions, plans, and intelligence functions cooperate to produce the MAJCOM WCDO. The NCAA establishes munitions requirements. The MAJCOM munitions staff provides the MAJCOM logistic planners the NCAA MAJCOM CTR to build the MAJCOM WCDO. MAJCOM planners produce the WCDO and provide it to the munitions staff for distribution to unit munitions flights. The MAJCOM WCDO will match the NCAA CTR for the given MAJCOM.

33.3.4. The Munitions Flight Supervision evaluates WRM positioning objectives and briefs the OG and LG on the following:

33.3.4.1. Shortfalls and excesses. (Planned use of STAMP, APF, and Fly-Away will be shown in this brief)

33.3.4.2. Limiting factors.

33.3.4.3. Problems.

33.3.4.4. Posture by complete round and component.

33.3.5. Munitions WRM distribution and realignment is performed through the GAP process.

**33.4. WRM Munitions Financial Accounting.**

33.4.1. The MAJCOM munitions function is the command WRM commodity manager for WRM munitions and develops the command PEC 28030 WRM munitions budget.

33.4.1.1. The MAJCOM, in coordination with its FMB, distributes WRM funds to authorized base-level activities, monitors fund disbursement and expenditure and recommends changes in reprogramming.

33.4.1.2. The MAJCOM validates unit unfunded or unprogrammed requirements.

33.4.1.3. Refer to AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures,* for additional guidance.

**33.5. WRM Munitions Program Element Code PEC 28030.**

33.5.1. PEC 28030 identifies WRM operations and maintenance (O&M) costs for WRM munitions budgeting and funding purposes.

33.5.2. This PEC does not include costs associated with acquiring stock fund inventory or investment assets. Use other PECs, such as 27596 (base operating support) and 87792 (medical), when charging costs that cannot be directly attributed to the WRM requirement or its support.

33.5.3. Use PEC 28030 to identify only those O&M costs that support WRM munitions.

33.5.4. Costs of procuring, maintaining, storing, preserving, and administering the munitions WRM program are chargeable to PEC 28030. Any costs incurred in administering these stocks are subject to PEC 28030 accounting, including:

33.5.4.1. Daily operating support.

33.5.4.2. Travel.

33.5.4.3. Transportation.

33.5.4.4. Equipment (to include ADPE).

33.5.4.5. Administrative and janitorial supplies.

33.5.4.6. Within the munitions organization, especially those that maintain WRM stocks and peacetime training munitions, set up separate financial infrastructures to program and track O&M expenses related to each administration cost.

33.5.5. Excluded from PEC 28030 funding are costs included in the applicable civil engineer PECs and activities not directly related to WRM munitions programs such as:

33.5.5.1. Costs for daily operating support, travel, transportation, disposition, equipment, administrative, and janitorial supplies.

33.5.5.2. Purchase of mobility equipment.

33.5.5.3. Repair or maintenance of a facility containing only WRM munitions (these are property maintenance expenses).

33.5.5.3.1. O&M costs directly related to facilities storing only WRM munitions can be funded on a case by case basis if funding is available when approved by the MAJCOM LG.

**33.6. Submitting Program Element Code (PEC) 28030 Budget.**

33.6.1. Units with PEC 28030 requirements develop and submit budget forecasts per MAJCOM direction. Units include PEC 28030 requirements in the base financial plan.

33.6.2. The MAJCOM munitions function uses unit input to develop a budget for all command WRM munitions requirements.

33.6.3. MAJCOM munitions function reviews PEC 28030 inputs for accuracy, adequacy and completeness, then sends a consolidated input to the MAJCOM FMB.

33.6.4. The MAJCOM FMB, along with the MAJCOM munitions function, distributes WRM funds to base-level activities. The directorate of munitions advises OG or LG commanders, and WRM munitions manager, of PEC 28030 funding disbursement.

33.6.5. After the FMB allocates funds, the PEC 28030 functional managers closely monitor fund expenditure to ensure fulfillment of WRM munitions maintenance requirements. Each commander of munitions activities oversees expenses charged to PEC 28030.

33.6.6. Resource advisors and resource managers ensure base supply funds management and base budget personnel properly establish expenditure tracking through the applicable PEC so only authorized users charge expenses to PEC 28030.

**33.7. Unfunded Requirements.**

33.7.1. If unprogrammed WRM requirements occur during the fiscal year, base functional agencies identify them to the WRM munitions manager along with full justification for presentation to the WRM executive review board or FRB.

33.7.2. If existing base funds cannot absorb the new requirement, the WRM executive review board or FRB prioritizes the requirement and forwards to the MAJCOM FMB who in turn forwards to the munitions division for validation.

33.7.3. The base budget for the fiscal year (FY) includes in any unfunded requirements that extend into the next FY. When possible, include in the budget adjustment provisions for any unfunded requirements you identify after budget submittal.

33.7.4. Units identify all unfunded or unprogrammed WRM requirements for funding consideration. The MAJCOM munitions functional manager helps units develop their inputs when necessary and represents or defends munitions requirements at MAJCOM level during the FMB scrubbing process.

**33.8. Planning Logistics Support.**

33.8.1. All US Air Force war or contingency plans must contain a logistics annex sufficiently detailed to enable personnel to support the planned operation immediately and efficiently. MAJCOMs develop a munitions appendix to this annex.

33.8.2. Component services manage logistics support. Each service determines its requirements and budgets for necessary commodities. When produced, munitions and missiles become stock, owned by the individual service component.

33.8.3. Unified commands, such as USCINCEUR and CINCPAC, are not responsible for logistics support of assigned forces. However, on execution of a unified OPLAN (for example, USCINCEUR 1202, CINCPAC 5027), the unified commander assumes directive authority over all components stocked within the operating theater.

33.8.4. MAJCOMs provide logistics support at and below wing or base level for assigned units.

33.8.5. Where units are tenant, staging on or through, dispersing or operating from, or otherwise using installations assigned to other commands, the commander with jurisdiction over the installation provides logistics support as agreed between the major commanders concerned.

33.8.6. Tenants coordinate support requirements with hosts before publishing any plan that commits host resources.

33.8.7. Supported commands develop plans to receive and support augmenting forces. They provide all requirements for planned enroute and beddown locations to facilitate reception and support planning.

33.8.8. MAJCOMs help unified commands assess reserve stocks of involved allies to identify potential US Air Force support requirements.

33.8.9. MAJCOMs help AFRC and ANG gained units (including air defense units) compute requirements, store and preposition materiel, and prepare for activation and deployment, as appropriate.

33.8.10. HQ AMC and HQ ACC advises OCONUS commands of additional logistics support required for operations in the overseas area to ensure enough storage and maintenance capability.

Using commands coordinate with storing commands before acting to preposition any materiel or changing pre-positioning in WMP-4 which would increase the storage of consumables.

33.8.11. The SMCA also plays a major role in the munitions resupply of US Air Force units. A significant amount of Air Force munitions are stored in continental United States (CONUS) Army depots.

**33.9. Planning for Munitions Movement.**

33.9.1. When unable to store WRM munitions at or near the employment base, units may hold prepositioned munitions in central storage areas, theater storage facilities, or at other operational bases. In these cases, develop detailed plans to move stocks to where they are needed at wartime operating locations.

33.9.2. OPLANs may direct combat aircraft to deploy with munitions aboard; for example, air-to-air missiles, 20mm or 30mm, chaff and flares. MAJCOMs reflect all movements of this type in OPLANs as well as logistics movement plans. Execution of the OPLAN activates this phase of munitions relocation.

33.9.3. MAJCOMs optimize pre-positioning at planned operating bases given sortie production requirements, threat and storage and transportation capabilities.

33.9.4. MAJCOMs and Numbered Air Forces track munitions requirements and distribution. They initiate munitions movements not already covered by tactical movement. MAJCOM ACPs and Regional ACPs serve as consolidated command points of contact with inter-theater and intra-theater support organizations.

**33.10. MAJCOM Command Overflow and PACER FLEX.**

33.10.1. HQ USCENTAF, HQ AFSOUTH, HQ PACAF, HQ ACC, TACPs and HQ USAFE must identify to OO-ALC/WM how much of each unit's WRM munitions requirements come from CONUS stocks or production.

33.10.2. Once MAJCOMs determine these shortfalls, they submit them to OO-ALC/WM for sourcing.

33.10.3. OO-ALC/WM:

33.10.3.1. Sources MAJCOM shortfall requirements, assures TPFDD transportation support, and publishes an approved USAF support plan for each MAJCOM OPLAN.

33.10.3.2. Coordinates support plans with the affected operational command.

33.10.3.3. Satisfies the planned requirements of the operational commands as far as possible, including worldwide redistribution and asset realignment, and delivery of substitute munitions when preferred assets are not available.

33.10.3.4. Ensures command overflow and PACER FLEX shipments reflect the following:

33.10.3.4.1. Receiving SRAN/DoDAAC.

33.10.3.4.2. Shipping SRAN/DoDAAC (when possible).

33.10.3.4.3. Sequence of execution.

33.10.3.4.4. Required delivery date (RDD).

33.10.3.4.5. Port of embarkation (POE).

33.10.3.4.6. Port of debarkation (POD).

33.10.3.4.7. Type of movement.

33.10.3.5. Develops support plans based on approved time-phased requirements. These requirements come from the WAA file approved for the planned year.

33.10.3.5.1. Includes outload and receipt capacity of break bulk points, ports, and receiving units in support plans to ensure all the munitions that are scheduled to arrive within a specified time period can be off-loaded and stored for use.

33.10.4. All executing activities maintain plans with changes as they occur. They must ensure current and executable information is available to the SMCA, OO-ALC/WM, MAJCOMs, and shipping and receiving units. For example, when a command calls forward an item into the theater of operation, the executing activity accordingly reduces the command overflow and PACER FLEX.

**33.11. Shipping Munitions.**

33.11.1. Commands submit call-forward for munitions to OO-ALC/WM.

33.11.2. OO-ALC/WM:

33.11.2.1. Schedules shipment in coordination with HQ Army Armament Munitions and Chemical Command (AMCCOM) and commensurate with MAJCOM RDDs.

33.11.2.2. Consolidates requirements into shipload segments and asks to have a ship brought on berth on the date necessary to meet the munitions' RDD.

33.11.2.3. Submits the request to HQ AMCCOM, SMCA and the MTMC area command, which in-turn submits the actual ship request to MSC.

33.11.2.4. Dispatches the ship planning message to the various activities, listing the munitions call-forward planned for a given ship and estimated overseas arrival date.

33.11.3. The ship planning message serves as a cargo offering to MTMC for routing purposes. MTMC automatically releases the requisitioned items for movement from the supply source to the scheduled vessel and port.

33.11.4. The various plants and depots transmit a report of shipment (REPSHIP) to the consignee and all concerned on the planning message.

33.11.5. The REPSHIP provides detailed data the planner and the consignee need to prepare for receipt.

**33.12. Standard Logistics Packages.**

33.12.1. STAMP enables selected tactical air units to deploy rapidly and operate from locations without prepositioned munitions. Sortie rates and configurations dictate the period of support.

33.12.2. In addition to STAMP, USAF has configured APFs to give commanders greater deployment flexibility by reducing early airlift requirements. APF allows munitions to move rapidly from one region to another as priorities or circumstances dictate.

**33.13. War Reserve Stocks for Allies (WRSA).**

33.13.1. WRSAs comprise US military service-owned stocks intended for use only in emergencies to make up for shortfalls in allied ATOs. Higher headquarters must release WRSA to allies during peacetime.

33.13.2. Agencies controlling WRSA and memorandum of understanding (MOU) stocks use these guidelines when developing joint operating instructions with allied nations.

33.13.3. Manage WRSA assets on a separate stock record account, because item prices are constrained to the item's original acquisition cost or the approved negotiated WRSA price.

33.13.3.1. Manage the WRSA inventory as other Air Force WRM munitions.

33.13.3.2. Apply the same security measures to WRSA authorizations, levels, quantities and other parameters as you would to WRM.

33.13.3.3. Keep WRSA at allocated levels.

33.13.3.4. Identify shortfalls to the MAJCOM for resolution.

33.13.3.5. WRSA stock will be segregated from the USAF stockpile whenever storage space is available. If munitions must be commingled, WRSA stock will be appropriately identified.

33.13.3.6. Never use WRSA assets to satisfy other requirements (RDO, training, etc.) without MAJCOM approval. Report to the owning MAJCOM any action initiated at the local level that changes the identity or serviceability of WRSA assets.

33.13.3.7. When the regional ACP asks the Theater Ammunition Control Point (TACP) to release WRSA stocks, the TACP may transfer assets either in-mass to the allied user or selectively based on allied air tasking orders (ATO) shortfalls. Restrictions on the release of items:

33.13.3.7.1. Do not release munitions excluded by MAJCOM (such as air intercept missiles) without MAJCOM approval.

33.13.3.7.2. Do not exceed dollar value (congressional authority) assigned to the WRSA.

33.13.3.7.3. Stop releasing WRSA assets when you reach the assigned dollar value. Obtain release authority and process additional requirements through FMS.

33.13.3.8. When WRSA release notification is received from the appropriate authority, assets can be either transferred in-mass or selectively based on allied ATO shortfalls.

33.13.3.9. Apply the MOA or other authorizing document between the US Government and the allied country when selling assets designated as WRSA in a military emergency.

33.13.3.10. Proper authority may direct munitions accounts to release munitions other than WRSA under a follow-on MOU to support allied shortfalls.

33.13.4. Release or Transfer Procedures. On receiving a RDO for WRSA or MOU release, affected bases prepare two sets of DD Form 1348-1-4PT in accordance with AFMAN 23-110 for all FMS transactions. Bases complete both sets reflecting data required in columns 1 through 80, item nomenclature (in block X), and weight and cube. Include the dollar amount of individual items and total costs. Distribute documents as follows:

33.13.4.1. Set One:

33.13.4.1.1. Copies numbers 1 and 6: Retained by the distribution point (shipper).

33.13.4.1.2. Copies numbers 2 and 3: Placed inside the number 1 shipping container.

33.13.4.1.3. Copy number 4: Placed inside the packing list envelope attached to the outside of the number 1 container.

33.13.4.1.4. Copy number 5: Sent to the activity designated in the, DoD Manual 4000.25-8, *Military Assistance Program Address Directory (MAPAD)*, to receive the DD Form 1348-1-4PT.

33.13.4.1.5. When selecting and prepacking containers for shipment, insert copies numbers 2, 3, and 4 in the packing list envelope on the outside of the container. On consolidated shipments, attach copies numbers 2 and 3 to the shipment pack for each individual requisition and place copies inside the number 1 shipping container.

33.13.4.2. Set Two:

33.13.4.2.1. Notice of availability required. Mail six copies to the address designated in MAPAD, DoD Manual 4000.25-8, as the recipient of the notice of availability.

33.13.4.2.2. Notice of availability not required. Airmail six copies to the address designated in MAPAD, DoD Manual 4000.25-8, as the recipient of DD Form 1348-1-4PT.

33.13.4.2.3. For Canada, airmail the second set along with one copy of Department of Commerce (DC) Form 7525V, **Shipper's Export Declaration**, to the consignee indicated in the supplementary address, DD Form 1348-1-4PT. Subject form is available through your local TMO.

# Chapter 34

## DEPLOYED MUNITIONS MANAGEMENT

### 34.1. Transferring Munitions for Deployment Support.

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

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

34.1.1.2. The command having jurisdiction over the Area of Responsibility (AOR) may waive transfer of accountability.

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

34.1.2.1. If the deployed unit custodian is directed to leave assets in place for subsequent replacement units, custodians and MASOs may be relieved of accountability if the following conditions exist:

34.1.2.1.1. There is no established munitions SRAN/DoDAAC at the deployed location.

34.1.2.1.2. Accountability of munitions remained on custody records.

34.1.2.1.3. The custodian returned to home station without deployed munitions.

34.1.2.2. The MASO will process shipments for only those assets that did not return with the custodian and were left behind in the AOR. Shipments will be processed using ship to SRAN "FV 9999." Legible copies of shipping documentation, along with applicable source documentation, will be faxed or mailed to MAJCOM munitions staff. Examples of sufficient source documentation to validate munitions remained in theater may include, but are not limited to the following:

34.1.2.2.1. Hand receipt signed by the commander or custodian, (i.e. AF Form 1297, DD Form 1348-1, listing of munitions deployed signed by the commander or custodian, or any other documented evidence reflecting types and quantities of munitions deployed). NOTE: This documentation must be dated as of the time of deployment and not after the fact.

34.1.2.2.2. Signed inventory or some form of hand receipt as mentioned above from the individual accepting responsibility and accountability of munitions left in theater. NOTE: Identity of the individual must be known, i.e. full name, rank, last 6 of SSAN, unit, base, and duty phone.

34.1.2.2.3. Aircraft load records that identify types and quantities of munitions deployed.

34.1.2.3. MAJCOMs will maintain visibility of deployed assets. However, replacement commanders and custodians at the deployed location retain responsibility for controlling munitions assets. MAJCOMs and/or air components develop tracking methods to account for these assets.

34.1.2.4. In the event sufficient source documentation as identified above is not available or cannot be obtained, reports of survey and inventory adjustment, as applicable, will be required. Use **Chapter 21** procedures to correct stock discrepancies.

34.1.2.5. Once munitions have been shipped or adjusted off record, units are authorized to requisition replacement assets. Ensure the following statement is annotated in the remarks block of the requisition, "REPLACEMENT ASSETS FOR MUNITIONS LEFT IN THE AOR."

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

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

**34.2.** Mobility Munitions Accounts.

34.2.1. Limit the number of mobility munitions custody accounts to expedite deployment processing and ensure an accurate transfer of accountability.

34.2.2. Limit custody accounts to one per aircraft squadron and one per separate residual force (i.e., PRIME BEEF, security police, supply, hospital).

34.2.3. The wing logistics plans function coordinates with the MASO to consolidate and control small unit munitions requirements into one account.

34.2.4. The following policy provides bases with multiple static (mobility/WRM) accounts flexibility and reduces non-valued added inventories and administrative tasks on accounts that have little or no activity. AF Forms 68 will be maintained to keep lines of communication open to the using organizations. Custodians must be trained and understand that even though they may not have physical control/possession of assets, they must still exercise their responsibilities as to forecasting, requesting assets, information on deployments, or any other action that will affect the management of their assets. MASOs may control static mobility/WRM munitions allocations in three ways:

34.2.4.1. Option 1: Standard Custody Account. MASOs may load the allocation and issue assets through standard custody account procedures.

34.2.4.2. Option 2: Stock Controlling WRM/Mobility Allocations:

34.2.4.2.1. MASOs may load allocations and process issues in CAS to a custody account, but the custody account will serve only as a stock control measure. No documents are required to be maintained on file. These documents can be cleared from the CAS document file without printing. The assets will not be released to custodians (prior to execution or mobilization) and will not leave the munitions storage area. No custody account inventories or custody jacket files are necessary. These assets will not be considered courtesy storage. The assets will be considered base stock assets and will be inventoried with all other serviceable base stocks.

34.2.4.2.2. The MASO will determine how many custody accounts will be loaded to manage the allocations and may consolidate static allocations into one account if desired.

34.2.4.2.2.1. The amount of control needed will be determined locally. For example: If the SRAN receives a DLAR with 15 static (mobility) allocations, and the MASO decides the allocations warrant no more management than having one custody account for all mobility/WRM allocations (all 5.56MM, 9MM, etc), the MASO can manage all these allocations under one custody account, splitting the distribution of allocations/assets at execution.

34.2.4.2.2.2. The MASO may determine the allocations need more attention, should be split up and loaded separately under their respective org/shop codes. This will create more custody accounts, but will provide more segregation of requirements and allow for more visibility of assets.

34.2.4.2.2.3. The MASO will include these assets as part of the semi-annual/perpetual base stock inventories and will file the inventory of those assets with the stock record account inventories. MASOs will freeze the assets with an "S" freeze code and update the DOLIs. The MASO will use the AM507 and CAS inventory count sheets to inventory these assets and sign the AM507 to certify the inventory of these assets.

34.2.4.3. Option 3: MASOs may load allocations only and manage them as a future stock requirement. Assets are not issued to custody accounts. The only stock control input will be the loaded allocation. The MASO and the munitions flight chief will take due care to ensure sufficient assets are on hand to support these requirements. Because these assets are not issued to custody accounts, they will not be segregated in the CAS system. Therefore, the MASO must consider the entire stockpile when determining if enough assets are on hand to support static requirements, as well as expendable (training type) requirements. The MASO will certify and document quarterly that assets are available to meet these mobility requirements and state any required corrective actions to be taken. This letter is not required for NCAA munitions listed on other shortfall letters or where directed by MAJCOMs to not requisition.

34.2.4.4. For accounts managed under options 2 and 3, MASOs will document which accounts are being managed under stock control procedures. MASOs will have the organizational commander's concurrence prior to managing the account's assets/allocations as a stock control process.

34.2.5. Do not requisition replacements for assets deployed from home station.

**34.3.** Accounting for Contingency Support Munitions.

34.3.1. Account for deployed munitions by NSN, lot or serial number, quantity, and condition code. Munitions items are accounted for until they are expended, installed, turned in or removed from Air Force stock according to the guidance in this instruction.

34.3.2. The AOR may establish a TACP and/or Regional Ammunition Control Point (RACP). These agencies inform deployed munitions units of the Munitions Operations SRAN/DoDAAC for their respective deployed location. If a TACP/RACP is established, the following responsibilities apply:

34.3.2.1. Maintains asset inventory data for the AOR.

34.3.2.2. Monitors AOR requirements.

34.3.2.3. Repositions assets within the AOR as required.

34.3.2.4. RACP will assume TACP responsibilities should the TACP become inoperable.

34.3.3. If a MASO is not appointed at the deployed location, the deployed Squadron Commander of the host Munitions Flight appoints the senior 2W0X1 or Munitions Flight Chief (enlisted or officer) as the MASO.

34.3.4. Responsibility for accurate accounting and reporting of all munitions located at the deployed or prepositioned location rests with the MASO.

34.3.4.1. The deploying unit MASO advises the gaining unit MASO of the quantity and types of munitions deployed. The MASO at the deployed location issues required munitions. The MASO receives and retains in storage all munitions not needed by operational units.

34.3.5. Deployed organizational commanders with munitions will establish custody accounts.

34.3.5.1. The organizational commander identifies personnel authorized to request and receipt for munitions by submitting an AF Form 68 to the MASO.

34.3.6. The organizational custodian identifies all munitions requirements, and on-hand or in-use munitions, and accurately accounts for munitions on custody records. This also includes gains or losses of munitions while in-transit. The MASO sends MILSTRIP requisitions for authorized munitions to the TACP or RACP, who in turn forwards the requests to OO-ALC/WM.

34.3.7. Individuals who deploy with munitions must contact the munitions custodian of their deployed organization to ensure that assets in their possession are picked up on custody account records.

34.3.8. The custodian retains full responsibility for the munitions until the assets are returned to the home station custodian, or the gaining base assumes accountability.

34.3.9. Deleted.

34.3.9.1. Deleted.

34.3.10. Contingency Reports. See **Chapter 37**.

# Chapter 35

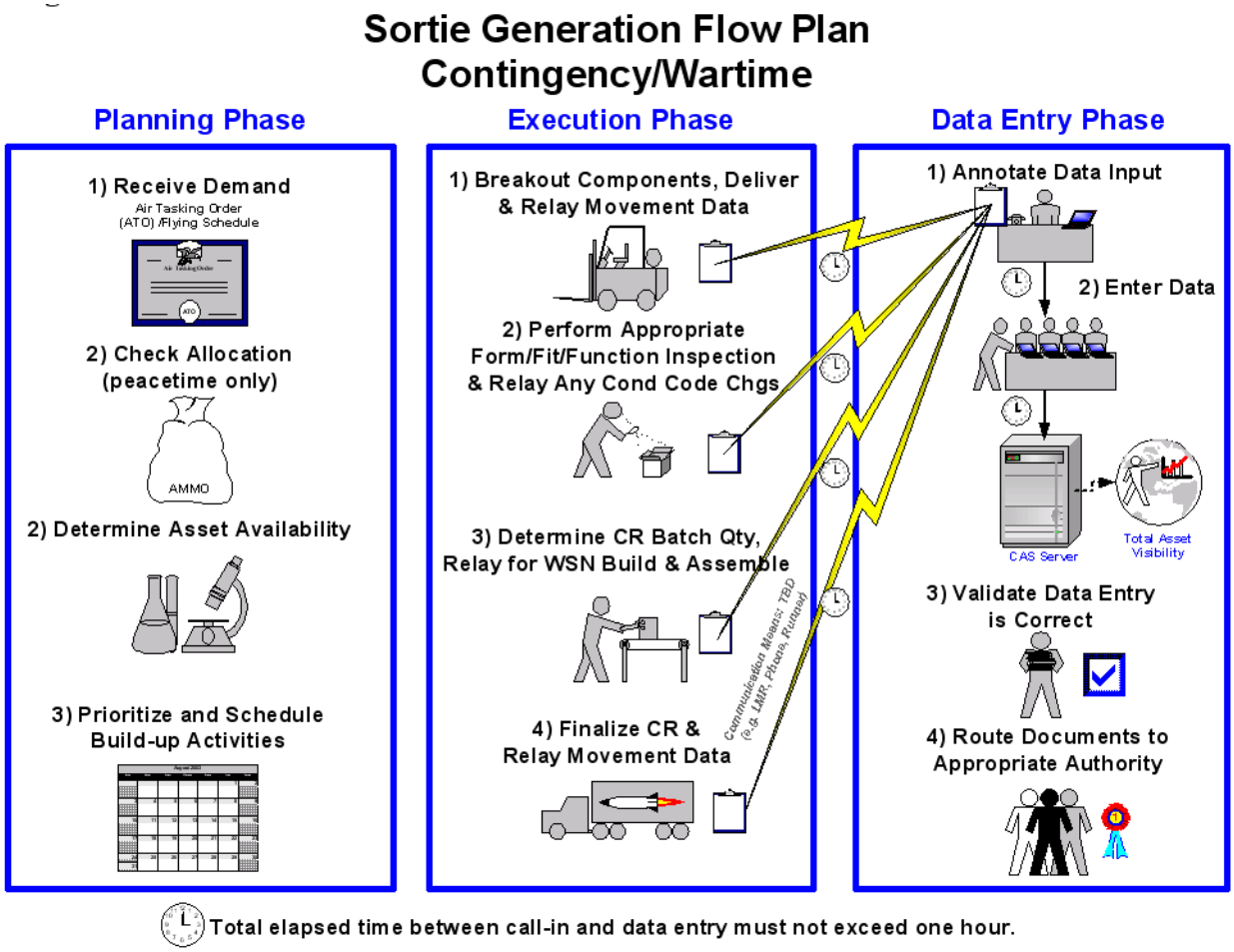
## SORTIE GENERATION PROCEDURES

**35.1. Introduction.** This chapter contains information and delineates responsibilities for managing organic munitions flight functions, supporting sortie generation operations and maintaining accountability throughout the munitions production process. It applies to both peacetime and contingency sortie generation situations. These procedures focus emphasis on near-real-time transaction processing. To meet this goal, the CAS should be updated immediately, but not later than 1 hour, after all accountable transactions (munitions receipts, movements, issues, complete round (CR) build-ups, expenditures, CR teardowns, turn-ins, and shipments). The 1-hour time goal may not be achievable in all situations without the use of automated inventory technology. Nevertheless, units should make every attempt to meet this goal. To that end, and in an effort to streamline information flow and transaction processing, a revised command and control (C2) organizational structure and revised business practices are necessary.

35.1.1. **Revised Business Practices** . These practices integrate accountability at all levels of sortie production as a process and focuses on attaining near real-time asset visibility. As such, streamlined procedures will use available automated systems to their fullest potential. Through the use of web-based CAS, sortie generation munitions requirements will be analyzed for existing complete round availability and against component availability for builds. Delivery locations will be determined and build operations will commence using the complete round functionality of CAS. After sorties are completed, expediters will determine assets used and expenditures will be processed. The custody account system is no longer mandated for use to satisfy/process flightline demands for complete round assets. Built assets will be managed and expended directly from the Stock Record Account by complete round to the fullest extent possible. The use of AF Form 2005s, AF Form 68s, and movement control cards are no longer required and is replaced with **AF IMT 4331, Munitions Transaction Sheet,** as a multipurpose form satisfying all munitions transactions (movements, receipts, shipments, CR build-up and tear down, turn-in, and expenditures). Through realigning data entry procedures, using complete round management, and maximizing available IT infrastructure, AMMO functions are streamlined for sortie production processes with increased emphasis on accountability.

35.1.1.1. Internet connectivity in the munitions storage area is not optional; it is critical to the war fighting effort and is required at each operating location supporting sortie production. Accurate and timely up-channel munitions reporting depends upon this connectivity. Use of commercial off-the-shelf technologies (wireless routers and laptops) to speed data input is encouraged.

**Figure 35.1. Sortie Generation Flow Plan Contingency/Wartime**




## 35.2. Munitions Flight.

35.2.1. Munitions Flights supporting peacetime or steady state operations are typically organized according to **Chapter 1**. Flight Chiefs are charged with designating elements responsible for updating the following key processes in CAS immediately, but not later than 1 hour, after they occur (specific responsibilities are outlined in paragraph **35.3.**):

35.2.1.1. Routine receipts and shipments to include Date Departed Station field updates.

35.2.1.2. Mass ISO container receipts and shipments.

35.2.1.3. Tactical aircraft ferry receipts and shipments.

35.2.1.4. Stockpile, custody, and intransit asset movements.

35.2.1.5. Complete round (CR) build-ups and teardowns.

35.2.1.6. Trailerized CR, PGM and counter measure (CM) asset upload, download, and crossload movements.

35.2.1.7. Gun ammunition upload and download movements to or from UALS.

35.2.1.8. Aircraft uploads, downloads, and crossloads of all munitions (exception: consumption/DIFM issued CAD/PAD items)

35.2.1.9. Expenditure of all munitions loaded aircraft. Exception: gun ammunition and chaff/flare expenditures are updated during processing in the MSA.

35.2.2. Munitions Flights supporting contingency operations focus their support towards sortie generation operations. This could require augmentation and restructure in key areas to increase command and control (C2), breakout/storage, build-up, flightline support, and base operating support functions.

35.2.2.1. Section and Responsibilities. All sections are tasked to use emerging technologies or efficient procedures to speed data entry into the CAS or relay accurate data to the C2 section for immediate input into the accountable information system.

35.2.2.1.1. Systems Command and Control (C2) Section. This section plans, schedules, controls, and directs all munitions activities to include performing data entry into CAS when user access is limited. This section is the focal point for receiving, analyzing, and distributing sortie generation munitions requirements (i.e. Schedule, ATO). This section is primarily responsible for the data entry of all accountable transactions (receipts, movements, issues, CR build-ups, expenditures, CR teardowns, turn-ins, shipments) occurring during contingency or wartime operations. However, other sections may perform data entry as required depending on IT infrastructure. For periods when CAS is not immediately available, interim means must be developed to assign temporary CR weapons stock numbers (WSN) to ensure production is never slowed down or stopped due to system downtime. All ammunition movement and accountability data will be entered directly into CAS or captured on **AF IMT 4331**. For instructions on how to annotate the form, see para **35.5.**

35.2.2.1.1.1. Control Element. During all types of operations, responsible for capturing trailerized asset movements (trailer uploads, downloads, and crossloads), gun ammunition movements (uploads and downloads), all aircraft asset movements (uploads, downloads, and crossloads), and majority of sortie expenditures (bombs, missiles, countermeasures, and gun ammunition). All movement and expenditure data will be captured on **AF IMT 4331**, and entered in CAS.

35.2.2.1.1.2. Accountability Element. Responsible for the overall management and effective operation of all accountable transactions using the appropriate information system (IS). Additionally, duties include training and designating assigned accountability personnel to key positions intended to capture essential incoming or outgoing shipment data, capture critical complete round (CR) component build sheet data, and implement crucial CR accountability procedures. Lastly, duties include training personnel assigned to fill key data input roles, such as flightline supervisors or expeditors, on the proper use and annotation **AF IMT 4331**.

35.2.2.1.1.2.1. Local procedures must be developed and approved by the MASO to ensure all accountable documents are properly annotated and filed in a timely manner. Units may develop local tracking system for AF IMTs 4331. Each individual form and CAS output document will be filed in separate process folders from oldest to newest CAS transaction date and number order. Previously filed documents do not need to be reorganized from document number sequence into CAS transaction number order.

35.2.2.1.1.2.2. Transactions may be processed directly in CAS utilizing the information from the **AF IMT 4331** or by relaying the data on the sheet to the C2 section for input. Additionally, direct input, without utilizing the transaction sheet is authorized when the source documents are utilized to process a transaction (For example, DD Form 1348 for receipts, AF Form 2434 for expenditures, etc.).

35.2.2.1.1.2.3. The **AF IMT 4331** is only authorized to capture multiple data events for one circled process (block 6) per sheet. Multiple processes must be captured on different sheets and cannot be mixed together on the same sheet. For example, movements and expenditures must be recorded on separate forms.

35.2.2.1.1.2.4. Munitions flight leaders must ensure policy and procedures are in-place to facilitate forms migration to document control at least once during each work shift. Delinquent documents must not exceed one duty day to ensure discrepancies are identified and corrected as quickly as possible.

35.2.2.1.1.2.5. Data entry personnel must complete data entry block (block 3) upon completion of CAS update. Once appropriate CAS data entry is completed, all applicable CAS printout documents (CR build-ups, CR teardowns, issues, expenditures, shipments, etc.) will be attached to the appropriate form and forwarded to the quality controller.

35.2.2.1.1.2.6. The quality controller ensures the CAS data entry person accurately entered the right data into CAS according to the form. This check is performed by using the CAS transaction history program(s) and annotating the CAS transaction date and number on the form (block 15) for each entry. Once all form entries have been validated as correct, the quality controller signs the form (block 4) and either routes to MASO for signature (i.e. expenditure) or files it.

35.2.2.1.1.2.7. Personnel utilizing direct input in CAS in lieu of capturing data on AF IMT 4331, are responsible for ensuring accountable documents are routed and consolidated at the C2 section for signatures and validation against CAS. Additionally, if direct transaction results in a printed document, procedures must be in place to ensure these documents are routed and collected at the C2 section.

35.2.2.1.2. Materiel Section. This section stores, inspects, ships, receives, and accounts for conventional munitions, containers, dispensers, and training items and coordinates transportation. Additionally, this section is responsible for the safe and efficient storage and breakout of munitions according to applicable explosive safety standards and storage directives for timely sortie generation.

35.2.2.1.2.1. Breakout/Storage Elements**.** Responsible for in-checking all receipts, whether routine or delivered in ISO containers, and immediately reporting/inputting incoming asset data based on shipping documentation to the C2. They are also responsible for immediately updating CAS or notifying the C2 section when shipments have departed from the duty station. Responsible for safe and efficient storage, breakout and delivery of assets to support sortie generation efforts and immediately updating or reporting pertinent stockpile, custody, or intransit asset movement data into CAS.

35.2.2.1.2.2. In an effort to eliminate the chance of creating location malposition indicators, movements of NSN assets to operating locations will use lot, serial or container numbers in the CAS location field.

35.2.2.1.2.3. For complete rounds, the use of an abbreviated weapons stock number (WSN) showing the complete round code (CRC) and WSN serial number (i.e. BL2CM-XXX) in the CAS location is mandated.

35.2.2.1.2.4. Base Support Function Support. This is not a separate element. It is a method for munitions flights to support non-sortie generation munitions requirements for agencies throughout the base (i.e. Security Forces, EOD, Egress, etc). These accounts/requirements will be managed under standard munitions operations policy as dictated in **Chapter 12**, **Chapter 22**, **Chapter 31**, **Chapter 34**, etc. The munitions flight identifies qualified personnel to provide custodial support (storage support, accountability, inspection) as situations dictate. When called upon to provide base support, these personnel operate independently of the sortie generation effort.

35.2.2.1.3. Production Section. This section assembles, disassembles, maintains, and accounts for conventional munitions, missiles, containers, dispensers, and training items. Additionally, this section is responsible for the safe and effective assembly of munitions into complete rounds and the associated conversion of individual component NSNs to Complete round Weapon Stock Numbers in CAS. If responsible for selecting CR components for a buildup, the build supervisor must accurately complete buildup function in CAS or clearly relay component data to the C2 Section and await assignment of a WSN. If CR components are selected prior to assembly, the build supervisor must ensure each CR batch is assembled accordingly. When CAS access is not available at the assembly sites, all CR build-up data will be captured on the **AF IMT 4331** and immediately relayed to the C2 section for entry into CAS. Munitions Production/Buildup Supervisors are responsible for conducting inventories of their assembly sites at least once each shift to ensure accurate accountability and to identify actions necessary for continued safe and efficient operations.

35.2.2.1.3.1. Production Process. Upon assignment of the CAS generated WSN, each CR will be properly marked with an abbreviated weapons stock number (WSN) consisting of the complete round code (CRC) and WSN serial number (i.e. BL2CM-XXX). Unless prohibited by the item T.O., the markings will be marked or stenciled in a bright, contrasting color with digits measuring at least ¾ inch in size and located just aft of the weapon nose at the 3 and 9 o'clock position. When situations warrant, use best judgment and experience to locate and mark abbreviated WSN.

35.2.2.1.3.1.1. Temporary WSN will be utilized when CAS access is not available. Assignment will include a "T" before the abbreviated WSN serial number (i.e. BL2CM-TXXX). Once a permanent WSN is assigned, the temporary WSN on each CR is not required to be remarked with the permanent WSN as long as a temporary and permanent WSN cross-reference list is maintained.

35.2.2.1.3.1.2. Additional CR configuration suffix markings used in conjunction with the abbreviated WSN are authorized to distinguish between CRs wired for triple-ejection racks (TER) or parent-mount racks and/or fin X-position or +-position configura-

tions. For example, a CR marked with "BC21H-35T+" identifies a conical MK 82 wired for a TER with the fin in the +-position configuration.

35.2.2.1.3.1.3. If CR batches with assigned WSNs cannot be assembled with the selected components, the build supervisor must immediately determine if similar components with the same stock and lot number are available from the existing stockpile balances in order to finish the CR batch build according to plan. If similar components with the same stock and lot number are not available, the build supervisor must immediately initiate a CR teardown in CAS for the appropriate number of weapons. This releases serviceable components for future reassignment to another CR batch build-up in CAS. Unserviceable assets not meeting the form, fit or function standard must be promptly segregated, identified and placed in condition code "J" pending the formal inspection by a certified munitions inspector. All CR teardown data will be entered into CAS or captured on **AF IMT 4331** and immediately relayed to the C2 Section for entry into CAS.

35.2.2.1.3.1.4. If previously assembled CRs with assigned WSNs are chosen for reconfiguration to another CRC, the build supervisor must immediately initiate a CR teardown in CAS for the designated number of weapons or capture on the transaction form and immediately relay to the C2 Section for entry into CAS. Once all the components for the new CRC are known, the build supervisor will initiate a new CR build-up in CAS or capture on **AF IMT 4331** and immediately relay to the C2 Section for entry into CAS. All unused components will be properly packaged, identified and stored according to applicable item T.O.

35.2.2.1.3.2. Air Intercept Missile (AIM) and Air-to-Ground Missile (AGM) Management. Missiles will not be converted to complete rounds in CAS. Until tail number tracking becomes functional in CAS, manage these by the AUR NSN and the pseudo lot #. Normal movement procedures will apply from the AUR to a trailer to an aircraft by NSN, qty and lot#. The missile serial number may not be visible in CAS, however, it must relayed to the C2 section for entry into MC2K/TMRS to satisfy flight tracking requirements.

35.2.2.1.3.3. Countermeasure and Gun Ammunition Management. Responsible for the safe and effective preparation of gun ammunition and assembly of countermeasure munitions (CM) to include maintaining 100% accountability of all CM components. Units will use the complete round process for chaff and flare to create WSNs for ease of tracking and expenditure reporting in CAS. As a minimum, munitions flights must accurately track the total amount of CM batches located in each building or on every trailer and aircraft.

35.2.2.1.3.4. Munitions Handling/Delivery. This element delivers, expedites, maintains assigned MMHE and accounts for conventional munitions, containers, dispensers, and training items located on the flightline in direct support of combat or training sortie generation. Updates or reports asset movement data to C2 section. In an effort to eliminate the chance of creating location malposition indicators, movements of NSN assets to trailers or UALS will use lot, serial or container numbers in the CAS location field. For complete rounds, the use of an abbreviated weapons stock number (WSN) showing the complete round code (CRC) and WSN serial number (i.e. BL2CM-XXX) is mandated. All move-

ment data will be immediately relayed to the C2 section or captured on **AF IMT 4331** and relayed to the C2 section at the earliest opportunity.

35.2.2.1.3.4.1. Expediter. Responsible for the overall management of all assets on the flightline and immediately updating or reporting asset movement or expenditure data to the C2 section. The Munitions Expediter is the main liaison with the weapons/load crew expediter who ensures aircraft munitions configuration changes are properly reported or entered into the required Information System (IS) (CAS/MC2K). Each expediter will begin and end their duty shift with current munitions asset and equipment reports to ensure quantities and locations are correct. The Expediter is also responsible for immediately reporting the permanent or temporary arrival and/or departure of aircraft by aircraft tail number (e.g. SW91-550) to C2 Section or loading into CAS as an ISO type structure. All movement and expenditure data will be captured on **AF IMT 4331** or immediately relayed to the C2 Section unless direct data entry is available.

35.2.2.1.3.4.2. Expenditures for individual aircraft will be documented on AF Form 2434 upon recovery. This information will be passed to the munitions expediter in as timely a manner as possible to allow for near-real-time expenditure reporting to the munitions C2 center. Based on this input, C2 personnel document expenditures in CAS. This process requires munitions and weapons expediter teamwork and collaboration throughout the flying day. The completed document must be provided to Munitions Control daily for expenditure validation purposes. This can be accomplished at the end of the flying day, or predetermined flying period. Validation consists of comparing AF Form 2434 to transaction histories, expenditure reports, or the **AF IMT 4331**.

35.2.2.1.3.5. Munitions Support Equipment Maintenance**.** The Munitions Flight Chief will ensure procedures are established for the overall management of all munitions material handling equipment (MMHE) such as trailers and UALS. These procedures will also outline responsibility for immediately updating or reporting the permanent or temporary receipt and/or shipment of MMHE by local identification number into the appropriate IS.

35.2.2.2. The release of bulk stockpile quantities (e.g. impulse carts) to personnel not directly assigned to the munitions will be through custody account procedures. However, if carts are delivered as part of the aircraft load, they may be expended from stock.

## 35.3. Combat Ammunition System (CAS) Sortie Generation Process

35.3.1. **General Policy.** Munitions Flight personnel operate munitions accounts using CAS. Flight leadership ensures computer workstations in every element are loaded with the appropriate software.

35.3.1.1. **Structures.** All aircraft, trailers, UALS, and International Standard Organization (ISO) containers will be loaded as individual CAS structures. This process allows assets to be moved to trailers/aircraft using normal CAS movement procedures (AM104A). This enables the use of CAS management products to track assembled assets in their physical location (AM567A).

35.3.1.1.1. **Aircraft.** As a minimum, these types of structures will be identified with their unit designation, year of manufacture, and aircraft serial number (e.g. SW93550 or LN94204).

35.3.1.1.2. **Trailers.** As a minimum, this type of structure will be identified with the local field number of the trailer. Duplicate trailer field numbers as structures is not authorized.

35.3.1.1.3. **Hardened or Protective Aircraft Shelters (HAS or PAS).** These type of structures will be loaded if permanent missile stands or temporary Y-stands are prepositioned inside the shelter to hold additional aircraft loads.

35.3.1.1.4. **Holding Areas.** These types of structures will be loaded if temporary missile stands, Y-stands or dunnage are used to preposition or hold additional aircraft loads.

35.3.2. **Sortie Generation Sequence of Events** :

35.3.2.1. **Overview** . This section outlines the specific actions and sequence of events normally associated with providing munitions support to aircraft. Although the sequence or responsibility may change based on local specific conditions, each of these steps are necessary for attaining total asset visibility and accountability.

35.3.2.2. **Demand/Requirements** . Munitions requirements to support sortie generation are normally received in the form of an Air Tasking Order (ATO). Once received, the Command and Control section must extrapolate these requirements and convert them into individual builds to support aircraft lines. During peacetime operations, an allocation check must be done at the beginning of the process to ensure munitions are not built/released to the flightline without an allocation. Once the requirements are captured, a frag meeting is normally held to discuss/plan the best way to meet the mission requirements.

35.3.2.3. **Asset Availability** : After determining requirements, the next step is to determine asset availability. In CAS, run/check the AM522 Complete Round Query for pre-built rounds that meet the tasking. If none are available, run the Complete Round Analyzer or AMJ01A Complete Round Build to determine whether you have the available components. If using the AMJ01A, proceed through all the screens to get the list of assets by lot and location.

***NOTE:*** Be careful not to use the "submit" button at this point unless you are prepared to create the build, not just perform a query.

35.3.2.3.1. If after performing these functions, not enough assets are available, your can either requisition additional assets or coordinate with the operators to determine secondary and tertiary munitions.

35.3.2.4. **Breakout** : Once asset availability has been determined, the next step is to move assets to the production area. More than likely, assets will be located in one of three areas: in a storage structure, on a holding pad, or already on the production pad. Update the movement of assets in CAS using AM104A program. To ease inventory management, utilize the component lot # with a Condition Code suffix (MCA-1-2B) in the location field on the production pad vs. assigning standard floor locations.

35.3.2.5. **Complete Round Build-up:** After moving necessary components to the production pad, the build-up process may commence. The pad supervisor must ensure that the components used to build a batch of munitions are properly identified. CAS assigns a new complete round weapon stock number for each group or batch of complete rounds assembled using like components. The actual build-up in CAS of the CR may take place either before, during, or after the physical buildup of assets. However, to prevent the mixing of complete round weapon stock numbers, it is recommended that the build-up be accomplished in CAS prior to commencing the phys-

ical build. This allows CAS to automatically assign multiple weapon stock numbers to meet your total CR quantity. If done during or after the fact, care must be used to ensure the CR quantities are adjusted to ensure only one weapon stock number is generated per batch. After CRs are built both physically and in CAS, identify assets by stenciling/marking CRWC and batch # (BC21P-001) on each CR at the 3 and 9 o'clock positions (refer to par **35.2.2.1.3.1.**).

35.3.2.6. **Inspection History:** Refer to paragraph **7.3.** for service life and inspection cycles for built-up munitions.

35.3.2.7. **Complete Round Movements:** After Complete rounds are assembled, they are ready to move off the production pad to trailers and ultimately to an aircraft. Since all trailers and aircraft have been loaded in CAS as structures, accomplish this by running an AM104A Movement in CAS. Utilize CRWC and Batch # in Location Field to eliminate malposition indicators. If assets are removed from a trailer, another AM104A is necessary. Since CAS does not have the ability to track the physical location of a trailer or compute NEWs of a structure within a structure, this data must be updated in MC2K. The NEW may be computed by adding the physical location and trailer NEWs (ADHOC or Manually). Additionally, missile tail numbers will also need to be updated in MC2K until functionality is added to CAS.

35.3.2.8. **Aircraft Loading, Cross Loading and Downloading** : These movements will be captured in CAS by processing an AM104A Movement. MC2K must be updated with individual missile tail numbers loaded on A/C in MC2K until functionality is added to CAS. NEWs may be computed by adding each A/C total together via an ADHOC program or manually.

35.3.2.9. **Munitions Reconciliation:** After the aircraft lands, reconciliation is performed by the weapons expediter per AFI 21-101. Expenditures are captured and relayed to the munitions expediter, who subsequently informs the C2 section. This requires munitions and weapons expediter interface periodically throughout the flying day. C2 is authorized direct input of expenditures into CAS. The AF Form 2434 is completed by the weapons expediter and will be provided at the end of the flying day. This form is the source document for expenditures and must be validated against the expenditures previously loaded in CAS.

## 35.4. Document Control:

35.4.1. The primary documents in the sortie generation process are the AF IMT 4331, Munitions Tracking Sheet (MTS), the AF Form 2434, Munitions Configuration and Expenditure Document, and the CAS generated Expenditure Documents.

35.4.2. The MTS is used throughout the process and can serve many different functions. The type of transaction recorded on the form determines the routing and disposition. See **Attachment 10** for specific instructions on how to document transactions.

35.4.3. Expenditures will be captured on the MTS and relayed to the C2 section for input into CAS. During contingencies, expenditures will be processed against Org/Shop 002WR. For peacetime aircrew test/training activities, process expenditures against established accounts that have allocated munitions levels loaded (these accounts are organic to the munitions flight and are only used/created for allocation and expenditure management and will not be managed as custody accounts). When completed, the form is routed to the C2 section for validation against the AF Form 2434 and the CAS generated expenditure documents. Once this validation is complete, the entire package is sent to the MASO for signatures and filing in Document Control.

## 35.5. AF IMT 4331, Munitions Transaction Sheet (MTS) Procedures

35.5.1. The AF IMT 4331 is a multipurpose form used to capture and record all accountable and auditable munitions transactions taking place within the munitions organization both during contingencies and peacetime. It is only used when direct and near-real time CAS entry is not possible. The information on the form can be used by the originator to update/process transactions in CAS or it can be used to relay data from outlying points to a central location where proxy can enter the data into CAS. This ability ensures that accountable transactions are quickly loaded into the system to achieve near real-time asset visibility.

35.5.1.1. Auditable Documents: Auditable documents are defined as those that do not affect overall inventory balances. When being used for movements, the AF IMT 4331 is auditable. Maintain these forms, after QC, in the Storage/Breakout Section until the next 100 percent inventory is completed, or semi-annually when on a perpetual inventory cycle. Additionally, the MTS may be used to capture empty trailer movements, which are not recorded in CAS. Forms used for this purpose are not controlled and may be disposed of when no longer needed.

35.5.1.2. Accountable Documents: Accountable documents are those which directly affect inventory balances. When the MTS is used to record Receipts, CR Build-Up/Tear-Downs, Issues, Turn-Ins, Expenditures, and Shipments, it becomes an accountable documents and must accompany, or be matched with, the source documents (DD Form 1348, AF Form 2434, Expenditure Certification, etc.) before permanent filing in Document Control. Blocks 1, 2 if used, and 5 must be signed in ink for all accountable MTS's.

35.5.2. Documenting the AF IMT 4331. The first six blocks of the MTS are administrative in nature, determines what "purpose" the form is going to be used for, and determines whether to form is auditable or accountable. The remaining ten blocks are used to capture individual transactions. Each line is capable of recording all the necessary information to process a single transaction in CAS. NOTE: Once the purpose of the form has been established, multiples of the same types of transaction may be included on the form. However, a new type of transaction will require generation of a new form. For example, multiple movements, up to 10, can be recorded on a single MTS, but a new form would be required for a receipt or expenditure.

35.5.3. Completing the AF IMT 4331 (MTS)

35.5.3.1. Block #1: Caller/Originator Name (Last, First, MI) Signature and Date. The individual completing the actual or physical transaction should complete this field.

35.5.3.2. Block #2: Receiver/Proxy Name (Last, First, MI) Signature and Date. If the information on the form is relayed to another individual (proxy) for entry into CAS, the person receiving the information is referred to as the Receiver/Proxy and will put their information in this block. The last name of the individual relaying the info is entered in Block 1.

35.5.3.3. Block #3: CAS Data Entry (Name and Time). Enter the name and time of the individual entering the transaction into CAS.

35.5.3.4. Block #4: Quality Control Checker (Last Name). Enter the Last name of the individual entering the CAS Transaction Number in Block 15.

35.5.3.5. Block #5: MASO/Inspector (Signature and Date)

35.5.3.6. Block #6: Munitions Process (Circle appropriate choice and sub-choice)

35.5.3.6.1. Block # 6a: Receipt (Routine, Mass ISO, Tac Ferry, Intransit)

35.5.3.6.2. Block # 6b: Movement (Routine, Trlr Up/Down/X-Load, Acft Up/Down/X-Load)

35.5.3.6.3. Block # 6c: Complete Round Build-Up/Tear-Down (Complete Round Code, Launcher Config (T = TER, P = Parent) Fin Position (+ or X) and quantity

35.5.3.6.4. Block # 6d: Issue/Turn-In (Organizational, Custody, DIFM, or FOB)

35.5.3.6.5. Block # 6e: Expenditure (NSN or WSN)

35.5.3.6.6. Block # 6f: Shipment (Routine, Mass ISO, Tac Ferry)

35.5.3.7. Block #7: NSN/WSN & NOUN: Self Explanatory

35.5.3.8. Block #8: Lot/Serial Number: Self Explanatory

35.5.3.9. Block #9: Qty: Self Explanatory

35.5.3.10. Block #10: Condition Code: Self Explanatory

35.5.3.11. Block #11: Bldg/ISO/Trl/Acft: Enter the CAS recognized Bldg/ISO/Trl/Acft #.

35.5.3.11.1. Block #11a: From: Enter where the assets came from (preferably from CAS)

35.5.3.11.2. Block #11b: To: Enter end location

35.5.3.12. Block #12: Location/Station/Mod #:

35.5.3.12.1. Block #12a: Enter location where the assets came from (preferably from CAS)

35.5.3.12.2. Block #12b: Enter end location

35.5.3.13. Block #13: Ending Balance:

35.5.3.13.1. Enter the ending balance of like items remaining in the "from" location.

35.5.3.13.2. Enter the ending balance of like items remaining in the "to" location.

35.5.3.14. Block #14: Transportation Control Number, Organization/Shop Code, Document Number: Enter the applicable info as required for specific transaction type.

35.5.3.15. Block #15: CAS Transaction Number: Enter the CAS Transaction Number form the transaction History to verify the transaction was accepted.

35.5.4. Accountable and Auditable documents: The AF IMT 4331, can be used as an accountable or auditable document.

**Figure 35.2. Sortie Generation Sequence of Events**

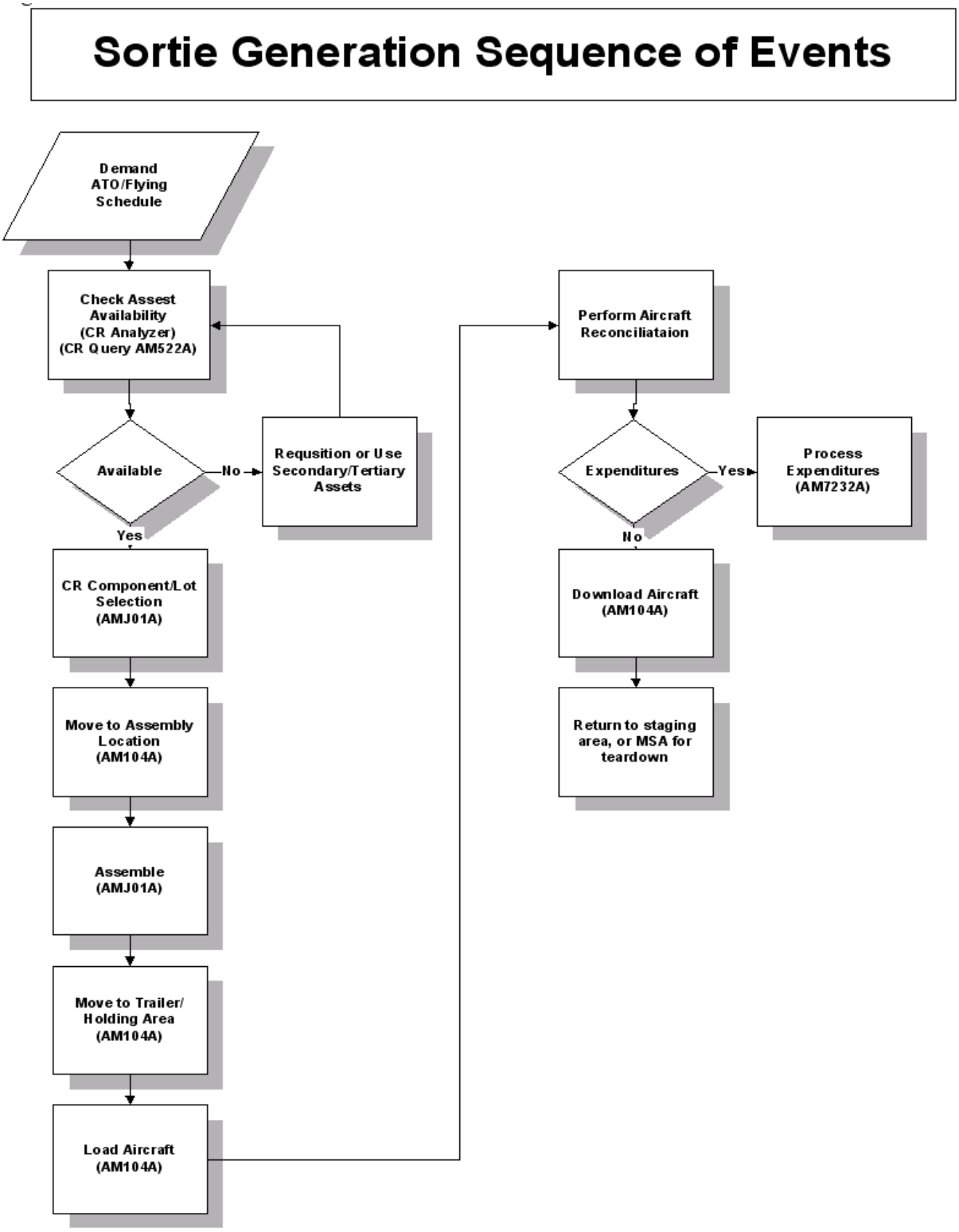
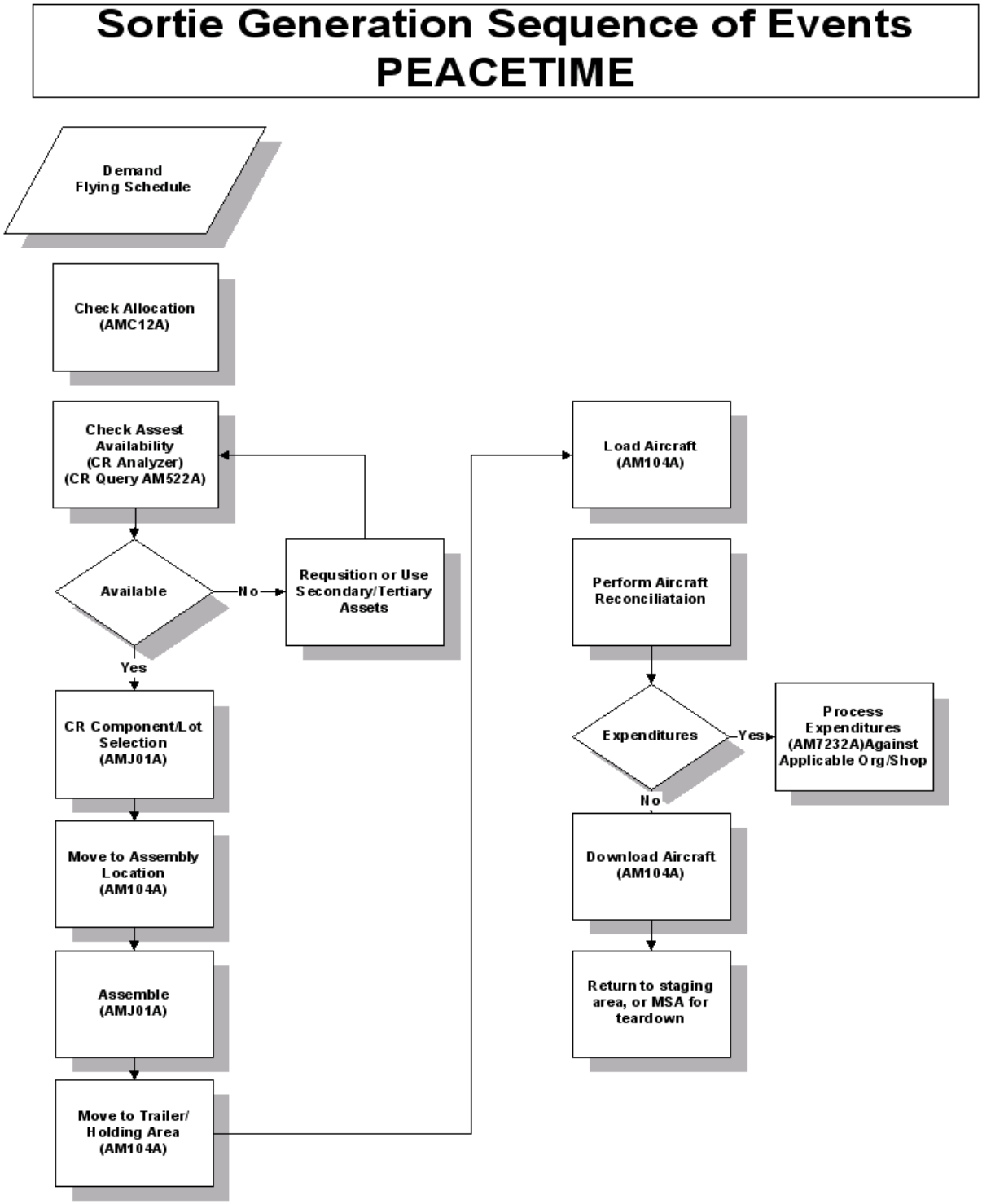


**Figure 35.3. Sortie Generation Sequence of Events Peacetime**



# Chapter 36

## CONVENTIONAL MUNITIONS STATIC DISPLAY PROCEDURES

### 36.1. Static Display Munitions (SDM)

36.1.1. Munitions may be placed on permanent, fix static display around munitions storage areas and installations to build esprit de corps and to improve overall appearance. This does not include inert munitions used for open houses, Ammunition CAPSTONE Course, change of command ceremonies, static display munitions approved through the AF Museum Program or in a training environment. Inert items required for training will be forecasted, allocated and issued to custody accounts as required by this instruction. The flight chief may approve the use of existing inert trainers for temporary static displays IAW AFMAN 91-201 and applicable item T.O.

36.1.1.1. The condition and appearance of SDMs is a reflection of the Air Force, individual units and the Ammo community, and must be maintained in superior condition.

36.1.1.2. Only unserviceable non-repairable and worldwide excess inert/empty certified munitions will be approved for static display.

36.1.2. Approved items will be permanently stamped or etched with a unit specific SDM identifier number consisting of the acronym SDM, unit SRAN/DoDAAC, and a 3-digit number assigned by the unit is numerical sequence. For example, the first request from Osan AB, Korea for three inert MK-82s would be marked SDM-FV5284-001 through SDM-FV5284-003.

36.1.3. SDMs will be secured to prevent removal of the complete round or any attached sub-components.

### 36.2. Request Procedures.

36.2.1. When an asset requested for static display is on the Munitions Stock Record Account, the MASO will submit an ADR to OO-ALC/WM requesting SDM authorization. Assets obtained by an organization without coordination through the local Munitions Flight will be the responsibility of that organization.

36.2.1.1. The following statement must be made in the “Reason for Reporting” block : “Request the munitions listed on this document be retained for static display. I certify the munitions listed are unserviceable, non-repairable for operational use, and free of explosives and explosive residue. The munitions will be marked SDM-FVXXXX-000 through SDM-FVXXXX-000 IAW AFI 21-201, **Chapter 36** and placed on permanent, fixed static display within 90 days of receipt of approval. This action has been coordinated through the Munitions Flight Chief/Commander.”

36.2.1.2. All unserviceable defects must also be listed on the ADR.

36.2.1.3. The ADR will identify the organization requesting the SDM. If approved, this organization will be the owning organization and responsible for the inspection, appearance and maintenance of the SDM.

36.2.2. Item Manager and Equipment Specialist will review requests, make worldwide excess and/or non-repairable determinations, and approve/disapprove requests.

36.2.3. If approved, munitions will be inventory adjusted from accountable records by the MASO and tracked by ADR and SDM numbers.

36.2.3.1. The ADR is used as proof of authorization to adjust accountable records.

36.2.3.2. Final display location (i.e., entry to bldg XXX, MSA Main gate, static display aircraft at west gate, etc.) will be annotated on all copies of the approved ADR.

36.2.4. Munitions not placed on permanent display within the specified 90-day timeframe will again be reported on AF Form 191 for final disposition.

**36.3. SDM Maintenance and Final Disposition.**

36.3.1. Munitions on static display will be maintained in such condition so it reflects favorable upon the responsible unit and the USAF.

36.3.1.1. Munitions will be visually inspected at least annually for appearance, platform mounting safety, and overall serviceability.

36.3.1.2. OO-ALC/WM retains the option to have units remove such static displays if not maintained in a fitting condition.

36.3.2. Munitions removed from static display will be returned to accountable records via a found on base (FOB) turn in and reported on an ADR for final disposition. SDM numbers will be reported for each item removed from static display.

**36.4. Historical/Archival Records.** The Munitions Flight, owning organization and OO-ALC/WM will maintain copies of original SDM ADRs for the entire period munitions are on static display.

**36.5. Forms Prescribed:**

36.5.1. AF Form 68, **Munitions Authorization Record.**

36.5.2. AF Form 191, **Ammunitions Disposition Request.**

36.5.3. AF Form 2427, **Key and Lock Control Register.**

36.5.4. AF Form 2432, **Key Issue Log.**

36.5.5. AF Form 4147, **Munitions Movement Control Sheet.**

36.5.6. AFTO Form 15, **Airmunitions Serviceability and Location Record.**

36.5.7. AFTO Form 102, **Munitions Inspection Document.**

## Chapter 37

## MUNITIONS CONTINGENCY SOURCING AND REPORTING PROCEDURES

**37.1.** Purpose. This Chapter outlines contingency munitions sourcing for Air Force Activities and establishes a standard munitions report. The Munitions Reporting process will provide the CJCS, Combatant Commanders, and Air Force activities the ability to monitor critical munitions items, affecting warfighting capabilities during contingencies, emergencies, or exercises. In addition, the reported information will be used in support of Joint Materiel Priorities and Allocation Board (JMPAB) deliberations. HQ USAF/ILMW and XORW represent the USAF on the Munitions JMPAB.

**37.2.** Contingency Munitions Sourcing Process. The munitions allocation process described in **Chapter 33** is a peacetime pre-positioning process. Once contingency sourcing begins, all munitions balances in the operational theater(s) become available to support the contingency operation(s). All expenditures will be against current operations for the contingency being supported. When Air Force air component commands and MAJCOMs are involved in contingency operations that require the use of munitions assets *not available in their theater of operations*. HQ USAF/ILMW is responsible for munitions positioning worldwide and provides direction to the ACP to position munitions to satisfy command's contingency requirements. HQ USAF/XORW is responsible for operational requirements and approval of STAMP/STRAPP and munitions in short supply requests. The following process applies for contingency munitions requests:

37.2.1. For STAMP/STRAPP specific requests follow procedures in **Chapter 33**, HQ USAF/XORW approval required.

37.2.2. For Afloat Propositioned Fleet munitions requests, follow procedures in **Chapter 33**. Joint Staff/J-4 approval is required. Requests for APF are worked through HQ USAF/ILMW.

37.2.3. Air component commands and MAJCOMs will request additional munitions needed to support contingency operations for sourcing. Send requests to the USAF Ammunition Control Point (ACP) (OO-ALC/WM) operations center, via official message, SIPRNET e-mail, or secure fax with informational copies to HQ USAF/ILMW and XORW. Provide the following:

37.2.3.1. Type of munitions/munitions components required by NSN.

37.2.3.2. Quantity required.

37.2.3.3. Ship to Location/SRAN.

37.2.3.4. Required in-place date.

37.2.4. The ACP will:

37.2.4.1. Forward requests for Air Superiority Missiles (AIM-7, AIM-9, AIM-120 or AGM-88) to the Tactical Missile Control Point (TMCP) at WR-ALC/LKG. TMCP will coordinate sourcing IAW TAMP.

37.2.4.2. Identify possible sources to meet air component command/MAJCOM needs identified in para. **37.2.3.**

37.2.4.3. Make a recommendation to USAF/ILMW on preferred source. HQ USAF/XORW will approve all movements of assets in short supply.

37.2.5. HQ USAF/ ILMW will approve/disapprove requests for munitions available in the Air Force stockpile.

37.2.6. The ACP/TMCP will notify requesting air component command/MAJCOM of availability and approval/disapproval for TPFDD action as required.

37.2.7. Units supporting contingency operations will ensure munitions requests are processed through their air component command/MAJCOM using guidance in **Chapter 34**.

**37.3. Air Force Munitions Report (AFMUREP).**

37.3.1. These procedures provide echelon reporting criteria for critical munitions resources. Leaders at all levels are responsible for accurate munitions reporting. This is essential to ensure proper sourcing and resupply to and within theaters.

37.3.2. The Combat Ammunition System (CAS) is the Air Force's munitions accounting system and will be the primary source for AFMUREP data. AFMUREP does not replace CAS. The intent, rather, is to provide timely and accurate capability, inventory, and expenditure data to allow for theater and service-level planning and re-supply.

37.3.3. HQ USAF/ILMW or OO-ALC/WM will provide an AFMUREP implementation message, discerning report format and munitions to be reported.

MICHAEL E. ZETTLER, Lieutenant General, USAF
DCS/Installations and Logistics

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

Title 40, Code of Federal Regulation, *Environmental Protection Agency,* Parts 264-265, Solid Waste

Title 49, Code of Federal Regulation, *Hazardous Materials Regulation of the Department of Transportation*

DoD 4000.25-2-M, *Military Standard Transaction Reporting and Accounting Procedures*

DoD 4000.25-8, *Military Assistance Program Address directory*

DoD 4160.21-M, *Defense Materiel Disposition Manual*

DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPS) and Major Automated Information System (MAIS) Acquisition Programs*

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

DoD 5160.65, *Single Manager for Conventional Ammunition*

DoD 5200.1-R, *Information Security Program*

DoD 6055.9-STD, *DoD Ammunition and Explosive Safety Standards*

MIL-HDBK-138A, *Container Inspection Handbook for Commercial and Military Intermodal Containers*

AFI, 10-215, *Personnel Support for Contingency Operations*

AFMAN, 10-401 Vol 1, *Operation Plan and Concept Plan Development and Implementation*

AFMAN, 10-401 Vol 2, *Planning Formats and Guidance*

AFI, 10-403, *Deployment Planning*

AFI, 10-404, *Base Support Planning*

AFMAN, 10-206, *Operational Reporting*

AFPD, 21-2, *Non-nuclear and Nuclear Munitions*

AFI, 21-101, *Maintenance Management of Aircraft*

AFI, 21-204, *Nuclear Weapons Procedures (FOUO)*

AFCAT, 21-209, *Ground Munitions*

AFJI, 21-211, *Emergency Munitions Support for Joint Operations*

AFCSM, 21-824 Vol 1, *Combat Ammunition System-Base: D078Y/IS Software User Manual Users Manual*

AFCSM, 21-824 Vol 2, *Combat Ammunitions System-Base: Users Manual*

AFMAN, 23-110 Vol 2, *Standard Base Supply Customer's Procedures*

AFI, 23-111, *Management of Government Property in Possession of the Air Force*

AFJMAN, 23-215, *Reporting of Item and Packaging Discrepancies*

AFMAN, 23-220, *Reports of Survey for AF Property*

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

AFI, 24-201, *Cargo Movement*

AFI, 24-202, *Preservation and Packaging*

AFJMAN, 24-204, *Preparing Hazardous Materiel for Military Air Shipment*

AFI, 24-206, *Packaging of Materiel*

AFJI, 24-210, *Packaging of Hazardous Materiel*

AFI, 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*

AFI, 25-201, *Support Agreement Procedures*

AFI, 31-101, *The Air Force Physical Security Program*

AFH, 31-223, *The Air Force Resource Protection Program*

AFI, 31-401, *Information Security Management Program*

AFI, 32-1065, *Grounding Systems*

AFH, 32-1084, *Facility Requirements*

AFI, 32-2001, *Fire Protection Operations and Fire prevention Program*

AFI, 32-9002, *Use of Real Property Facilities*

AFI, 33-211, *Communications Security User Requirements*

AFCSM, 33-824 Vol 1, *Combat Ammunition System- Base: D078Y/IS Software Center Operator Manual*

AFI, 34-371, *Air Force Competitive Shooting Program*

AFI, 36-2201, *Policy and Guidance for Instructional Systems Development (ISD)*

AFI, 36-2217, *Munitions Requirements for Aircrew Training*

AFCAT, 36-2223, *USAF Formal Schools*

AFI, 37-138, *Disposition of Air Force Records*

AFMAN, 37-139, *Records Disposition Schedule*

AFOSH STD, 48-137, *Respiratory Protection Program*

AFR, 75-18, *Reporting of Transportation Discrepancies in Shipments*

AFOSH STD, 91-32, *Emergency Showers and Eyewash Units*

AFOSH STD, 91-43, *Flammable and Combustible Liquids*

AFOSH STD, 91-46, *Materials Handling and Storage Equipment*

AFOSH STD, 91-56, *Fire Protection and Prevention*

AFMAN, 91-201, *Explosives Safety Standards*

AFI, 91-202, *The US Air Force Mishap Prevention Program*

AFI, 91-204, *Safety Investigations and Reports*

AFI, 91-205, *Non-nuclear Munitions Safety Board*

AFI, 91-213, *Operational Risk Management Program*

AFI, 91-301, *AF Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*

AFI, 91-302, *Air Force Occupational and Environmental safety, Fire Prevention and Health Standard*

AFOSH STD, 161-2, *Industrial Ventilation*

T.O. 00-5-1, *AF Technical Order System*

T.O. 00-5-2, *Technical Order Distribution Sy*stem

T.O. 00-5-15, *AF Time Compliance Technical Order System*

T.O. 00-5-19, *Security Assistance Technical Order Program*

T.O. 00-20-1, *Preventive Maintenance Program general Policy Requirements and Procedures*

T.O. 00-20-2, *Maintenance Data Documentation*

T.O. 00-20-3, *Maintenance Processing of Repairable Property and Repair Cycle Asset Control System*

T.O. 00-20-5, *Aerospace Vehicle Inspection and Documentation*

T.O. 00-20-7, *Inspection System, Documentation and Status Reporting for Support and Training Equipment*

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

T.O. 00-20-14, *AF Metrology and Calibration Program*

T.O. 00-20K-1, *Inspection and Control of USAF Shelf-Life Equipment*

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

T.O. 11-1-38, *Positioning and Tie-Down Procedures Non-nuclear Munitions*

T.O. 11A-1-06, *Work Unit Code Manual -- Airmunitions*

T.O. 11A-1-1, *Conventional Ammunition Restricted or Suspended*

T.O. 11A-1-10, *General Instruction -- Munitions Serviceability Procedures*

T.O. 11A-1-33, *Handling and Maintenance of Explosives Loaded Aircraft*

T.O. 11A-1-42, *General Instructions for Disposal of Conventional Munitions*

T.O. 11A-1-46, *Fire Fighting Guidance, Transportation, and Storage Management Data*

T.O. 11A-1-47, *Explosives Hazard Classification Procedures*

T.O. 11A-1-60, *General Instruction - Inspection of Reusable Munitions Containers and Scrap Material Generated From Items Exposed To, or Containing Explosives*

T.O. 11A-1-61-1, *Storage and Outloading Instruction -- Conventional Ammunition (Truck Loading Drawings)*

T.O. 11A-1-61-2, S*torage and Outloading Instruction -- Conventional Ammunition (Carloading Drawings)*

T.O. 11A-1-61-3, *Storage And Outloading Instruction -- Conventional Ammunition (Trailer-On-Flatcar Carloading, Truckloading and Storage Drawings)*

T.O. 11A-1-61-4, *Storage and Outloading Instructions Conventional Ammunition (Storage Drawing for Igloos, Stradley and Standard Type Magazines and Misc. Palletizing Drawings)*

T.O. 11A-1-61-5, *Storage And Outloading Instruction -- Conventional Ammunition (Military Van Containers Drawings)*

T.O. 11A-1-63, *Munitions Assembly Procedures - Inspection and Assembly Non-nuclear Munitions*

T.O. 11A-1-65, *Munitions 463L Palletization for Air Transport*

T.O. 11A-1-66, *General Instruction - Demolitions*

T.O. 11A-1-67, *Ammunition Restraint Systems for Commercial and Military Intermodel Containers (Assy, Instl, Removal And Operation)(Tm 9-1300-276) (Sg 830-Aa-Gtp-010/Ammo)*

T.O. 11G14-4-11, *Assembly and Inspection with IPB - Field Level Maintenance Accelerator Monitoring Assembly (AMA)*

T.O. 21M-1-101, *Reliability Asset Monitoring System*

T.O. 35-1-3, *Corrosion Prevention, Painting and Marking of USAF Support Equipment (SE)*

T.O. 35-1-24, *Air Force Economic Repair/Replacement Criteria for Selected San Antonio Air Logistics Center (ALC) Managed Support Equipment (SE)*

T.O. 36-1-121, *Standardization of Lunettes and Pintles (Towing Attachments)*

T.O. 44H2-3-1-101, *Operation and maintenance Instructions, High, Medium, Low Security*

**Reports** (Reports Control Symbol (RCS) and Title)

RCS: HAF-SP (AR)-7101, **Reporting of Significant Arms and Non-nuclear Munitions Losses and Incidents**

RCS: HAF-ILX (AR)-7124, **Item of Special Interest Report**

RCS: HAF-ILM (M&D)-9459, **STAMP and STRAPP Status Report**

RCS: HAF-ILM (Q)-9901, **Munitions Capability Report**

RCS: HAF-ILM (A)-9902, **Master Storage Plan Report**

**Forms**

AF Form 9, **Request for Purchase**

AF Form 68, **Munitions Authorization Record**

AF Form 55, **Employee Safety and Health Record**

AF Form 191, **Ammunitions Disposition Request**

AF Form 4147, **Munitions Movement Control Sheet**

AF Form 614, **Charge Out Record**

AF Form 797, **JQS Continuation Sheet**

AF Form 1208, **Change Out Record - EAM Card**

AF Form 1768, **Staff Summary Sheet**

AF Form 1996, **Adjusted Stock Level**

AF Form 2005, **Issue and Turn-in Request**

AF Form 2409, **Generation Sequence Action Schedule**

AF Form 2427, **Key and Lock Control Register**

AF Form 2432, **Key Issue Log**

AFTO Form 9, **Request for Purchase**

AFTO Form 95, **Significant Historical Data**

AFTO Form 22, **Technical Order System Improvement Report and Reply**

AFTO Form 102, **Munitions Inspection Document**

AFTO Form 135, **Source, Maintenance and Recoverability Code Change Record**

AFTO Form 223, **Time Change Requirements Forecast**

AFTO Form 244, **Industrial/Support Equipment**

AFTO Form 245, **Industrial/Support Equipment Record (Continuance Sheet)**

DD Form 114, **Military Pay Order**

DD Form 577, **Signature Card**

DD Form 200, **Financial Liability Investigation of Property Loss**

DD Form 362, **Statement of Charges/Cash Collection Voucher**

DD Form 363, **Statement of Charges, Cash Collection**

DD Form 1131, **Cash Collection Voucher**

DD Form 1149, **Requisition and Invoice/Shipping Document**

DD Form1150, **Request for Issue or Turn-in**

DD Form 1348-1, **Issue Release/Receipt Document**

DD Form 1348-1A, **Automated Single Line Item Release/Receipt Document**

DD Form 1577, **Unserviceable/ Condemned Tag**

DD Form 1577-1, **Unserviceable/Condemned Label**

DD Form 2282, **Convention for Safe Containers (CSC)**

SF Form 361, **Transportation Discrepancy Report**

SF Form 364, **Report of Discrepancy (ROD)**

SF Form 368, **Product Quality Deficiency Report**

DA Form 2404, **Equipment Inspection and Maintenance Worksheet**

DC Form 7525V, **(Department of Commerce), Shipper's Export Declaration**

AFI 33-119, *Electronic Mail (E-Mail) Management and Use*

AFI 33-321, *Authentication of Air Force Records*

***Abbreviations and Acronyms***

**AEDA—**Ammunition, Explosives, Dangerous Articles

**ACP —**Ammunition Control Point

**ACS—**Agile Combat Support

**ACSA —**Acquisition Cross-Servicing Agreement

**ADPE —**Automated Data Processing Equipment

**ADR —**Ammunition Disposition Request

**AFCSP —**Air Force Competitive Shooting Program

**AFMLSG —**Air Force Munitions Logistics Steering Group

**AFSC —**Air Force Specialty Code

**AFTMS —**AF Training Management System

**AGE —**Aerospace Ground Equipment

**AGM, —**Air to Ground Missile

**AIG —**Address Indicator Group

**AIM —**Air Intercept Missile

**ALA —**Ammunitions Loading Assembly

**ALC —**Air Logistic Center

**ALLMAJCOM —**All MAJCOM Munitions Managers Conference

**ALS —**Ammunition Loading System

**AMA —**Acceleration Monitoring Assembly

**AMD —**Acceleration Monitoring Device

**AME —**Alternate Mission Equipment

**AOR —**Area of Responsibility

**APB —**Acquisition Program Baseline

**APF —**Afloat Preposition Fleet

**ATO —**Air Tasking Orders

**ATSO —**Ability to Survive and Operate

**AUR —**All Up Round

**AURC** —All Up Round Container

**AWM** —Awaiting Maintenance

**AWP** —Awaiting Parts

**BDU** —Bomb Dummy Unit

**BIF** —Base Information File

**BRU** —Bomb Release Unit

**BSP** —Base Support Plan

**C&SRL** —Compliance & Standardization Requirements Listing

**C4** —Command, Control, Communication and Computers

**CAD** —Cartridge Actuated Device

**CADS** —Containerized Ammunition Distribution System

**CAMS** —Core Automated Management System

**CAS** —Combat Ammunition System

**CAS-A** —Combat Ammunition System-ACP

**CAS-B** —Combat Ammunition System-Base

**CAS-C** —Combat Ammunition System-Command

**CAS-D** —Combat Ammunition System-Deployed

**CATM** —Captive Air Training Missile

**CBMR** —Capabilities Based Munitions Requirements

**CE** —Civil Engineering

**CENTAF** —Central Air Force

**CCAF** —Community College of the AF

**CCD** —Camouflage, Concealment and Deception

**CCG** —Computer Control Group

**CDC** —Career Development Course

**CFETP** —Career Field Education and Training Plan

**CIIC** —Controlled Inventory Item Code

**CINC** —Commander-in-Chief

**CIO** —Constrained Inventory Objectives

**COMISP** —Care of Munitions In Storage Program

**COMPES** —Contingency Mobility Planning and Execution System

**CMOS** —Cargo Movement Operation System

**CMP** —Combat Munitions Plans

**CMPM** —COTS Munitions Program Manager

**CMRI** —Combat Munitions Reliability Inspection

**CMTP** —Combat Munitions Training Program

**COB** —Collocated Operating Base

**COMSEC** —Communications Security

**COMPES** —Contingency Operation Mobility Planning Execution System

**CONOPS** —Concept of Operations

**CONPLAN** —Concept Plan

**CONUS** —Continental United States

**COTS** —Commercial off the Shelf

**CRC** —Complete Round Code

**CRD** —Complete Round Dictionary

**CSC** —Convention for Safe Containers

**CSSO** —Computer System Security Officer

**CTK** —Composite Tool Kit

**DAA** —Designated Approval Authority

**DATM** —Dummy Air Training Missile

**DDESB** —DoD Explosive Safety Board

**DDN** —Defense Data Network

**DDS** —Date Departed Station

**DIFM** —Due-in from Maintenance

**DIREP** —Difficulty Reports

**DLAR** —Detail Logistics Allocation Report

**DMES** —Deployable Mobility Execution System

**DoDAAC** —Department of Defense Activity Address Code

**DoDAAD** —Department of Defense Activity Address Directory

**DoDIC** —Department of Defense Identification Codes

**DOLI** —Date of Last Inventory

**DOP** —Dropped Object Prevention

**DR** —Deficiency Report

**DRMO** —Defense Reutilization Management Office

**EAD** —Earliest Arrival Date

**EAF** —Emergency Action File

**EDM** —Emergency Destruction of Material

**EMSEC** —AF Emission Security Program

**EOD** —Explosive Ordnance Disposal

**EPA** —Environmental Protection Agency

**EPSF** —Expenditure per Sortie Factors

**ERRC** —Expendability, Reparability and Recoverability Code

**EWO** —Emergency War Order

**FSC** —Federal Stock Class

**FDO** —Foreign Disclosure Office

**FEDLOG** —Federal Catalog

**FEQ** —Field Evaluation Questionnaire

**FM** —Functional Manager

**FMS** —Foreign Military Sales

**FOB** —Found on Base

**FOD** —Foreign Object Damage

**FOL** —Forward Operating Location

**FOUO** —For Official Use Only

**FRB** —Functional Requirements Board

**FSC** —Federal Stock Class

**FUC** —Functional User Code

**GAP** —Global Asset Positioning

**GAS** —Graduate Assessment Survey

**GBU** —Guided Bomb Unit

**GCCS** —Global Command and Control System

**GCU/S** —Guidance Control Unit/Section

**GTN** —Global Transportation Network

**HAS** —Hardened Aircraft Shelters

**HC** —Hazard Classification

**ICP** —Inventory Control Point

**IDR** —Indicative Data Record

**IDS** —Intrusion Detection System

**IHC** —Interim Hazard Classification

**IMM** —Integrated Material Manager

**IMMS** —Independent Munitions Maintenance Section

**IMMU** —Independent Munitions Maintenance Unit

**IPI** —In-Progress Inspection

**ISIR** —Items of Special Interest Report

**ITO** —Integrated Tasking Order

**JCN** —Job Control Number

**JCS** —Joint Chiefs of Staff

**JMEM** —Joint Munitions Effects Manuals

**JMPAB** —Joint Material Priorities and Allocations Board

**JSCP** —Joint Strategic Capabilities Plan

**LAARC** —Locally Assigned Ammunition Reporting Code

**LAD** —Latest Arrival Date

**LALS**—Linkless Ammunition Loading System

**LAN** —Local Area Network

**LAT** —Lot Acceptance Testing

**LIMFAC** —Limiting Factor

**LMME** —Locally Manufactured Munitions Equipment

**LMR** —Land Mobile Radio

**LOGFOR** —Logistics Force Packaging System

**LOGMARS** —Logistics Marking and Reading Symbology

**LOGMOD** —Logistics Module

**LPS** —Lighting Protection System

**LRC** —Logistics Readiness Center

**LRSLA** —Long Range Service Life Analysis

**MOC** —Maintenance Operations Center

**MAC** —Munitions Assembly Conveyor

**MAGNUM** —Munitions Storage Activities Gained Through Negotiation of USAF/ROKAF Memorandums of Understanding

**MAIS**—Major automated Information System

**MAJCOM** —Major Command

**MANFOR** —Manpower Force Packaging System

**MAPAD** —Military Assistance Program Address Directory

**MASO** —Munitions Accountable System Officer

**MEP** —Munitions Employment Plan

**MC2K** —Munitions Control 2000

**MDAPS**—Major Defense Acquisition Programs

**MICAP** —Mission Capable

**MILSTRIP** —Military Standard Requisitioning and Issue Procedures

**MILSTAMP** —Military Standard Transportation and Movement Procedures

**MIPR** —Military Interdepartmental Purchase Request

**MMHE** —Munitions Material Handling Equipment

**MMP** —Munitions Movement Plan

**MMR** —Maintenance Manpower Request

**MNS** —Mission Needs Statement

**MOA** —Memorandum of Agreement

**MOB** —Main Operating Base

**MOU** —Memorandum of Understanding

**MR** —Military Munitions Rule

**MSA** —Munitions Storage Area

**MSC** —Military Sealift Command

**MSDS**—Material Safety Data Sheet

**MSEM**—Munitions Support Equipment Maintenance

**MTMC**—Military Traffic Management Command

**MUFM**—Munitions User Functional Manager

**NCAA**—Non-nuclear Consumables Annual Analysis

**NEW**—Net Explosive Weight

**NNMSB**—Non-Nuclear Munitions Safety Board

**NOCM**—Nuclear Ordnance Commodities Management

**NRIU**—Nuclear Remote Interface Unit

**NSN**—National Stock Number

**O&M**—Operations and Maintenance

**OC-ALC**—Oklahoma City Air Logistics Center

**OCONUS—**Outside the Continental United States

**OIC—**Officer in Charge

**OO-ALC—**Ogden Air Logistics Center

**OOCR—**Out-of-Cycle Requests

**OPLAN—**Operational Plan

**OPORD—**Operation Order

**OPR—**Office of Primary Responsibility

**ORD—**Operational Requirement Document

**PAD—**Propellant Actuated Device

**PAI—**Primary Aircraft Inventory

**PEC—**Program Element Code

**PCA —**Permanent Change of Assignment

**PERSCO—**Personnel Support for Contingency Operations

**PGM—**Precision Guided Munitions

**PIWG—**Product Improvement Working Group

**PM—**Product Group Manager

**PMO—**Program Management Office

**POD—**Port of Debarkation

**POE—**Port of Embarkation

**POL—**Petroleum, Oils and Lubricants

**PPBS—**Planning, Programming, and Budgeting System

**PQDR—**Product Quality Deficiency Report

**PTO—**Peace-Time Operating

**QA—**Quality Assurance

**QSC—**Quantity per Shipping Container

**QT&E—**Qualification, Test and Evaluation

**QUP—**Quantity per Unit Pack

**R&M—**Reliability and Maintainability

**RACP—**Regional Ammunition Control Point

**RAMS—**Reliability Asset Monitoring System

**RCRA—**Resource Conversation and Recovery Act

**RDD—**Required Delivery Date

**RDO—**Redistribution Order

**REC—**Regional Environmental Coordinator

**REPSHIP—**Report of Shipment

**RI—**Receiving Inspection

**RIMCS—**Reparable Item Movement Control System

**RIMF—**Reportable Item Master File

**RLD—**Ready to Load Date

**ROS—**Report of Survey

**RSP—**Readiness Spares Kit

**RVP—**Reverse Post

**SA—**System Administrator

**SA-ALC—**San Antonio Air Logistics Center

**SAE—**Service Acquisition Executive

**SCL—**Standard Configuration Load

**SCR—**Special Certification Roster

**SDM—**Static Display Munitions

**SDT—**Second Destination Transportation

**SE—**Support Equipment

**SEI —**Special Experience Identifier

**SIPRNET—**Secure Internet Protocol Network

**SMCA—**Single Manager for Conventional Munitions

**SMI—**Storage Monitoring Inspection

**SMO—**Squadron Maintenance Officer

**SO—**System Operator

**SOFA—**Status of forces Agreement

**SORTS—**Status of Resource and Training Systems

**SPI—**Special Packaging Instruction

**SR—**Sortie Rates

**SRAN—**Stock Record Account Number

**SRD—**Standard Reporting Designator

**STAMP—**Standard Air Munitions Package

**STRAPP—**Standard Tank, Rack, Adapter, and Pylon Package

**STU—**Secure Telephone Unit

**SWIM—**Special Weapons Information Management

**TABBS—**Theater Allocation Buy-Budget System

**TACP—**Theater Ammunition Control Point

**TAMP—**Tactical Air Missile Program

**TARRP—**Tactical Air Munitions Rapid Response Package

**TCN—**Transportation Control Number

**TCTO—**Time Compliance Technical Orders

**TEMP—**Test and Evaluation Master Plan

**THREATCON—**Threat Condition

**TMCP—**Tactical Missile Control Point

**TMDE—**Test, Measurement and Diagnostic Equipment

**TMO—**Transportation Management Office

**TMR —**Total Munitions Requirements

**TMRS—**Tactical Munitions Records System

**T.O. —**Technical Order

**TODO—**Technical Order Distribution Order

**TPO—**Transportation Packaging Order

**TPFDD—**Time-Phased Force and Deployment Data

**TPFDL—**Time-Phased Force and Deployment Lists

**TPWG—**Test Plan Working Group

**TRAP—**Tanks, Racks, Adapters and Pylons

**TRIC—**Transaction Identification Code

**TTU—**Thermal Treatment Units

**UALS —**Universal Ammunition Loading System

**U&TW—**Utilization and Training Workshop

**UCML—**Unit Committed Munitions List

**UMD —**Unit Manning Document

**UMPR—**Unit Manning Personnel Roster

**UND —**Urgency of Need Designator

**USTRANSCOM—**US Transportation Command

**UTA—**Unit Training Assembly

**UTC—**Unit Type Code

**VACE—**Verification and Checkout Equipment

**VCNCO—**Vehicle Control Non Commissioned Officer

**WAA—**Wartime Aircraft Activity

**WCDO—**War Consumables Distribution Objective

**WMM—**Waste Military Munitions

**WMP—**War Mobilization Plan

**WR-ALC—**Warner Robbins Air Logistics Center

**WRM—**War Reserve Materiel

**WRSA—**War Reserve Stocks for Allies

***Terms***

**Air Tasking Order (ATO) —**A method used to task and disseminate to components, subordinate units and command and control agencies projected sorties/capabilities/forces to targets and specific missions. Normally provides specific instructions to include call signs, targets, controlling agencies, etc., as well as general instructions.

**Base Support Plan (BSP)—**The installation level planning accomplished to support unified and specified command wartime operation plans, as well as MAJCOM supporting plans. It cuts across all functional support areas in a consolidated view of installation missions, requirements, capabilities and limitations to plan for actions and resources supporting war or contingency operations, including USAF Base Support Planning.

**C-Day—**The unnamed day on which a deployment operation commences or is to commence. The deployment may be movement of troops, cargo, weapon systems, or a combination of these elements utilizing any or all types of transport. The letter "C" will be the only one used to denote the above. The highest command or headquarters responsible for coordinating the planning will specify the exact meaning of C-day within the aforementioned definition. The command or headquarters directly responsible for the execution of the operation, if other than the one coordinating the planning, will do so in light of the meaning specified by the highest command or headquarters coordinating the planning.

**Collocated Operating Base (COB)—**An active or reserve allied airfield designated for joint or unilateral use by US Air Force wartime augmentation forces or for wartime relocation of US Air Force in-theater forces. COBs are not US bases.

**Concept of Operations (CONOPS)—**A verbal or graphic statement, in broad outline, of a commander's assumptions or intent in regard to an operation or series of operations. The concept of operations frequently is embodied in campaign plans and operation plans; in the latter case, particularly when the plan covers a series of connected operations to be carried out simultaneously or in succession. The concept is designed to give an overall picture of the operation. It is included primarily for additional clarity of purpose. Frequently, it is referred to as the commander's concept.

**Contingency Operation Mobility Planning and Execution System (COM-PES)—**Computer system designed to provide planners an automated capability to operate and maintain force packages, to develop and task requirements for operations plans, and to manage contingency forces and execution actions

required of the operations, manpower, logistics, and personnel functions.

**D-Day—**The unnamed day on which a particular operation commences or is to commence. An operation may be the commencement of hostilities.
a. The date of a major military effort. The execution date of an operation (as distinguished from the date the order to execute is issued); the date the operations phase is implemented, by land assault, air strike, naval bombardment, parachute assault, or amphibious assault. The highest command or headquarters responsible for coordinating the planning will specify the exact meaning of D-day within the aforementioned definition. If more than one such event is mentioned in a single plan, the secondary events will be keyed to the primary event by adding or subtracting days as necessary. The letter "D" will be the only one used to denote the above. The command or headquarters directly responsible for the execution of the operation, if other that the one coordinating the planning, will do so in light of the meanings specified by the highest planning headquarters.
b. Time in plans will be indicated by a letter that shows the unit of time employed and figures, with a minus or plus sign, to indicate the amount of time before or after the referenced event; e.g., "D" is for a particular day, "H" for an hour. Similarly, D+7 means 7 days after D-day and H+2 means 2 hours after H-hour. If the figure becomes unduly large, for example, D-day plus 90, the designation of D+3 months may be employed; i.e., if the figure following a letter plus a time unit (D-day, H-hour, etc.) is intended to refer to units of time other than that which follows the letter, then the unit of time employed with the figure must be spelled out.

**Drop Ton—**This is the total weight of items built-up/ready for use without packing materials and it uses the increment of 2,000lbs equals a drop ton. This weight is the total weight of the end item, i.e.; a built-up GBU-24 will include weight of bomb, airfoil group, computer control group (CCG), etc.

**Short Ton—**Measurement used in munitions planning which equals 2,000lbs.

**Earliest Arrival Date (EAD)—**A day, relative to C-Day, that is specified by a planner as the earliest date when a unit, a resupply shipment, or replacement personnel can be accepted at a port of debarkation during a deployment. Used with the latest arrival date (LAD), it defines a delivery window for transportation planning purposes.

**Expenditure Per Sortie Factor (EPSF)—**A number that tells how many of the items are used on each sortie. The value is the average value for the aircraft in that specific role or utilization.

**FV (Formerly FK)—**First two positions of the SRAN/DoDAAC designating a Munitions Account assigned by DoD. “F” indicates USAF and “V” indicates munitions.

**Global Command and Control System (GCCS)—**Highly mobile deployable command and control system supporting forces for joint and multinational operations across the range of military operations, any time and anywhere in the world with compatible, interoperable, and integrated command, control, communications, computers, and intelligence systems. (Joint Pub 1-02)

**H-Hour—**The specific hour on D-day at which a particular operation commences. The operation may be the commencement of hostilities; the hour at which an operation plan is executed or to be executed (as distinguished from the hour the order to execute is issued); the hour that the operations phase is implemented, either by land assault, parachute assault, amphibious assault, air or naval bombardment. The highest command or headquarters coordinating the planning will specify the exact meaning of H-hour within the aforementioned definition. Normally, the letter "H" will be the only one used to denote the above. However, when several operations or phases of an operation are being conducted in the same area on D-day, and confusion may arise through the use of the same hour designation for two or more of them,

any letter of the alphabet may be used except A, C, D, E, J, M or others that my be reserved for exclusive use.).

**Host Unit—**The organization designated by the host major command or HQ USAF to furnish support to a tenant unit.

**Inter-theater—**Between theaters or between the continental United States and theaters. (Joint Pub 1-02)

**Intra-command—**Within a major command.

**Intra-theater—**Within a theater. (Joint Pub 1-02)

**Latest Arrival Date (LAD)—**A day, relative to C-Day, that is specified by a planner as the latest date when a unit, a resupply shipment, or replacement personnel can arrive at the port of debarkation and support the concept of operations. Used with the earliest arrival date (EAD), it defines a delivery window for transportation planning.

**L-Hour—**The specific hour on C-day, expressed in Universal Time, that serves as a common reference time from which the movement of weapon systems, equipment, supplies, personnel, and transportation is measured during deployment operations. Preplanned deployment activities can be scheduled before or after L-Hour.

**Limiting Factor (LIMFAC)—**A factor or condition that has a significant impact on the capability to perform the wartime mission which cannot be satisfied at unit level. Examples are transportation network deficiencies, malpositioned forces or material, extreme climatic conditions, etc.

**Logistics—**The science of planning and carrying out the movement and maintenance of forces. In its most comprehensive sense, those aspects of military operations that deal with: design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; movement, evacuation, and hospitalization of personnel; acquisition or construction, maintenance, operation, and disposition of facilities and acquisition or furnishing of services.

**Long Supply—**Used to describe munitions assets 100% supportable of near year and out year allocations. Assets may be requisitioned up to 100% of near year and out year allocation prior to the beginning of the fiscal year upon approval at the GAP conference.

**Maintainability—**A characteristic of design which is expressed as the probability that an item will be retained in, or restored to a specific condition within a given period of time when the maintenance is performed in accordance with prescribed procedures and resources.

**Mobility—**A quality or capability of military forces which permits them to move from place to place while retaining the ability to fulfill their primary mission.

**Non-nuclear Consumables Annual Analysis (NCAA)—**The official US Air Force document that serves as the basis for air munitions War Reserve Materiel (WRM) planning and programming for 7 consecutive fiscal years approved forces. Documents the assumptions and methodologies to be used in computing conventional air munitions requirements. Identifies by MAJCOM totals, the near-term primary munitions requirements and out year planning levels. Published by HQ USAF/XORW and distributed to MAJCOMs, and other designated agencies.

**Non-nuclear Munitions—**A device charged with conventional explosives, propellants, pyrotechnics, initiating composition or biological or chemical materiel for use in connection with defense or offense, including demolition. Certain non-nuclear munitions can be used for training, ceremonial, or

non-operational purposes. Non-nuclear munitions include all explosive and non-explosive components essential for the assembly of a complete operational round of munitions or all-up-round tactical missile and items which in themselves are considered complete operational rounds, plus any other items designated for munitions management or reporting. In general, non-nuclear munitions include toxic, nontoxic, biological, incendiary explosives, smoke agents, bombs, chemical spray tanks, warheads, rockets, explosive components of catapult and canopy remover devices, explosive demolition materials, grenades, mines, pyrotechnics, and all types of devices used in igniting and exploding them, such as primers, detonators, fuzes, cartridges, squibs, boosters, igniters, blasting caps and bursters. Also included are inert, sectionalized or empty models of "live rounds" and drill munitions and or explosive materiel. Inert parts of end-items of non-nuclear munitions are also included.

**Notional Tasking—**A procedure to facilitate planning among all the Services, commands, and agencies whereby operation plan forces are expressed as standard type units as described in the type unit data file disseminated by the Joint Staff, no specific units are identified.

**Operation Order (OPORD)—**A directive issued by a commander to subordinate commanders for the purpose of effecting the coordinated execution of an operation.

**Operation Plan (OPLAN)—**Any plan, except for the Single Integrated Operation Plan, for the conduct of military operations. Plans are prepared by combatant commanders in response to requirements established by the Chairman of the Joint Chiefs of Staff and by commanders of subordinate commands in response to requirements tasked by the establishing unified commander. Operation plans are prepared in either a complete format (OPLAN) or as a concept plan (CONPLAN). The CONPLAN can be published with or without a time-phase force and deployment data (TPFDD) file. An OPLAN is an operation plan for the conduct of joint operations that can be used as a basis for deployment of an operation order (OPORD). An OPLAN identifies the forces and supplies required to execute the CINC's Strategic Concept and a movement schedule of these resources to the theater of operations. The forces and supplies are identified in the TPFDD files. OPLANs will include all phases of the tasked operation. The plan is prepared with the appropriate annexes, appendixes, and TPFDD files as described in the Joint Operation Planning and Execution and Systems manuals containing planning policies, procedures, and formats. (Joint Pub 1-02)

**Origin—**The beginning point of a deployment. The point or station at which a movement requirement is located.

**Planning Factor—**A multiplier used in planning to estimate the amount and type of effort involved in a contemplated operation. Planning factors are often expressed as rates, ratios or lengths of time.

**Port of Debarkation (POD)—**The geographic point at which cargo or personnel are discharged. May be a seaport or aerial port of debarkation. For unit requirements, it may or may not coincide with the destination. (Joint Pub 1-02)

**Port of Embarkation (POE)—**The geographic point in a routing scheme from which cargo or personnel depart. May be a seaport or aerial port from which personnel and equipment flow to port of debarkation. For unit and non-unit requirements, it may or may not coincide with the origin. (Joint Pub 1-02)

**Preposition—**To place military units, equipment, or supplies at or near the point of planned use or at a designated location reduce reaction time, and to ensure timely support of a specific force during initial phases of an operation.

**Primary Aircraft Inventory (PAI)—**The aircraft assigned to meet the primary aircraft authorization.

(Joint Pub 1-02)

**Product Assurance—**The interaction of those management and technical activities necessary to determine that a product will satisfy mission requirements and identify or predict product degradation and define its effect on mission accomplishment.

**Readiness—**The ability of US military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: unit readiness--the ability to provide capabilities required by the combatant commanders to execute their assigned missions derived from the ability of each unit to deliver the outputs for which it was designed; and joint readiness--the combatant commander's ability to integrate and synchronize ready combat and support forces to execute his or her assigned missions. (Joint Pub 1-02)

**Readiness Spares Package (RSP)—**An air transportable package of war reserve materiel spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending resupply. RSP may support aircraft, vehicles, communication systems and other systems as appropriate.

**Redeployment—**The transfer of a unit, an individual or supplies deployed in one area to another area, or to another location within the area, or to the zone of interior for the purpose of further employment.

**Reliability—**The probability that an item will perform its intended function for a specified interval under stated conditions.

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

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

**Shortfall—**The lack of forces, equipment, personnel, materiel or capability apportioned to and identified as a plan requirement, that would adversely affect the command's ability to accomplish its mission.

**Short Supply—**Used to describe munitions assets less than 100% supportable of near year requirements. Assets may be requisitioned at a percent of near year allocation prior to the beginning of fiscal year upon approval at the GAP conference.

**Sortie Rate—**The number of times per day an aircraft type can be flown.

**Standard Air Munitions Packages (STAMP)—**A logistics entity consisting of a prescribed quantity of optimized conventional munitions drawn from war reserve materiel assets, stored in CONUS as an air-transportable package, and designed as initial support for a particular weapons system for a specific period under combat operating conditions.

**Standard Configuration Load (SCL)—**The total quantity of munitions that comprise a specific certified aircraft load.

**Standard Tanks, Racks, Adapters, Pylons Package (STRAPP)—**An air-transportable package of tanks, racks, adapters, and pylons to support a specific aircraft.

**Support Plan—**A formalized, directive document that specifies responsibilities of units that must interface during peace of wartime. Such plans are quite common between host nations and US forces.

**Surveillance Testing—**A detailed test, analysis, and reporting program for comparing a conventional munitions to established standards and for projecting shelf and service life throughout the period from development to disposal.

**Tactical Air Missile Program (TAMP)—**Standard Air Force document that provides air-to-air missile allocations in support of weapon system evaluation program, training, testing, and war reserve materiel requirements.

**Theater—**The geographical area outside the continental United States for which a commander of a unified or specified command has been assigned military responsibility.

**Time-Phased Force and Deployment Data (TPFDD)—**The computer-supported data base portion of an operation plan. It contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan, including:
a. In-place units.
b. Units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation.
c. Routing of forces to be deployed.
d. Movement data associated with deploying forces.
e. Estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

**Time-Phased Force and Deployment List (TPFDL)—**Appendix 1 to Annex A of the operation plan. It identifies types and/or actual units required to support the operation plan and indicates origin and ports of debarkation or ocean area. It may also be generated as a computer listing from the time-phased force and deployment data.

**Unit Committed Munitions List (UCML)—**A list that identifies munitions required by a unit to support war plans (primary munitions) and contingency operations (support munitions).

**Unit Type Code (UTC)—**A five-character, alphanumeric code that uniquely identifies each type unit of the Armed Forces.

**War and Mobilization Plan (WMP)—**The Air Force War and Mobilization Plan is the supporting plan to the Joint Strategic Capabilities Plan. It extends through the Six Year Defense Program to provide for continuity in short- and mid-range war and mobilization planning. Provides current policies and planning factors for the conduct and support of wartime operations. Establishes requirements for the development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. Encompasses all functions as necessary to match facilities, manpower and materiel resources with planned wartime activity.

**War Consumables—**Expendable items directly related and necessary to a weapon system or combat support activity. Examples of these are auxiliary fuel tanks, pylons, petroleum, oil, lubricants, chaff, aircraft guns and gun barrels, air munitions, subsistence, and related flight expendables, racks, adapters, launchers, and film.

**War Consumable Distribution Objectives (WCDO)—**A document that provides the war reserve materiel prepositioning requirements for selected war consumables for support of the wartime activities.

**War Reserve Materiel (WRM)—**Materiel required, in addition to mobility equipment and primary operating stock, to support wartime activities reflected in the US Air Force War and Mobilization Plan until the industrial base has generated sufficient deliveries to equal planned wartime consumption. Found

in the Wartime Aircraft Activity (WAA) in Volume 4 of the USAF War and Mobilization Plan.

**War Mobilization Plan (WMP)—**A document, which identifies the aircraft activities of all approved war, plans for each intended airfield. Extracts for individual airfields are usually classified Secret and may be provided to the base planning staff by the parent MAJCOM.

# Attachment 2

**DELETED.**

## Attachment 3

## PREPARING THE AF FORM 1996, ADJUSTED STOCK LEVEL

**A3.1.** If past usage or anticipated increase in peak workload indicates the need for a quantity greater than allocated quantity confer with MAJCOM for proper submission and routing of the AF Form 1996. The MASO may request a special level for the additional quantity using AF Form 1996. Forward all AF Forms 1996 through the MAJCOM to the inventory management specialist. Accomplish annual revalidation of approved AF Forms 1996 and cancel requirement if no longer needed.

**A3.2.** Prepare the AF Form 1996 as follows:

A3.2.1. The originator enters:

A3.2.1.1. National stock number (NSN), noun, organization account code.

A3.2.1.2. Part number, application.

A3.2.1.3. Level requested (maximum and minimum).

A3.2.1.4. Complete narrative justification to include technical order, publication or message reference. Be specific, give thorough information and state whether the property is on hand.

A3.2.1.5. Date, signature of commander, office symbol and Defense Switched Network (DSN) number.

A3.2.2. FV will complete the form as follows:

A3.2.2.1. As of date, ERRC, unit of issue, unit price, routing identifier and budget code.

A3.2.2.2. NCOIC, date and sign (under stock control officer or equivalent), approve or disapprove, SRAN/DoDAAC, and telephone number.

A3.2.2.3. MASO, date and sign (under chief of supply or equivalent), approve or disapprove, SRAN and DSN number.

A3.2.2.4. Assign a base control number from the special level request log.

A3.2.2.4.1. The accountability section will maintain a log that reflects all pertinent information from the request, (i.e., base control number, NSN, noun, requested level, approval date, validation date and due date).

A3.2.2.5. If disapproved, enter the reason for disapproval and return the request to the originator.

A3.2.3. Forward MASO approved 1996 to the MAJCOM for coordination.

A3.2.4. Post the approved special level to accountable records and CAS after the AF Form 1996 is approved.

A3.2.5. Units are authorized to maintain assets based on governing TA or host-nation agreements outlining aircraft support. Use an MASO-approved AF Form 1996 to establish stock levels with appropriate justification.

## Attachment 4

## REQUIREMENT CATEGORY DEFINITIONS AND REQUIREMENT CODES

**CATEGORY - A –REPLACEMENT OF UNSERVICEABLE ITEMS**

This category of munitions is used to replace worn-out and damaged items, or assets with an expired shelf/service life. Users may requisition to fill allocations under this category to obtain replacement stocks. Items will be issued and expended against the category requiring replacement and allocations in this category will then be reduced by the quantity issued to the other categories. Users must turn in damaged assets in order to receive category A replacement. Category A must not be used to generate a stock of replacement items over and above the historical record or expected shelf/service life expiration. This category will not be used to fill test requirements.

**AA – Security Forces Daily Use Replacement.** Used to replace rounds expended due to inadvertent or line of duty firings and to replace worn out or damaged security force daily use ammunition. (Example: Replace small arms ammo damaged in daily handling). Items lost or expended will be documented as lost/expended prior to generating a replacement CAT A item.

**AB – Training Item Replacement—Aircraft Weapons Related.** Used to replace items worn out/damaged as a result of load standardization crew (LSC), maintenance, etc., directly related to an aircraft weapon system. (Example: Replace damaged CATM seeker. In some cases, a unit may substitute a part (seeker in this case) from another category to continue training, however the CAT A item will not be replaced until the damaged item is turned in, or loss/expenditure is documented.)

**AC – Training Item Replacement—EOD Related.** Used to replace items worn out/damaged as a result of Explosives Ordnance Disposal (EOD) training.

**AD – Aircrew Life Support (ALS) Replacement.** Used to forecast replacement assets requirements based on applicable item's prescribed time change interval and expected or known failure rate. ALS munitions issued under this category require consumption type issue using DIFM control and an approved category A allocation to support time change or unserviceable replacements., i.e. MK-124 Signal Flares issued to replace flare with expired service life. AZ – Replacement Training Items—Other. Used to replace worn out/damaged items in circumstances, similar to, but not specifically covered in other CAT A sub-categories. AZ is reserved for single/unique situations. DO NOT roll multiple requirements into this category. Repeated use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - B – COMBAT REQUIREMENT FOR GROUND FORCES/EOD**

Munitions for Security Forces and Ground Support missions, not part of an aircraft weapon system. Typically includes munitions deployed from a home base for mobility, unit relocation and augmentation as well as pre-positioned munitions for incoming forces as appropriate. Forecast for munitions for the single WORST CASE OPLAN supported, NOT the sum of all OPLANs since a Unit Type Code (UTC) or unit can only support one OPLAN at a time. If more than one UTC is assigned, or is subject to notional tasking, the forecast then is the SUM of the WORST CASES for each UTC if deployed simultaneously. May be used to site and test weapons upon arrival at deployed location in preparation for combat. EOD Cat B

allocations MAY be used in WARTIME to support CAT D TRAINING to maintain qualifications and proficiency at deployed locations. However, MAJCOM Functional Managers must obtain AF Functional Manager (HQ AFCESA/CEX) approval to convert CAT B allocations to CAT D allocations prior to expending munitions for training. Units will not forecast additional items under CAT B to support CAT D requirements. The intent here is to allow existing CAT B stocks to backfill for CAT D in emergency combat situations.

**BA – AFI 31-207 Mobility.** Combat munitions issued to Ground Support/Security Forces personnel as they deploy so they arrive with these items.

**BB – Multiple Tasked UTC—Mobility.** Combat munitions issued to Ground Support/Security Forces personnel tasked with more than one UTC, or subject to notional tasking.

**BC – AFI 31-207 Preposition.** Combat munitions pre-positioned for use by arriving Ground Support/Security Forces personnel at deployed locations.

**BD – Multiple Tasked UTC – Prepositioned.** Combat munitions Prepositioned for use by arriving Ground Support/Security Forces personnel at deployed locations with more than one UTC, or subject to notional tasking.

**BE – EOD Mobility.** Munitions required for EOD 30-day prepositioned stocks.

**BZ – Ground Forces/EOD – Other.** Combat munitions prescribed in AFI 31-207, but not suited for specific CAT B sub-categories. BZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeated use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - C – NON-EXPENDABLE TRAINING MUNITIONS/DISPENSING SYSTEMS**

Training munitions such as D-1 and D-2 trainers, dummy, empty, inert and other munitions that are not expended in the course of normal training. Also includes components typically consumed during training item build-up, i.e. arming wire, swivel & loops, ferrules, etc. Munitions normally used in classrooms, load crew training, and sortie surge packages, demonstrations, and other hands-on training where functioning the munitions is not required. This category includes aircrew captive carry munitions (CATM-9/88/120, AGM-130/GBU-15, and TGM-65), and aircrew dispensing systems (SUU-25, LAU-31, etc.). Method for replacing unserviceable or damaged items will be in accordance with Category A instructions. This category will not be used to forecast or allocate munitions for static displays (munitions permanently mounted to boards, pedestals, or other fixtures). AFI 21-201, **Chapter 36** prescribes appropriate method for obtaining, issuing, removing from accountable records and maintaining munitions for static display. Do not use this category to forecast for test requirements.

**CA – Load Crew Training.** Munitions/dispensing systems required to support training for load-crew and ground support personnel in weapons build-up, assembly, or classroom using inert and/or dummy rounds or builds. Also included are munitions components such as arming wire, ferrules, covers and other items used for the weapon build and expected to be consumed during full-scale weapons build-up training. Typically authorized to support Unit Committed Munitions Listing (UCML) and/or AFCAT 21-209.

**CB – Load Crew Training Munitions**

**CC – Disaster Preparedness Non-Expendable Training Munitions.** Munitions required to support Disaster Preparedness training.

**CD – EOD Training Munitions.** Typically authorized to support Unit Committed Munitions Listing (UCML) and/or AFCAT 21-209. Munitions required but not expended for EOD training; for example, open houses, air shows, and internal/external training exercises.

**CE – Life Support And Humanitarian Mission Training.** Includes AFCAT 21-209 directed life support munitions, such as flares, smoke grenades and other items NOT included in CAT DF. Munitions and Pyrotechnic items expended in support of annual life support/survival training or in training for humanitarian missions. Generally, these items are expended in annual ground training for aircrews and aircrew members.

**CF – AFCOMAC Training Requirements Only**

**CG – Combat Munitions Training Program (CMTP)**

**CH – Disaster Preparedness And Classified Material Destruction.** Items used in disaster preparedness and destruction of classified materials training.

**CI -- Combat Readiness Training Center (CRTC) (ANG)**

**CZ – Non-Expendable Training – Other.** Munitions required for single/unique, operational or training situations not covered by specific sub category codes. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - D – EXPENDABLE TRAINING MUNITIONS**

Munitions required to complete qualification and proficiency training, Operational Readiness Inspections (ORI), higher command inspections, demonstrations, exercises, competitions, operational or tactical evaluations for Aircrew, Ground Forces, Security Forces, Special Operations Forces, Search and Rescue, Para-Rescue, and Explosive Ordnance Disposal personnel where munitions and components expenditures are expected and/or required.

**DA – Aircrew Training.** Munitions required for normal aircrew training in accordance with AFI 36-2217. MAJCOM DO will forecast for all assigned units, including tenants regardless of physical location. AFI-36-2217, Munitions for Aircrew Training, and other applicable aircrew training directives are used to identify munitions requirements. The Ready Aircrew Program (RAP) with associated Forecast Tool (RaFT) is used to quantify the MAJCOM total Cat D XO requirement. HQ USAF/XORW will collaborate with the MAJCOMS to calculate requirements using the RaFT. MAJCOMS will respond to RAP cycle timelines to complete the training forecast and submit to HQ USAF/XORW. HQ USAF/XORW will forward approved XO requirements to OO-ALC/WMCI for consolidation into the annual Peacetime Conventional Ammunition Requirements (PCAR) five-year forecast. OO-ALC/WMCI will only accept requirements under this code from XORW.

**DB – Higher HQ Inspections/Evaluations.** Munitions required to meet directed inspections, operational and tactical evaluations.

**DC – Weapon School.** Munitions required to support HQ USAF Weapons School students.

**DD - Flight Training Unit (FTU).** Munitions required to support HQ USAF Flight Training Unit students.

**DE – AFCAT 21-209 Para-Rescue Munitions**

**DF – AFCAT 21-209 Aircrew Munitions**

**DG - Deployed Aircrew Training.** Munitions used for unit aircrew training while deployed to operational locations. Example Operation Iraqi Freedom (OIF)

**DH – AFCAT 21-209 – Small Arms Training.** Munitions required for small arms training. This includes ammunitions for heavy weapons training. In addition, may include Security Forces field training exercises that ARE NOT covered under Requirement codes DA/DB above.

**DI – Life Support and Humanitarian Mission Training.** Includes AFCAT 21-209 directed life support munitions, such as flares, smoke grenades, and other items not included in CAT DF. Munitions and pyrotechnic items expended in support of annual ground training for aircrew members.

**DJ – AFCAT 21-209 Directed Explosive Ordnance Disposal (EOD) Training.** Munitions required for AFCAT directed EOD training and certification.

**DK – AFSOC Special Tactics Team (STS) Training.** Includes AFCAT 21-209 training for STS units

**DZ – Training – Other.** Munitions not specifically covered by requirements codes above. DZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**RC – Cope Thunder**

**RF – Red Flag**

**RG – Snow Bird (ANG)**

**RW – Air Warrior**

**RZ – Exercises – Other.** Exercises not specifically covered by requirements codes above. RZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**YA – Airlift Rodeo**

**YB – Top Dollar**

**YC – Defender Challenge**

**YD – Atlantic Challenge**

**YE – Readiness Challenge**

**YF – Missile Combat**

**YG – USAF Shooting Teams**

**YH – ANG Shooting Teams**

**YI – ANG Marksmanship**

**YJ – Civilian Police Agency Comp**

**YK – Contending Warrior**

**YZ – Competition Munitions – Other .** Competitions not specifically covered by requirements codes above. YZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - E – TEST AND DEVELOPMENT MUNITIONS**

All munitions directly associated with or used in destructive and non-destructive research, development, test and evaluation projects. Test requirements must be reviewed, validated, and submitted during the annual Peacetime Conventional Ammunition Requirements (PCAR) five-year forecast cycle each year. Test requirements and stockpile allocations do not "roll over" into the next fiscal year when test plans fall behind schedule. Although allocated, assets may still be available on-site, a requirement for the current fiscal year and a corresponding allocation for the asset must be on record in the MASO account. Forecaster for non-destructive test requirements of the same item should consolidate requirements to support multiple test projects when possible in order to prevent stockpiling unneeded munitions at the test activity. Requirements forecast for items used in tests may be developed using specific item master NSNs, DODICs or complete round codes (CRC) when applicable. This category does not include munitions for proficiency training of aircrews/aircrew members involved in testing and test expenditures must only be reported as Category E, Test, and not Category D, Training.

**EA –Special Projects**

**EB – Operational Test And Evaluation.** Munitions required for Initial Operational Test and Evaluation (IOT&E) and Developmental Test and Evaluation (DT&E) other than those projects specifically designated as "Seek Eagle Test".

**EC – Follow-On Test.** Munitions required for Follow-on Test and Evaluation (FOT&E) and Qualification Operational Test and Evaluation (QOT&E). For example, the Weapons System Evaluation Program (WSEP).

**ED – Seek Eagle Testing.** Munitions required for Initial Operational Test and Evaluation (IOT&E) and Developmental Test and Evaluation (DT&E).

**EE – Engineering Surveillance Tests.** Test submitted by Air Logistics Center engineers for ground or flight surveillance test that require serviceable munitions. Allocations will be assigned under MAJCOM code 1F and managed by the Chief Engineer and Flight Test Manager.

**EF – Non-Destructive Tests.** Munitions that will not be permanently modified or destroy through the course of testing and will be returned to the stockpile in serviceable condition at the end of the test.

**EG – AFSOC Tests.** Munitions used for testing Special Operations aircraft systems and specific munitions.

**EZ – Test and Development – Other.** Other testing as directed by HQ USAF, OO-ALC/WM, TMPC, or MAJCOM, not specifically covered by requirements codes above. EZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - F – WARTIME FLYAWAY MUNITIONS**

Category F requirements are a subset of CAT G combat requirement munitions and are specifically intended to equip bomber, fighter, airlift, and SOF aircraft with munitions that could be employed ENROUTE to the deployed location or would reduce aircraft regeneration or aircrew preparation time upon arrival at the deployed location. This does not include normal palletized munitions loaded on cargo aircraft as part of a mobility package. Units are not normally authorized to use/load-out Cat F munitions during AEF rotations or AEF aircraft swap-outs. Units will only use/load-out Cat F munitions when tasked to do so by deployment/operational order, air tasking order, or by higher headquarters.

**FA – Fighter Flyaway.** Munitions tack-ferried during deployment to support combat operations that be employed during the deployment. Normally fighter/attack munitions items covered by this requirement code are chaff/flares, gun ammo, and self-protection air-to-air missiles.

**FB – Bomber Flyaway.** Munitions tack-ferried during deployment to support combat operations that may be employed during the deployment. Normally bomber munitions covered by this requirement code are identified by the NCAA munitions process and submitted by HQ ACC only.

**FC – Helicopter Flyaway.** Munitions employed to support a 30-day supply at the deployed location, such as chaff, flare, gun ammo, etc.

**FD – Aircrew Member Flyaway.** Munitions required for and issue to aircrew members for survival and self-protection during combat deployments, not part of a standard deployment package transported on cargo aircraft.

**FE – Bomber CONUS-to-CONUS Operations.** Munitions employed from CONUS into OCONUS commands in support of combat operations where aircraft return to CONUS for further operation.

**FF – AFSOC Special Operations Flyaway.** Munitions employed to support AFSOC Special Operations.

**CATEGORY - G – COMBAT REQUIREMENT**

Category G combat requirement munitions are computed by HQ USAF using the NCAA process. HQ USAF provides this input to the USAF ACP and classifies it accordingly. NCAA developed requirements include near-year and out-year requirements for each theater. In-place or deploying ACC forces do not report combat requirement munitions required to support overseas commands, since HQ USAF provides them to the ACP (WMP-1, annex E, also applies). Ammunition and explosives for DEPLOYMENT from home station to their operating location, munitions supporting mobility, unit relocations, augmentation forces, and munitions required to load the fleet are reported under Category code F above.

**GA – NCAA Derived Combat Requirement**

**GZ– Combat Requirement – Other.** Combat Requirement items not specifically covered by requirements codes above, intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items requires generation of specific requirement code.

**CATEGORY - M – PREPOSITIONED MUNITIONS SHIPS (PREPO)**

Munitions designated for pre-positioning on the Afloat Preposition ships (PREPO). Category M is a subset of category G combat requirement and used as a Swing Stock positioning object. Combatant Commands must plan to source up to 50% of wartime requirements from Category M to fulfill category G requirements.

**CATEGORY - N – FOREIGN MILITARY OPERATIONS AND TRAINING**

Munitions designated for foreign military sales, tests, training, and other operations documented in letters/memorandums of agreement (LOA/MOA).

**NA – FMS Sales.** Munitions stored in an Air Munitions storage area identified for an FMS sale, pending contract finalization or transfer to foreign government.

**NB – Foreign Military Training Support (FMTS).** Munitions used to support foreign military training.

**NC –Tests.** Munitions used to perform tests for foreign military aircraft/ground munitions.

**NZ – Foreign Military Operations.** Munitions to support other foreign military operations covered under signed agreements. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items requires generation of specific requirement code.

**CATEGORY - P – POSITIONING OBJECTIVE**

Category P is not used during the Requirements Forecast process. It is assigned by the Munitions Stockpile Management Office at OO-ALC/WMCI to identify items that are over 100 percent supportable after stockpile allocations and asset movements have been determined. OCONUS units may requisition against allocations under this category to position assets in support of future year requirement under other categories. Units will not issue or expend assets using this category.

**PY – Positioning Future Year.** Identifies munitions authorized for OCONUS call forward in the current year for use in future years.

**CATEGORY - S – SUPPLEMENTAL ALLOCATION**

This category is used as a supplemental allocation authorization for munitions that are not allocated through the Theater Allocation and Buy Budget System (TABBS) and do not have a Master Subsidiary Relationship Code assigned (MSRC). For example, CAD/PAD items, launcher intervalometers, obsolete items, etc. An AF Form 1996, Adjusted Stock Level, or an automated Special Level Authorization Request through the OO-ALC/WM web site will be submitted to authorize allocation level.

**CATEGORY - T – CURRENT OPERATIONS**

Munitions required for daily operations, such as airlift flights over hostile areas, drug interdiction, Operation Nobel Eagle, EOD, Security Forces and Office of Special Investigations (OSI) protection of AF installations, equipment, and personnel. These munitions are not expected to be, but MAY be, expended during the course of REAL WORLD/DAILY operational situations. However, this category is not a substitute to meet training requirements. For example, chaff, flares, or cartridges flown on fighter, cargo, or special operations aircraft to support REAL WORLD/DAILY operations, where combat was not anticipated but occurred and munitions were expended. This category is also used for initial issue of life support items. Countermeasure munitions requirements may be increased by 5 percent to compensate for unexpected expenditures as a result of operational necessity.

**TA – Homeland Defense.** Munitions used specifically for homeland defense operations. For example; chaff, flare, and 20mm ammunition used to fly Combat Air Patrol (CAP) missions.

**TB – (AFSOC) Special Operations Flyaway.** Munitions employed by AFSOC aircraft such as chaff, flare, and gun ammo. Allows support from home station for short notice/emergency contingency operations.

**TC – EOD Range Clearance Munitions.** Munitions required to perform routine range cleanup operations, to include test and evaluation support.

**TD – Disaster Preparedness Munitions.** Munitions required to support Disaster Preparedness taskings. Table of Allowance (TA) 816 authorizes stockage/issue/use. These items will likely be expended in the course of REAL WORLD disaster recovery situations only. This category is not intended to define training requirements. (Example: Munitions required by Search and Rescue (SAR) tasked units supporting law enforcement or other governmental agencies in search and rescue or disaster relief situations.).

**TE – Aircrew Life Support.** Includes life support munitions, such as flares, smoke grenades and other items required for aircrew life support. This code will be used for initial issue of life support items.

**TF – Humanitarian Missions.** Munitions required to be available for response to humanitarian relief efforts.

**TG – Classified Material Destruction.** Munitions required to be readily available for emergency destruct of classified materials.

**TH – Aircraft And Weapon System Functional Checks.** This Requirement code includes such items as impulse cartridges, engine starter cartridges, and ammunition for small arms functional checks. Also includes ammunition for small arms range certification.

**TI – AFCAT 21-209 Para-rescue Life Support Munitions**

**TJ – BASH, Ceremonial, and Animal Control.** Munitions for Bird Aircraft Strike Hazard (BASH), ceremonial details, and base animal control.

**TK – EOD Render-Safe Munitions (AFCAT 21-209).** Munitions stocks required for EOD Render-Safe Procedures (RSP) and emergency response operations (unplanned events). AFCAT 21-209 requires all EOD flights to maintain a minimum set of emergency response munitions. A 3-day supply is recommended.

**TL – Security And Self-Protection.** Munitions required by internal security and protection forces, Office of Special Investigations (OSI), command post personnel, aircrew. These are self-defense, aircrew survival/life support items (pyrotechnics, flares, markers) issued for use in survival vests and kits.

**TM – Munitions Demonstration Support.** Munitions required for firepower demonstrations, such as AETC technical school training and CAPSTONE.

**TZ – Current Operations Other.** Other Current Operational requirements not specifically covered by requirements codes above, intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items requires generation of specific requirement code.

**CATEGORY - U – UNSERVICEABLE TRANSFERS**

This category is used to transfer or create shipments of unserviceable munitions to DRMO. This category is not used to submit forecast requirements.

**CATEGORY - X -- FORWARD PRESENCE**

Combat Support of in-place forces for a specific period of time and are computed by HQ USAF/XORW using the NCAA process. NCAA developed requirements include near-year and out-year requirements for each theater.

**XA – NCAA Derived Forward Presence**

**CATEGORY - Y -- EOD DISPOSAL**

This category is used to process items disposed of by EOD. This category is not used to submit forecast requirements.

**CATEGORY - Z – STANDARD AIR MUNITIONS PACKAGE (STAMP)**

Munitions designated for pre-positioning at STAMP locations for rapid deployment. Category Z is a subset of category G combat requirement and used as a Swing Stock positioning object. Combatant Commands must plan to source up to 50% to fill category G requirements.

## Attachment 5

## FUNCTIONAL USER CODES (FUC)

| | | | |
|---|---|---|---|
| A1 | ACFT SQ 1 | A2 | ACFT SQ 2 |
| **A3** | ACFT SQ 3 | **A4** | ACFT SQ 4 |
| **A5** | ACFT SQ 5 | **A6** | ACFT SQ 6 |
| **A7** | ACFT SQ 7 | **A8** | ACFT SQ 8 |
| **A9** | ACFT SQ 9 | | |
| **B1** | BASE HOSPITAL | **B2** | BASE SUPPLY |
| **B3** | BASE ADMINISTRATION | **B4** | BASE COMMUNICATION |
| **B5** | BASE OPERATIONS | **B6** | BASE CC |
| **B7** | AIRFIELD MANAGEMENT | **B8** | RESERVED |
| **B9** | RESERVED | | |
| **C1** | CATM | **C2** | COMMAND POST |
| **C3** | CIVIL ENGINEERS (NOT PRIME BEEF) | **C4** | CHAPLIN |
| **C5** | COMBAT CONTROL TEAMS | **C6** | COMBAT COMM |
| **C7** | COMBAT CAMERA | **C8** | CONTRACT SECURITY |
| **C9** | AF COURIERS SERVICE | | |
| **D1** | DISASTER PREPAREDNESS | **D2** | OG |
| **D3** | AF DATA AUTOMATION | **D4** | DEFENSE MAPPING AGENCY |
| **D5** | DO | **D6** | RESERVED |
| **D7** | RESERVED | **D8** | RESERVED |
| **D9** | RESERVED | | |
| **E1** | EXERCISE EVAL TEAM | **E2** | EOD |
| **E3** | ELECTRONIC SECURITY SQ | **E4** | RESERVED |
| **E5** | RESERVED | **E6** | RESERVED |
| **E7** | SEEK EAGLE | **E8** | RESERVED |
| **E9** | RESERVED | | |
| **F1** | HQ ACC | **F2** | HQ AFMC |
| **F3** | AFRC/HQ AFRC | **F4** | HQ AFSOC |
| **F5** | HQ AETC | **F6** | RESERVED |
| **F7** | AIRCRAFT BATTLE DAMAGE REPAIR | **F8** | AIR RESCUE AND RECOVERY |
| **F9** | FOA | | |
| **G1** | AGS CC | **G2** | ANG |
| **G3** | ARMAMENT SHOP | **G4** | AIRCRAFT CONTROL ELEMENTS |

| | | | |
|---|---|---|---|
| **G5** | ACCOUNTING AND FINANCE | **G6** | AIRCREW LIFE SUPPORT |
| **G7** | AIR UNIVERSITY | **G8** | AREOSPACE DEFENSE CENTER (ADC) |
| **G9** | AF AUDIT AGENCY | | |
| **H1** | HONOR GUARD | **H2** | HQ SQ |
| **H3** | HISTORIANS | **H4** | RESERVED |
| **H5** | RESERVED | **H6** | RESERVED |
| **H7** | RESERVED | **H8** | RESERVED |
| **H9** | RESERVED | | |
| **I1** | RESERVED | **I2** | RESERVED |
| **I3** | RESERVED | **I4** | RESERVED |
| **I5** | RESERVED | **I6** | RESERVED |
| **I7** | RESERVED | **I8** | RESERVED |
| **I9** | RESERVED | | |
| **J1** | JAG | **J2** | JCSE (JOINT COMM SUPPORT ELMNT) |
| **J3** | RESERVED | **J4** | RESERVED |
| **J5** | RESERVED | **J6** | RESERVED |
| **J7** | RESERVED | **J8** | RESERVED |
| **J9** | RESERVED | | |
| **K1** | RESERVED | **K2** | RESERVED |
| **K3** | RESERVED | **K4** | RESERVED |
| **K5** | RESERVED | **K6** | RESERVED |
| **K7** | RESERVED | **K8** | RESERVED |
| **K9** | RESERVED | | |
| **L1** | LG | **L2** | IG |
| **L3** | INTEL | **L4** | LGX |
| **L5** | LAUNCH FACILITY | **L6** | RESERVED |
| **L7** | RESERVED | **L8** | RESERVED |
| **L9** | RESERVED | | |
| **M1** | HQ AMC | **M2** | MUNITIONS BRANCH |
| **M3** | MUNITIONS MAINT (C} | **M4** | MUNITIONS MAINT (N) |
| **M5** | MUNSS | **M6** | MUNS SQ CC |
| **M7** | MA | **M8** | MILITARY ASSISTANCE PGM |
| **M9** | MPF/PERSONNEL | | |
| **N1** | NUMBERED AIR FORCE | **N2** | NUMBERED ATAF |
| **N3** | RESERVED | **N4** | RESERVED |
| **N5** | RESERVED | **N6** | RESERVED |

| | | | |
|---|---|---|---|
| **N7** | RESERVED | **N8** | RESERVED |
| **N9** | RESERVED | | |
| **O1** | OSI | **O2** | AF OPERATIONS STAFF |
| **O3** | ANIMAL CONTROL | **O4** | AERIAL PORT |
| **O5** | OSI (ACADEMY) | **O6** | RESERVED |
| **O7** | RESERVED | **O8** | RESERVED |
| **O9** | RESERVED | | |
| **P1** | HQ PACAF | **P2** | PRIME BEEF |
| **P3** | PUBLIC AFFAIRS | **P4** | PERSONNEL (PERSCO) |
| **P5** | F-22 | **P6** | B-52 |
| **P7** | HELO | **P8** | TANKERS |
| **P9** | C-17 | | |
| **Q1** | A-10 | **Q2** | C-130 |
| **Q3** | C-141 | **Q4** | C5 |
| **Q5** | F-15 | **Q6** | F-16 |
| **Q7** | B-1 | **Q8** | B-2 |
| **Q9** | F-117 | | |
| **R1** | RED HORSE | **R2** | RAPID RUNWAY REPAIR |
| **R3** | RANGES (PACAF) | **R4** | PRIME RIB |
| **R5** | RESERVED | **R6** | RESERVED |
| **R7** | RESERVED | **R8** | RESERVED |
| **R9** | RESERVED | | |
| **S1** | DOG TRAINING | **S2** | HQ SPACECOM |
| **S3** | SECURITY FORCES | **S4** | USAF SECURITY SERVICE |
| **S5** | SERVICES (NOT PRIME RIB) | **S6** | SPACE OPERATIONS |
| **S7** | SHOOTING TEAMS | **S8** | SAFETY |
| **S9** | SOCSENT (SPEC OPS CTRL CMD) | | |
| **T1** | TRANSPORTATION | **T2** | RESERVED |
| **T3** | TACS UNITS | **T4** | RESERVED |
| **T5** | TACTICAL CONTROL FLIGHT SQ | **T6** | AFOTEC |
| **T7** | RESERVED | **T8** | RESERVED |
| **T9** | RESERVED | | |
| **U1** | HQ USAF | **U2** | HQ USAFE |
| **U3** | HQ USAFE OSC | **U4** | HQ USAF ACADEMY |
| **U5** | US CENTAF | **U6** | US SOUTHAF |
| **U7** | US CENTCOM (CENTRAL CMD) | **U8** | US SOCOM (SPECIAL OPS CMD) |

| | | | |
|---|---|---|---|
| **U9** | RESERVED | | |
| **V1** | RESERVED | **V2** | RESERVED |
| **V3** | RESERVED | **V4** | RESERVED |
| **V5** | RESERVED | **V6** | RESERVED |
| **V7** | RESERVED | **V8** | RESERVED |
| **V9** | RESERVED | | |
| **W1** | WEAPONS LOAD TRAINING | **W2** | WEAPON SERVICES |
| **W3** | WING CC | **W4** | WARFARE CENTER, AIR MOBILITY |
| **W5** | WEATHER | **W6** | RESERVED |
| **W7** | RESERVED | **W8** | RESERVED |
| **W9** | RESERVED | | |
| **X1** | RESERVED | **X2** | RESERVED |
| **X3** | RESERVED | **X4** | RESERVED |
| **X5** | RESERVED | **X6** | RESERVED |
| **X7** | RESERVED | **X8** | RESERVED |
| **X9** | RESERVED | | |
| **Y1** | RESERVED | **Y2** | RESERVED |
| **Y3** | RESERVED | **Y4** | RESERVED |
| **Y5** | RESERVED | **Y6** | RESERVED |
| **Y7** | RESERVED | **Y8** | RESERVED |
| **Y9** | RESERVED | | |
| **Z1** | RESERVED | **Z2** | RESERVED |
| **Z3** | RESERVED | **Z4** | RESERVED |
| **Z5** | RESERVED | **Z6** | RESERVED |
| **Z7** | RESERVED | **Z8** | RESERVED |
| **Z9** | RESERVED | | |

***NOTES:***

1. X1 thru Z8 are reserved for MAJCOM use. (i.e., Exercises or users unique to a single command).
2. All other codes identified as RESERVED are for USAF standards as determined by OO-ALC/WMC.

# Attachment 6

**DELETED.**

## Attachment 7

## CONVENTIONAL MUNITIONS BASE SUPPORT PLAN,

## CHAPTER 22, Part 2

## MUNITIONS

References. List the References supporting this portion of the chapter.

1. Purpose. Briefly explain the purpose of this chapter. For example: The purpose of this chapter is to outline the responsibilities and standardize individual actions to successfully perform all munitions operations required to support the 9th Wing's contingency tasking. To prevent duplication of some of the information contained in Part 1, references will be made to the appropriate attachment, tab, or exhibit.

2. Pre-Conflict Measures. Identify responsibilities the Munitions Flight Commander/NCOIC must initiate upon notification of plan implementation. One way to develop a pre-conflict checklist is by developing a flow plan of actions that must take place. For example: Upon intelligence of impending implementation of OPLAN XXX, all section and element chiefs will be recalled and briefed. Element chiefs will notify all their respective personnel to be on telephone stand-by and call-in appropriate personnel to accomplish element pre-conflict checklists. Munitions Control will run flight pre-conflict checklist and provide 24-hour coverage.

3. Flight Organizational. State who will be in charge, who reports to whom, the chain-of-command within your own unit and after units are integrated. For example: The Flight Commander/AMMO Chief of the 9th Munitions Flight are in-charge of all munitions support operations for the 9th Wing and the 9th Provisional Wing. (See Exhibit A under the tab for Supervision). The two top-ranking deploying officer/enlisted person(s) will work split shifts.

4. Integration of Incoming Forces/Augmentees. State how the units will be integrated into the existing operations until the manning in Attachment A under the tab for Resources is reached. For example: Upon arrival of first deploying unit, AMMO Chief will meet the deploying senior representative and direct half of the deploying unit to report to the MSA for integration into operations. The Munitions Storage element will be first priority for integrating deployed personnel, followed by bomb production areas. Augmentees will be split between Guided Bomb Unit (GBU) and General Purpose (GP) bomb pads. If augmentees arrive sporadically, the GBU pad gets the first augmentee, the GP pad gets the second augmentee, GBU gets third, etc.

5. Key Assumptions. List key assumptions essential to make this plan successful. Consider availability of prepositioned assets, access to operational facilities, communications, and configuration of deploying aircraft, etc. For example: Transportation resources such as designated munitions WRM vehicle requirements stated in Part 1 Transportation chapter will be available and allocated as authorized. Incoming forces will deploy with all required equipment, personnel and materials as identified in their respective UTCs.

6. Supply Distribution. Identify supply requirements, source and distribution procedures relevant to munitions operations. For example: Initial support is from Readiness Spares Packages (RSP), prepositioned assets, and host-nation support. Identify requirements for common consumable supplies such as, banding materials, dunnage, nails and copier paper. There must be enough consumable supplies being deployed to support munitions operations for 30 days. If operations continue, replenishment of the following consumables will be needed. All the needed consumables can be purchased from the host nation within a day or two through the contracting office. Replenishment can also be through normal channels of the supply system. However, the expected time for requisition and delivery is 1 to 2 weeks. **The below listing is an example of consumables that can be loaded on an RSP kit at supply and be shipped with UTC when tasked.**

| CONSUMABLES | NSN | P/N or MIL-SPEC |
|---|---|---|
| Banding, Steel, 3/4” | 8135-00-261-4397 | |
| Banding, Steel, 1-1/4” | 8135-00-283-0671 | |
| Oil, Lube, General Purpose | 9150-00-458-0075 | MIL Spec 36G2W1 |

7. Petroleum, Oils, and Lubricants (POL) Distribution. Consider POL requirements, source and distribution procedures relevant to the munitions operations. POL for aerospace ground equipment (AGE) and vehicles must be identified and coordinated with the Fuels Management Flight during the planning phase to ensure availability. For example: Fuel is provided by host wing. Two 500 gallon tanks (1ea. - diesel and 1ea - mogas) are located in the MSA behind building 1325. When either fuel tank is down to 200 gallons, Fuels Management must be contacted for refill. Fuel Management's response time is 6 to 8 hours after notification.

8. Maintenance of Vehicles and Equipment. Coordinate with AGE and Vehicle Maintenance sections on the procedures and what the unit's priority is for repair and maintenance of vehicles and equipment. For example: Munitions Flight is number three on Transportation Squadron's repair priority list, emergency vehicles are number one followed by force protection vehicles. Due to the expected excessive use of vehicles and AGE, arrangements have been made through the contracting office to use three local host nation repair shops in addition to deployed personnel. Transportation Squadron's vehicle Maintenance Control will be contacted for vehicle support and Maintenance Operations Center (MOC) will be contacted for AGE support.

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**TAB A**

**TASKED ORGANIZATION**

References. List references supporting this attachment.

1. Tasked Organization. Use the Time-Phased Force and Deployment List (TPFDL) to list pertinent organizations supporting this plan. Using the TPFDL, get the essential information to know when, how many, where, etc., for plan development. At the time of OPLAN implementation, a check should be made with Logistics Plan Flight to ensure no changes have been made to the TPFDL. The TPFDL, a computer-generated listing of data elements from the Time-Phased Force and Deployment Data (TPFDD), identifies tasked units, the type and quantity of primary aircraft inventory (PAI), unit type codes (UTC), port of debarkation (POD), earliest arrival date (EAD), latest arrival date (LAD) and various other data for plan development. Utilizing this information, the planner can see when the aircraft and munitions support packages are scheduled to depart and/or arrive, what will arrive first, aircraft or munitions support packages, etc. Definitions to TPFDL data elements are found in AFMAN 10-401. Identify this information by using TPFDL as an attachment to this tab or reference it.

**NOTE:** Munitions listed on the TPFDL are "unit cargo" only and should not be confused with munitions resupply. Munitions resupply information is classified as "non-unit cargo". This information is acquired by the MAJCOM functional manager by different means and sourced through OO-ALC/SMCA. See Munitions In/Out Shipments tab for requirements.

1.1. In-Place Unit

| QTY | TYPE | SQ. |
|---|---|---|
| 18 | F-16C | 45 FS |
| 18 | F-15E | 24 FS |

1.2. Inbound Unit

| UTC | DESCRIPT. | PERS | ORIGIN | POD | MODE | EAD | LAD |
|---|---|---|---|---|---|---|---|
| 3FYK2 | 18 A-10A | 236 | Shaw | Shaw | Air | C+01 | C+03 |
| HGZYX | Munitions | 35 | Shaw | Shaw | Air | C+01 | C+03 |

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N for what exists, (i.e., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB B**

**AIR MUNITIONS REQUIREMENTS**

References. List References, i.e., OPLANs, Joint Support Plans, War Consumables Distribution Objective (WCDO), Pre-Air Tasking Order/Integrated Tasking Order (Pre-ATO/ITO), Non-nuclear Consumable Annual Analysis (NCAA), Standard Configuration Load (SCL) instructions, Sortie Rates (SR), War and Mobilization Plan (WMP), etc.

1. Munitions Requirements. This tab reflects the type and quantity of munitions the unit is tasked to breakout, buildup and deliver from the very beginning of OPLAN implementation to the end. The WCDO, Appendix 6 to Annex D of OPLANs, and the unit Pre-Air Tasking Order/Pre-Integrated Tasking Order (ATO/ITO), contain information on these consumable requirements. These documents outline munitions that are to be prepositioned, assembled, or shipped, as well as received, at designated times to support what the planners anticipate to be expended daily throughout the conflict. Coordination with OG and LG plans functions is essential in this area. This information is extremely useful once analyzed in determining workload requirements, master storage plan, etc. Use this formula to compute the daily consumption rate of each item, if needed: PAI x SR x SCL x Expenditure Per Sortie Factor (EPSF). Information used with this formula can be found in the operational plan, planning functions for the LG and OG and in the references for this tab. The information listed in the OPLAN is anticipated and should be fairly accurate, but always keep in mind, things change. Once the requirements are figured out you can then produce a Detailed Build Analysis from CAS-D to determine how many days of sustainment of munitions you have in starter stocks and identify your swing stock requirements. Use actual documents, such as the WCDO, Pre-ATO/ITO, Detailed Build Analysis and the Air Munitions Requirements from the OPLAN, as attachments to this tab or reference them. Refer to Tab D for the definition of each phase listed below.

1.1. Phase I Generation. Identify the munitions requirements needed for the initial load of your PAI upon OPLAN execution.

1.1.1. Pre- ATO/ITO. These tasking orders apply to an in-place unit and could possibly apply to a deploying unit depending on their respective mission (i.e., hitting targets on the way to the deployed location). The tasking orders are developed from intelligence sources identifying targets that need to be eliminated upon execution of the OPLAN. This analysis drives what is pre-built, needs to be built, and possibly trailerized. (See **Attachment 1**).

1.1.2. Tactical Arm Deployment (TAD). This tasking is found in the TAD document provided by your MAJCOM. It shows the required air-to-air “defense” munitions for the deploying PAI enroute to their designated locations.

1.1.3. Tactical Ferry. Munitions loaded on the deploying aircraft prior to flying to their designated location (i.e., transporting munitions in place of transporting via cargo aircraft).

1.2. Phase I Deployment. Identify munitions required to be deployed with the unit and out-shipment requirements.

1.2.1. Unit Support Munitions. Identify munitions required to support a munitions unit (e.g., small arms ammunition, distress signals, etc.).

1.2.2. Out-Shipment Requirements. Identify the munitions tasked to be shipped out. This information would be identified in the Munitions In/Out Shipments tab. Refer to Tab G for more information.

1.3. Phase I Regeneration. Identify the munitions required once the aircraft land at their designated location.

1.3.1. Pre-ATO/ITO. This tasking order would apply to deploying units that were tasked to load TAD munitions at their home station.

1.4. Phase II Employment. Identify the munitions required to sustain fighter/bomber operations throughout the conflict as reflected in the WCDO and the Air Munitions Requirements listed in the OPLAN. The WCDO is an annual document that provides the WRM prepositioning requirements for selected war consumables in support of wartime activities. The air munitions requirements and expected daily expenditure chart in Annex D of the OPLAN depict what planners anticipate is required and expended throughout the conflict. Be sure to consider cross-servicing and notional tasking requirements.

1.4.1. Detailed Build Analysis Report. Use the WCDO and Air Munitions Requirements to analyze the munitions requirements by producing a Detailed Build Analysis report from CAS-D. (See **Attachment 2**).

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (i.e., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Attachments:

1 - Pre-ATO

2 - Detailed Build Analysis

## ATTACHMENT 1
## PRE-AIR TASKING ORDER

| A/C | SCL | NOSE FUZE | TAIL FUZE | AMMO | TIME |
|---|---|---|---|---|---|
| 6 x F-15E | 10x MK-82C / BRU | M904 / 8 sec/Non delay | M905 / 8 sec/Non-delay | 20mm | D-day H-hr |
| 5 x F-16C | 4 x GBU-10J/B / Rack | N/A | FMU-143 / 12 sec./.06 sec | 20mm | D-day H-hr |
| 7 x F-16C | 4 x CBU-52/TER-2 B/O | MK339 / Pr.5.3 /Op 6.1 | N/A | 20mm | D-day H-hr |
| 6 x F-15E | 4 x GBU-24/B / BRU | FMU-81 / Safe /.25 | FMU-81 / Safe /.25 | 20mm | D-day H-hr +1 |
| 6 x F-15E | 12 x MK-82C / BRU | FMU-113 / 6 Sec. | N/A | 20mm | D-day H-hr +1 |
| 6 x F-16C | 4 x MK-84A / Rack | NSC | FMU-139A/B / LD 6 /HD 2.6/25 | 20mm | D-day H-hr +1 |
| 6 x F15E | 8 x CBU-87B/B / BRU | Arm Time R / Spin 1 | N/A | As Req | D-day H-hr +3 |
| 6 x F-16C | 4 x CBU-87B/B / Rack | Arm Time P / Spin 1 ECM On / Hof C | N/A | As Req | D-day H-hr +3 |
| 4 x F-15E | 4 x GBU-10E/B / BRU | NSC | FMU-139A/B / LD 20 /HD 4.0/Inst | As Req | D-day H-hr +3 |
| 6 x F-16C | 6 x GBU12D/B / Rack | NSC | FMU-139A/B / LD20 /HD 2.6/25 | As Req | D-day H-hr +5 |
| 6 x F-15E | 4 x MK-84C / BRU | M904 / 16 Sec/.050 Delay | M905 / 16 Sec/.050 Delay | As Req | D-day H-hr +5 |
| 4 x F-16C | 6 x MK-82A / TER FHD | NSC | FMU-139A/B / LD20 /HD5.0/Inst | As Req | D-day H-hr +5 |

# ATTACHMENT 2

# DETAILED BUILD ANALYSIS REPORT

## EXAMPLE PAGE OF A CAS-D REPORT

PREPARED 16 MAR 95 18:45 Detailed Build Analysis Report PCN SD078Z80AR
On Build Generated 12 DEC 1994 18:28
Priority Build for SRAN FV6000 ALKOP AB S. BERNINIA

| PRI# | ITEM | | NOUN | | | | BUILD RQMT | BUILD CAP | % SUPP | MAX BUILD |
|---|---|---|---|---|---|---|---|---|---|---|
| 0001 | BC21H | MK82C | 904/905 N/T | | | | 60 | 60 | 100 | 237 |
| | COMP | | NOUN | DODIC | QTY REQ. | TOT REQ. | ASSETS | BUILD MAX | | USED |
| | 01 | BOMB GP MK82-1 TRITONAL W/LUGS | | E485 | 1 | 60 | 1180 | 1180 | | 60 |
| | 02 | FIN ASSY BMB MAU-93/B F/MK82 | | F664 | 1 | 60 | 499 | 499 | | 60 |
| | 03 | FUZE BOMB NOSE M904E3 | | F835 | 1 | 60 | 712 | 712 | | 60 |
| | 04 | FZE BMB TAIL M905 | | F989 | 1 | 60 | 550 | 550 | | 60 |
| | 05 | ADAPTER BSTR BMB NOSE 745E7 | | F372 | 1 | 60 | 0 | 0 | | 0 |
| | 05 | ADAPTER BSTR BMB NOSE 745E7 | | F380 | 1 | 60 | 0 | 0 | | 0 |
| | 05 | ADAPTER BSTR BMB NOSE 745E7 | | F386 | 1 | 60 | 0 | 0 | | 0 |
| | 05 | ADAPTER BSTR BMB NOSE 745E7 | | F411 | 1 | 60 | 1441 | 1441 | | 60 |
| | 06 | ADAPTER BSTR BMB TAIL XM147 | | F387 | 1 | 60 | 0 | 0 | | 0 |
| | 06 | ADAPTER BSTR BMB TAIL XM147 | | F382 | 1 | 60 | 0 | 0 | | 0 |
| | 06 | ADAPTER BSTR BMB TAIL XM147 | | F409 | 1 | 60 | 579 | 579 | | 60 |
| | 07 | DRIVE ASSY ATU 35/BB | | BY29 | 1 | 60 | 5800 | 5800 | | 60 |
| | 08 | COUPLER DRIVE ASSY MAU-87/B | | EY91 | 1 | 60 | 2720 | 2720 | | 60 |
| | 09 | SHAFT DRIVE MAU-86/B-5 | | F493 | 1 | 60 | 2192 | 2192 | | 60 |
| | 10 | ARMING WIRE BULK F/GP BOMBS | | BY31 | 10 | 600 | 141000 | 14100 | | 600 |
| | 11 | FERRULE ARMING WIRE | | EY21 | 2 | 120 | 44722 | 22361 | | 120 |
| | 12 | SWIVEL & LINK SINGLE MAU-166/A | | CY72 | 2 | 120 | 0 | 0 | | 0 |
| | 12 | SWIVEL & LINK SINGLE MAU-166/A | | G287 | 2 | 120 | 72000 | 36000 | | 120 |
| | 13 | CLIP SAFETY FZU-18/B | | EY74 | 2 | 120 | 3591 | 1795 | | 120 |
| | 14 | DELAY ELEM FZE BMB M9 NONDEL | | G212 | 2 | 120 | 474 | 237 | | 60 |

| PRI# | ITEM | | NOUN | | | | BUILD RQMT | BUILD CAP | % SUPP | MAX BUILD |
|---|---|---|---|---|---|---|---|---|---|---|
| 0002 | BL9CA | GBU-10 PW-II | FMU143 | | | | 20 | 20 | 100 | 26 |
| | COMP | | NOUN | DODIC | QTY REQ. | TOT REQ. | ASSETS | BUILD MAX | | USED |
| | 01 | BOMB, BLU 109/B | | F140 | 1 | 20 | 26 | 26 | | 20 |
| | 02 | CCG GB MAU-169D/B | | E069 | 1 | 20 | 180 | 180 | | 20 |
| | 03 | FIN ASSEMBLY, BOMB MXU-651/B | | F761 | 1 | 20 | 76 | 76 | | 20 |
| | 04 | FUZE SYSTEM BOMB, FMU-143B/B | | F809 | 1 | 20 | 56 | 56 | | 20 |

| PRI# | ITEM | | NOUN | | | | BUILD RQMT | BUILD CAP | % SUPP | MAX BUILD |
|---|---|---|---|---|---|---|---|---|---|---|
| 0003 | C521B | CBU-52 | MK 339 | | | | 28 | 28 | 100 | 358 |
| | COMP | | NOUN | DODIC | QTY REQ. | TOT REQ. | ASSETS | BUILD MAX | | USED |
| | 01 | DISP & BOMB, ACFT CBU-52B/B | | E800 | 1 | 28 | 416 | 416 | | 28 |
| | 02 | FUZE BMB NOSE MK 339 MOD 1 | | F740 | 1 | 28 | 358 | 358 | | 28 |
| | 03 | ADAPTER KIT ADU-449/B | | F370 | 1 | 28 | 459 | 459 | | 28 |
| | 04 | ARMING WIRE BULK F/GP BOMBS | | BY31 | 10 | 280 | 140982 | 140982 | | 280 |
| | 05 | FERRULE ARMING WIRE | | EY21 | 2 | 56 | 44686 | 22343 | | 56 |
| | 06 | SWIVEL & LINK SINGLE MAU-166/A | | CY72 | 2 | 56 | 0 | 0 | | 0 |
| | 06 | SWIVEL & LINK SINGLE MAU-166/A | | G287 | 2 | 56 | 71964 | 35982 | | 56 |

**TAB C**

**RESOURCES**

References. List documents used to determine resources. Include table of allowances, vehicle authorization lists, instructions, support agreements, deployment manning document, etc.

1. Resources. The following paragraphs depict resource requirements, including those that deploy with the unit. Consolidate all required resources. Use charts, diagrams or actual flight, squadron and/or wing documents as attachments to this tab to provide as much detailed information and explanation as possible. The categories depict the critical resources most often mentioned, if needed, other categories should be included accordingly. Explanations for the shortages should be identified in the respective attachments. Some examples follow this tab. Consider as a minimum:

1.1. Personnel Requirements. Provide overall personnel requirements (required and on-hand) for the munitions operations to be performed. Include augmentees and their intended use. Identify those personnel both in-place and deploying. Identify to which functional area they are assigned. For deploying personnel, use the Manpower Force Packaging System, derived from the Contingency Operation/Mobility Planning and Execution System, (COMPES), to identify skill level and Functional Account Code (identifies present job). See **Attachment 1** for an example. Keep in mind environmental and working conditions which may impact workers' performance.

1.2. Vehicle/AGE/MMHE Requirements. Identify those resources required to support munitions operations. Identify all requirements, those assets prepositioned and War Reserve Materiel (WRM), and their respective locations and intended use. These exhibits can be separate or combined. See **Attachment 2**, **Attachment 3** and **Attachment 4** for examples.

1.3. Test and Measurement/Diagnostic Equipment (TMDE), Special Tools, and CTKs. Identify those resources to include tools, equipment, benchstock, technical data, publications, etc., required to support munitions operations. Identify all requirements, to include assets prepositioned and WRM with their respective locations, and intended use.

**NOTE:** For deploying equipment (e.g., vehicles, AGE, MMHE, TMDE, Special Tools, CTKs, communication requirements, and administrative supplies, ADPE, etc.), use the Logistics Force Packaging System (LOGFOR) (derived from the COMPES), to identify quantity and types.

1.4. Communication. Identify in-place and deploying LMR equipment, fax machines, field phones, secure phones, etc. Identify what is required and on hand.

1.5. Administrative Supplies and ADPE. Identify computers, typewriters, shredders, safes, etc., to include approval for classified use.

1.6. Facilities. Identify the use of each facility during the conflict (i.e., what operations will be conducted where). Layouts for operating locations not presented in Part 1 of the BSP should be an exhibit to the respective functional area.

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists, (i.e., “operational constraint, shortfall, or LIMFAC”. Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Attachments:

1 - Personnel

2 - Vehicles

3 - Aerospace Ground Equipment (AGE)

4 - Munitions Materiel Handling Equipment (MMHE)

**ATTACHMENT 1**

**EXAMPLE FOR PERSONNEL**

1. Requirements.

1.1. In-Place.

| Section | 3/5 Lvl | 7 Lvl | 9 Lvl | Off | Chief |
|---|---|---|---|---|---|
| Supervision | 0 | 0 | 3 | 1 | 1 |
| Control | 4 | 2 | 0 | 0 | |
| CAS-B | 1 | 2 | 0 | 0 | |
| Conv. Maint. | 25 | 5 | 0 | 0 | |
| Inspection | 4 | 2 | 0 | 0 | |
| Storage | 18 | 4 | 0 | 0 | |
| Total | 52 | 15 | 3 | 1 | |

1.2. Deploying.

(UTC: HGZYX) - EAD = D+2

| Skill Lvl. | Qty. |
|---|---|
| Officer | 0 |
| ***2W000** | 1 |
| 9 Level | 1 |
| 7 Level | 7 |
| 3/5 Level | 27 |
| Total | 36 |

1.3. Total Combined Personnel.

| Skill Lvl. | Req. | Avail. (In Place) | Avail. D+2 | Total Avail. |
|---|---|---|---|---|
| Officer | 1 | 1 | 0 | 1 |
| 2W000 | 1 | 1 | 1 | 1 |
| 9 Level | 4 | 3 | 1 | 4 |
| 7 Level | 22 | 15 | 7 | 22 |
| 3/5 Level. | 79 | 52 | 27 | 79 |
| Total | 107 | 72 | 36 | 107 |

**ATTACHMENT 2**

**EXAMPLE FOR VEHICLES**

1. Requirements.

1.1. Deploying

| Type | Qty | LMR | Element |
|---|---|---|---|
| Bobtail | 6 | Yes | Line Delivery |
| 6K Forklift | 2 | N/A | 1 ea.-Storage / 1 ea.-Conv. Maint. |
| 4K Forklift | 1 | N/A | PGM |
| 6 PAX Trk | 1 | Yes | Supervision |
| 1 1/2 Ton Truck | 2 | Yes | Storage |

1.2. Total Combined Vehicles.

| Type | Req. | O/H | WRM | Deploying | Total | Element |
|---|---|---|---|---|---|---|
| Bobtail | 14 | 6 | 2 | 6 | 14 | Line Delivery |
| 6K Forklift | 4 | 1 | 1 | 2 | 4 | 3 ea.-Storage / 1 ea.-Conv. Maint. |
| 4K Forklift | 2 | 1 | 0 | 1 | 2 | 1 ea.-PGM / 1 ea.-Storage |
| 6 PAX Truck | 2 | 1 | 0 | 1 | 2 | Supervision |
| 1 1/2 Ton Truck | 5 | 2 | 1 | 2 | 5 | Storage |
| 10 Ton Tractor | 4 | 4 | 0 | 0 | 4 | Storage |
| 40’ Trailer | 4 | 4 | 0 | 0 | 4 | Storage |

**ATTACHMENT 3**

**EXAMPLE FOR AEROSPACE GROUND EQUIPMENT (AGE)**

1. Requirements.

1.1. Deploying.

(UTC: HHZXY)

| Type | Qty | Element |
|---|---|---|
| Heater | 2 | 1 ea.-Storage / 1 ea.-Conv. Maint. |
| MJ-4 Bomblift | 1 | PGM |
| MJ-1 Bomblift | 1 | Con. Maint. |
| TF-1 Lite-all | 1 | Conv. Maint. |

1.2. Total Combined AGE.

| Type | Req. | O/H | WRM | Deploying | Total | Element |
|---|---|---|---|---|---|---|
| Heater | 4 | 1 | 1 | 2 | 4 | 1 ea.-Stor/1 ea.-PGM/2 ea.-Conv. Maint. |
| MJ-4 Bomblift | 2 | 1 | 0 | 1 | 2 | PGM |
| MJ-1 Bomblift | 2 | 1 | 0 | 1 | 2 | Conv. Maint. |
| TF-1 Lite-all | 4 | 2 | 1 | 1 | 4 | 1 ea.-PGM / 3ea-Conv. Maint. |

**ATTACHMENT 4**

**EXAMPLE FOR MUNITIONS MATERIEL HANDLING EQUIPMENT (MMHE)**

1. Requirements.

1.1. Deploying.

(UTC: HHZXY)

| Type | Req. | Qty. |
|---|---|---|
| MHU-110 | | 25 |
| MHU-141 | | 35 |
| UALS | | 4 |
| MAC | | 2 |

1.2. Total Combined MMHE.

| Type | Req. | Req. | O/H | WRM | Deploying | Total |
|---|---|---|---|---|---|---|
| MHU-110 | | 70 | 35 | 10 | 25 | 70 |
| MHU-141 | | 81 | 40 | 6 | 35 | 81 |
| UALS | | 8 | 4 | 0 | 4 | 8 |
| MAC | | 4 | 2 | 0 | 2 | 4 |

**TAB D**

**OPERATIONS TO BE CONDUCTED**

References.

1. General. This tab describes responsibilities and actions required from the start of OPLAN execution to the end at which time the unit will redeploy forward or back to their home station. Describe what must take place to support the OPLAN tasking. Include as much information and explanation as possible. Information in this tab should be geared to the major responsibilities and actions required to meet mission needs and can form the basis of emergency action checklist(s) for Munitions Control. Specific internal functional area responsibilities, actions and resources required to fulfill these responsibilities will be reflected in their respective attachment in the Munitions Functions tab. It is important to note that your unit's mission(s) and location (staying in-place or deploying) will dictate how you will write the three portions for Phase I operations. Try and keep them separate if possible. However it will be difficult since there are so many actions taking place simultaneously and overlapping (e.g., operations started in one phase in preparation for operations in another phase). Develop flow/timelines/plans for as many operations as possible. Flowplans help the planner identify tasks that aren't being accomplished, support that isn't being provided at the time expected, foreseeable problem areas, and can provide a quick reference for the user and Munitions Control for tracking purposes.

1.1. Phase I Generation. Phase I Generation will include everything from a recall to the upload of required munitions on the aircraft. As mentioned before, no matter what your mission(s) is/are there will always be other actions taking place. Consider as a minimum: Pre-conflict measures; heightened security; recall procedures; manning updates; vehicle/AGE/MMHE check out; wing concept meetings; download of all training items from PAI; and pre-fuzing, breakout, build-up, and delivery of Pre-ATO/ITO or TAD munitions. Other things to consider will be setting up for Ability To Survive and Operate, in/out shipments, initial accountability reporting procedures, setting up operations, picking up WRM vehicles, etc. Describe the actions for the sections to support this Phase.

1.1.1. Materiel will:

1.1.2. Systems will:

1.1.3. Production will:

1.2. Phase I Deployment. Phase I Deployment will include everything from assembling and marshaling mobility packages and personnel to loading and leaving. As mentioned in Phase I Generation, there will be many actions taking place simultaneously and overlapping into each phase, especially Phase I Generation and Deployment. Consider as a minimum: additional wing concept meetings; notifying personnel of load times; preparing equipment and munitions (if required) for marshaling and loading; shift schedules; etc. Consider the other possible actions that may be initiated during this phase or continuing from Phase I Generation.

1.2.1. Materiel will:

1.2.2. Systems will:

1.2.3. Production will:

1.3. Phase I Regeneration. This phase includes all actions necessary to beddown incoming/deploying forces (i.e., marshal equipment and personnel, set up munitions operations or integrate with existing operations), download the TAD munitions from the PAI, and the build-up, delivery, and upload of Pre-ATO/ITO munitions or other munitions if the PAI were loaded at home station for a mission en route. Integrating into existing operations or deploying into a Collocated Operating Base/Main Operating Base (COB/MOB) will play a very major role in what needs to be accomplished first. Consider what needs to be built first, who will marshal the equipment, and who will downstack trailers. Establishing priorities for the equipment marshaling, setting up operations, munitions breakout, build-up, and delivery will aid you in developing a flowplan to accomplish these actions. Starting with your Pre-ATO/ITO, develop a Priority Build List. This will dictate which assembly areas need to be "Complete Round Capable" first, second, and so forth. In turn, identify what equipment needs to be delivered where and in what priority. The assembly crews can then use the Priority Build List to prioritize their munitions component delivery. Storage crews can then combine all Prioritized Component Listings and develop a Prioritized Breakout Scheme.

1.3.1. Materiel will:

1.3.2. Systems will:

1.3.3. Production will:

1.4. Phase II Employment. This phase is simply sustained munitions production. Keep in mind, we will never know how much time we'll have to accomplish all actions required to get to this phase. It is conceivable you could beddown incoming forces while being attacked. However, this is written with the understanding there was time to accomplish all the actions for Phase I operations. All munitions operations should be up and running to accommodate continuous munitions production. During this phase, frag changes and cross-servicing will occur. Next-day munitions fragmentary requirements are developed nightly (wing frag meeting) by wing operators working with a munitions representative in deciding what munitions are required/available for the designated targets identified on the ATO/ITO.

1.4.1. Materiel will:

1.4.2. Systems will:

1.4.3. Production will:

1.5. Recovery Operations/Redeployment. These two operations go hand-in-hand. Recovery operations could cover actions necessary to bring a unit either back up to, or down, from a specified level of readiness, fixing/repairing equipment and buildings, turning in unserviceable/excess munitions, tear-down of built-up munitions, certification of empty containers, and general clean-up of equipment, residue, and work areas to name a few. Redeployment is the preparing, packing, certifying and marshaling of all equipment, munitions and residue in order to redeploy forward to set-up operations again or return to home station.

1.5.1. Materiel will:

1.5.2. Systems will:

1.5.3. Production will:

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists, (i.e., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB E**

**MUNITIONS FUNCTIONS**

General. This tab identifies the major functions, their responsibilities, and specifics about each. Titles may differ depending on MAJCOM assignment.

ATTACHMENTS:

1 - Supervision

2 - Munitions Control

3 - Combat Ammunition System-Base

4 - Munitions Operations

5 - Storage/Breakout

6 - Inspection

7 - Conventional Maintenance

8 - Precision Guided Munitions Maintenance (PGM)

9 - Munitions Delivery

10- Equipment Maintenance

**ATTACHMENT 1**

**SUPERVISION**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down, i.e., Ammo Chief writes section chief's.

1.1. Flight Commander/Chief.

1.2. Systems Super.

1.3. Materiel Super.

1.4. Production Super.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, communication, administrative supplies/ADPE) are needed to perform assigned tasks. These requirements will be consolidated with all the other munitions functions into their respective attachments under the Resources tab. Identify the number of personnel assigned to each shift, shift hours and shift change procedures to ensure all information is passed on.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks - remember you are writing this as much for yourselves as well as for the personnel that will replace you! Identify shift hours and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means **all inclusive.** You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists, (i.e., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

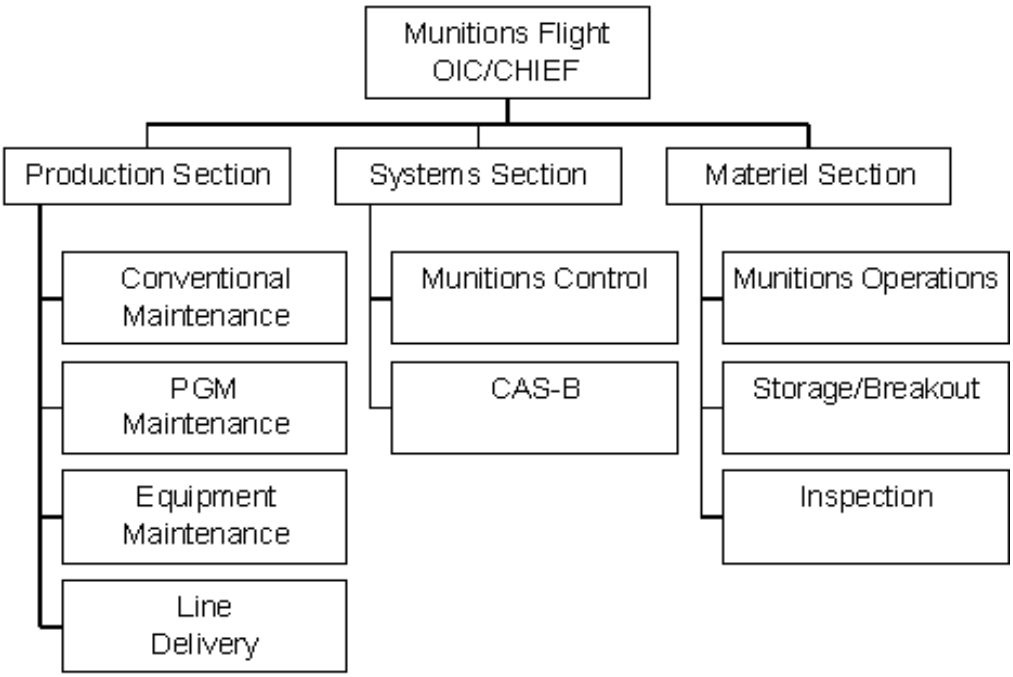
Exhibits:

A - Flight Organizational Chart.

**EXHIBIT A**

**FLIGHT ORGANIZATIONAL CHART**

Example of a flight chart depicting lines of authority.



**ATTACHMENT 2**

**MUNITIONS CONTROL**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is the section chief writes element chief's, element chief writes senior controller's, senior controller writes board controller's.

1.1. Element Chief.

1.2. Senior Controller

1.3. Board Controllers.

2. Resources. Identify what resources (personnel per shift, facilities, communication, administrative supplies and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be: manning reporting, the use of flowplans, how status'(NEW, complete round, fire symbol changes, vehicles, AGE, MMHE, personnel, work in progress, etc.) will be tracked and frag meetings conducted, frag changes handled, trailer control and key control procedures, control and flightline expediter procedures, set-up of alternate control, integration of incoming forces, classified item tracking, additional security precautions and procedures, shift hours, shift change procedures to ensure all information is passed on, back-up power, and comm-out procedures to just name a few. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists, (i.e., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibit:

A - Initial Trailer Configuration Plan/Pre-ATO Trailer Control Plan

**EXHIBIT: A**

**INITIAL TRAILER CONFIGURATION PLAN / PRE-ATO TRAILER CONTROL PLAN**

| LINE | A/C | DEL. TIME | SCL | L/D | TRLS. | REMARKS |
|---|---|---|---|---|---|---|
| 1 | F-15E | H-HR | 10x MK-82C | 1 | 1 x 110 TRL W/ 15ea | Turn for Lines 53, 54 |
| 2 | F-15E | H-HR | 10x MK-82C | Ø | Ø | |
| 3 | F-15E | H-HR | 10x MK-82C | Ø | 1 x 110 TRL W/ 15ea | Turn for Lines 55, 56 |
| 4 | F-15E | H-HR | 10x MK-82C | Ø | 1 x 110 TRL W/ 15ea | |
| 5 | F-15E | H-HR | 10x MK-82C | 2 | Ø | Turn for Lines 57, 58 |
| 6 | F-15E | H-HR | 10x MK-82C | Ø | Ø | |
| 7 | F-16C | H-HR | 4 x GBU-10J/B | 3 | 1 x 110 TRL | Turn for Line 63 |
| 8 | F-16C | H-HR | 4 x GBU-10J/B | Ø | 1 x 110 TRL | Turn for Line 64 |
| 9 | F-16C | H-HR | 4 x GBU-10J/B | 4 | 1 x 110 TRL | Turn for Line 65 |
| 10 | F-16C | H-HR | 4 x GBU-10J/B | Ø | 1 x 110 TRL | Turn for Line 66 |
| 11 | F-16C | H-HR | 4 x GBU-10J/B | 5 | 1 x 110 TRL | Turn for Line 67 |
| 12 | F-16C | H-HR | 4 x CBU-52 | 6 | 1 x 141 TRL | Turn for Line 59 |
| 13 | F-16C | H-HR | 4 x CBU-52 | Ø | 1 x 141 TRL | Turn for Line 60 |
| 14 | F-16C | H-HR | 4 x CBU-52 | 1 | 1 x 141 TRL | Turn for Line 61 |
| 15 | F-16C | H-HR | 4 x CBU-52 | Ø | 1 x 141 TRL | Turn for Line 62 |
| 16 | F-16C | H-HR | 4 x CBU-52 | 2 | 1 x 141 TRL | |
| 17 | F-16C | H-HR | 4 x CBU-52 | Ø | 1 x 141 TRL | |
| 18 | F-16C | H-HR | 4 x CBU-52 | 3 | 1 x 141 TRL | |
| 19 | F-15E | H-HR+1 | 4 x GBU-24/B | 4 | 1 x 110 TRL | Turn for Line 68 |
| 20 | F-15E | H-HR+1 | 4 x GBU-24/B | Ø | 1 x 110 TRL | |
| 21 | F-15E | H-HR+1 | 4 x GBU-24/B25 | 5 | 1 x 110 TRL | |
| 22 | F-15E | H-HR+1 | 4 x GBU-24/B | Ø | 1 x 110 TRL | |
| 23 | F-15E | H-HR+1 | 4 x GBU-24/B | 6 | 1 x 110 TRL | |
| 24 | F-15E | H-HR+1 | 4 x GBU-24/B | Ø | 1 x 110 TRL | |
| 25 | F-15E | H-HR+1 | 12 x MK-82C | 1 | 1 x 110 TRL | |
| 26 | F-15E | H-HR+1 | 12 x MK-82C | Ø | 1 x 110 TRL | |
| 27 | F-15E | H-HR+1 | 12 x MK-82C | 2 | 1 x 110 TRL | |

| LINE | A/C | DEL. TIME | SCL | L/D | TRLS. | REMARKS |
|---|---|---|---|---|---|---|
| 28 | F-15E | H-HR+1 | 12 x MK-82C | Ø | 1 x 110 TRL | |
| 29 | F-15E | H-HR+1 | 12 x MK-82C | 3 | 1 x 110 TRL | |
| 30 | F-15E | H-HR+1 | 12 x MK-82C | Ø | 1 x 110 TRL | |
| 31 | F-16C | H-HR+1 | 4 x MK-84A | 4 | 1 x 110 TRL | |
| 32 | F-16C | H-HR+1 | 4 x MK-84A | Ø | 1 x 110 TRL | |
| 33 | F-16C | H-HR+1 | 4 x MK-84A | 5 | 1 x 110 TRL | |
| 34 | F-16C | H-HR+1 | 4 x MK-84A | Ø | 1 x 110 TRL | |
| 35 | F-16C | H-HR+1 | 4 x MK-84A | 6 | 1 x 110 TRL | |
| 36 | F-16C | H-HR+1 | 4 x MK-84A | Ø | 1 x 110 TRL | |
| 37 | F-15E | H-HR+3 | 8 x CBU-87B/B | 1 | 2 x 141 TRLS | |
| 38 | F-15E | H-HR+3 | 8 x CBU-87B/B | Ø | 2 x 141 TRLS | |
| 39 | F-15E | H-HR+3 | 8 x CBU-87B/B | 2 | 2 x 141 TRLS | |
| 40 | F-15E | H-HR+3 | 8 x CBU-87B/B | Ø | 2 x 141 TRLS | |
| 41 | F-15E | H-HR+3 | 8 x CBU-87B/B | 3 | 2 x 141 TRLS | |
| 42 | F-15E | H-HR+3 | 8 x CBU-87B/B | Ø | 2 x 141 TRLS | |
| 43 | F-16C | H-HR+3 | 4 x CBU-87B/B | 4 | 1 x 141 TRL | |
| 44 | F-16C | H-HR+3 | 4 x CBU-87B/B | Ø | 1 x 141 TRL | |
| 45 | F-16C | H-HR+3 | 4 x CBU-87B/B | 5 | 1 x 141 TRL | |
| 46 | F-16C | H-HR+3 | 4 x CBU-87B/B | Ø | 1 x 141 TRL | |
| 47 | F-16C | H-HR+3 | 4 x CBU-87B/B | 6 | 1 x 141 TRL | |
| 48 | F-16C | H-HR+3 | 4 x CBU-87B/B | Ø | 1 x 141 TRL | |
| 49 | F-15E | H-HR+3 | 4 x GBU-10E/B | 1 | 1 x 110 TRL | |
| 50 | F-15E | H-HR+3 | 4 x GBU-10E/B | Ø | 1 x 110 TRL | |
| 51 | F-15E | H-HR+3 | 4 x GBU-10E/B | 2 | 1 x 110 TRL | |
| 52 | F-15E | H-HR+3 | 4 x GBU-10E/B | Ø | 1 x 110 TRL | |

**ATTACHMENT 3**

**COMBAT AMMUNITION SYSTEM - BASE/DEPLOYABLE**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, section chief writes element chief's and element chief writes shift supervisor's, etc.

1.1. Element Chief.

1.2. Shift Supervisor.

2. Resources. Identify what resources (personnel per shift, facilities, communication, administrative supplies and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with all the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be: initial reports, shift hours, shift change procedures to ensure all information is passed on, augmenting other functional areas, added security precautions and procedures. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (i.e., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**ATTACHMENT 4**

**MUNITIONS OPERATIONS**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the section chief writes element chief's, element chief writes shift supervisor's, shift supervisor writes build-up area representative's and CAS-D Operator's, etc.

1.1. Element Chief.

1.2. Shift Supervisor.

1.3. Build-Up Area Representatives.

1.4. CAS-D Operator(s).

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, communication, administrative supplies and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be: specific accounting procedures and how upchannel reporting will be performed; CAS-D operations; document control procedures; stockpile management requirements; custody accounts; reporting requirements; shipping and receipt; issue/turn-in processing; inventory requirements; unserviceable procedures; document flow; reconciliation; disposal of unserviceable munitions; assembly lot number procedures; the who's, when's, and where's so procedures can be easily implemented and enforced; primary and alternate communications capabilities; integration of incoming forces; procedures to contact MAJCOMs; shift hours; shift change procedures to ensure all information is passed on; etc. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.5. Recovery Operations/Redeployment.

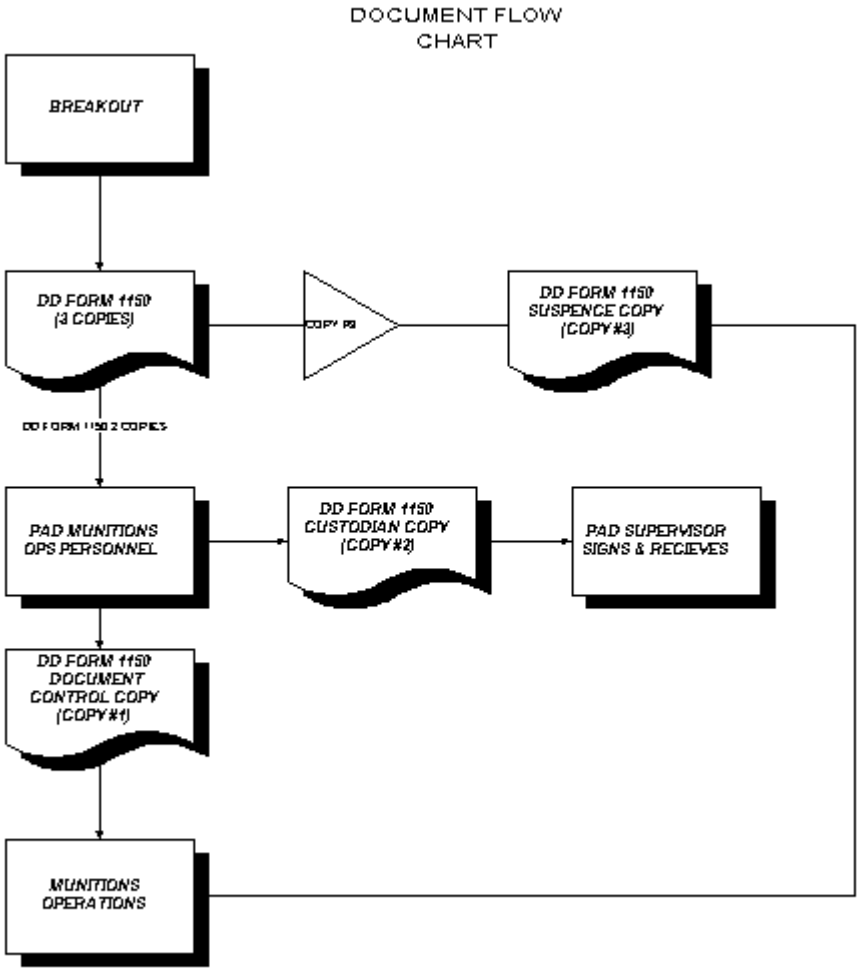
4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (i.e., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibit:

A - Document Flow Chart

**EXHIBIT A**

**EXAMPLE OF A DOCUMENT FLOW CHART**




**EXAMPLE**

**ATTACHMENT 5**

**STORAGE/BREAKOUT**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the section chief writes element chief's, element chief writes shift supervisor's, shift supervisor writes dispatcher's and crew chief's, etc.

1.1. Element Chief.

1.2. Shift Supervisor.

1.3. Dispatcher.

1.4. Crew Chief 1.

1.5. Crew Chief 2.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, AGE, MMHE, special tools and CTKs, communication, administrative supplies and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be: equipment priorities; in/out shipment operations; production area resupply; residue removal and disposition (ship reusable containers, dispose of or maintain for repack of unserviceable and/or unused munitions during recovery/redeployment); prioritized breakout scheme; integration of incoming; specific safety issues; shift hours; and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive, you will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (i.e., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibits:

A - Asset Balance Report (Master Storage Plan)

B - Storage Structure Layout

C - Prioritized Breakout Scheme

# EXHIBIT A

# EXAMPLE OF A ASSET BALANCE REPORT (MASTER STORAGE PLAN)

PREPARED 25 MAY 95 15:31 ASSET BALANCE REPORT BY STRUCTURE PCN
SD078Z64AR
FOR SRAN: FV6000 AND STRUCTURE: 1320

| LOCATION TCN | NATIONAL STOCK NUMBER | NOUN | DODIC | HAZ/ NEW COMP | GP | LOT NUMBER | C C | QTY | ORG/ SHOP |
|---|---|---|---|---|---|---|---|---|---|
| 20A001A001A | 1325004279097 | FIN ASSEMBLY, BOMB MXU-651/B | F761 | .0000 | .0 | BEA93E002G001 | B | 76 | |
| 20A002A001A | 1325011234101 | FIN ASSEMBLY, BOMB BSU-84/B | F755 | .0000 | .0 | SERIAL #'S | B | 25 | |
| 20A003A001A | 1325004279099 | FIN ASSEMBLY, BOMB MXU-650/B | F763 | .0000 | .0 | BEA93F003G001 | B | 123 | |
| 20A004A001A | 1325012305024 | CCG, GUIDED BOMB WGU-12 INERT | E042 | .0000 | .0 | SERIAL #'S | B | 9 | |
| 20A004A002A | 1325013561432 | G & C WGU-39/B, GBU-24/27/28 | EY71 | .5630 | 2.2S | SERIAL #'S | B | 15 | |
| 20A004A003A | 1325012572441 | ADAPTER GROUP, ADU-548 | CY42 | .0000 | .0 | NONE | B | 0 | |
| 20A004A003A | 1325013791379 | ADAPTER GROUP, ADU-769/B | CY19 | .0000 | .0 | NONE | B | 24 | |
| 20A005A001A | 1325000095573 | FIN ASSY MK84 W/O LUGS | F607 | .0000 | .0 | BEA93E001G001 | B | 139 | |
| 20A006A001A | 1325009076736 | ARMING WIRE ASSY | F419 | .0000 | .0 | BEA93H003G001 | B | 15665 | |
| 20A006A002A | 1325009076734 | ARMING WIRE ASSY | F418 | .0000 | .0 | BEA93H004G001 | B | 22509 | |
| 20A006A002A | 1325009076734 | ARMING WIRE ASSY | F418 | .0000 | .0 | BEA93H004H001 | B | 0 | |
| 20A006A003A | 1325004858868 | FIN ASSY BMB MAU-103A/B | F573 | .0000 | .0 | NONE | B | 209 | |
| 20A007A001A | 1325012106714 | DEFLECTOR AIR MAU-1971B | CY18 | .0000 | .0 | NONE-0 | B | 415 | |
| 20A007A002A | 1325004601306 | FIN ASSY BMB MAU-93/B F/MK-82 | F664 | .0000 | .0 | MECO-12-12 | B | 495 | |
| 20A008A001A | 1325004229023 | COUPLER DRIVE ASSY MAU-87D/B | EY91 | .0000 | .0 | BEA93H010G001 | B | 2719 | |
| 20A008A003A | 1325004229022 | DRIVE ASSY ATU-35/BB | BY29 | .0000 | .0 | BEA93H005G001 | B | 5719 | |
| 20A009A001A | 1325001164438 | LUG SUSP BOMB THD BASE | G259 | .0000 | .0 | BEA93H014G001 | B | 538 | |
| 20A009A002A | 1325001514158 | NOSE & RING KIT 2 INCH | EY45 | .0000 | .0 | NONE | B | 1420 | |
| 20A009A003A | 1325006092344 | CUP, NOSESUPPORT MK81,82,83,84 | FW26 | .0000 | .0 | BEA93H011G001 | B | 995 | |
| 20A009A004A | 1325010459022 | LANYARD, MAU-162A/B | BY82 | .0000 | .0 | BEA93H008G001 | B | 9707 | |
| 20A009A005A | 1325008287478 | CLOSING PLUG, MK82/M117 | BY52 | .0000 | .0 | NONE | B | 1207 | |
| 20A010A002B | 1325004705419 | FIN ASSY BMB MK15 MOD4 F/MK 82 | F391 | .0000 | .0 | 28-LMP-0872A | B | 0 | |
| 20A012A002A | 1325009224210 | FIN ASSY BMB MAU-91B/B, RETARD | F660 | .0000 | .0 | LMP-2-6A | B | 0 | |
| 20A017A001A | 1325012301171 | SWIVEL AND LOOP ASSEMBLY | G287 | .0000 | .0 | NONE | B | 70841 | |
| 20A017A003B | 1325001595669 | BOOSTER & TAPE ASSY,FZU-2 INRT | BY53 | .0000 | .0 | BEA93H001G001 | B | 1862 | |
| 20A017B001A | 1325009417388 | SHAFT DRIVE FZE MAU-86/B3 | F491 | .0000 | .0 | BEA93H006G001 | B | 632 | |
| 20A017B001B | 1325009417390 | SHAFT DRIVE FZE MAU-86/B4 | F492 | .0000 | .0 | NONE | B | 233 | |
| 20A017B001C | 1325004385755 | SHAFT DRIVE MAU-86/B-5 | F493 | .0000 | .0 | NONE | B | 2211 | |
| 20A017B001D | 1325002361994 | SHAFT DRIVE MAU-86/B-6 | F494 | .0000 | .0 | NONE | B | 751 | |
| 20A017B002A | 1325000285817 | FERRULE ARMING WIRE | EY21 | .0000 | .0 | NONE | B | 43823 | |
| 20A017B002B | 1325004563490 | CLIP SAFETY FZU-18/B | EY74 | .0000 | .0 | NONE | B | 3225 | |
| 20A017B002C | 1325000285815 | CLIP SAFETY | FW25 | .0000 | .0 | BEA93H007G001 | B | 5290 | |
| 20A017B003A | 1325010156413 | STRAP ASSEMBLY, BOMB STORAGE | OY42 | .0000 | .0 | NONE | B | 240 | |
| 20A017B003B | 1325010156413 | STRAP ASSEMBLY, BOMB STORAGE | OY42 | .0000 | .0 | NONE | B | 289 | |
| 20A017C001A | 1325013339776AQ | LANYARD, KEVLAR, 30 IN F15E | CY57 | .0000 | .0 | BEA94H002G001 | B | 136 | |
| 20A017C001A | 1325013339776AQ | LANYARD, KEVLAR, 30 IN F15E | CY57 | .0000 | .0 | UNK | B | 0 | |
| 20A017C001B | 1325013339774AQ | LANYARD ASSEMBLY, 15 INCH | CY59 | .0000 | .0 | UNK | B | 0 | |

**EXHIBIT B**

**EXAMPLE OF STORAGE STRUCTURE LAYOUT**

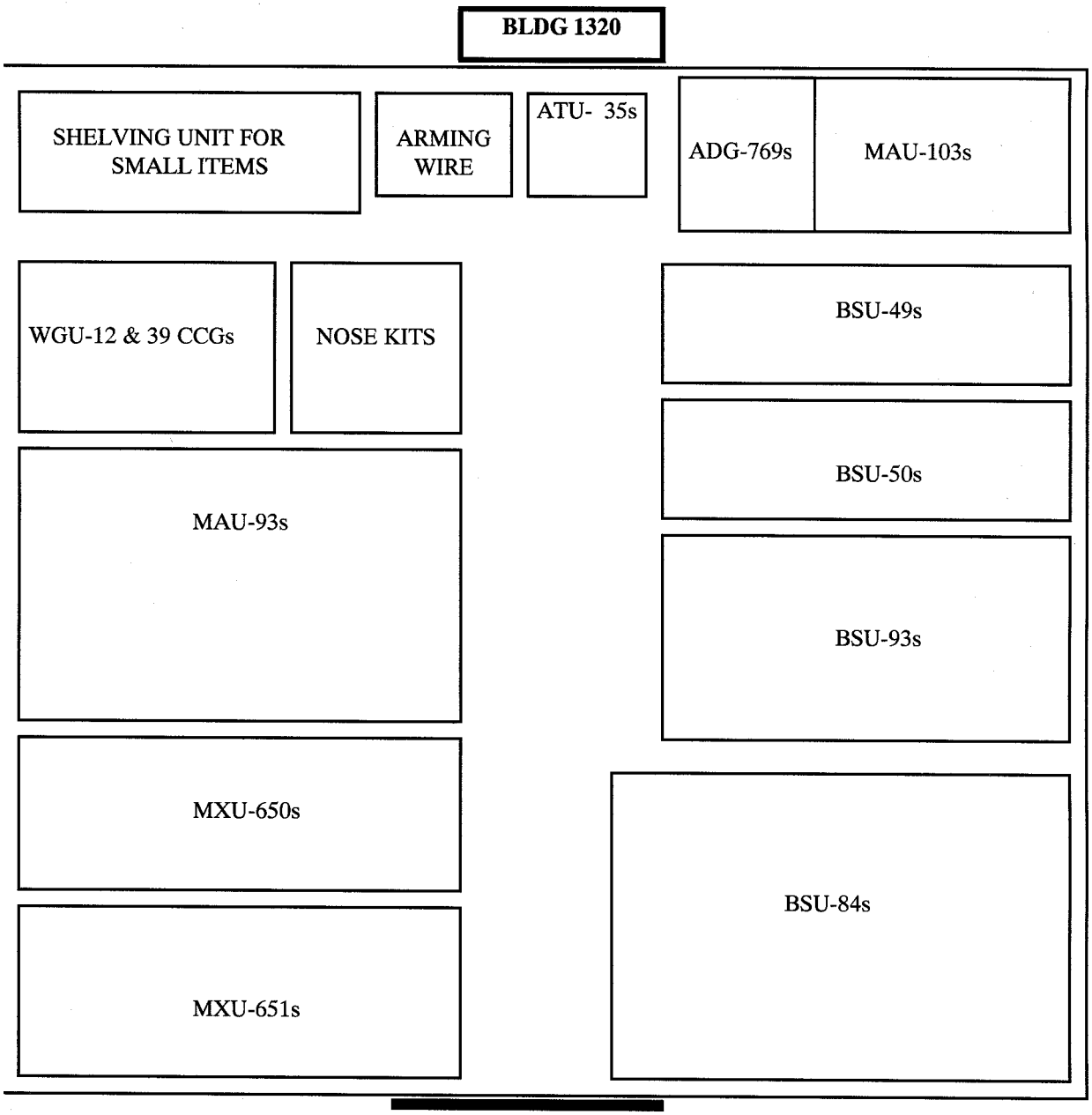


**EXHIBIT C**

**PRIORITIZED BREAKOUT SCHEME**

Generated by compiling all the production area's prioritized component listings to develop breakout crew's priorities **by tasking.**

| CREW | PRI | LOC | ITEM | QTY REQ | DEL QTY | VEHIC | 0730 | 0745 | 0800 | 0815 | 0830 | 0845 | 0900 | 0915 | 0930 | REM QTY TO DEL | DEL PAD | REMARK |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 1320 | MXU-651 | 20 | 8 | 40ft Trl | | | B | | | | D | | | 12 | *GBU* | Yarbrough |
| | 1 | 1320 | MAU-93 FIN | 60 | 24 | 40ft Trl | V | | B | | | | D | | | 36 | *MAC* | |
| | 2 | 1314 | MAU-169 | 20 | 10 | 40ft Trl | E | | | | B | | D | | | 10 | *GBU* | |
| | | | | | | | H | | | | | | | | | | | |
| 2 | 1 | 1314 | FMU-143 | 20 | | 40ft Trl | I | | B | | | | D | | | | *GBU* | Sacco |
| | 2 | 1314 | BLU-109 | 20 | 16 | 40ft Trl | C | | B | | | | D | | | 4 | *GBU* | |
| | | | | | | | L | | | | | | | | | | | |
| 3 | 1 | 1312 | M904 FUZE | 60 | | 40ft Trl | E | | B | | | | D | | | | *MAC* | Anthony |
| | 1 | 1312 | M905 FUZE | 60 | | 40ft Trl | | | B | | | | D | | | | *MAC* | |
| | 1 | 1312 | M147 BOOSTER | 60 | | 40ft Trl | | | B | | | | D | | | | *MAC* | |
| | 1 | 1312 | M148 BOOSTER | 60 | | 40ft Trl | | | B | | | | D | | | | *MAC* | |
| | 1 | 1312 | M9 DELAY (NON) | 120 | | 40ft Trl | C | | B | | | | D | | | | *MAC* | |
| | 2 | 1312 | MK-82 | 60 | 48 | 40ft Trl | H | | B | | | | D | | | 12 | *MAC* | |
| | | | | | | | E | | | | | | | | | | | |
| 4 | 1 | 1310 | MK-339 | 16 | | 40ft Trl | C | | B | | | D | | | | | *CBU* | Richardson |
| | 1 | 1310 | ADU-449 | 16 | | 40ft Trl | K | | B | | | D | | | | | *CBU* | |
| | 2 | 1310 | CBU-52 | 28 | | 40ft Trl | O | | B | | | D | | | | | *CBU* | |
| | | | | | | | U | | | | | | | | | | | |
| 5 | 1 | 1320 | MAU-86 /B5 SHAFT | 60 | | 1.5Ton | T | | B | | D | | | | | | *MAC* | Franklin |
| | 1 | 1320 | MAU-87 COUPLER | 60 | | 1.5Ton | | | B | | D | | | | | | *MAC* | |
| | 1 | 1320 | ATU-35 ASSY | 60 | | 1.5Ton | | | B | | D | | | | | | *MAC* | |
| | 2 | 1320 | ARMING WIRE, Bulk | 2 rolls | | 1.5Ton | | | B | | D | | | | | | *MAC/ CBU* | (1 spool per pad) |
| | 2 | 1320 | FERRULE | 2 Bx | | 1.5Ton | | | B | | D | | | | | | *MAC/ CBU* | (1 box per pad) |
| | 2 | 1320 | FZU-18/B CLIP | 2 Bx | | 1.5Ton | | | B | | D | | | | | | *MAC/ CBU* | (1 box per pad) |
| | 2 | 1320 | Swivel & Link, MAU-166 | 2 Bx | | 1.5Ton | | | B | | D | | | | | | *MAC/ CBU* | (1 box per pad) |

"B"= BREAKOUT

"D"= DELIVERY

NOTES: ---Crews will deliver unit packs or pallets.

---Additional crew will remain in MSA pulling asset through out initial flush.

---K-Pads will support download of delivers during initial flush.

(DEL)---Delivery quantity determined by unit of pack, LITE boxes and WCDO 4-day requirement.

(REM)---Remaining quantity will be delivered on next delivery.

**ATTACHMENT 6**

**INSPECTION**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down**.** That is, the section chief writes element chief's, element chief writes shift supervisor's, and shift supervisor writes crew chief's, etc.

1.1. Element Chief.

1.2. Shift Supervisor.

1.3. Crew Chief 1.

1.4. Crew Chief 2.

2. Resources. Identify what resources (e.g., personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, ADPE, etc.) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks, remember you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be: in/out shipments, turn-ins of unserviceables, issues for base custody accounts, specific safety issues, shift hours, shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**ATTACHMENT 7**

**CONVENTIONAL MAINTENANCE**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the section chief writes element chief's and element chief writes shift and production area supervisor's, etc.

1.1. Element Supervisor.

1.2. Shift Supervisor.

1.3. General Purpose Bombs Supervisor.

1.4. Guided Bomb Supervisor.

1.5. Cluster Bomb Supervisor.

1.6. Aircraft Ammunition Supervisor.

1.7. Chaff/Fare Supervisor.

2. Resources. Compile all the resources (e.g., personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies and ADPE) needed by the internal production areas to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify the duties required by the element chief and shift supervisor to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Internal production areas will be addressed in exhibits to this attachment (e.g., general purpose, cluster and guided bombs, aircraft ammunition, etc.). The amount of production sites you will be running dictates the number of exhibits. Use Exhibit A as an example for each bomb production site required. Provide as much detail as possible here to cover all tasks. Remember you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be shift hours, shift change procedures to ensure all information is passed on, and the other issues identified in the internal production areas exhibits. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (e.g., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibits:

A - General Purpose, Cluster, Guided Bomb Production

B - Aircraft Ammunition Production, 20MM and 30MM

C - Chaff and Flare Production

## EXHIBIT A

## GENERAL PURPOSE, CLUSTER, GUIDED BOMB PRODUCTION

References. List the references used to develop this exhibit. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the element chief writes operation supervisor's, operation supervisor's writes crew chief's, and crew chief writes assistant's, etc.

1.1. Operation Supervisor.

1.2. Crew Chief.

1.3. Asst. Crew Chief.

2. Resources. Identify what resources are needed to perform assigned tasks (e.g., personnel, vehicle, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, and ADPE). These requirements will be consolidated for inclusion in the Resources tab. Identify the number of personnel assigned to each shift, shift hours and shift change procedures to ensure all information is passed on.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would be production rates, quantifying the number of munitions that can be assembled (learning curve and proficiency) per minute and per hour/24-hour period, net explosives weight (NEW) tracking and reporting procedures, assembly lot number procedures, accountability procedures, integration of incoming forces and augmentees, complete round tracking, personnel break times, residue removal, equipment priorities for initial flush, Priority Build List and a Prioritized Component Listing, specific safety issues, estimated CRC times, shift hours, and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

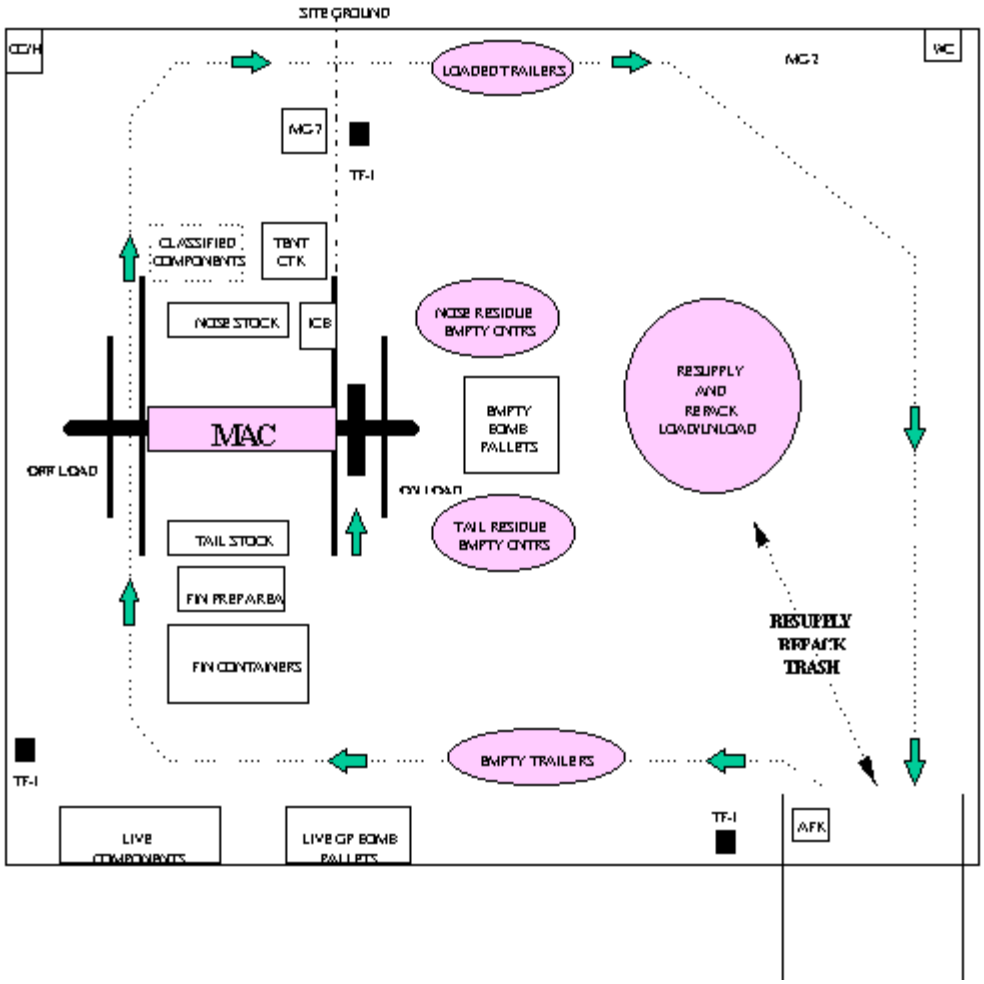
4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibits: A1- General Purpose Pad (K-1) Layout.

A2- Priority Build List/Prioritized Component Listing

**EXHIBIT A1**

**EXAMPLE OF GENERAL PURPOSE PAD (K-1) LAYOUT**



## EXHIBIT A2

## PRIORITY BUILD LIST/PRIORITIZED COMPONENT LISTING

Generated from Detailed Build Analysis in CAS-D. After assembly crews have prioritized the components in the order they want them delivered, they can place a priority next to the component under priority block. Remember the numbers on the left under the priority build # are not produced by CAS-D. You have to put priorities in after the document is printed.

```
*********** UNCLASSIFIED **********
PREPARED 27 SEP 96 08:24                Detailed Build Analysis Report                    PCN SD078Z68BR
On Build Generated  27 SEP 1996  08:13
  Priority Build for Aggregated Selected SRANs Build

PRI#  ITEM                NOUN                                  BUILD RQMT   BUILD CAP  % SUPP   MAX BUILT
0001  BC21H  MK82C          904/905 N/T                                 72          72     100         237
       COMP               NOUN              DODIC  QTY REQ.    TOT REQ.       ASSETS   BUILD MAX        USED
4 >>>   01   BOMB GP MK82-1 TRITONAL W/LUGS  E485        1         72          1178        1178          72
1 >>>   02   FIN ASSY BMB MAU-93/B F/MK-82   F664        1         72           372         372          72
2 >>>   03   FUZE BOMB NOSE M904E3           F835        1         72           608         608          72
2 >>>   04   FZE BMB TAIL M905(T771)         F989        1         72           497         497          72
        05   ADAPTER BSTR BMB NOSE T45E7     F372        1         72             0           0           0
        05   ADAPTER BSTR BMB NOSE T45E7     F380        1         72             0           0           0
        05   ADAPTER BSTR BMB NOSE T45E7     F386        1         72             0           0           0
2 >>>   05   ADAPTER BSTR BMB NOSE T45E7     F411        1         72          1440        1440          72
        06   ADAPTER BSTR BMB TAIL XM147     F387        1         72             0           0           0
        06   ADAPTER BSTR BMB TAIL XM147     F382        1         72             0           0           0
2 >>>   06   ADAPTER BSTR BMB TAIL XM147     F409        1         72           581         581          72
1 >>>   07   DRIVE ASSY ATU-35/BB            BY29        1         72          3910        3910          72
1 >>>   08   COUPLER DRIVE ASSY MAU-87/B     EY91        1         72          2590        2590          72
1 >>>   09   SHAFT DRIVE MAU-86/B-5          F493        1         72          2158        2158          72
3 >>>   10   ARMING WIRE BULK F/GP BOMBS     BY31       10        720        110000       11000         720
3 >>>   11   FERRULE ARMING WIRE            EY21        2        144         35684       17842         144
        12   SWIVEL & LINK SINGLE MAU-166/A  CY72        2        144             0           0           0
3 >>>   12   SWIVEL & LINK SINGLE MAU-166/A  G287        2        144         36000       18000         144
3 >>>   13   CLIP SAFETY FZU-18/B            EY74        2        144          3081        1540         144
2 >>>   20   DELAY ELEM FZE BMB M9 NONDEL    G212        2        144           474         237         144

PRI#  ITEM                NOUN                                  BUILD RQMT   BUILD CAP  % SUPP   MAX BUILT
0002  BC21L  MK82C            113 NS                                    48          48     100         201
       COMP               NOUN              DODIC  QTY REQ.    TOT REQ.       ASSETS   BUILD MAX        USED
2 >>>   01   BOMB GP MK82-1 TRITONAL W/LUGS  E485        1         48          1106        1106          48
1 >>>   02   FIN ASSY BMB MAU-93/B F/MK-82   F664        1         48           300         300          48
1 >>>   03   FZE PROX BMB NOSE FMU-113/B     F746        1         48           201         201          48
        04   BOOSTER & TAPE ASSY FZU-2/B     FY53        1         48             0           0           0
1 >>>   04   BOOSTER & TAPE ASSY FZU-2/B     BY53        1         48          1812        1812          48

PRI#  ITEM                NOUN                                  BUILD RQMT   BUILD CAP  % SUPP   MAX BUILT
0003  BR41M  MK 84/BSU50 FMU 139A/B  (T)                                 24          24     100          70
       COMP               NOUN              DODIC  QTY REQ.    TOT REQ.       ASSETS   BUILD MAX        USED
        01   BMB GP 2000LB MK84-4 TRIT W/LG  F275        1         24             0           0           0
2 >>>   01   BMB GP 2000LB MK84-4 TRIT W/LG  F270        1         24           100         100          24
1 >>>   02   RETARDER FIN BSU-50/B F/MK84    GY26        1         24            70          70          24
1 >>>   03   FUZE SET, BOMB FMU-139A/B       G119        1         24           937         937          24
2 >>>   04   NOSE & RING KIT 2 INCH          EY45        1         24          1420        1420          24
2 >>>   05   CUP, NOSESUPPORT MK81,82,83,84  FW26        1         24           996         996          24

END PAGE

*********** UNCLASSIFIED **********
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**EXHIBIT B**

**AIRCRAFT AMMUNITION PRODUCTION, 20MM and 30MM**

References. List the references used to develop this exhibit. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the element chief writes operation supervisor's, operation supervisor's writes crew chief's, and crew chief writes assistant's, etc.

1.1. Operation Supervisor.

1.2. Crew Chief.

1.3. Asst. Crew Chief.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would include production rates, NEW tracking and reporting procedures, assembly lot number procedures, accountability procedures, integration of incoming forces, residue removal, equipment priorities for initial flush, specific safety issues, shift hours, and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**EXHIBIT C**

**CHAFF AND FLARE PRODUCTION**

References. List the references used to develop this exhibit. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the element chief writes operation supervisor's, operation supervisor's writes crew chief's, and crew chief writes assistant's.

1.1. Operation Supervisor.

1.2. Crew Chief.

1.3. Asst. Crew Chief.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you A few examples of tasks to consider are production rates, NEW tracking and reporting procedures, assembly lot number procedures, accountability procedures, integration of incoming forces, residue removal, equipment priorities for initial flush, specific safety issues, shift hours, and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

## ATTACHMENT 8

## PRECISION GUIDED MUNITIONS MAINTENANCE

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the section chief writes element chief's and element chief writes shift and production area supervisor's.

1.1. Element Supervisor.

1.2. Shift Supervisor.

1.3. Air to Air Production Supervisor.

1.4. Air to Ground Supervisor.

1.5. Guided Bomb Production Supervisor.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify the duties required by the element chief and shift supervisor by each to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Internal production areas will be addressed in exhibits to this attachment (i.e. Air-to-Air, Air-to-Ground, etc.). The amount of production sites you will be running dictates the number of exhibits. Use Exhibit A as an example for each production site required. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider would are shift hours, shift change procedures to ensure all information is passed on, and the other issues identified in the internal production area exhibit. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibit:

A Air-to-Air, Air-to-Ground Missile Production.

## EXHIBIT A

### AIR-TO-AIR, AIR-TO-GROUND MISSILE PRODUCTION

References. List the references used to develop this exhibit. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the element chief writes operation supervisor's, operation supervisor's writes crew chief's, and crew chief writes assistant's.

1.1. Operation Supervisor.

1.2. Crew Chief.

1.3. Asst. Crew Chief.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider include production rates (if required), NEW tracking and reporting procedures, accountability procedures, integration of incoming forces, personnel break times, residue removal, equipment priorities for initial flush, specific safety issues, swap out of guidance units from training missiles for use on live missiles, shift hours, breakout and upload requirements, and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

3.6. Other.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibit :

A1 Breakout/Assembly Layout (See General Purpose Pad (K-1) Layout).

## ATTACHMENT 9

## MUNITIONS DELIVERY

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the section chief writes element chief's, element chief writes shift supervisor's, line expediter's, and line drivers'.

1.1. Element Chief.

1.2. Shift Supervisor.

1.3. Line Expediter(s)

1.4. L/D 1.

1.5. L/D 2.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, MMHE, CTKs (quick fix kit), communication, administrative supplies and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider are equipment priorities for delivery, quick fix procedures and kits, initial trailer configurations (see Munitions Control's exhibit for example), accountability procedures, integration of augmentees, specific safety issues, shift hours, and shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive. You will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

Exhibit:

A - Equipment Flow Plan

**EXHIBIT A**

**EQUIPMENT FLOW PLAN**

| PRIORITIZED EQUIPMENT FLOW | | | | | | |
|---|---|---|---|---|---|---|
| **DRIVER** | **EQUIPMENT** | **INCREMENT** | **LOAD** | **DELIVERY LOCATION** | **NOTES** | **PRIORITY** |
| LINE D-1 | 3 X MHU-110<br>3 X MHU 110 | A1-0014<br>A1-0015 | TRIPLE STACK<br>TRIPLE STACK | K1<br>K1 | | 1 |
| LINE D-2 | 3 X MHU-110<br>3 X MHU 141 | A1-0016<br>A1-0009 | TRIPLE STACK<br>TRIPLE STACK | K1<br>K1 | | 1 |
| LINE D-3 | 3 X MHU-141<br>3 X MHU 141 | A1-0010<br>A1-0011 | TRIPLE STACK<br>TRIPLE STACK | K1<br>K1 | | 1 |
| LINE D-4 | 3 X MHU-141<br>3 X MHU 141 | A1-0012<br>A1-0013 | TRIPLE STACK<br>TRIPLE STACK | K1<br>K1 | | 1 |
| LINE D-5 | MHU-110<br>MHU-110 | A1-0004<br>A1-0017 | MAC<br>CHOCK, RAILS, TROLLEYS | K1<br>K1 | | 1 |
| LINE D-6 | MHU-110<br>MHU-141 | A1-0005<br>A1-0002 | MAC<br>CTKs (W/MOB BINS, MAC MOB BOX) | K2<br>K2, K1 | 2 | 1 |
| LINE D-1 | MHU-110<br>MHU-110 | A1-0001<br>A1-0008 | CTKs<br>TENTS | K2<br>K1, K2 | 1<br>3 | 2 |
| LINE D-2 | MHU-110<br>MHU-110 | A1-0006<br>A1-0007 | TRAILER RAILS<br>DUNNAGE | K1<br>K2 | | 2 |
| LINE D-3 | 10 K Forklift | A1-0035 | 10K Forklift | K# | | 2 |
| LINE D-4 | MC-7<br>MC-7 | A1-0063<br>A1-0064 | MC-7<br>MC-7 | K1<br>K2 | | 2 |
| LINE D-4 | MC-2<br>MC-2 | A1-0060<br>A1-0061 | MC-2<br>MC-2 | K1<br>K2 | | 2 |

NOTES:

1. Proceed to K1 first. CTK BU1 and majority of dunnage is downloaded for CBU crew.

2. Proceed to K1 first. Proceed to K2 and drop off MHU-110 with rails. Request position for MHU-141 from Munitions Control.

3. Deliver 1 tent to K1 first. Proceed to K2 and deliver 1 tent, and drop MHU-110 with trailer accessories. Request position for MHU-110 from Munitions Control.

**ALL DRIVERS WILL TAKE ALL AGE TO BE REFUELED AND TOP OFF THEIR VEHICLES WITH FUEL ASAP AFTER INITIAL FLUSH HAS OCCURRED.**

**ATTACHMENT 10**

**EQUIPMENT MAINTENANCE**

References. List the references used to develop this attachment. Include instructions, technical orders, etc.

1. Responsibilities. Outline specific responsibilities required to support the munitions tasking. Responsibilities should be written from the top down. That is, the section chief writes element chief's, element chief writes shift supervisor's and worker's.

1.1. Element Chief.

1.2. Shift Supervisor.

1.3. Crew Chief 1.

1.4. Crew Chief 2.

2. Resources. Identify what resources (personnel per shift, facilities, vehicles, AGE, MMHE, TMDE, special tools and CTKs, communication, administrative supplies, and ADPE) are needed to perform assigned tasks. These requirements will be consolidated with the other munitions functions into their respective attachments under the Resources tab.

3. Operations and Requirements. Identify all duties required to accomplish those major responsibilities and actions identified in the Operations to be Conducted tab. Provide as much detail as possible here to cover all tasks. Remember, you are writing this as much for yourselves as well as for the personnel that will replace you. A few examples of tasks to consider include specific safety issues, personnel break times, integration of incoming forces, spare parts, shift hours, shift change procedures to ensure all information is passed on. Below are paragraphs that correlate to the sequence of operations to be conducted. These paragraphs are by no means all inclusive, you will need to determine what you want in each paragraph and then develop subparagraphs to further detail the tasks and operations required to meet your unit's needs.

3.1. Phase I Generation.

3.2. Phase I Deployment.

3.3. Phase I Regeneration.

3.4. Phase II Employment.

3.5. Recovery Operations/Redeployment.

4. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB F**

**COMMAND, CONTROL, COMMUNICATION AND COMPUTER (C4)**

References. List applicable References.

1. Operations and Requirements. This section should address all C4. Identify lines of authority and communication requirements, capabilities and procedures needed to effectively accomplish command and control. Include information about radios (who will provide them - home base or receiving unit, net and frequency assignments, frequency change requirements), telephones/faxes (secure or not), comm-out procedures, and computer resources. Below are examples of subparagraphs that could be used. You will need to determine what subparagraphs fit your unit's needs. Work closely with your communications agency while developing this section.

1.1. Lines of Authority. All munitions operations under the authority of the Munitions Flight Commander/Chief. Munitions Control has been delegated full authority to direct all munitions support functions with the following caveats:

1.2. Munitions Production. As a goal, Munitions Control will direct all munitions loads to be on the flightline at least 45 minutes prior to station time. Munitions Control will notify AMMO 2 anytime a munitions load hasn't departed the munitions area at least 30 minutes prior to station time.

1.3. Munitions Movements. Munitions Control will be notified prior to, and at the conclusion of, all munitions movements by all drivers.

1.4. Situations/Problem Areas. Munitions Control will continuously assess the munitions support posture in order to discern potential difficulties. At the earliest point that our ability to support the mission becomes questionable they will notify supervision.

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB G**

**MUNITIONS IN-/OUT-SHIPMENTS**

References. List references.

1. Operations and Requirements. This tab should contain data concerning In/Out-shipment details. A few considerations would be item(s), quantities, arrival or ship date, mode (land, sea, air), location (port, depot), by rail or truck, who is responsible for transportation, type of shipment (ISO, STAMP/STRAPP), blocking and bracing requirements, security requirements, etc. It is essential to identify what resources must be available when resupply arrives. Even if resupply information is incomplete, you can get an idea of what to expect by accomplishing the detailed build analysis report mentioned in the Air Munitions Requirements and, depending on where your theater of operations are, contacting either the Regional or Theater Ammunition Control Point (RACP or TACP).

2. Responsibilities. Identify the major responsibilities for In-/Out-shipment. These responsibilities should include other base agencies such as airfield management, transportation and security police for escorts. Once responsibilities are defined, the required tasks should be included in each functional area.

2.1. Munitions Control.

2.2. Munitions Operations.

2.3. Storage.

2.4. Inspection.

3. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (e.g., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB H**

**EXPLOSIVE ORDNANCE DISPOSAL (EOD)**

Reference. List references.

1. Operation And Requirements. This section identifies the type of EOD support the unit can expect to receive, if needed. Whereas munitions units developed CMPs, EOD units develop Mission Planning Folders (MPF) - a similar document that identifies how they will operate during contingencies. This is mentioned to clarify the need for this section. The planner should identify the support needed and not be concerned with building an MPF for EOD. For more information, refer to the plan that tasks EOD to provide your support. Consider contact information, dud/safe munitions holding area, conventional munitions disposal area(s), chemical munitions disposal area(s), Emergency Destruction of Material (EDM) assistance, and other munitions support requirements. **As new munitions are tasked, ensure EOD is notified so they can get required equipment/tech data to handle weapon.**

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB J**

**SAFETY**

References. List references.

1. Operations and Requirements. This section describes those safety requirements and tasks necessary to support mission accomplishment. It is not intended to duplicate the specific safety requirements and precautions listed in the individual functional areas. Since most operations will be conducted under combat conditions, it is essential that all safety aspects of the operation be identified and controlled as much as possible. Safety awareness will help reduce accidental injury to personnel and loss of other resources. Identify responsibilities for explosive safety and ground safety procedures, and any other hazards that may be encountered. Describe who and how risk assessment will be accomplished. Determine how explosives siting will be accomplished. Work closely with weapons and ground safety agencies while developing this section.

1.1. Safety and Mishap Prevention.

1.2. General Safety Brief.

1.3. Risk Assessment.

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (e.g., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB K**

**SECURITY**

References. List References.

1. Operations and Requirements. This tab address responsibilities assumed by the unit during a contingency. It should not duplicate information already contained in Part 1. Describe additional security requirements and responsibilities associated with the control and protection of resources such as if 2W0X1 personnel assume responsibilities for perimeter defense, entry control, armed escort for off-base and possibly on-base munitions movements, etc. Any functional area specific responsibility or requirement should be listed in the respective functional area's portion. Work closely with your force protection agency while developing this section to ensure the latest philosophies and practices are incorporated.

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB L**

**ABILITY TO SURVIVE AND OPERATE (ATSO)**

References. List references.

1. Operations and Requirements. ATSO is a program designed to provide Air Force installation commanders with the capability to destroy attacking enemy air and ground forces, to limit damage, and to survive, recover, and continue to operate under different conditions and geographic locations. The overall objective of ATSO is to sustain sortie generation capability to continue employment of air power. The planner should identify critical assets and describe methods to protect them. Three areas identified by MAJCOMs as needing attention include: camouflage, concealment and deception (CCD); dispersal; and decontamination. In addition, consider meals, water, transportation to and from duty, and rest quarters. Any functional area specific responsibility or requirement should be listed in the respective functional area's portion. Work closely with your local Civil Engineering Readiness function while developing this section.

1.1. Camouflage, Concealment and Deception (CCD). Identify the resources that must be CCD'd and the methods used. This may include netting buildings or vehicles, application of tone-down paint to blend equipment with the terrain, or disguising potential targets.

1.2. Dispersal. Efforts to disperse assets will force the enemy to strike in different places to completely destroy all intended targets. Identify procedures for dispersal of munitions, equipment, vehicles and personnel.

1.3. Decontamination/Post-Attack Procedures. Decontamination is associated with base recovery operations and must be an expedient process for removing contaminated material (chemical or radioactive) from those assets needed to continue operations. Post-attack procedures include assigning teams to check for damage and casualties, and marking unexploded ordnance. Identify responsibilities, procedures and resources required.

1.4. Meals/Water. Identify who is responsible for picking up MREs, where they are picked up from, when and how will they be distributed (by functional area, crew, individual, etc.). Also how, where, and who is responsible for distributing water.

1.5. Transportation. Identify who is responsible for and how personnel will be transported to and from their place of duty and resting quarters.

1.6. Quarters. Identify what will be provided and where personnel will rest.

2. Operational Constraints/Shortfalls/LIMFACs. If any exist, state "See Tab N" for what exists (e.g., "operational constraint, shortfall, or LIMFAC"). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB M**

**EMERGENCY DESTRUCTION OF MATERIEL (EDM)**

References. List references.

1. Responsibilities. EDM is the final action taken to ensure assigned classified munitions and material do not fall into the hands of unauthorized forces. Identify the responsibilities of each agency and note whether overall responsibility rests with home base or the deploying unit.

1.1. Munitions Functions.

1.2. Support Agencies. Identify the responsibilities for all required support from outside agencies as well as agencies needing assistance in destruction of their classified materials.

1.3. Security Police.

1.4. EOD.

2. Operations and Requirements. A good EDM program requires a plan on how to conduct operations and that all personnel be trained and knowledgeable of their duties and responsibilities. Developing a local checklist is the best way to meet this requirement. Describe procedures on how to destroy munitions if an emergency arises. MAJCOMs should provide specific guidance for their units on an effective EDM. Consider as a minimum required resources to include demolition assets; material and equipment; demolition material locations; priority of assets that need to be destroyed; safety briefings; and destruction methods. Your local EOD shop can help you immensely!

3. Operational Constraints/Shortfalls/LIMFACs. If any exist, state “See Tab N” for what exists (e.g., “operational constraint, shortfall, or LIMFAC”). Refer to Tab N for actions that must take place when an operational constraint, shortfall or LIMFAC is identified.

**TAB N**

**CONSOLIDATED OPERATIONAL CONSTRAINTS, SHORTFALLS, AND LIMFACS**

1. General. This tab identifies all LIMFACS associated with this plan.

2. Operational Constraints and Shortfalls. Assign a local tracking number, office of primary responsibility (OPR), and point of contact (POC), for each operational constraint and shortfall. Identify the factor or condition that exists, impact assessment, workaround, status of efforts to resolve it, and the estimated completion date (ECD).

| | |
|---|---|
| **- Tracking number** | **- OPR** |
| - POC | - Factor or condition that exists |
| - Impact assessment | - Work around |
| - Status | - ECD |

3. LIMFAC. LIMFACs will be forwarded to the wing for consolidation into the wing's LIMFAC file. Identify the MAJCOM or wing tracking number with OPR and POC, the unit OPR and POC, the factor or condition that exists, impact assessment, status of efforts to resolve it, an the estimated completion date (ECD).

| | |
|---|---|
| **- MAJCOM/Wing Tracking number** | **- MAJCOM/Wing OPR** |
| - MAJCOM/Wing POC | - Unit OPR |
| - Unit POC | - Factor or condition that exists |
| - Impact assessment | - Status |
| - ECD | |

## Attachment 8

## SITE SURVEY CHECK LIST

1. POINT OF DEBARKATION:

1.1. Is it at the forward operating location (FOL)?

1.2. What distance must be traveled and how long will it take?

1.3. What mode of transportation will be used?

1.3.1. Plane?

1.3.2. Bus?

1.3.3. Ship?

1.3.4. Train?

1.3.5. Auto?

1.4. Will anyone meet us upon arrival?

2. BUILDINGS:

2.1. How many buildings and what types (i.e., maintenance, admin.) will we have available?

2.2. What kind of power sources are available?

2.2.1. Is a converter needed?

2.2.2. Is a power supply (TF-1, NF-2) needed?

2.2.3. What kind of adapter plugs do we need? (3 prong, 2 round, etc.)

2.3. How big are the maintenance, assembly and inspection bays?

2.3.1. Sq. ft_____(if applicable)

2.3.2. Height_____(if applicable)

2.3.3. Width_____(if applicable)

2.3.4. Length_____(if applicable)

2.4. How many bays/offices are in the buildings?

2.5. How big are the entrance doors to the bays? (Width?_____Height?_____)

2.6. Are copies of building blueprints available?

2.7. What is the authorized Net Explosive Weight (NEW) of the maintenance buildings?

2.8. What can the buildings be used for?

2.9. What is established for Munitions Control?

2.9.1. Radios?

2.9.2. Control Boards?

2.9.3. Environment of room?

2.9.4. Emergency Checklists?

2.9.5. What type of furniture is in place?

3. MAINTENANCE ASSEMBLY PADS:

3.1. How big is the work area? (Sq. Ft_____Length_____Width_____)

3.2. What kind of power source is available?

3.2.1. Is a converter needed?

3.2.2. Is a power supply (TF-1, NF-2) needed?

3.3. Is lightning protection required and in place?

3.4. What is the NEW authorization?

3.5. How far is it to the flightline?

3.6. What type of surface is the pad? (gravel, concrete, pavement, PSP/AM-2, etc.)?

3.7. Is prepositioned dunnage in place?

3.8. Are trash bins available?

3.9. Where will munitions residue be put?

3.10. Is equipment available to transport the munitions residue?

3.11. Are the assembly pads barricaded?

3.12. Are the assembly pads covered?

3.13. What kind of access do the assembly pads have (narrow roads, two entrances, etc.)?

3.14. Are there personnel break areas out of the weather?

3.15. Are there any local regulations governing explosive operations?

4. STORAGE:

4.1. How big are the igloos or storage pads?

4.2. Are the igloos lighted/ventilated?

4.3. Are the igloos single or double door?

4.3.1. How wide are the doors?

4.3.2. How tall are the doors?

4.3.3. Will all the equipment fit through the doors?

4.4. What is NEW allowance of the storage locations?

4.5. How far is to the buildup sites from the storage locations?

4.6. Where are the keys kept to the storage structures?

4.7. Is there a master storage plan? If so, who has it, and is it current?

4.8. Are there any complete round igloos? If so, what types of configurations?

4.9. What type of surface is in front of the structures?

4.10. How large is the pad in front of the igloos? (Length_____Width_____)

4.11. How many igloos are there?

4.12. What type of igloos are there?

4.13. Are there any open storage areas?

4.14. Is there more than one exit from the storage area?

4.15. Are there plans to construct another exit?

4.16. Are there any local regulations that govern storage of explosives?

5. FLIGHTLINE DELIVERY:

5.1. How far is it to the flightline?

5.2. Is there a holding area on the flightline?

5.2.1. Is there dunnage available?

5.2.2. Are there Y stands available?

5.2.3. What is the NEW authorization?

5.3. What type of aircraft structures will have to be delivered to?

5.3.1. Will munitions be prepositioned in them?

5.3.2. What is the NEW limits?

5.3.3. Is vault storage available?

5.3.4. What is the layout of the structure?

5.3.5. Are pantographs available for refueling?

6. ROADS:

6.1. How are they surfaced?

6.2. What condition are the roads in?

6.3. What is the weight capacity?

6.4. How wide are the roads?

6.4.1. Narrow bridges?

(Length_____Width_____Wt_____Cap____)

6.4.2. Are there any sharp corners? Can a 40 ft trailer make the turns?

6.4.3. Are there any steep grades?

6.5. Can we get maps?

6.5.1. Chart?

6.5.2. Topographic?

6.6. Are there any hazards such as:

6.6.1. Mudslides?

6.6.2. Rockslides?

6.6.3. Floods?

6.6.4. Snow/Ice?

6.6.5. Frost boils?

6.7. Is there a security problem, are escorts required?

6.8. Does the route go through populated areas or towns?

6.9. Do farm animals frequently cross/jam roads?

6.10. Are there any local regulations governing transportation of munitions?

7. EQUIPMENT:

7.1. How many trailers are in place?

7.1.1. What conditions are the trailers in?

7.1.2. What type of trailers are there?

7.1.2.1. MHU 110?

7.1.2.2. MHU 141?

7.1.2.3. 40 ft trailer?

7.1.2.4. 25 ft trailer?

7.1.2.5. MHU 85?

7.1.2.6. 12M?

7.1.3. How many trailers must be brought?

7.1.4. How are trailers configured (stacked, railed, etc.)?

7.1.4.1. Do we need tie down straps?

7.1.4.2. Are the 40 ft trailers railed?

7.1.4.3. Are there enough chains and binders?

7.1.4.5. Are there missile trees available?

7.1.4.6. Is GBU trailer equipment available?

7.1.5. Is there a supply of parts to do maintenance on the trailers? If not, should a spare parts kit be brought?

7.2. What is the type/condition of vehicles in place? What type transmissions do they have? Do they have pintle hooks? Are they properly wired for electrical hook-ups?

7.2.1. Towing vehicles:

7.2.1.1. Bobtails.

7.2.1.2. 5 & 10 ton tractors.

7.2.1.3. Coleman tugs.

7.2.1.4. Farm tractors.

7.2.1.5. Other.

7.2.2. Forklifts:

7.2.2.1. Electric, gas, diesel.

7.2.2.2. 4000 LB.

7.2.2.3. 6000 LB.

7.2.2.4. 463L.

7.2.2.5. Rough terrain.

7.2.2.6. All terrain.

7.2.2.7. Other.

7.2.3. Crane:

7.2.3.1. LRT 100.

7.2.3.2. H-11.

7.2.3.3. Other.

7.2.4. General Purpose:

7.2.4.1. Pickups:

7.2.4.1.1. 1/4 ton.

7.2.4.1.2. 1/2 ton.

7.2.4.1.3. 2 or 4 wheel drive.

7.2.4.2. Cargo trucks:

7.2.4.2.1. 1 1/2 ton.

7.2.4.2.2. 2 1/2 ton.

7.2.5. Buses:

7.2.5.1. 29 PAX.

7.2.5.2. 44 PAX.

7.2.5.3. Civilian.

7.2.6. AGE:

7.2.6.1. Jammers:

7.2.6.1.1. MJ-1.

7.2.6.1.2. MHU-83.

7.2.6.1.3. Are the adapters present (booms, hooks, fork adapter, etc.)?

7.2.6.2. Lighting/power source:

7.2.6.2.1. TF-1.

7.2.6.2.2. NF-2.

7.2.6.2.3. Generator with light set.

7.2.6.2.4. Other.

7.2.6.3. Air compressors:

7.2.6.3.1. MC-2.

7.2.6.3.2. MC-7.

7.2.6.3.3. Other.

7.2.6.4. Heaters.

7.2.7. Fuel Source:

7.2.7.1. Are there bowsers?

7.2.7.2. Are there bladders?

7.2.7.3. Is there a service station?

7.2.7.4. Is there a fuel source in the munitions storage area? If not, can one be sited there?

7.2.7.5. How far is it to the service station?

8. RESUPPLY:

8.1. How will resupply arrive?

8.1.1. Train? If so, what type of rail cars?

8.1.2. Truck? if so:

8.1.2.1. What type of trailers?

8.1.2.2. What type of containers?

8.1.3. Plane?

8.1.4. Ship?

8.2. Who will transport it (another service, local nationals, allies, etc.)?

8.3. How far does resupply have to be transported?

8.4. Who will download resupply?

8.5. Will any special equipment be required to transport, download or handle the munitions?

9. COMMUNICATIONS:

9.1. Are telephones available? If so, how many?

9.2. How good is the telephone system (reliable, secure, etc.)?

9.3. Are field phones required?

9.4. Are radios compatible with those at FOL?

9.4.1. Are they on the same frequency?

9.4.2. How many should be taken?

9.4.3. Are the mobility radio frequencies OK for this country?

9.5. Is a radio transmitter repeater necessary?

9.6. Is there an established communications system?

9.7. Are antennas available/compatible with radios?

10. CAMOUFLAGE AND DECEPTION:

10.1. Are camouflage nets required?

10.1.1. How many?

10.1.2. What colors?

10.1.3. What type?

10.2. What will require concealment?

11. CHEMICAL/DECON:

11.1. Where are the chemical/decon areas located?

11.2. Will "Apple Orchards" be used? If so, where?

11.3. What decon gear must be taken?

12. SECURITY:

12.1. Should personnel be armed?

12.1.1. What type of weapons?

12.1.2. Where will weapons be stored?

12.2. Are there any known or suspected security risk areas located around the munitions area? If so, where are they?

12.3. Is the delivery route subject to ground attacks?

12.4. Are the maintenance/assembly sites located in a secure area?

12.5. Are attack shelters/bunkers available?

13. HOUSING:

13.1. Are barracks available?

13.1.1. How big are they?

13.1.2. Do buildings have heating/cooling systems?

13.1.3. Are indoor showers/latrines available?

13.2. Are there enough barracks?

13.3. Will personnel have to live in tents?

13.4. How far is to the work area from the living area?

13.5. Is transportation provided to the work area?

13.6. Where on base is the living area?

14. FOOD:

14.1. Are military dining facilities available?

14.2. Will personnel be required to eat MREs?

14.3. Are food and water available on the economy?

14.3.1. Where are dining facilities located?

14.3.2. Where is water available? (wells, water bowsers, etc.)

14.3.2.1. Is water plentiful?

14.3.2.2. Is water drinkable?

14.3.3. Is transportation available/needed to transport personnel to/from work area for chow?

15. TYPES OF BASE FACILITIES AVAILABLE:

15.1. BX?

15.2. Commissary?

15.3. Hospital/Clinics?

15.3.1. How far are they away from the work areas?

15.3.2. Do they have first aid kits available. If so, what type?

15.4. Club?

15.5. Gym?

15.6. Chapel?

15.7. Off duty recreation?

15.8. Legal office?

15.9. Finance office?

15.10. Travel/SATO office?

15.11. Vehicle maintenance?

15.12. Civil Engineers?

15.13. Radio maintenance?

16. LOCAL ENVIRONMENT:

16.1. How far is it to the closest town?

16.2. What is the type of the terrain?

16.2.1. Mountains?

16.2.2. Ocean?

16.2.3. Desert?

16.2.4. Swamp?

16.3. Are there any severe temperature/weather problems?

16.3.1. Are there four seasons?

16.3.2. Does it get extremely hot or cold?

16.3.3. Is excessively dry or wet?

16.4. What is the relationship with local nationals?

16.5. Is local national labor involved in shipping, operations or maintenance? If so, to what extent?

## Attachment 9

## IC 2003-1 TO AFI 21-201, MANAGEMENT AND MAINTENANCE OF NON-NUCLEAR MUNITIONS

13 January 2003

**SUMMARY OF REVISIONS**

This change incorporates interim change (IC) 2003-1. It aligns organizational structure with that of the Combat Wing Organization design; clarifies HQ USAF/ILMW, MAJCOM, and subordinate agencies and organizations responsibilities; updates flight, section, element and crew chief procedures; corrects key and lock management procedures; restructures munitions flight training, product assurance, and accountability processes; defines Munitions Accountable Systems Officer appointment; clarifies aircrew life support munitions control procedures; implements contingency munitions accountability and reporting processes; establishes automated Out-of-Cycle Request and Allocation Transfer Requests procedures; provides CONUS Combat Air Patrol munitions procedures.

1.1.2. Requests for deviations or waivers from the requirements of this instruction will be sent to the MAJCOM munitions staff for approval consideration. Unit requests for deviations or waivers must contain justification and expected date of compliance. Maintenance group commanders or equivalent will sign and submit all deviation or waiver requests.

**Figure 1.1. Munitions Flight Organizational Structure**

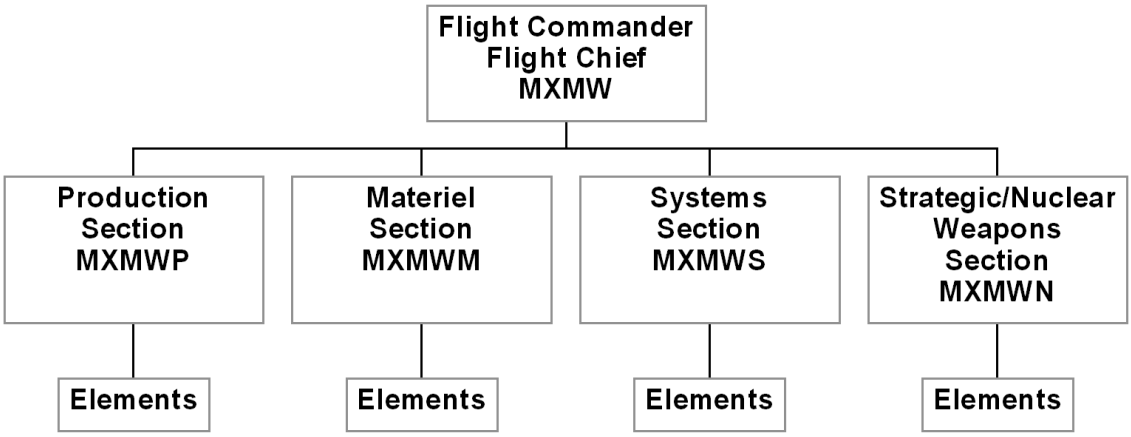


**Figure 1.2. Munitions Squadron Organizational Structure**

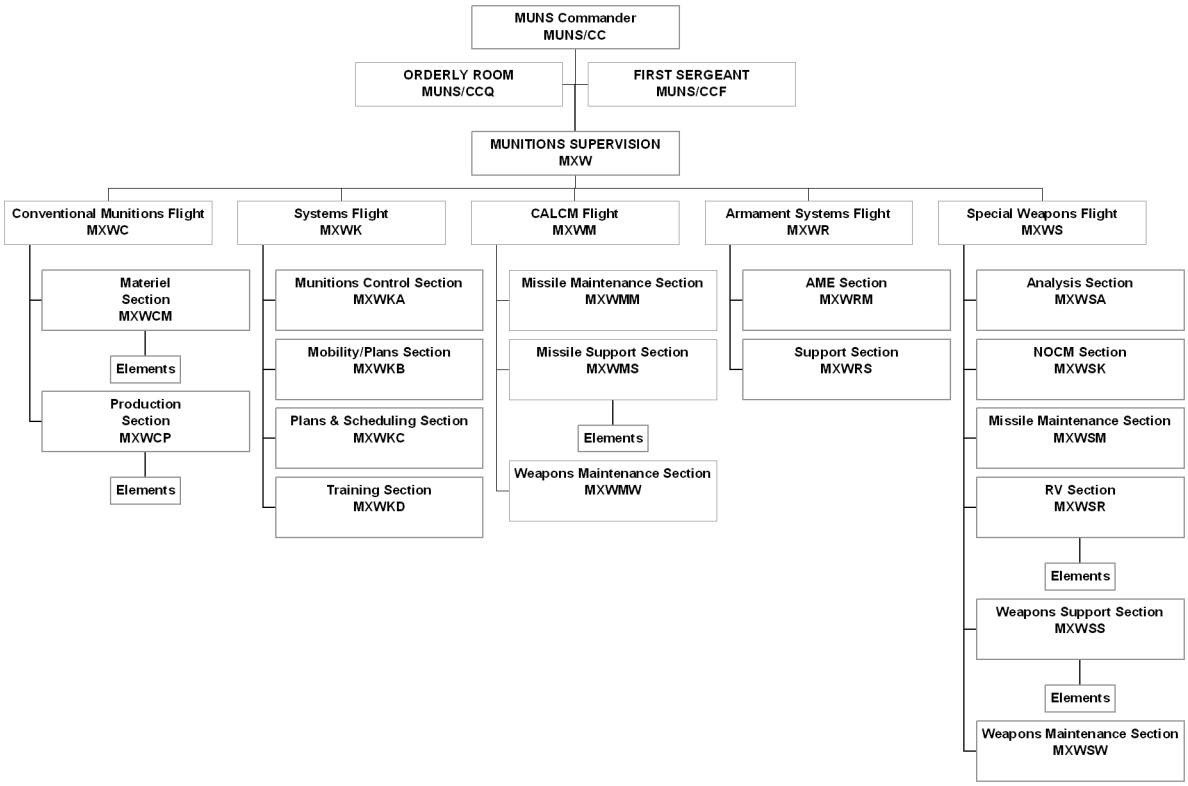

**Figure 1.3. Element Alignment Matrix.**

| Element | Production | Materiel | Systems | Strat/Nuc |
|---|---|---|---|---|
| PGM Maintenance | X | X | | |
| Conventional Maintenance | X | X | | |
| Equipment Maintenance | X | | | X |
| Line-Delivery | X | X | X | |
| Inspection | X | X | | |
| Storage and Handling | | X | | |
| Accountability | | X | X | |
| CAS | | X | X | |
| Combat Plans/Mobility | | | X | |
| Training | | | X | |
| Plans & Scheduling | | | X | |
| Vault Maintenance | X | | | X |
| Tools, Test and Handling Equipment Maintenance | | | | X |
| Special Weapons Equipment Maintenance | | | | X |
| Missile Maintenance (CALCM/Weapons) | | | | X |
| Tools and Test Equipment (CALCM/Weapons/RV) | | | | X |
| Weapons Maintenance (CALCM/Weapons/RV) | | | | X |
| Nuclear Maintenance | | | | X |
| Reentry Vehicle Weapons Systems Maintenance | | | | X |
| Weapons Support | | | | X |
| LLA/PLA Maintenance | | | | X |
| VACE | | | | X |
| Handling | X | | | X |

**1.2. Munitions Flights and Squadrons.** Responsible for the control, accountability, storage, shipping and receiving, inspection, maintenance, assembly and flight line delivery of conventional, precision

guided, nuclear munitions, and naval mines. Squadron and flight personnel manage and maintain all assigned tools, test, munitions handling equipment. Munitions organizations are typically composed of three sections: Production, Materiel and Systems. The munitions organizational charts and element alignment are in **Figure 1.1.**, **Figure 1.2.**, and **Figure 1.3.**. In munitions squadrons, flight commander/chief responsibilities outlined within this document are performed by maintenance supervision. Similarly, section chief responsibilities are performed by flight chiefs. For example, in a munitions squadron the responsibilities of the production flight chief are that of production section chief as described in this document.

1.2.3. Munitions Elements include the following: Storage, Accountability, Inspection, Shipping and Receiving, Maintenance, Precision Guided Munitions, Line Delivery/Handling, Support Equipment Maintenance (Munitions, Special Weapons, or both), Munitions Control, Plans and Scheduling, Combat Ammunitions System, Combat Plans/Mobility,Training, Vault Maintenance, Tools, Test, and Handling Equipment (Special Weapons, CALCM, or RV), Missile Maintenance (CALCM, Weapons, or both), Air Launch Missile, Nuclear Maintenance, SWIM/NOCM Accountability, Re-entry Vehicle/Re-entry Systems Maintenance, Weapons Support, LLA/PLA Maintenance, Verification and Checkout Equipment (VACE), Weapons Training, and Weapons Handling.

1.2.4. Unmanned Combat Aerial Vehicle (UCAV)/Predator: All 2W0X1 manpower positions earned to support UCAV/Predator will be allocated and integrated into the material section in support of storage, inspection, and accountability functions and/or to the production section within the precision guided munitions or conventional munitions maintenance elements as determined by the local supervision (MAJCOM functional manager coordination is required). UCAV/Predator program element (PE) coded personnel positions will not be allocated to systems flight/section or equipment maintenance elements. Although these personnel may be geographically separated from the main flight or squadron, they will be assigned and allocated on the UMD to the parent squadron, group, and wing and integrated within the existing UMD structure of the host base munitions unit, sections, and elements as outline above. The existing organizational structure outline in this AFI will not be deviated from and additional elements/sections will not be created for the sole purpose of supporting UCAV/Predator for the 2W0X1 AFSC.

2.1.3.1.2. Co-chairs the annual AF Maintenance and Munitions Advisory Group (AFM/MAG ) with HQ USAF/ILMM.

2.1.3.1.3.1. Advise and direct the CAS Program Manager and oversee program execution.

2.1.3.1.3.2. The FRB is composed of a working group with representatives from all major commands, SSG, and OO-ALC/WM. The major command representatives will be considered full members. Consensus will normally be the driving factor in decision making. Associate members consist of AFCOMAC, 363TRS/TTM, and WR-ALC/LKG.

2.1.3.1.3.3. The FRB meets annually.

2.1.3.1.3.4. Establish work priorities for HQ Standard System Group (HQ SSG) CAS Program functions and approve software configuration changes to CAS. Prioritization of Computer Systems Requirements Documents (C4RD's) will be broken out by pending, approved, deferred, completed, and cancelled. The lists will be provided to the work group members 60 days prior to the FRB meeting. Two weeks prior to the meeting, a list of any new C4RDs will be provided. Work group members are expected to come to the meeting with the pending and approved lists categorized into A, B, or C group as defined below. C4RDs within the same category will not be further prioritized.

Category A – Mission critical.

Category B – Mission essential.

Category C – Mission enhancement.

2.2.6.1. Live and inert munitions/missiles of the same type are not commingled on an aircraft for any purpose. Live munitions/missiles of one type and inert versions of others may be loaded on an aircraft only when considered essential to unit training operations. Ensure air-training missiles mirror the parent tactical missile IAW item Technical Order (T.O.).

2.2.8. Review and forward Air Force Technical Order (AFTO) Form 22, **Technical Order Improvement Report and Reply**, to all MAJCOMs for coordination before submitting to the Air Logistics Center (ALC), on T.O.s. when concurrence is not uniform, HQ USAF/ILMW will make the final determination:

2.2.8.6. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to or Containing Explosives*.

2.2.9. All MAJCOM, AFRC, and ANG Munitions Functional Managers are voting members for consensus decisions and make up the ALLMAJCOM executive committee and U&TW conferences.

2.2.9.1. Functional Managers (FM) will provide representatives to working groups established by the AFM/MAG.

2.2.23.3. Reconcile base and command balances.

2.2.25.1. Validate and coordinate on publication of the munitions War Consumables Distribution Objective (WCDO) or similar document.

2.3.3.14. Forecast requirements to HQ USAF/ILM and ILP for funding to perform APF maintenance, inspections and asset rotation during crossloads to meet annual program objective memorandum and budget estimate submission cycle.

2.4.2.1. Manage and maintain worldwide visibility of the munitions stockpile. Take action to place all munitions items indicative data in CAS.

2.4.3.4.2. Coordinate with WR-ALC/LKG and OC-ALC/WM to ensure integrity of the automated munitions systems database.

2.4.3.16.2. The team can be reached at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO, or the Hill AFB Command Post at 777-3007. Additional information about the team can be found in AFI 91-204 Chapter 3, *Safety Investigations and Reports*.

2.4.3.18. Establish the APF Management Team to develop and implement an on-board asset test and surveillance inspection plan using results from previous maintenance, inspections and rotation schedule for use during crossloads.

2.5.3. DELETED.

2.5.4. DELETED.

2.5.4.1. DELETED.

2.5.4.2. DELETED

2.5.4.3. DELETED

2.6.1.2. Control the overall CAS program

2.6.1.6. Produce a weekly Trouble Call Trend Analysis. Reports will be posted on the CAS webpage.

2.6.2. Prepare and submit CAS Acquisition Program Baseline (APB) document, summarizing CAS program requirements.

2.7.1. Bases and stations must operate munitions inventory management accounts according to established procedures. All individuals and organizations physically controlling, possessing, storing, and maintaining munitions must control, protect, and account for these resources until expended, consumed, or removed from Air Force stock.

2.7.2. Installation Commander:

2.7.2.1. Ensures the MASO is appointed IAW AFI 23-111, *Management of Government Property in Possession of the Air Force*.

2.7.2.2. Ensures key and lock custodians are appointed IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.*

2.7.3. The Maintenance Group Commander (MXG/CC) or equivalent ensures munitions organizations:

2.7.3.1. Publish a wing supplement to this instruction to establish Munitions accountability procedures. As a minimum, procedures will address:

2.7.3.1.1 Designation of responsibilities of the Munitions Flight, Weapons Flight, account custodians and maintenance operations.

2.7.3.1.2. Accounting and controlling munitions loaded in or on aircraft, including impulse cartridges.

2.7.3.1.3. Agreement on document flow and scheduling.

2.7.3.1.4. Maintaining loading support documentation.

2.7.3.1.5. Reconciliation of munitions daily.

2.7.3.1.6. Tracking and verification of munitions expenditures.

2.7.3.1.7. Specifying actual time of reconciliation and points of contact.

2.7.3.1.8. Reconciliation of deliveries to and from the flight line.

2.7.3.1.9. Accounting for safing devices.

2.7.3.1.10. Controlling expended brass and munitions residue. These assets will be treated as explosive until certified.

2.7.3.1.11. Managing expended munitions.

2.7.3.1.12. Providing adequate control and security.

2.7.3.1.13. Performance of daily and weekly inventories.

2.7.3.1.14. Operations under peacetime, wartime and contingency conditions.

2.7.3.1.15. Management of impulse cartridges.

2.7.3.1.16 Collection and recording of flight hours of munitions loaded in/on aircraft for input into TMRS/RAMS database (if applicable).

2.7.3.3. Enusre MASOs establish Munitions Accountability Customer procedures. As a minimum, include procedures for:

2.7.3.3.1. Maintenance storage, issue and turn-in.

2.7.3.3.2. Responsibility to monitor shelf and service life.

2.7.3.3.3. Responsibility to maintain original packaging for issued munitions.

2.7.3.3.4. Responsibility to maintain munitions in original packing except for assets in use.

2.7.3.3.5. Establishing and maintaining account jacket folder.

2.7.3.3.6. Inventory, account management, and expenditure validation.

2.7.3.3.7. Supporting documentation and management products.

2.7.3.3.8. Requirements forecasting and disposition.

2.7.3.3.9. Expended brass, munitions residue, and the munitions recyclable sales program and forms.

2.7.3.3.10. Loss/Damage reporting processes.

2.7.3.3.11. Mobility.

2.7.3.3.12. Courtesy storage requirements.

2.7.3.3.13. Security and handling.

2.7.3.3.14. Transportation (on/off base).

2.7.3.3.15. Suspended and restricted stocks.

2.7.3.3.16. After-hours support.

2.7.3.3.17. Unique local requirements.

2.7.3.3.18. Munitions user briefings and training.

2.7.3.3.19. Lot number integrity program.

2.7.3.3.20. Category D (Peacetime Consumables) bits and pieces use, storage, inventory, replenishment, and disposition.

2.7.4.3.21. Ensure the Rapid Response Team is notified IAW paragraph 2.4.3.15.2. for accidents or incidents involving Air Force munitions/missiles or Air Force aircraft egress systems.

2.8.6. Ensure the Munitions Flight has sufficient SIPRNET and NIPRNET capability.. Additionally, ensure computer equipment run the following software applications::

2.8.6.1. Tactical Munitions Reporting System (TMRS).

2.8.6.2. Combat Ammunition System.

2.8.6.3. Munitions Control 2000 (MC2K).

2.8.6.4. Automatic Identification Technology (AIT).

2.8.6.5. Digitized technical data.

2.8.6.6. Core Automated Maintenance System (CAMS)/GO81.

2.8.10. Appoint system administrators (SA), computer system security officers (CSSO), and system operators (SO).

2.9.1. Resources and Readiness. All planning actions and resource management must be centered upon establishing and maintaining optimum readiness in accordance with overall wing mission. A spirit of team support and cooperation is essential in Joint Service and allied operations, provided it is in accordance with established memorandums of understanding and inter-service support agreements. Refer to Air Force Joint Instruction (AFJI) 21-211, *Emergency Munitions Support for Joint Operations* for emergency munitions support to other agencies. Coordination with the MAJCOM munitions staff is required for such actions.

2.9.1.6.1. Certified munitions inspectors are not placed on the SCR solely for the purpose of signing condition tags. Munitions personnel authorized to clear Red X conditions IAW T.O. 00-20-5 are listed on the SCR.

2.9.1.7. The munitions flight chief is the Wing's Functional Manager for all 2W0 AFS issues and is responsible for flight manning.

2.9.1.8.2. Units must up channel any factors that limit their capability to receive, inspect and store their munitions requirements to their MAJCOM. Examples include communication, manpower and infrastructure deficiencies.

2.9.1.9. Host/lead units must develop a comprehensive Base Support Plan (BSP) to support OPLAN taskings. Units tasked to deploy in support of these OPLANS must be completely familiar with this BSP and must be involved in the "write-conferences" to the maximum degree possible. An annual review of all BSPs must be completed IAW AFI 10-404, *Base Support Planning*. Units develop Conventional Munitions Plans to provide detailed guidance for deploying, and employing, munitions personnel. The CMP may be used to develop BSP Part II.

2.9.1.12. Establish an Emergency Destruction of Materiel (EDM) plan within the CMP when required by supporting OPlan.

2.9.1.12.1. DELETED.

2.9.1.12.2. DELETED.

2.9.1.12.3. DELETED.

2.9.1.15. Ensure support equipment enclosed in war reserve materiel or mobility kits is inspected IAW to 00-20-5, *Aerospace Vehicle/Equipment Inspection and Documentation.*

2.9.1.16. Inform squadron supervision/group commander, and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected.

2.9.1.16.2. Personnel and equipment shortfalls. Units may also be required to report in Status of Resource and Training Systems (SORTS) if required. Units postured for contingency deployments under AEF must report shortfalls IAW AFI 10-244, *Reporting Status of Aerospace Expeditionary Force.*

2.9.1.23. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support and test equipment IAW T.O. 00-20-5 and forwarded to appropriate activity for scheduled inspection, calibration or repair.

2.9.1.24. Ensure munitions support equipment is registered according to T.O. 35-1-30, *US Air Force Serial Number Registration System for Selected Support Equipment*. Additionally, ensure CAMS/GO81 is updated as gains, losses, maintenance and TCTO completions occur.

2.9.1.26. Conduct an internal training exercise at least semiannually to ensure munitions personnel can effectively operate and use the deployable CAS system and complete Munitions Reporting (MUREP).

2.9.1.26.1. DELETED.

2.9.1.26.2. DELETED.

2.9.1.26.2.1. DELETED.

2.9.1.26.2.2. DELETED.

2.9.1.31. Establish and publish a munitions movement control program.

2.9.1.34. DELETED.

2.9.1.35. DELETED.

2.9.2.2. Standardize training documentation throughout the flight to ease the transfer of personnel between elements.

2.9.2.3. Direct the training supervisor to develop and manage the Combat Munitions Training Program (CMTP), designed to familiarize personnel on munitions requirements for all contingencies (in-place or deployed) and OPLAN taskings.

2.9.2.5. Ensure element Master Training Plans cover peacetime and contingency tasks.

2.9.2.5.1. Develop a munitions buildup task-training list used during training for all munitions operations. Ensure munitions personnel are trained and qualified to support unit missions. UCML, the pre-integrated tasking order, operational support, aircrew training syllabus, and employment plans/base support plans will be used to determine scope of the training program.

2.9.2.5.2. Establish the number of personnel to train on each tasked munitions to meet the unit's most demanding requirement. In determining this, consider the highest probable usage of tasked munitions, the complexity of the task, and the need for flexibility in the use of personnel.

2.9.2.5.2.1. Approve a CMTP lesson plan.

2.9.2.5.2.2. Designate CMTP instructors in writing.

2.9.2.5.2.3. CMTP instructors may be assigned to the Munitions Training Element or other flight elements.

2.9.2.5.2.4. DELETED.

2.9.2.5.2.5. DELETED.

2.9.2.5.2.6. DELETED.

2.9.2.5.4. Establish a comprehensive CAS training program. Ensure continuity books or procedures are established to promote the standardization. Utilize CAS training database as much as possible (i.e. assign training passwords until CAS proficient). CAS access will not be given (other than to the training database) until training is complete and documented.

2.9.2.5.4.1. DELETED.

2.9.2.6. Reviews DOC Statements, Unit Committed Munitions List (UCML) and O-Plans. Coordinates changes and appendices with the weapons and tactics function and weapons standardization.

2.9.2.6.1. DELETED.

2.9.2.6.2. DELETED.

2.9.2.6.3. DELETED.

2.9.2.6.4. DELETED.

2.9.2.7. Ensures sufficient serviceable training munitions are forecasted for training programs.

2.9.2.8. Monitors the status of critical munitions support equipment and testers for serviceability, accountability and status of Time Compliance Technical Order (TCTO) modifications.

2.9.2.9. DELETED.

2.9.2.10. DELETED.

2.9.2.11. DELETED.

2.9.2.12. DELETED.

2.9.2.13. DELETED.

2.9.2.14. DELETED.

2.9.2.15. DELETED.

2.9.3.1. Ensure munitions are not released to agencies or individuals outside the Air Force without approvals required by **Chapter 12**.

2.9.3.4.5.1. If the mishap is caused by the malfunctioning of a munitions item (live or inert), also notify OO-ALC/WM's Munitions Rapid Response Team at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO.

2.9.3.8.1. Ensure procedures contain performance of all entry control activities, inspections, increased Force Protection Condition duties, Random Antiterrorism Measures and random vehicle and personnel searches during MSA entry and exit established by the Wing Resource Protection Council and the servicing Security Forces Organization.

2.9.3.9. Is designated in writing, by the installation commander, to manage and control the key, lock and cylinder program and appoint key and lock custodians in the Munitions Flight.

2.9.3.9.1. Sign the DD Form 577, Signature Card, automated listing or letter authorizing individuals to sign for keys to munitions maintenance and storage facilities. The key issuing authority maintains the documentation.

2.9.3.9.2. DELETED.

2.9.3.10. Develop procedures for the use of Assembly Lot Numbers during contingencies, local and higher headquarters exercises and to track and account for built-up (ready) munitions. Local procedures between the Munitions Flight Chief and Wing Weapons Manager will be developed for flight line reporting using Field Lot Numbers.

2.9.3.11. Utilize a standardized munitions storage location system IAW T.O. 11A-1-61-4, *Storage and Outloading Instructions Conventional Ammunition* for all bulk stored (custody or stock) and base stock munitions.

2.9.3.11.1. Licensed/ready use/Protective Aircraft Shelters (PAS) facilities outside the MSA are exempt from this requirement, however units must ensure procedures are established to eliminate malpositioned

indicators such as document numbers or JCNs when used as locations. Local procedures will be developed to manage storage locations for operationally configured munitions maintained within the MSA.

2.9.3.11.2. Operating locations are also exempt, however any method used must ensure that accurate bay and or building inventory can be conducted without extensive research. Bay control procedures must be established to ensure all property within the bay is accounted for until picked up by custodians or returned to storage.

2.9.3.12. Ensure submittal of Dull Sword reports as outlined in AFI 91-204, *Safety Investigations and Reports.*

2.9.3.13. Flight Commander/Chief will chair the weekly scheduling meeting and approves the munitions maintenance schedules.

2.9.3.14. Send requests to MAJCOM munitions staff to add complete round codes to the Air Force standard munitions configuration table in the CRD.

2.9.3.15. Ensures the appropriate ALC engineering data service center is used to obtain information/ specifications when technical orders do not provide enough detail.

2.9.3.16. Quality Assurance (QA) Program.

2.9.3.16.1. In coordination with QA, ensures a viable quality assurance program is implemented as outlined in AFI 21-101, **Chapter 5** and this instruction.

2.9.3.16.2. Recommend munitions personnel to fill QA positions.

2.9.3.16.3. Review analysis, QA, and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes.

2.9.3.17. Comply with T.O. 33K-1-100, any applicable calibration measurement summary (CMS), T.O. 00-20-14 and other applicable technical directives concerning the use, care, handling, transportation and calibration of test, measurement and diagnostic equipment owned by the flight.

2.9.3.17.1. DELETED

2.9.3.18. Implement and maintain Inprogress Inspection (IPI) Program IAW AFI 21-101, T.O. 00-20-1 and MAJCOM guidance as required.

2.9.3.18.1. The wing master IPI lists will be reviewed annually.

2.9.3.18.2. Review/update flight IPI requirements listing as required. Route through the squadron maintenance officer/maintenance supervision for consolidation and group commander approval. Forward to QA for review, standardization and publication.

2.9.3.19. Ensure flight or section administrative procedures are established to process reports and file documents.

2.9.3.20. Manage the flight portion of the foreign object damage (FOD) and dropped object prevention (DOP) programs.

2.9.3.20.1. DELETED.

2.9.3.20.2. DELETED.

2.9.3.20.3. DELETED.

2.9.3.21. AMMO Flight Recognition Program. Promote the program to recognize exceptional performers periodically in the airman and NCO ranks, coinciding with local recognition programs. Be familiar with annual awards and recognition programs IAW AFI 36-2818 (for example Lt. General Leo Marquez Outstanding Munitions Maintenance Technician). Prestige of the award should be enhanced with meaningful incentives.

2.9.3.22. Ensure Munitions Flight explosive operations are performed by a minimum of two munitions personnel. One must be a task-qualified 2W0X1 or civilian equivalent. Flight Chief approves exceptions (i.e. Line Delivery). ANG AMC gained units will contact ANG/LGMW at their MAJCOM for deviation request.

2.9.3.22.1. DELETED.

2.9.3.22.2. DELETED.

2.9.3.23. DELETED.

2.9.3.24. DELETED.

2.9.3.25. DELETED.

2.10.5. Ensure munitions accountability personnel are knowledgeable on all facets of munitions accountability and have access to all required publications.

2.10.5.1. Develop a training program to cover all aspects of the operation, i.e., Custody accounts, CAS, and Global Transportation Network (GTN) usage.

2.10.7. Provide the Organization or Unit commander a briefing on custody account responsibility not later than 30 days after submission of the AF Form 68, **Munitions Authorization Record**.

2.10.8. Develop and publish a wing/base supplement to aid commanders, custodians and munitions users in munitions accountability procedures.

2.10.9. Provide and document briefings to certifying officials on their responsibilities within 30 days of appointment

2.10.10. Provide and document detailed training to primary and alternate custodians on their responsibilities and on proper custody account management within 30 days of appointment or prior to receiving custody of munitions, whichever is sooner.

2.10.13. Notify customers first verbally, and follow-up in writing (with a letter to applicable commander) within 24 hours of suspended or restricted ammunition. Monitor status of each item effected until all actions are completed. Documentation should include person notified, date, and time of notification. Documentation will be filed in the Custody Account jacket file.

2.10.14. Follow-up on difficulty reports (DIREP) when software or procedural errors are suspected or detected.

2.10.19. Ensure no one expends WRM munitions in peacetime without approval IAW **Chapter 33** of this AFI.

2.10.20. Develop and implement a self-inspection program.

2.10.21. Conduct a monthly review of the appropriate Base SupplyRecords. Document this review and identify MASO-managed munitions items loaded on base supply records and corrective actions required to remove them.

2.11.23. Ensure operator inspections and user servicing requirements are accomplished on assigned non-powered support equipment IAW T.O. 00-20-5.

2.11.24. DELETED.

2.12.25. Maintain AFTO Form 95, **Significant Historical Data**, when applicable, according to T.O. 00-20-5, *Aerospace Vehicle Inspection and Documentation*.

2.12.26. Advise Munitions Control, as they occur, of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls, as directed by local policy or operating instruction. For ANG units, Munitions Control (M/C) will be fully operationally during Unit Training Assemblies (UTCs), during none UTCs the Munitions Storage Superintendent will ensure M/C requirements are being complied with.

2.12.29.1. Risk Categories are assigned IAW DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives,* AFI 31-101, *The Air Force Physical Security Program.* Refer to Table 2.1 for Risk Category and Controlled Inventory Item Code (CIIC) conversion matrix.

2.12.29.2 Munitions identified with CIIC A, B,C, G, H, K, L, S,T, and U will be stored/secured IAW DOD 5200.1-R and AFI 31-401, Information Security Program Management, or MAJCOM supplemental guidance to AFI 31-101.

**Table 2.1. Risk Category and Controlled Inventory Item Code (CIIC) Conversion Matrix**

| Risk Category | CIIC |
|---|---|
| I | 1, 5, 6 |
| II | 2, 8 |
| III | 3, 9, |
| IV | 4, 7, P |

2.12.33.4.1 IPI's will be documented on manual or automated AFTO Forms 95, 244 or Assembly build sheets as applicable. IPI's for assets managed through TMRS will be documented in TMRS.

2.12.34.1. All munitions lifting devices will have documentation of an initial or last proof load test date that includes the weight tested, date performed, and person that performed the test. This may be provided and completed by the manufacturer. This documentation will accompany the lifting device throughout its life cycle. Any lifting device received without this documentation will have a proof test accomplished and documented IAW AFOSH Standard 91-46.

2.12.34.2. When any main structural members, such as beams, cables, etc., are manufactured, repaired or replaced the entire assembly must be proof load tested IAW AFOSH Standard 91-46.

2.12.34.3. Hooks must be base lined using the original factory specifications. If factory specifications are unkown the hooks will have an inspection accomplished as outlined in AFOSH 91-46 for the baseline specifications. The baseline data will be maintained in the lifting device's historical record.

2.12.36. Ensure assigned personnel are trained on all CAS applications required to perform workcenter duties.

2.12.38. Ensure access to AFCSM 21-series.

**2.13 Munitions Crew Chief.**

2.13.1. Supervises the operation.

2.13.2. Ensures pre- task safety briefing is accomplished.

2.13.3. Evaluates munitions operations, initiates action to correct deficiencies, terminates unsafe operations, reports discrepancies and conducts qualification training as required.

2.13.4. Provides proper security, storage, and operator maintenance of assigned equipment.

2.13.5. Executes an effective daily preventive maintenance program to ensure maximum serviceability of assigned munitions equipment and facilities.

2.13.6. Reviews and completes applicable munitions documents for accuracy and completeness.

2.13.7. Reports progress of operations to munitions control and coordinate changes in scheduled work plans with applicable supervisor.

2.13.8. Coordinates with the training supervisor for training and ensures personnel are task qualified.

2.13.9. Initiates driver disqualification action when an individual's attitude, mental, or physical conditions are potentially unsafe for operating vehicles.

2.13.10. Removes unsafe or inoperable equipment and vehicles from service and reports to applicable agency for corrective action.

3.1.5. Provide maintenance capability for the missile body assembly and components on Acceleration Monitoring Devices/Assemblies (AMD/AMAs). Maintenance of the AMD is limited to the procedures of T.O. 11G14-4-11, *Field Level Maintenance Accelerator Monitoring Assembly* (AMA).

3.1.6. Identify and load monitors names in TMRS.

3.1.6.2. At least semiannually compare applicable CAS quantities and condition codes with TMRS records to ensure the accuracy of accountable and maintenance records. Units can use the CAS Asset Balance Report along with the Missile Totals Report for tactical AURs, load trainers and captive carry AURs and the Master Unassembled Components Report by NSN TMRS Reports to accomplish the comparison. This review will be documented.

3.1.6.4.1. Blocks of serial numbers to be used in formulating missile serial numbers will be assigned by RAM office IAW T.O. 21M-1-101. Contact RAM office if additional tail numbers are required for tactical or training missiles.

3.1.7. May perform munitions inspections (when Munitions Inspectors are assigned) as determined by the Munitions Flight Chief. Munitions account custodians who are also munitions inspectors will not perform returned munitions inspections on their custody account munitions.

3.1.7.1. ANG AMC units must send deviation request to ANG/LGMW.

3.2.2. Assist in munitions reconciliation.

3.2.3. Develop procedures (i.e, explosive routes, runway crossing, FOD/ECP checkpoints, etc.) for delivery of munitions from the MSA to the flight line. This includes deployment and forward operating location bases, if tasked by unit plans.

3.2.4. Notifies Munitions Control of flightline deliveries and returns, and fire and hazard symbol changes as required.

3.2.5. Notifies Munitions Control of all trailer location changes in regards to handling/line delivery operations.

3.2.6. The Munitions Flight Chief may delegate the duties for argon and nitrogen coolant tank recharging and loading of chaff and flare modules to the Handling/Line Delivery Element.

3.3.2. Ensure assigned trailers are registered and updated in CAMS.

3.3.6. Document equipment records, IAW 00-20-5.

3.3.7. Maintain the chassis portion of the ammunition loading assembly (ALA), ammunition loading system (ALS), linkless ammunition loading system (LALS) or universal ammunition loading system (UALS), if tasked. The ALA/ALS/LALS/UALS feeder assemblies, ammunition loading assemblies,and drums are maintained by the Armament Systems Flight.

3.3.8. Schedule maintenance requirements beyond the capability of the unit with the appropriate repair function (i.e., hydraulic system repair, sheet metal repair, etc.).

3.4.1. May perform munitions inspections as determined by the Munitions Flight Chief. Munitions account custodians who are also munitions inspectors will not perform returned munitions inspections on their custody account munitions.

3.4.2. Perform demilitarization of inert munitions, to the level required by item demilitarization code or IAW DRMO procedures.

3.4.4. Process/certify munitions residue from flight line and demilitarization operations for turn-in according to T.O. 11A-1-60. Explosive Ordnance Disposal (EOD) certifies and processes all munitions removed from range clearance operations. Other elements and generators of munitions residue may also perform this function.

3.4.5. Certify empty containers for turn-in to Defense Reutilization Management Office (DRMO) are residue free and properly configured IAW T.O. 11A-1-60.

3.4.5.1. Empty containers will be clearly marked, sealed and segregated from all others containing munitions

4.1.9.4.1 Assets of the same lot number and condition code, that have multiple service life expiration dates, may be stored as separate lots.

4.1.10.4. Ensure installation and maintenance of lightning protection systems (LPS). Ensure tests and inspections are performed according to AFI 32-1065, *Grounding Systems*.

4.1.11. Segregate all custody account, courtesy stored, and unserviceable/restricted/suspended munitions from each other and base stock munitions with more than normal lot-to-lot separation using either stanchions, rope, placards, tags, etc.

4.1.11.1. Ensure all boxes containing courtesy stored munitions on custody accounts have the custody account number marked on each loose box and all palletized loads.

4.1.12.1. Normally, Non-DoD owned explosives and other hazardous and toxic materials will not be stored in the MSA. Refer to AFMAN 91-201 for exceptions/guidance.

4.1.12.3. Responsibility for repairing packing discrepancies, caused by storage conditions, belongs to munitions organizations. It is the owning organizations responsibility for proper container packaging, marking and lot separation. The storage element will ensure the owning organization complies with these requirements.

4.1.12.4. The owning organization is responsible for accounting and reporting custody account munitions.

4.1.13. Use AIT or AF Form 4147, Munitions Movement Control Worksheet to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area. Automated product may be used.

4.1.13.1. The movement control form is a record for the storage element or any other applicable element needing information from the form. Use this form to verify warehouse balances and locations against CAS products and TMRS records.

4.1.13.2.1. Movement control forms may be used as the task workorder.

4.2.1.1.1. Establish local procedures to ensure currently certified inspectors retain their proficiency level, providing training and guidance on recent changes in munitions inspection procedures, CAS programs, lot history updates, AFTO Form102 procedures, general inspection procedures and condition code tags.

4.2.11. A competent authority for directing munitions Special Inspections, as referred to in T.O. 11A-1-10, is defined as one of the following: appropriate ALC, MAJCOM, Munitions Flight Chief or senior munitions inspector.

4.2.13. Perform receiving inspections within 30 days of receipt. In combat situations, receiving inspections will be conducted as part of the assembly process. Assets are put on record in the condition code shipped within 12 hours of receipt.

4.3.9. Manage Ammunition Disposition Requests (ADR)/CAS to ensure appropriate actions are taken on unserviceable and serviceable munitions.

4.3.11. Maintain deployable accountability capability for each independent deployable unit wartime tasking.

4.3.12. Ensure munitions accountability personnel are trained on MUREP procedures identified in **Chapter 37**.

4.3.15. Reconcile the ADR file against CAS records (or AFTO Form 15 file where applicable) monthly to ensure ADR documentation accurately reflects CAS information (i.e. ADR number, NSN, Quantity, Lot number, etc.,). Document the results of the reconciliation and brief the MASO on the findings and corrective actions.

4.3.24. Ensure WR-ALC managed guidance systems for AIM-7 and AIM-9 missiles have unserviceable shipment Transportation Control Number (TCN) and quantity of failed items in the "Comments" field for requisitions made through CAS. Units failing to include required data will receive a denial status code of "CA" with reason for rejection.

5.1.2.6.1. Establish a Secure Internet Protocol Network (SIPRNET) capability within the Munitions Flight.

5.1.5.1.1. Notify wing weapons safety when deficiencies or discrepancies exists involving lightning protection or static ground systems for risk assessment code application.

5.1.5.1.2. Last 6 inspection cycles must be maintained IAW with DoD 6055.9-STD.

5.1.6. Develop, maintain and use emergency action checksheets such as war/contingency plan execution notification, crash, fire, severe weather and explosive mishaps. Units will work with base agencies to develop local Emergency Action Checksheets (Fire Dept, Security Forces, etc). Coordinate all checksheets involving explosive operations through Wing Safety and Quality Assurance.

5.1.9. Track work progress in MC2K and in the event of conflicts assign priorities. Develop a backup system (blocks of job control numbers, logs, etc.) for deployments and during interrupted MC2K service.

5.1.9.1. DELETED.

5.1.10. Manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs. Review these programs weekly during the scheduling meeting.

5.1.12.12. Status of actions taken for approved ADRs, to include ADR number, qty, nomenclature, document number of A5J or shipment; and the scheduled date of disposal/shipment.

5.1.13.2. Inform the Fire Department of any “HC/D 1.1” explosives movements outside the MSA or of changes in magazine contents affecting fire symbols or hazard symbols and document notification.

5.1.19. Control keys to assigned munitions facilities, using approved written procedures. Munitions Storage Element may issue and receive keys at Munitions Flight Chief’s option, provided written procedures are developed designating specific responsibilities.

5.1.19.2. Key and lock control procedures for conventional munitions facilities are contained in DoD 5100.76-M, AFI 31-401, AFI 31-101 and the following:

5.1.19.2.1. Key and lock custodians, who are responsible for the control of keys, locks, and hasps that secure munitions maintenance and storage facilities, will be appointed in writing IAW DOD 5100.76-M.

5.1.19.2.1.2. Letter of appointment will include name, enlisted/officer civilian, last 6 of SSAN and security clearance. Ensure letter has the required privacy act statement and is marked “For Official Use Only” (FOUO).

5.1.19.2.2.10. All keys removed from their storage container must remain under the constant surveillance of personnel authorized to receive or issue keys.

5.1.19.2.3.1. List will include name, grade, (i.e. Officer/enlisted/civilian), Security Clearance and last 6 of SSAN. Personnel authorized to issue keys may be authorized to receive keys.

5.1.19.2.4.4.6. Dual signatures are not required by DOD 5100.76M. In the event this changes, two line entries with the same structure number will be used.

5.1.19.2.4.4.7.1. On the next available line, key-issuing authority enters the structure number(s), time and date of transfer, and print “Key Transfer” and the name of the individual receiving the key(s) in block 1 of the out-signature block. The key issuing authority will print last name and sign their name in block 2 of the out-signature block.

5.1.19.2.4.4.8. DELETED.

5.1.19.2.9. An AF Form 2427 is used to control locks, cylinders, and keys used on conventional maintenance and storage facilities, including reserve locks, cylinders and keys. Maintain completed forms for 1 year.

5.1.19.2.9.1. High security keys are normally received with the manufacturer's serial number engraved on an attached metal tag. Units will develop local key serial numbers and engrave/stamp them on the bows of

the keys to aid in auditing and control. Annotate both the local serial number (if assigned) and manufacturer's serial number on the AF Form 2427 for correlation purposes. Once the key custodian verifies the annotation for accuracy, the tag with the manufacturer's serial number. Do not apply any additional markings to cylinders and locks.

5.2. **Combat Ammunition System-Base (CAS-B) Element.** Until fielding of CAS 1.0, the CAS-B Element is responsible for the continual operation of the mainframe system, remote terminals, user accounts, local communications network, operational security considerations, commensurate with mission needs. Once CAS 1.0 is operational, the CAS-B element is no longer required/authorized.

5.2.2.1. The SA is responsible for the day-to-day operation of the CAS element and main frame operations. The Munitions Flight Chief will ensure required computer operation and communications security publications are on hand.

5.2.3. Each CAS-B host site will have a minimum of two system operators that have attended the CAS-B 3B2 system administrators course. The SA must have attended the course and be fully trained on the day-to-day operations of CAS-B mainframe. Due to limited remaining life-span of CAS-B, MAJCOMs may waive this requirement, provided the SA is qualified on required tasks.

5.2.4. Communications used to transmit CAS-B data higher headquarters must be checked daily to ensure connectivity.

5.2.5. CAS units will notify MAJCOM in the event of communication problems or system outages. If communications cannot be restored within two duty days, contact MAJCOM for alternate means of sending data.

5.2.6. Prior to reporting trouble calls to the CAS Help Desk, reference the Help Desk Pre-call Checklist and inform MAJCOM.

5.2.7. The use of CAS program ISC05A, Manual Record Load Master Menu is limited to the SA for problems that can not be resolved by use of standard programs (workarounds) and the CAS Global Call Center. Prior to using this program, the unit must have recommendation from the CAS Global Call Center, approval of the MASO, and authorization from MAJCOM. The MASO remains fully accountable for manipulated files and data.

5.2.7.1. DELETED.

5.2.7.2. DELETED.

5.7.2.3. DELETED.

5.2.8. The CSSO is the focal point for issuing CAS user IDs and passwords. The CSSO must establish security procedures for the protection of the CAS system, remote terminals and other security considerations as defined by Air Force Instructions and local DAA.

5.2.9. The CSSO will maintain a current roster of all personnel authorized access to the system. The CSSO will ensure personnel departing Permanent Change of Station (PCS) or Permanent Change of Assignment (PCA) are formally removed from the CAS system prior to their departure from station.

5.3.1.1. Develop/maintain CMPs in support of all tasked OPLANs/CONPLANs/DOC statements as required.

5.3.1.1.1. Assist trainers in developing munitions lesson plans to cover the CMTP.

5.3.1.2. Develop munitions deployment plans in coordination with munitions flight supervision.

5.3.2. Training supervisor oversees the munitions training programs, implements training standards, develops training plans, local policies and procedures.

5.3.2.1. Coordinates with element chiefs to schedule classes.

5.3.2.2. Establishes a custody account and manages training munitions, components, and accessories. NOTE: Flight Chiefs may designate custody account management to a separate element, i.e. conventional maintenance, PGM Maintenance.

5.3.2.2.1. Reviews and validates the annual munitions flight training munitions forecast. Ensures training munitions are serviceable and mirror parent munition to the maximum extent possible. Schedule munitions for maintenance.

5.3.2.3. Ensures a current copy of munitions technical data, checklists, Operating Instructions (OI) for assigned munitions on the unit's UCML or other applicable documents are available for use.

5.3.2.4. Monitors training documents to ensure munitions flight personnel have completed recurring training requirements.

5.3.2.5. Develops and coordinates training schedules, and provides them to Munitions Plans & Scheduling for publication in the munitions maintenance schedules.

5.3.2.6. Provides non-munitions augmentee personnel initial and recurring explosives safety and practical training on their expected duties. This may include munitions breakout, buildup, and delivery operations.

5.3.2.7. DELETED.

5.3.2.8. DELETED.

5.3.2.8.1. DELETED.

5.3.2.8.2. DELETED.

5.3.2.9. DELETED.

5.3.3. The Munitions Flight Chief will approve all formal lesson plans for academic classroom instruction after coordination with Wing safety (overall safety content) and Quality Assurance (technical accuracy).

5.3.3.1. Lesson plans will contain as a minimum:

5.3.3.1.1. Course Title

5.3.3.1.2. Training objectives.

5.3.3.1.3 Student Instructional Material.

5.3.3.1.4. Training resources.

5.3.3.1.5. Instructional method.

5.3.3.1.6. Instructional guidance.

5.3.3.1.1.7. DELETED.

5.3.4 CMTP Training

5.3.4.1 Complete CMTP initial academic training before starting practical training. As a minimum, the academic classroom phase of instruction includes:

5.3.4.1.1 Instruct all personnel in the tasks required to accomplish the unit's CMP during transition to conflict.

5.3.4.1.2. Include safety devices or features according to AFMAN 91-201 and item T.O.s.

5.3.4.1.3. Hazards of the work environment and special hazards according to tech data.

5.3.4.1.4. Identification of components according to the item T.O..

5.3.4.1.5. Inspection of components according to T.O. 11A-1-63 or the specific item T.O. (-63 is preferred).

5.3.4.1.6. Rapid assembly of components according to T.O. 11A-1-63.

5.3.4.1.7. Cover publications, safety, AGE SE familiarization, TMDE, special tools, handling equipment, storage and security requirements.

5.3.4.2. Practical training starts when academic training is complete. Conduct practical training in a facility or training area dedicated to munitions buildup operations.

5.3.4.2.1. Use a facility large enough to accommodate required training and associated SE.

5.3.4.2.2 The practical training area should also have adequate office space and an academic classroom with appropriate heating and cooling.

5.3.4.2.3 CMTP instructors administer practical training to each munitions personnel as required.

5.3.4.2.4 They ensure munitions practical training duplicates operational conditions to the maximum extent possible. Other munitions buildup practical training considerations include:

5.3.4.2.5. Familiarity with munitions serviceability criteria. Do not allow blanket rejection of training munitions during training operations solely because they are inert.

5.3.4.2.6. Familiarity with the operation of all available AGE and SE used during training operations, even if not used on a routine basis. Conduct training on items such as the MHU-110/141 trailers and loading in/out of containers.

5.3.4.3. The practical training phase must emphasize set-up for mass production (i.e., using MAC, trailer builds, dunnage builds, etc.) use of power tools and on-the-spot maintenance procedures (such as, use of thread chasers, and so forth). As a minimum, this phase includes:

5.3.4.3.1. Physical inspection of components according to T.O. 11A-1-63 or specific item T.O. (use 11A-1-63, when procedures are included).

5.3.4.3.2. Physical assembly of the complete rounds according to T.O. 11A-1-63 or the specific item T.O. (use -63 when procedures are included).

5.3.4.3.3. Use of inert components for this training is recommended. If inert components are not available, live munitions may be used provided serviceability is not jeopardized and technical data or higher headquarters does not prohibit use.

5.3.4.4. DELETED.

5.3.4.5. DELETED.

5.3.4.6. DELETED.

5.3.4.7. DELETED.

5.3.5. CMTP is a hands-on familiarization training program for 2W0X1 personnel, E-7 and below.

5.3.5.1. This program covers all facets of the unit's conventional munitions contingency tasking.

5.3.5.2. It is geared to provide personnel core knowledge and not to fully qualify them in all tasks.

5.3.5.3. All personnel will receive employment/base support plan training on their portion of the plan during their CMTP training.

5.3.6. Initiates and maintains an automated training tracking system for all munitions personnel.

5.3.6.1. Local course codes will be assigned and will be documented in appropriate training lists.

5.3.6.1.1. DELETED.

5.3.6.1.2. DELETED.

5.3.6.2. Training will be conducted a minimum of every 15 months during AEF preparation times. For Korea units, training is on an annual basis.

5.3.7. DELETED.

5.3.7.1. DELETED.

5.3.7.2. DELETED.

5.3.7.3. DELETED.

5.3.8. DELETED.

5.3.8.1. DELETED.

5.3.8.2. DELETED.

5.3.8.3. DELETED.

5.3.9. DELETED.

5.3.9.1. DELETED.

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5.3.9.3. DELETED.

5.3.10. DELETED.

5.3.10.1. DELETED.

5.3.10.2. DELETED.

5.3.10.3. DELETED.

5.3.10.3.1. DELETED.

5.3.10.3.2.. DELETED.

5.3.11. DELETED.

5.3.11.1. DELETED.

5.3.11.1.1. DELETED.

5.3.11.1.2. DELETED.

5.3.11.1.3. DELETED.

5.3.11.1.4. DELETED.

5.3.11.1.5. DELETED.

5.3.11.1.5.1. DELETED.

5.3.12. DELETED.

5.3.12.1. DELETED.

5.3.12.2. DELETED.

5.3.12.2.1. DELETED.

5.3.12.2.2. DELETED.

5.3.13. DELETED.

5.3.13.1. DELETED.

5.3.13.2. DELETED.

5.3.13.2.1. DELETED.

5.3.13.2.1.1. DELETED.

5.3.13.2.1.2. DELETED.

5.3.14. DELETED.

7.1.1. The AAC/WM website will be consulted prior to units developing their own unique LMME.

7.1.2.4. Continued use of previously approved LMME is authorized without MMHE Focal Point approval provided all design drawings and approval documentation is maintained.

7.1.3. LMME such as Y-stands, bomb dummy unit (BDU) modules, missile racks, etc. used to physically support or transport munitions items will have AFTO Forms 244, Industrial/Support Equipment or automated form readily accessible for review prior to use. At a minimum, annual visual inspections will be performed to verify integrity of LMME.

7.2. Conventional Training Items. Flight supervision, user (custodian) and maintenance personnel will ensure in-use inert and dummy training munitions are maintained and functional to provide quality training for munitions and weapons personnel.

7.2.1. Custodians forecast for the minimum quantities required to provide realistic munitions production and weapons load training.

7.2.2. Munitions custody accounts are set up with munitions accountability element to requisition and control training items. The UCML or equivalent outlines munitions on which personnel maintain proficiency. All in-use inert, dummy, or empty training munitions will:

7.2.2.1. The user will inspect training munitions at least annually.

7.2.2.1.1. Inspections and discrepancies are entered on AFTO Form 244, **Industrial/Support Equipment Record**, or other automated record. The user maintains these records.

7.2.2.1.2. Cosmetic defects (dirt, chipped paint, or other minor defects) on munitions trainers do not affect function or serviceability. Cleaning and touchup painting between established inspection intervals will be the user responsibility.

7.2.2.1.3. Inert and dummy training munitions found unsuitable for use by a particular user will be offered to all users with approved allocations before being reported for disposition. These items, even with TO defined critical or major defects, may be useful for classroom training, display or explosive ordnance disposal (EOD) proficiency.

7.2.2.1.4. Mirror the parent munition to the maximum extent possible. Major items (example, MK-82/84 or missiles issued to custody account) are:

7.2.2.1.5. Painted like the parent (live) weapon with a blue band to show it is inert (example, paint inert MK-82 bombs olive drab with a blue band) IAW T.O. 11A-1-53.

7.2.2.1.6. Serialized for identification.

7.3. **Built-up (Ready) Munitions.** Munitions Flight Chiefs ensure a program exists to verify service life, and to visually inspect for obvious damage and unsafe conditions, all built-up (ready) munitions (to include AURs out of their containers). Visually inspect every 180 days. Additionally the procedures will ensure the service life is not exceeded. Document the inspection results.

7.3.3. Combat Munitions Reliability Inspection (CMRI). This inspection focuses on the form, fit and function of an assembled complete round using the serviceability criteria in T.O. 11A-1-63, Chapter 3. This inspection requirement does not apply to missiles, GBU-15 and aircrew training munitions. These procedures apply to assembled munitions for which the specific item technical manual does not provide inspection procedures and intervals.

7.3.3.1. Between12 and 24 months after assembly, all complete rounds will be disassembled and the components inspected. This will be conducted annually thereafter Significant discrepancies discovered will be reported to MAJCOM munitions staff.

7.3.3.2. After completion of the CMRI and reassembly, “CMRI and the date of the inspection (month/year)” will be annotated on the item. (i.e., CMRI 1/98).

7.4. **AF Owned Intermodal (ISO, MILVAN, etc) Containers.** These containers are used for the shipment and storage of conventional munitions. When used for munitions storage (including non-Air Force owned ISOs), munitions inspection cycles will be extended to inside storage intervals as defined by specific item technical data. The 363 TRS and 9 MUNS (AFCOMAC) are exempt from the requirements in this paragraph.

7.4.2. Units will maintain containers in serviceable condition for munitions redistribution or storage at all times. The Convention for Safe Containers (CSC) certification on all Air Force owned containers must be kept current. Maintenance, repair, and inspection of ISO containers is a PEC 28030 expense.

7.4.3. Containers are designed to support their weight and that of their contents through bottom corner castings. When removed from a chassis, place containers on drained, hardstand surfaces with all four lower castings placed on blocks (dunnage) 4 to 6 inches high. This prevents rocks and debris from exerting pressure against lower structural members of the container and allows air circulation that will prevent moisture damage to the container. Containers may be temporarily placed directly on a paved hardstand for stuffing and unstuffing operations. Empty containers will not be stacked more than three high. When stacked, locking pins will be inserted between containers.

7.4.4.1. Document the inspection using DA Form 2404, **Equipment Inspection and Maintenance Worksheet**. Bases maintain the original copy of the CSC inspection (5-year, 30-month, and after-repair) form to the MAJCOM Munitions Staff and maintain a file copy for 1 year.

7.4.4.2. CSC inspector training requirements will be identified and submitted to MAJCOMs. Units will budget for TDY training requirements against PEC 28030. Computer-based refresher training is available on the Defense Ammunition Center website.

7.4.5. Units will budget annually for container maintenance costs against PEC 28030.

7.4.6. Account for AF-owned containers utilizing CAS, using NSN 8140-01-296-7241 and appropriate condition code (CC). Containers will be entered in CAS by total quantity or individual serial number.

7.4.7. Containers will only be placed in CC A, B, E, F, G, H or J.

7.4.7.2. Unserviceable repairable containers will be assigned AWM/AWP work orders, parts ordered as necessary, and action taken to return them to serviceable condition.

7.4.8.5. AIT capable units will label container and contents as required. Labels will be placed on the door near the consolidated data plate.

7.5.1. Units using electric/pneumatic/hydraulic powered tools such as saws, nail guns, banding equipment, etc., will ensure that written instructions are developed and published to include proper use, maintenance, and safety if the manufacturer's instructions or owner's manual or technical order are not available.

7.5.1.1. Heat producing devices require written operating instructions IAW AFMAN 91-201.

7.5.1.2. For equipment tools not covered in CFETP, training will be documented on AF Form 797, **JQS Continuation Sheet**.

7.5.2.2. Items failing Storage Monitoring Inspection require either an AFTO Form 350 or the appropriate DD Form 1500-series tag. If utilizing the AFTO Form 350, items failing SMI do not have to be segregated from other stocks.

7.5.3.1. One tag is attached to each crate, box, metal container, or banded pallet, each loose item or each item on an unbanded pallet. For items that are bulk/block stacked, i.e., 20MM ammunition, MJU-7 flares, etc., as long as normal lot-to-lot segregation is maintained, only one tag is required per stack.

7.5.4. Maintain emergency eyewash and showers as per Air Force Occupational Safety and Health Standard (AFOSH STD) 91-32, *Emergency Showers and Eyewash Units*.

7.5.5. Store flammable and combustible liquids according to AFOSH STD 91-43, *Flammable and Combustible Liquids* and AFMAN 91-201.

7.5.6. Wear, inspect, and store respirators as required in AFOSH STD 48-137, *Respiratory Protection Program*.

7.5.8. Perform and document fire extinguisher inspections required in AFOSH STD 91-56, *Fire Protection and Prevention*.

7.5.10. Maintain shelf life items (lubricants, paint, etc.) per AFMAN 23-110, Vol II, Part II, Chap 14.

7.5.14. Ensure tire cages are used and training plan developed for units maintaining split or two-piece rim.

**8.1. Introduction.** Product assurance concerns exist from the inception of a munitions item until it is properly disposed. With this in mind, personnel at all echelons are stakeholders in the process. This entails proper design, life-cycle testing, the inspection process and reporting of discrepancies. This chapter contains guidance essential for establishing the foundation for munitions product assurance.

8.1.1.4. Evaluate skills and personnel who conduct product assurance and identify training requirements to Air Education and Training Command (AETC) during the U&TW.

8.1.1.8. Conduct unit level surveillance visits to determine the effectiveness of their munitions product assurance program.

8.1.2.1. Ensuring resource allocation to support product assurance commensurate with the importance of high quality and reliable munitions.

8.1.2.2. Investigating munitions deficiencies reported by using commands. Report reliability and maintainability results from investigations and surveillance testing to using commands. The ALCs must establish tracking systems to monitor trends and analyze data. The ALCs must provide MAJCOMs and other customers with reports to provide results of the data analysis.

8.1.2.3. Ensuring surveillance is maintained over Air Force munitions stored by other Services. This includes ensuring the storing Service is properly using the funds allocated to store, inspect and maintain munitions.

8.1.2.4. Establishing, maintaining and making available technical information for inspecting, testing, storing, maintaining, handling, transporting, packaging, preserving, disposing, reconditioning, modifying, renovating and containerizing conventional munitions.

8.1.2.5. Conducting surveillance visits to other Services' storage sites containing Air Force assets every 2 years to determine the effectiveness of their munitions product assurance program. At the end of surveillance visit, conduct an exit briefing with the other Services' representatives to discuss noted deficiencies. Furnish a detailed written report of the surveillance visit to the agencies responsible for storage site. Report will identify all deficiencies, their main causes, recommended changes, training requirements and personnel contacted during the visit. Furnish the MAJCOMs and Air Staff a written report on the status of the Air Force stockpile stored at other Services' sites.

8.1.3.3. DELETED.

8.2.1.2. Munitions agencies ensure consideration is given to the operating environment faced by munitions. Munitions are stockpiled for extended periods, withdrawn, and cycled from a ready state back to storage numerous times before finally being employed or disposed of. In the case of some munitions, electrical continuity tests or power-on operations may be a part of this cycling.

8.2.1.4. Future maintenance requirements, such as component access for periodic inspection requirements, must be considered in the design stage. Additionally, adequate attention must be given to packaging, handling, and transporting requirements, to include explosive hazard classification for transportation and storage as well as the operational (ground handling/storage and flying) environment. Design criteria must also include environmental protection issues for consideration during daily use and for disposal purposes.

8.2.1.5. Accurate configuration control of the items must be maintained. Changing NSNs of an item after modifications or Time Compliance Technical Order (TCTO) changes promotes configuration control.

8.2.1.7. During design phase, consideration must be given to the future need to demil/dispose of the item and, where possible, materials are selected that make this process easier. Lean towards reclamation potential as much as possible.

8.2.2. Initial service life and shelf life dates for munitions is based on design, manufacturing processes, materials and performance testing.

8.3.1.1.4. Use AFTO Forms 22, PQDR (**SF Form 368, Product Quality Deficiency Report,** Core Automated Management System (CAMS) etc.) or appropriate electronic means to identify and report munitions problems. Report discrepancies on any item in service regardless of the date of manufacture.

8.3.2.3.1. Ogden Air Logistics Center has established a "Munitions Rapid Response Team" of personnel knowledgeable in all aspects of munitions to respond to munitions incidents. Procedures for contacting team are presented in section 2.

9.1.3. This chapter provides the format and guidance for developing munitions chapters for a base support plan, Parts One and Two, as required by AFI 10-404, chapter 4, and attachment 26. It also incorporates guidance from AFI 10-403, *Deployment Planning*, for units that are only required to write deployment plans.

9.1.3.1. Part One of the BSP outlines base/installation capabilities and total resources.

9.1.3.2. Part 2 depicts contingency requirements and allocates resources identified in Part 1, assesses the ability to support the operation, and identifies limiting factors (LIMFACs).

9.4.1. BSP Part One. Identify available resources by conducting a site survey or reviewing the host unit's BSP Part One. See attachment 8 for Munitions Site Survey Checklist.

9.4.3.1. BSP Part 1. Refer to **Attachment 6** for guidance on writing a BSP Part 1.

9.4.3.2. BSP Part 2. During planning preparation, most of the milestones are accomplished at the senior supervision and element chief level and above. Now it is time to start at the bottom. The workers and their supervisors are the ones who start the writing process. Refer to **Attachment 7** for guidance on writing a BSP Part 2.

9.5.1. The ACC Air Force Combat Ammunition Center (AFCOMAC) Course PDS Code 8RM, Air Force Catalog (AFCAT) 36-2223, *USAF Formal Schools*. This 3-week in-residence course at Beale AFB, CA, provides 2 weeks of academic instruction on CMP development followed by a weeklong bomb build-up practical exercise.

**12.1. Ensuring Accountability.** A Munitions Accountable Systems Officer (MASO) will be assigned to account for DoD stocklisted munitions including only those Commercial off The Shelf (COTS) munitions items (see **Chapter 32**) approved and managed by OO-ALC/WM. MASOs may be responsible for accountability of munitions assigned local NSNs when approved by MAJCOM. Munitions will be assigned to and managed on a stock record account (SRAN/DoDAAC, example: FV5294) which is subject to audit. While the MASO may not have direct physical control of all munitions items and personnel, they retain responsibility for accurate, reliable, and auditable records. Individuals and organizations that physically control, possess, store or maintain munitions items are responsible for proper custody, care, accountability and security. The USAF:

12.1.3. DELETED.

12.2.1. The wing or vice-wing commander (or equivalents) appoints accountable individuals. This appointment authority may be delegated, in writing, to subordinate group commanders. In the Air National Guard, the United States Property and Fiscal Officers (USPFO) are the primary accountable officers. They are nominated by the Governor of each state and territory or the commanding general of the National Guard of the District of Columbia, and appointed by the Secretaries of the Army and the Air Force. They and their duly appointed assistant USPFOs for Property, are responsible to receipt and account for all government property in possession of the Air National Guard.

12.2.1.1. MASO qualifications. An officer in AFSC 21MX or 21AX, a senior NCO in AFSC 2WXXX (MSgt or above), or qualified civilian (GS-7 or higher) may be appointed as the MASO. Mandatory qualifications are 18 months munitions management experience or 6 months experience after attending the Munitions Accountability course (J3AZR2W051 004). The MAJCOM must approve the waiver for any deviations in AFSC, grade, or experience. For ANG accounts, the Chief of Supply is the accountable individual.

12.2.1.2. ANG individuals who change, adjust, post, or sign accountable munitions records will be appointed in writing by the MASO.

12.2.4. The incoming MASO will review the account using MAJCOM provided checklists and previous audit and inspection reports. This review will be accomplished, documented, and results briefed to the appointing official no later than 45 days after assumption of account.

12.3.1. HQ AFMC/DRW is the focal point for munitions SRAN/DoDAACs. A SRAN/DoDAAC as used in this instruction refers to active or contingency munitions accounts.

12.3.2. Units will only have one conventional munitions account at each base.

12.3.3. A base may maintain more than one conventional munitions account when separate storage areas/facilities exist on the same installation (i.e., War Reserve Stock for Allies). Requests for additional SRAN/DoDAACs should clearly indicate why it is in the best interest of the Air Force.

12.4.1. To establish a SRAN/DoDAAC, send requests through your MAJCOM munitions staff to HQ AFMC/DRW. All requests will include:

12.4.2.3. DoD Manual 4000.25-6-M, *DoD Activity Address Directory (DoDAAD*), Parts I and II, publishes controlled SRAN/DoDAACs. The controlled SRAN/DoDAAC number is classified when associated with the clear text address or geographical area code.

12.4.3. MAJCOM munitions staffs maintain accuracy of SRAN/DoDAAC information by updating applicable systems and coordinating changes with HQ AFMC/DRW.

12.4.3.1. Submit SRAN/DoDAAC change requests, through the MAJCOM munitions staff, to HQ AFMC/DRW. Include:

12.5.1.1. The MASO may delegate authority, in writing, for operating the munitions account, to include signing documents and listings. However, the MASO retains responsibility and establishes a clear understanding of the responsibility and authority that goes with each level of delegation. EXCEPTION: MASO may not delegate authority to sign inventory adjustments, FOB turn-ins, reverse posts, and paperwork transaction only documents.

12.5.2. MASOs manage conventional ammunition as defined by DODD 5160.65, *Single Manager for Conventional Ammunition.*

12.5.2.1. Air Force MASO managed assets are: nonnuclear munitions charged with explosives, propellants, pyrotechnics, initiating composition, for use in connection with defense or offense, demolitions, and for training, ceremonial, or nonoperational purposes. Material used in discharging firearms or weapons that throw projectiles or initiate fire, disperse, or convey agents of warfare. Nonnuclear munitions include all explosive and nonexplosive components essential for the assembly of a complete operational round of munitions or all-up-round tactical missiles (air intercept or air-to-groundmissile) (except strategic missile systems) and items which in themselves are considered for munitions management or reporting by the item manager or system manager according to the selection management criteria. In general, nonnuclear munitions include explosives, smoke agents, bombs, warheads, rockets, explosive components of catapult and canopy remover devices, explosive demolition materials, grenades, mines, pyrotechnics, and all types of devices used in igniting and exploding them, such as, primers, detonators, fuses, cartridges, squibs, boosters, igniters, blasting caps, and bursters. Also included are inert, sectionalized or empty models of *live rounds* and drill munitions and or explosive material. Inert parts or end-items of nonnuclear munitions are also included.

12.5.2.2. Combat Ammunitions System (CAS) Munitions Management. Items meeting **12.5.2.1.** definition and with the following cataloging data will be managed using the Combat Ammunition System (CAS) for the purpose of Air Force accountability, reporting, requisitioning, transportation, and maintaining related indicative data records:

12.5.2.2.1. Source of supply code of FG5 and a budget code of H,I,S,T, U, or 9

12.5.2.2.2. Source of supply code of FL5 and a budget code of H,I,S,T, U, or 9

12.5.2.2.3. Source of supply code of FLZ and a budget code of H,I,S,T, U, or 9

12.5.2.2.4. Source of supply code of FGZ and a budget code of H,I,S,T, U, or 9

12.5.2.2.5. Air Force approved locally procured COTS, other service or country, and contractor owned conventional munitions will be managed in CAS using a locally assigned NSN.Exceptions must be approved by HQ USAF/ILM.

12.5.2.3. If there is a question whether or not an item should be managed by the MASO, contact the appropriate ALC Customer Service Center.

12.5.3. The MASO will develop local munitions accountability procedures IAW para. **2.7.3.3.**

12.5.3.1. DELETED.

12.5.3.2. DELETED.

12.5.3.3. DELETED.

12.5.3.4. DELETED.

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12.5.3.16. DELETED.

12.5.3.17. DELETED.

12.5.3.18. DELETED.

12.5.3.19. DELETED.

12.5.3.20. DELETED.

12.5.4. Ensure date departed station is updated in the CAS intransit record when shipments physically depart station.

## Chapter 13

## Munitions Requirements, Allocations and Buy-Budget Process

**13.1 General Information.** The five-year munitions forecast is the primary vehicle to request and allocate air-to-ground and ground munitions required for test, training, and operational needs. Each year Commands must submit a five-year forecast to establish requirements for the near year and validate out-year projections.

13.1.1. Command requirements are captured in two forecast documents: RCS: HAF-ILM(A)-9452, Peacetime Conventional Ammunitions Requirements Forecast (PCAR) and the Ready Aircrew Forecasting Tool (RAFT).

13.1.1.1. DELETED.

13.1.2. Process improvements, lessons learned, and action items pertaining to Global Asset Positioning (GAP), Requirements, and Stockpile Allocations will be discussed at the Munitions Working Group (MWG).

13.1.2.1. OO-ALC/WM will consolidate, publish and track action items and lessons learned from each cycle. Will provide status and related information to participants throughout the year and prior to start of each event.

**13.2. Munitions Requirements Forecast Process.** The munitions forecast is an annual process to identify munitions requirements in Categories A, B, C, D, E, F (except for bomber fly away), and N (see Attachment 4 for specific category definitions). Process is described in the following paragraphs and detailed in figure 13.1.

13.2.1. Air Force Ammunition Control Point, Ogden Air Logistics Center (OO-ALC/WM) starts the process, in coordination with HQ USAF/XORW/XOFX/ILMW, by providing the annual requirements forecast instructions to MAJCOM munitions staffs not later than 15 October.

13.2.1.1. OO-ALC/WM will discuss the previous years GAP and major changes to standard forecasting procedures during the annual MWG.

13.2.2. Appropriate MAJCOM Directorates or equivalent, will assign Munitions User Functional Manager (MUFM) from Security Forces, Operations, EOD, etc. (see functional user codes at **Attachment 5**) to ensure accurate munitions forecasting.

13.2.3. MAJCOM munitions staffs will distribute requirements forecast instructions to the MUFM and/or MASO.

13.2.4. MUFMs and/or MASOs are responsible for validating munitions requirements and/or developing the forecast for all their units as directed by the MAJCOM Munitions Staff. MUFMs and/or MASOs may task units to develop requirements or develop the requirements themselves. MUFMs and/or MASOs are responsible for reviewing forecasts for accuracy and completeness, and for providing forecasts to MAJCOM munitions staffs by 1 December. MUFMs and/or MASOs will submit alibis to the MAJCOM munitions staff for any increase/decrease exceeding 10% of previous year's Air Force validated requirement. This alibi will include MNSN, DODIC, MSRC, CRC, category, and specific justification.

13.2.5. The wing level WRM manager will forecast Category B (non-NCAA WRM) requirements for mobility unit type codes not covered in authorization tables in AFCAT 21-209, volume 1, *Ground Munitions* to the MASO for reporting to the using MAJCOM.

13.2.6. Munitions requirements are derived from AFI 36-2217, *Munitions Requirements for Aircrew Training*; AFCAT 21-209, volume 1, *Ground Munitions,* volume 2*, Demolition Munitions,* volume 3*, Weapons Load Crew and Munitions Maintenance Training Requirements*; Unit Committed Munitions Lists; test plans; expenditure history; bed-down plans; the annual forecast letter from OO-ALC/WM; and similar documents which levy a need for conventional munitions.

13.2.7. Requirements for ejector carts must be factored in the forecast.

13.2.8. Air-to-ground aircrew training munitions requirements are determined in accordance with AFI 36-2217. Units that do not use the RAFT to forecast air-to-ground aircrew training munitions requirements will forward their requirements to MAJCOM/DOs, by 1 December, for inclusion in the PCAR.

13.2.8.1. HQ USAF/XORW provides MAJCOM/DOs with the latest version of the RAFT at the MWG Conference.

13.2.8.2. Between October and December the MAJCOM/DOs populate the RAFT with Ready Aircrew Program (RAP) requirements.

13.2.8.3. MAJCOM/DOs send their RAFT containing RAP requirements to HQ USAF/XORW for validation by 1 January. HQ USAF/XORW will resolve any discrepancies with the MAJCOM/DOs.

13.2.8.4. HQ USAF/XORW sends validated RAP requirements to OO-ALC/WM and HQ USAF/ILSR by 1 March.

13.2.8.5. MAJCOM munitions staffs consolidate inputs from their MUFM and/or MASO, unique organizations without a MAJCOM directorate or equivalent and bed-down information from lead commands.

13.2.8.6. MAJCOM munitions staffs verify data elements such as complete round codes (CRC), Department of Defense identification codes (DODIC), and national stock numbers (NSN) on the MUFM and/or MASO forecasts.

13.2.8.7. MAJCOM munitions staffs provide OO-ALC/WM with the PCAR by 1 February.

13.2.8.8. MAJCOM munitions staffs will maintain unit alibis on file for reference during the requirements forecast review.

13.2.8.9. User MAJCOM munitions staff sends an informational copy of their subordinate unit forecast inputs to applicable host MAJCOMs if major mission changes are anticipated.

13.2.8.10. OO-ALC/WM Stockpile Manager receives the first forecast submission from MAJCOMs. Product Teams review data elements for accuracy (user/host relationship, indicative data, complete round code, MSRC grouping, etc.). Product Teams provide guidance and other information for return to the MAJCOM.

13.2.8.11. OO-ALC/WM Stockpile Manager sends error and variance lists along with Product Team comments to MAJCOM munitions staffs for correction by 15 February.

13.2.8.12. MAJCOM munitions staff coordinates with MUFM and/or MASO to review the error and variance lists, correct and submit revised PCAR to OO-ALC/WM by 1 March.

13.2.8.13. OO-ALC/WM Stockpile Manager merges the PCAR with NCAA requirements to create Worldwide Ammunition Requirements Baseline. This formulates the starting position for stockpile allocation and budgetary decisions.

13.2.9. OO-ALC/WM hosts and HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX co-chair the Requirements Workshop in March. Air Staff reviews and discusses forecast data with MAJCOM munitions staff, adjusts as necessary, and approves Worldwide Ammunition Requirements.

13.2.9.1. MAJCOM munitions staff will provide requirements forecast changes with adjustments/rationale with MUFM and/or MASO at the conclusion of the Requirements Review.

13.2.9.1.1 Any disputes regarding changes made to the forecast will be sent to HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX. The Air Staff will resolve disputes and provide last requirements forecast changes to OO-ALC/WM by 15 April.

**13.3. Munitions Allocation Process.** OO-ALC/WM hosts and HQ USAF/XORW/XOFX/ILMW, AFSFC/SFWC, and AFCESA/CEX co-chair the Munitions Allocation Conference to allocate munitions by comparing the Air Force validated requirements against available assets.

13.3.1. OO-ALC/WM will release an Air Staff coordinated agenda for the Allocation Conference. Air Staff will provide the parameters for stockpile optimization for inclusion with the agenda.

13.3.1.1. OO-ALC/WM will provide information relative to inventory availability and other issues to the MAJCOMs prior to the Allocation Conference.

13.3.1.2. Attendees will be limited to host, co-chairs, and no more than three representatives from each MAJCOM. One MAJCOM attendee must be Munitions Staff or a designated representative. Additional attendees must be approved by co-chair prior to conference.

13.3.2. The Allocation Conference:

13.3.2.1. HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX set the priority order of build for stockpile optimization. Stockpile optimization is the process of merging the available inventory with the priority build list to achieve supportability position.

13.3.2.3. HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX make allocation decisions.

13.2.3.4. MAJCOMs will observe, advocate interests, support other MAJCOMs when possible, and provide information upon request.

13.3.3. OO-ALC/WM records the allocation decisions in the Initial Detailed Logistics Allocation Report (DLAR) and provides it to MAJCOM munitions staffs, HQ USAF/XORW/XOFX, AFSFC/SFWC, and AFCESA/CEX NLT one week after the conference. A cover letter will include Air Staff rationale used to allocate the stockpile.

13.3.4. MAJCOMs will use Initial DLAR to prepare for the GAP Conference.

13.3.5. When Final DLAR is published following the GAP Conference (NLT 30 days after the GAP), MAJCOM munitions staffs will facilitate the allocation process within the MAJCOM.

13.3.6. For tenant units, using MAJCOMs send allocations to the host MAJCOM that provides munitions support. Host MAJCOMs cannot change allocations for tenant units.

13.3.6.1. Using MAJCOM must notify OO-ALC/WM of any host/user allocation transfers.

**13.4. Allocation Increase or Addition Requests.** Request for allocation increases or additions will be prepared and coordinated IAW **Chapter 14**.

**13.5. Buy Budget Process.** The munitions Buy Budget Review (BBR) addresses procurement of conventional ground, air-to-ground, Explosive Ordnance Disposal (EOD) munitions, small arms, and associated equipment (excluding missiles). Procurement of these items is part of the overall Department of Defense Planning, Programming, and Budgeting System process.

13.5.1. OO-ALC/WM hosts and HQ USAF ILSR/XORW/XOFX co-chairs the BBR Conference in July to facilitate preparation of Budget Estimate Submission (BES) justification documentation for Procurement of Ammunition, Air Force (Appropriation 3011), Munitions and Related Equipment (Budget Program 3500).

13.5.1.1. Prior to the BBR:

13.5.1.1.1. HQ USAF/ILSR will issue specific guidance and instructions to Air Force Logistics Centers (ALC) and Product Centers for the BES in a Budget Call Letter.

13.5.1.1.2. OO-ALC/WM and other affected AFMC product centers will prepare a Buy Book of P-series budget exhibits (forms P-40 and P-20) and provides an advance copy to assist conference co-chairs and HQ AFCESA/CEX in determining munitions and associated equipment funding priorities.

13.5.1.2. At the BBR:

13.5.1.2.1. OO-ALC/WM will present procurement recommendations based on forecasted requirements, inventory analysis, prior procurement action and industrial production capabilities.

13.5.1.2.2. HQ USAF/ILSR will analyze procurement data presented and recommend the best use of available funds.

13.5.1.2.3. Program Element Monitors (PEM) will establish the final funding priorities based on all information provided.

13.5.1.3. After the BBR:

13.5.1.3.1. OO-ALC/WM will prepare and distribute formal minutes of the proceedings, ship Buy Books and other classified materials requested to conference participants.

13.5.1.4. All agencies responsible for P-series budget exhibits will submit documents to HQ USAF/ILSR based on funding priorities established at the BBR in accordance with the Budget Call Letter.

13.5.1.5. HQ USAF/ILSR will publish and distribute the final budget submission document.

**13.6. Expenditure Reporting.** Expenditure reporting is a critical data element of munitions management processes at all levels (i.e. Unit, Base, MAJCOM, and Air Staff).

13.6.1. Past expenditures help Department of Defense determine allocation levels, develop buy-budget decisions, and defend procurement decisions to the Office of the Secretary of Defense, General Accounting Office, and Congress.

13.6.2. For specific expenditure reporting procedures see **Chapter 24**.

**13.7. Quarterly Munitions Capability Assessment**

13.7.1. Accurate inventory reporting is essential for making informed and complete decisions. Inventories establish the baseline for the Buy-Budget Review, the Allocation and GAP processes, NCAA development, the Joint Material Readiness Report, the Quarterly Readiness Report to Congress, and the Quadrennial Defense Review. It provides the decision making tool for the Joint Staff and the CSAF in initiating contingency operations until Contingency Sourcing, Expenditures, and Reporting procedures in **Chapter 37** begin.

13.7.2. OCONUS MAJCOMs, OO-ALC/WM, and WR-ALC/LKG will post updates to the Air Staff Quarterly Munitions Capability Assessment format located on the AFMC secure website: **http://pumba.afmc.wrightpatterson.af.smil.mil/contingency_Ops.html**. Updates are due NLT the 15th day following the beginning of each quarter or as directed by the Air Staff.

**13.8. Aircrew Life Support Time Change Procedures.**

13.8.1. Time change items are forecasted using procedures contained in T.O. 00-20-9.

13.8.2. Aircrew Life Support (ALS) forecasting.

13.8.2.1. ALS munitions are explosive items issued for installation into aircrew survival vests, survival kits, and life rafts.

13.8.2.2. ALS Replacement Munitions (Time Change). Use category A to forecast munitions required to replace assets which are reaching their time change interval (end of service life) and for expected or known failure rates. ALS munitions issued under this category require consumption type issue using DIFM control and an approved category A allocation to support time change or unserviceable replacements.

13.8.2.3. ALS Munitions Initial Build-up. Use category C to forecast requirements for initial build-up of ALS equipment which supports existing or new aircraft/aircrews. All issues under this category require consumption type initial issue using NON-DIFM control and an approved category C allocation to support the build up of new ALS equipment**.** Condition code “A” and “C” assets, with sufficient time remaining, will be used to fill requirements in this category.

13.8.2.4. ALS Munitions Training Requirements. Use category D to forecast aircrew pyrotechnic signaling devices required to support aircrew training.. All munitions in this category are issued to a custody account and require an approved (category D) allocation. Items in this category will not be consumption issued or use DIFM controls and will be filled with condition code “B” or “C” items before using condition code “A” assets. After ALS expends these assets, MSI documentation must be completed and expended assets turned into the MASO to clear the account.

13.8.2.5. ALS Munitions DIFM Control Procedures. Munitions operation personnel must update indicative data record (IDR) for each respective ALS munitions master NSN prior to processing an issue request to make sure the time change indicator is set to Y (YES) to establish DIFM control. When the Time Change is set to N (NO), process an IDR update to set the Time Change Indicator to Y (YES) to establish DIFM control. DIFM returned assets will be turned in under the issue document number (this will clear the DIFM) and re-identified as required. In most cases, these types of expired assets can be reclassified as condition code "B" and utilized for training (category "D" allocations). Found on base procedures will not be used to turn in returned assets to accountable records.

13.8.2.6. Tracking Installed ALS Munitions. ALS units are responsible for tracking assets by item, lot number and prescribed shelf/service life in the Aircrew Life Support Management System (ALSMS) according to AFI 11-301 including monitoring Technical Order (T.O.) 11A-1-1, Conventional Munitions, Restricted or Suspended. When receiving ALS equipment from another installation, ALS personnel will verify records to ensure installed munitions are not affected by T.O. 11A-1-1. Munitions assets affected by T.O. 11A-1-1 actions will be removed from ALS equipment and initiate the applicable issue and turn-in request.

13.8.2.7. ALS Munitions Aircraft Transfer Procedures: Losing units will initiate actions to transfer assets/allocations to the gaining supply point. Gaining supply point custodian will ensure transferred (incoming) munitions are processed through the MASO using procedures in paragraph e above.

13.8.2.8. The annual forecast is the primary vehicle for requesting munitions that are required to maintain ALS equipment. The Air staff plans for and maintains worldwide munitions assets to meet only those forecasted requirements. During the annual forecast process, the MASO must obtain category A, C, and D requirements data from ALS sections based on the following requirements; shelf/service life replacement (Cat A), initial build-up (Cat C), and aircrew training (Cat D). Annual requirements will be consolidated and submitted to MAJCOM Munitions staffs. The MAJCOM Munitions staff will validate ALS forecasted munitions requirements with the respective MAJCOM ALS functional managers.

13.8.3. MAJCOMs will provide units with other specific forecasting guidance.

14.1.1. MAJCOMs provide unit allocations based on the MAJCOM positioning objective as determined by the GAP process. For Category F and G authorizations see **Attachment 4**.

14.1.2.1.1. Compare the CAS organizational record listing to the Air Force Forms 68 and unit allocation document to verify that all organization/shop codes and host/user relationship codes are loaded correctly.

14.1.2.1.2. MASO must review the organizational record listing for accuracy, and sign it certifying listing reflects correct command codes.

14.1.2.2. DELETED.

14.1.3. Provide each organization with a copy of their allocation, to include changes (i.e. additions, deletions, increases, decreases or transfers of allocation).

14.1.4. Units may be allocated munitions items in more than one category. Each item must be issued and expended for its intended purpose as identified by category and requirement codes.

14.1.5. Custody accounts may be issued or maintain munitions/missiles in excess of non-expendable allocations, provided the command is not tasked to ship these assets in the Munitions Movement Plan (MMP), unit has properly forecasted for the assets, or has submitted an out-of-cycle request. MASO must

ensure organizations have a valid requirement prior to MASO approval. MAJCOM, OO-ALC/WM or WR-ALC/LGK may direct redistribution of excess assets.

14.1.5.1. The MASO approves/disapproves customer requests for excess non-expendable assets left on custody accounts. Approved requests will be kept in the custody account jacket file.

14.1.5.4. Upon receipt of the allocation document, the MASO will take immediate action to notify organizational custodians in writing identifying munitions by NSN, lot number, and quantity requiring turn in action. Organizations must turn in munitions excess of expendable allocations no later than 30 days of notification by the MASO.

14.1.6. Use AF Form 1996 to support stock levels for items without a Master Subsidiary Relationship Code (MSRC).

14.1.6.1. All AF Forms 1996 will be coordinated through the MASO, MAJCOM and approved by the ACP.

**14.2. Out of Cycle Request (OOCR) and Allocation Transfer Requests (ATR) Supporting Exercises, Competitions, Demonstrations, Test or Training.** Request for allocation increases, additions, and transfers will be prepared on the automated Allocation Transfer and Out-of-Cycle system located at the Air-to-Surface Munitions Directorate web site: **https://ammo.hill.af.mil**.

14.2.1. In order to begin using the automated system, the Munitions Accountable System Officer (MASO) and MASO delegates must ensure they have a current Air-to-Surface Munitions web site User ID and Password. The Stockpile Management Office POC can provide assistance in accessing the system if difficulties are encountered. Once initial access has been obtained, the site is found by going to the Munitions Stockpile Management link on the upper left hand side of the OO-ALC/WM web page and then clicking on the Allocation Transfer and Out-of-Cycle request. Further instructions can be obtained by clicking on the user's guide for further information and guidance on how to use the site.

14.2.1.1. DELETED.

14.2.1.2. DELETED.

14.2.1.2.1. DELETED.

14.2.1.2.2. DELETED.

14.2.1.2.3. DELETED.

14.2.1.2.4. DELETED.

14.2.1.2.5. DELETED.

14.2.1.2.6. DELETED.

14.2.1.2.7. DELETED.

14.2.1.2.8. DELETED.

14.2.1.2.9. DELETED.

14.2.1.2.10. DELETED.

14.2.1.2.11. DELETED.

14.2.1.3. DELETED.

14.2.2. MAJCOMs have the option of having units enter required data into the system or entering it themselves at the MAJCOM level.

14.2.2.1. MAJCOMs that experience prolonged or temporary Internet connectivity downtime will send ATRs and OOCRs to e-mail messages to the OO-ALC/WMCI organization box at **mailto:wmciallocations@hill.af.mil** in the following format:

14.2.2.1.1. ATR

From: SRAN (Host/User Cmd Codes)

To: SRAN (Host/User Cmd Codes)

Cat Code:

Requirement Code:

Unit ID:

Exercise/Operation Name:

Activity Period: (Need Date and End Date

After Action Report Required: (Y or N)

CRC/Master NSN:Noun:Qty:

14.2.2.1.2. OOCR:

Requesting Unit: SRAN: (Host/User Cmd Codes)

Cat Code:

Requirement Code:

Functional User Code:

Custody Account Number:

CRC/Master NSN: Noun:New Qty Requested:

MAJCOM Current Fiscal Year (CFY) Allocation:

MAJCOM CFY Expenditures (CFYE):

14.2.2.2. DELETED.

14.2.2.3. DELETED.

14.2.3. OOCRs may not be submitted for allocated expendable items until at least 65 percent of the allocation has been expended (70 percent for Aircrew training munitions). OOCRs for all other items will be worked on a case by case basis. Sufficient justification will accompany the request. OOCRs for new munitions requirements (i.e. mission changes), will be accepted. For OCONUS MAJCOMs, they will work OOCRs on a case-by-case basis.

14.2.3.1. Items that were not 100 percent allocated were allocated based on available assets. The probability of an OOCR being approved or increased is slim.

14.2.4. DELETED.

14.2.5. DELETED.

14.2.6. DELETED.

14.2.7. DELETED.

14.2.8. DELETED.

14.2.8.1. DELETED.

14.2.8.2. DELETED.

14.3. DELETED.

14.3.1. DELETED.

14.3.2. DELETED.

14.3.2.1. DELETED.

14.3.2.2. DELETED.

14.3.2.2.1. DELETED.

14.3.3. DELETED.

14.3.3.1. DELETED.

14.3.3.2. DELETED.

16.2.1. All documents must be typed or legibly printed in blue or black ink. Munitions accountability personnel may correct minor errors and omissions on documents when practical to do so. They will initial minor corrections, omissions, or changes made to documents.

16.2.1.1. Munitions accountability personnel will not make changes to the quantity, stock, lot, or document number on expenditures. The certifying official must make changes to these fields and initial changes.

16.2.1.2. Certifying officials will initial changes to the stock number or quantity fields on issue requests. Authorization to make changes to the stock number and/or quantity may be given to munitions accountability personnel. Authorization must be from originator and must be in writing (i.e. email, fax, or memo) and received prior to processing the issue request. Attach a copy of written authorization to the document.

16.2.1.3. The individual turning in the assets (custody/consumption account/FOB) will initial changes to the quantity, stock, lot, or document number prior to departing from the issuing location (i.e. Munitions Inspection).

16.2.1.4. If unable to correct in the manner described above, return illegible, incomplete, or improperly prepared documents to the originator for re-accomplishment.

16.2.2. Originator will reaccomplish documents or make corrections using a single non-obliterating line.

16.3.1. Document Control Report (ISE02A) will be used to monitor the status of documents. When CAS-D is used, units will maintain hard copy suspense files for all auditable documents.

16.4.1. Documents are not considered delinquent if the status and location are known. Delinquent document criteria is as follows:

16.4.1.2. Shipments and ADRs will be returned to Document Control no later than 5 days after shipment departs station or disposition instructions are complied with.

16.4.1.3. Inventory adjustments will be filed in document control within 20 days.

16.4.1.4. Produce a delinquent document listing weekly for documented review by the MASO. Annotate current status and location of each document. Maintain only the current week's listing (ISE02A option 1 may be used).

16.5.1. The MASO will designate in writing munitions accountability personnel authorized to perform final quality control of accountable documents. Use of quality control stamp is optional.

**Table 16.1. Guide for Quality Control (QC) Edits.**

| Type of Document | Inspector Sign/Print// Date | Inchecker Sign/Print/ Date | Receiver Sign/Print/ Date | Applicable Notes |
|---|---|---|---|---|
| Issues: AF Form 2005 or DD Form 1150 | | | | 1,2,8,9,10,15,17,20 |
| Issue Documents | X | | X | 3,15,18,20,22 |
| Expenditure | | | | 1,2,10,11,12,15,20 |
| Turn-in | X | X | | 10,12,13,15,20 |
| Receipt | X | X | | 3,4,7,15,20,22 |
| Shipment | X | | X | 3,5,15,19,20,22 |
| Shipment to DRMO orEOD | X | | X | 3,6,14,15,19,20 |
| Local Disposal | X | | X | 3,14,15,19,20 |
| Identity/Condition Code/Lot number Change | X | | | 15,16,20 |
| ADR | X | | | 15,20,21 |

**Notes:**

1. Commander or designated representative must sign, print name, date and duty phone in block A of AF Form 2005 or in block 10 of DD Form 1150.

2. The MASO must sign, print name and date block B of AF Form 2005 or block 2 of DD Form 1150.

3. If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property.

4. When the received quantity is different from the shipped quantity the Inchecker will circle the quantity on document, enter new quantity and initial. Check the transaction quantity to be sure the correct quantity received was processed.

5. Munitions shipments using transportation channels will have the authorized TMO representative's signature, printed name and date block 22 and block 23. On sensitive items or higher the authorized TMO representative's need only sign, print name and date the receipt for material portion on the bottom of DD

Form 1348-1A or DD Form 1348-1. If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of TMO.

6. The DRMO/EOD representative will sign, print name and date block 22 and block 23 of the DD Form 1348-1A or blocks 13, 14, and 15 of DD Form 1348-1.

7. On DD Form 1348-1A the Inchecker will sign, print name and date block 22 and block 23. On DD Form 1348-1 the Inchecker will sign, print name and date in block 7. If blocks 22 and 23 already contain a signature from the shipper ensure "Incheck / Received By", signature, printed name and date is immediately below blocks 22 and 23. On DD Form 1149, the Inchecker will sign, print name and date block 19.

8. Custodian must enter the date and time munitions are required in block G of AF Form 2005 or in block 6 of DD Form 1150.

9. Place reason for use and authorizing directive in block E of AF Form 2005 or in block 3 of DD Form1150.

10. Place nomenclature in block J of AF Form 2005 or in block 4a of DD Form 1150.

11. Place reason for expenditure and authorizing directive, signature, printed name and date of custody account custodian in block E of AF Form 2005.

12. Lot or serial number and condition code from the original issue document, if a custody account asset, will be entered in block D. This does not apply to DIFM/FOB turn-in, for DIFM/FOB turn-in use block D to annotate lot number of the item being turned-in.

13. Reason for turn-in, applicable item T.O. and actual condition code of the item in Block E of the AF Form 2005.

14. The disposition and witnessing official will sign, print name and date above the respective statements, "Demilitarization / Disposition Official" and "Witnessing Official".

15. If an item is classified, the words "Classified Item" will be stamped or hand scribed in red ink on all source document copies.

16. The inspector will annotate the reason for change, sign, print name, and date the document.

17. Block C of AF Form 2005 or block 7 of DD Form 1150 will contain the grounding date of the aircraft for Time Change assets.

18. Signature, printed name and date received by the requesting organization.

19. SHP/A5Js will have ADR number cross-referenced on DD Form 1348-1A, if applicable.

20. Annotate transaction number on the document from the CAS transaction history listing.

21. The MASO must sign, print name and date part 2 of the ADR.

22. For assets released to agencies or individuals outside the USAF, appropriate documents will be annotated as required by chapter 12. For assets received without proper shipping documentation, recreated shipping documents will be stamped/annotated with "Shipping documentation not received". The DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.

16.6.2. Retain documents and listings and dispose IAW this AFI, AFI 37-138, *Disposition of Air Force Records*, and AFMAN 37-139, *Records Disposition Schedule*.

16.7.1. Before processing RVPs, the MASO must approve by signing a memorandum containing a brief explanation of the circumstances.

16.7.1.1. This memorandum will be attached and filed with each RVP.

16.7.1.2. MASO's are required to sign, print name, and date the RVP document.

16.7.2. The RVP document and the erroneous source document will be cross-referenced by annotating affected document numbers and CAS transaction numbers on both documents.

16.8.1. Paperwork only transactions are authorized for assets that have departed station as a result of deployment when time does not allow prior processing of documents or at other times as deemed appropriate and approved by the MASO. They will not be used to adjust accountable records as a result of inventory discrepancies or errors under any circumstance.

16.8.2. The MASO will approve, sign, print name and date all paperwork only transactions prior to processing. This may not be delegated.

16.8.3. DELETED.

17.2.1.1.1. You may act as the commander to sign AF Form 68, if you have operational or supervisory responsibility for the base/wing command post, small arms range, disaster preparedness, life support or combat control teams. In addition, authority (in writing) may be delegated to Explosive Ordnance Disposal (EOD) flight chiefs.

17.2.1.2. Commanders may elect to personally certify and receipt for munitions, or delegate their authority in parts II and III of the AF Form 68. Parts II, III, and IV will contain original signatures, not photocopied. A least one AF Form 68 with original signatures will be forwarded to the MASO for approval.

17.2.2. The MASO or designated representative will brief all personnel on the AF Form 68 on their responsibilities.

17.2.2.2. All personnel must be briefed within 30 days of MASO approval date on AF Form 68, or prior to receiving custody of munitions, whichever is sooner.

17.2.2.5. DEROS information (if applicable) will be included on AF Form 68 for every individual in Part II and III.

17.3.1. Distribute copies of AF Form 68s to Munitions Inspection, Storage, account custodian, document control, and custody account monitor.

18.1.1. Post-Post operations are used as an interim measure when CAS operations are disrupted. Post-post operations allow continued support during periods of computer downtime. Transition to CAS-D operations during extended downtime as defined by the MAJCOM.

18.2.1.4. Systematic process for recovery of information in the CAS system after normal operations are resumed.

18.3.2. CAS listings necessary to support post-post processing will be run on a recurring basis. The required listings and applicable frequency (additional listings and local products may be added to this list) are:

**19.2. Submitting Requisitions.** Units submit requisitions in accordance with command guidance. Munitions Accountability Elements will work in conjunction with the Inspection and Storage Elements to ensure sufficient storage space exists and T.O. data is available prior to requisitioning assets.

19.2.2. The MASO must ensure the appropriate Project Code and requisitioning priorities are used. Requests for expedited support or deviations from the existing requisitioning priorities based on operational need must be coordinated with the MAJCOM prior to processing.

19.2.2.3. When an Air Logistics Center (ALC) item manager suspect a unit is abusing the priority system, the item or program manager should contact the respective MAJCOM to validate the priority.

19.2.2.4. ALC Item or Program Managers will not change requisition priority without applicable command or unit coordination and approval.

19.2.4.1. When CAS is unavailable, units will submit Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions by message in the following format:

**19.3. Procedures.** CAS units will use Requisition Status Report (ISI05A) to monitor requisitions. CAS-D users are required to monitor requisitions using locally developed products.

19.3.1. Work with Munitions Scheduler weekly to reconcile outstanding requisitions for AWPs using the ISI05A and IS535A.

19.3.2. Follow-up with the last known source of supply on requisitions when the status will not meet the RDD. Follow-up will include all information from original requisition and will inform effected MAJCOMs.

19.3.2.1. Units will take aggressive follow-up action to ensure assets are received by their required delivery date, notify MAJCOM Munitions Staff and OO-ALC/WM Costumer Service of required delivery date problems in enough time to allow resolution.

**Table 19.1. Requisitioning Priorities**

| **Requisitioning Priority Designator** | **01-03**<br>**Note 1, 2** | **04-08**<br>**Note 3** | **09-15**<br>**Note 4** | |
|---|---|---|---|---|
| **Cycle Segments** | **Calendar Days** | | | **Responsible Agency** |
| **1 – Requisition** | **1** | **1** | **2** | **Requisitioner** |
| **2 – Passing Action** | **1** | **1** | **2** | **Initial Source** |
| **3 – Inventory Control Point (ICP) (Available redistribution order transmitted to Depot)** | **1** | **1** | **3** | **Ultimate Source** |
| **4 – Depot Process (Date items made available to TMO)** | **1** | **2** | **8** | **Storage Activity** |
| **5 – Transportation (date item made avail until date of receipt)** | **3** | **6** | **13** | **Transportation Activity** |

| The Requisitioning priority then relates into a transportation priority | TP-1 | TP-2 | TP-3 | Transportation Priority |
|---|---|---|---|---|
| **Notes:**<br>The time schedule stated in **Table 19.1.** should be used as a planning tool to coordinate your receiving and shipping events. All dates given may be affected by actions outside of the munitions arena, i.e. country clearances and AMC airlift priorities. The Transportation priority can be found in DOD 4500.9-R, Appendix CC 10, page CC 10 1.<br>1. Priority 01. Is authorized for wartime use only as directed by the ACP, TACP or<br>RACP. Translates to transportation priority of TP-1.<br>2. Priority 02-03. Material will arrive at the receiving facility within 7 days from date of<br>requisition for CONUS and 30 days** of OCONUS. Translates to transportation priority<br>TP-1<br>** If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.<br>** If the requisition is intended for SWA, shipment has to have diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.<br>3. Priority 04-08. Material will arrive at the receiving facility within 11 days*** from date<br>of requisition for CONUS and 15-16 days**/*** for OCONUS. Translates to transportation<br>priority TP-2.<br>** If the requisition is intended for USAFE, shipment has to have country clearance, which takes a minimum of 2 weeks from the date the shipment is put into the transportation system.<br>** If the requisition is intended for SWA, shipment has to have Diplomatic clearance, which takes a minimum of 3 weeks from the date the shipment is put into the transportation system.<br>*** If requisitions are hazard class 1.3 thru 1.1 munitions, it takes a minimum of 1 week to arrange over the road transportation to ship the requisition to SRAN address or Port of Origin.<br>4. Priority 09-15. Material will arrive at the receiving facility within 28 days from date<br>of requisition for CONUS and 67-82 days for OCONUS. Translates to transportation<br>priority TP-3. | | | | |

20.2.1. Munitions received without sufficient accountability documentation, including COTS munitions, are processed as follows:

20.2.1.2. After all information is validated, prepare an off-line shipping document, DD Form 1348-1, and process the receipt. Stamp/annotate the DD Form 1348-1, “Shipping documentation not received”. COTS documents will be stamped “COTS Munitions Documents Not Required.”

20.2.1.3. Prepare and distribute SF 364 or electronic version according to the following:

20.2.1.3.1. For a shipping (Item) discrepancy send a copy to the shipping activity, the responsible ALC or ICP (attn: appropriate IM), the MAJCOM (both if shipper's is different than receiving unit's), and the local MASO.

20.2.1.3.2. For a packaging discrepancies, send a copy to the shipping activity, appropriate ALC and packaging specialist IAW AFJMAN 23-215, Encl 3J.2., and the MAJCOM (both if different than receiving unit).

20.2.1.4. DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.

**20.4. Contingency Operation Receiving Procedures.** MAJCOMs determine when to implement contingency receiving procedures.

20.4.1. During contingencies, assets will be placed on record within 24 hours of receipt (12 hours preferred) in the condition code shipped.

20.4.2. Munitions flight supervision may waive performance of receiving inspections during contingency operations. However, assets will be checked against T.O. 11A-1-1 prior to use. This is consistent with requirement to rapidly issue assets for combat munitions production operations.

21.2.2. Inventories will be performed utilizing either CAS generated or manual inventory worksheets and the account will be frozen before or after the physical count.

21.3.1. Semi-annual/Perpetual Stock Record Account Inventory. The MASO conducts a wall-to-wall inventory of all munitions and explosives maintained on the stock record account (includes unserviceable assets but excludes custody accounts and courtesy storage). The inventory must be started and finished in the months of March and September. All outstanding AWM/AWP workorders and ADRs will be reconciled during these inventories. MAJCOMs may:

21.3.2. All outstanding AWM/AWP workorders and ADRs will be reconciled during semiannual inventories.

21.3.2.1. DELETED.

21.3.2.2. DELETED.

21.3.4. Change of MASO Inventory. When a change in the MASO occurs, the outgoing and incoming accountable officers jointly review and validate results of a complete physical inventory of the stock record account.

21.4.1. Annual MASO Custody Account Inventory. Once every 12 months, the MASO or designated representative will inventory each custody account.

21.4.1.2. The organizational commander, custodian and MASO will sign copies of the current custody account listing and documented findings.

21.6.9. Whether or not an ROS is required, the inventory adjustment records must stand alone and complete the audit trail through memos, inspection records, inventory count sheets, transaction histories and one or more of the following documents will support an inventory adjustment document:

21.6.9.13. Statement of corrective actions and procedures taken to prevent reoccurrence.

21.6.10.1. Inventory adjustments that require a ROS for relief of accountability will be certified by the MASO and approved by the MASO appointing authority.

21.6.10.2. Inventory adjustment documents, which do not require an ROS, will be certified by the NCOIC of munitions operations or equivalent and approved by the MASO. The MASO may not delegate authority to approve inventory adjustments. If the MASO is not available, the MASO appointing authority will approve adjustments.

22.2.2. The MASO will provide custody account management training to all custodians and certifiers within 30 days of MASO approval date of the AF Form 68, or prior to receiving custody of munitions, whichever is sooner. Training will be documented in the custodian and MASO jacket files.

22.2.5.15. Turn in munitions residue, packaging, and containers to the munitions activity for certification or disposition. Those users authorized to certify munitions residue, as authorized by T.O. 11A-1-60, will develop procedures for disposal of packaging and residue.

22.3.1.6. Latest reconciled MASO Custody Inventory (signed by the commander, custodian and MASO) and count sheets. If the annual is conducted in conjunction with the quarterly, only one document is required.

22.3.1.8. Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custodial jacket file since the last signed Quarterly Custodian Inventory. NOTE: This only applies to the custodian's jacket file.

23.1.1. Munitions items will not be issued until all documentation has been properly processed. There are four types of issues. To ensure supportability and scheduling processes, custodian requests for issue are submitted 14 days prior to use date. Exceptions to this policy are approved by Munitions Flight supervision.

23.2.1.2. DIFM. All ERRC code 'XD" will be controlled using DIFM. These assets are of high value and/or field/depot repairable and reusable. Use CAS DIFM listing (IS535A) to monitor DIFM assets to ensure they are returned within 15 days. The 15 day count starts from the date assets were physically issued.

23.2.1.2.3. All replacement and initial build-up ALS munitions requirements, regardless of ERRC, will be consumption issued and controlled under DIFM procedures as directed in **Chapter 23**.

**23.5. Contingency Issue Procedures.** See **Chapter 34**.

23.6.1. The MASO or designated representative will review and approve all issue requests.

23.6.4.1. Block A/10: Signature of organization commander or designated representative, printed name, date, and phone number (certifying official).

23.6.4.2. Block B/2: MASO or designated representative signature, printed name, and date.

24.2.1. Fill out the AF Form 2005 or DD Form 1150 IAW local supplement. In addition to the blocks identified below, include the NSN, quantity, and document number of the original issue document:

24.2.1.1. Block A: Signature of organization commander or designated representative, printed name, date, and phone number (certifying official).

24.2.1.2. Block B: MASO signature or designated representative, printed name, and date.

24.2.1.3. Block D: Lot/serial number/condition code.

**24.3. Contingency Expenditures.** CAS will be utilized to track and report expenditures. However, units have great leeway in providing an audit trail that leads from munitions receipt, to issue, and finally expenditure during contingencies. Timely and accurate reporting is essential.

24.3.1. Contingency expenditures are defined as the use of CAS documents, spreadsheets, and other auditable methods to account for (movement, build, expenditure) assets without the use of AF Forms 68, 2005, 1150. Workorders and build sheets, for example, may be used to establish and complete the audit trail. Munitions flight leaders develop processes to accurately and quickly report munitions expenditures daily.

24.3.2. Units may employ these procedures at forward operating locations and deployed sites using CAS. No matter which procedures are used units must ensure the audit trail is clear and appropriate documentation available to support the expenditure of assets.

25.6.3. A FOB turn-in includes DoD stocklisted munitions. The following are examples only:

26.2.3. If for any reason, serviceable excess munitions were overlooked during the above reporting periods, units will report to their MAJCOM who will then pass the information to OO-ALC/WMR, Customer Support via email (mailto:hill.wm.customersupport@hill.af.mil) for conventional munitions and WR-ALC/LKGL for tactical missiles.

26.2.4. PMs will receive and process ADRs via the automated ADR system located on the OO-ALC/wm website, (**https://ammo.hill.af.mil/wm/**.

26.2.4.1. The PMs will establish a central ADR processing function to ensure alternative uses of reported munitions are fully considered before authorizing disposal of non-hazardous munitions.

26.2.4.3.2. These instructions may direct shipment of non-hazardous munitions to any of the following locations: a base from a different MAJCOM; a storage location; a repair/recovery/recycling facility; an Army or Navy location; a foreign military sales destination; or (as a last resort) a TTU.

26.2.5.1. As defined in the MR, they are the only persons who are authorized to identify military munitions items as WMM. Hazardous munitions items designated by EOD as Level 1 or Level 2 do not require DDA approval prior to disposal.

26.3.1.2. When the EOD response specialist or Technical Escort Unit have determined whether the response can be delayed without compromising safety or increasing the risk to human health, request for disposition from a Product Group Manager (PM) is not necessary. Rather it will be declared an Imminent and Substantial Endangerment Response (Level 2) by the EOD specialist and subject instructions in the MR.

26.3.1.3. If a munitions declared to be level 2 is not immediately disposed of and returned to the military installation for storage, the EOD specialist will annotate “IMMINENT AND SUBSTANTIAL ENDANGERMENT RESPONSE (LEVEL 2)” on the FOB Turn-in document.

26.3.1.4. The munitions activity will immediately request the base Environmental Office (CEV) request emergency disposal permit through the appropriate state EPA agency.

26.3.1.5. If the state EPA agency grants an emergency disposal permit, items will be disposed of in accordance with emergency disposal procedures. If an emergency disposal permit is not granted, the installation environmental and legal offices will elevated the issue to the MAJCOM Munitions and Environmental Management Staff Offices and the Air Force Regional Environmental Coordinator for resolution.

26.3.1.6. When the EOD response specialist or Technical Escort Unit have that a recovered munitions is non-hazardous for storage or transportation over public roads (Routine – not Level 1 or 2), request for disposition from a Product Group Manager (PM) is required and subject to normal Ammunition Disposition Request (ADR) guidelines.

26.3.1.7. If the munitions is returned to the military installation for storage, the EOD specialist will annotate "ROUTINE" on the FOB Turn-in document.

26.3.4.1.8. Statement indicating whether capability "does/does not" exist for local disposition.

26.3.5. Do not use AF Form 191 ADR or the automated ADR system for reporting excess serviceable munitions.

26.3.5.2. If for any reason, serviceable excess munitions were overlooked during the above reporting periods, units will report to your MAJCOM on an excel spread sheet the following information: SRAN, NSN, DODIC, AF Nomenclature, Qty, Condition Code, Lot Number, MDC, Unit Cost, Total Cost, and Remarks (if any). The MAJCOM will either provide disposition instructions to you or forward the spreadsheet to the appropriate ALC for disposition.

26.3.5.3. If it is determined that the assets are excess to command requirements, the MAJCOM will forward the spread sheet referenced above to OO-ALC/WMR, Customer Support via email (**mailto:hill.wm.customersupport@hill.af.mil**) for conventional munitions and WR-ALC/LKGL for tactical missiles.

26.4.1.2. Since the DoD intent is to recycle as many unserviceable stocklisted explosive assets as possible, it is important for all personnel to understand this use of condition code "P". Condition code "P" will only be used for explosive recoverable items. Condition code "H" will be used for inert/non- explosive material items. Condition code "V" will be used for hazardous munitions waste and is only applied when directed by the DDA.

26.5. Local disposal of unserviceable nonexplosive (inert) munitions components regardless of dollar value, that cannot be used for local training, will be at the discretion of the base MASO. These assets do not require an ADR. Process an A5J to document the demilitarization action.

26.5.1. DELETED.

26.5.2. DELETED.

26.6.1. MASOs may authorize local disposition of Research, Development, Test and Evaluation assets or excess items that have been used in research and development projects/tests if project managers can not return them to an original configuration (L10 stocklisted items). Project Managers are responsible for providing disposition instructions and for all costs associated with disposal.

26.6.3. After a Non-Stocklisted Munitions item has been used/considered for use in a test or evaluation program, the asset will be evaluated to determine its safety and proper identification. Project managers are responsible for costs associated with obtaining proper safety/identification evaluation if this cannot be determined by local agencies.

26.8.2. If determination of safety cannot be made with certainty, treat the asset as a Level 2 IAW and coordinate its disposal with the Base Environmental Staff, EOD, Munitions Personnel, and the local EPA. The installation Commander has the final disposition authority.

26.8.2.1.1. Munitions must be safe to transport. Level 2 assets, by definition, are not safe for transportation over public roads.

27.2.2. Once the property is released to or scheduled with the servicing transportation unit, obtain the GTN related to the shipment and update the CAS in-transit record indicating date sent to transportation, estimated ship date, and current status of BA (being prepped for release). Once notified of the date the shipment will actually leave the base update CAS in-transit record as appropriate. The asset balance doesn't decrease until the Date Departs Station (DDS) is entered in CAS.

27.2.3. Do not drop the property from CAS records until the shipment physically leaves your installation.

27.2.3.1. DELETED.

27.2.3.1.1. DELETED.

27.2.6. If received at a non-Air Force agency, or at an Air Force agency not using CAS, the receiving munitions agency must inform OO-ALC/WM that the property was received in order for CAS to forward the receipt acknowledgement to the shipping base.

27.2.7. In order for the Ammunition Control Point (ACP) to maintain visibility over munitions shipments, it is extremely important the unit updates accurate and timely shipment data within 48 hours to transportation personnel responsible for updating GTN at both the shipping and receiving locations.

27.2.7.4. Transportation assigns one of the following Transportation Account Codes (TAC) as appropriate:

28.2.1. Use spare WGU-4 GCU to support CATM requirements when available. However, when GCUs must be removed from serviceable AUR missiles, establish accountability of serviceable WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle removed from an AUR for CATM use by turning in (Organizational Turn-in) and issuing the WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle to custody account maintaining the CATMs. CAUTION: In the event that AIM-9M-9 GCSs are returned to the tactical missile configuration, units will ensure GCSs are mated with the tactical missile containing the MOD 11 Rocket Motor and latest Active Optical Target Detector. Units will account for CATMS on custody account by the CATM-9 NSNs (CATM-9-13 WGU-4E/B 1410-01-390-4963) or (CATM-9-15 WGU-4D/B 1410-01-390-4964). Also, Flight Chief/OIC will address in the CMP a plan to reconstitute CATMs to tactical missiles.

28.2.2. The AUR, the WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle were removed from, will be identified under the stubby National Stock Number (NSN 1427-01-319-9495AB) created for the management of tactical missiles with the WGU-4, BSU-32, and TMU-72 removed. Total number of stubbies will not exceed the quantity of CATMs each unit is authorized. Units will configure stubbies with the latest model rocket motors and target detectors if available in stock.

28.2.2.1. When a WGU-4 is found to be unserviceable the unit will turn in (DIFM Turn in) the WGU-4 and place in CC/F for autoship. The wing weapons officer and munitions flight supervision determine whether to place the CATM-9 in CC/G until a replacement WGU-4 is received or remove a WGU-4 from a tactical AUR for use on the CATM-9 and place the Tactical AUR in CC/G until the replacement WGU-4 is received. It is understood that under normal circumstances a stubby missile will always be serviceable. Units will ship unserviceable GCSs in quantities of two or four to the repair facility in an expeditious manner.

31.2.1. For OCONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 90 and 120 days before the next calendar year quarter (see **Table 31.1.**). The MASO will validate this submission against the annual forecast.

31.2.1.1. The MASO submits quarterly consolidated requisitions through CAS.

31.2.2. For CONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 45 and 60 days before the next calendar year quarter (see **Table 31.2.**).

31.2.2.1. The MASO submits quarterly consolidated requisitions through CAS.

32.3.1. To purchase COTS explosives and munitions, requesting unit will coordinate a package, using an AF Form 1768, **Staff Summary Shee**t, through the installation Munitions, Environmental, Safety, EOD, Transportation, and Legal agencies for Group and Installation Commander approval. Refer to **Figure 32.1.** For any COTS munition that has been previously approved for Local Purchase, munitions system management, or has been assigned an Interim Hazard Classification (IHC) or Final Hazard Classification and has been approved by the NNMSB, requirements may be submitted to the MASO using an AF Form 1996, *Adjusted Stock Level*.

32.3.1.1. The package must then be submitted to requesting unit's MAJCOM for coordination and approval prior to forwarding to OO-ALC/WM. The AF Form 1768 or 1996 will be signed by installation commander and include information identified for IHC and the following (for AF Form 1996, see paragraph **32.3.1.1.8.**):

32.3.1.1.8. IHC data is not required. Minimum information will include Quantity, Part Number, NSN (if available), complete justification and use statement, and authorizing directive. Additional data may be required by reviewing officals.

**32.4. MAJCOM Approval.** MAJCOM coordination and approval process begins with the command Function Manager for requested munitions and is coordinated, using an AF Form 1768 or AF Form 1996, through command Weapons Safety, EOD, Transportation, and Legal for final MAJCOM approval by the Munitions Directorate/Division prior to submission to OO-ALC/WM.

32.7.2.1. Requesting unit must coordinate request with installation MASO and the OO-ALC/WM CMPM.

32.7.2.2. Requesting unit must have final written approval from OO-ALC/WM CMPM before any IMPAC purchase of the specified munitions item.

32.7.2.2.1. An AF Form 1996 will be used for AF stocklisted non-MSRC items to request local purchase approval. Units will include request to use Government Purchase Card IAW AFI 64-117, *Air Force Government-Wide Purchase Card Program*, in the justification block of the form.

32.7.2.2.2. The maximum quantity block will be the maximum quantity that can be purchased for a fiscal year. The minimum quantity block will be the maximum quantity the unit is authorized to purchase for a 90-day supply.

33.1.1. WRM munitions are required to support wartime activities listed in the USAF War and Mobilization Plan (WMP) until the industrial base meets wartime demands. The Forward Presence stressed in the Defense Planning Guidance (DPG) demands WRM munitions to be stored or moved quickly to critical

areas. WRM munitions are prepositioned at operating bases, dispersed in areas of responsibility, placed on afloat prepositioned ships, and stored at selected units and depots for air deployment.

33.1.2. The MAJCOM munitions staff will provide units with WRM munitions positioning objectives using the MAJCOM WCDO for wartime requirements. AFI 25-101, Chapter 8 WCDO procedures will be used. In addition, the most recent NCAA Constrained Theater Requirement (CTR) prepositioning objective for each MAJCOM will be used. For USAFE, PACAF, and CENTAF this is the CTR Starter Stock. For other MAJCOMs this is the CTR for all theaters supported.

33.2.5. The NCAA is an analytical process designed to quantitatively identify the most effective mix of conventional air munitions to be programmed for procurement and maintained in the worldwide WRM stockpile. The NCAA documents the calculations, assumptions, and methods used to compute CTRs. Theaters threat models, WMP-5 sorties, theater expenditure per sortie factors (EPSF), and safety factors all influence munitions computations. NCAA CTRs are used throughout the planning/programming process to aid in identifying how each type item should be positioned to achieve Air Force objectives.

33.2.6. The TAMP and DLAR identify WRM and Non-WRM MAJCOM munitions allocations requested and approved for positioning. These documents depict the annual constrained munitions inventory positioning objectives by MAJCOM and by munitions category.

33.3.1. The WCDO serves as the official document portraying unit level WRM munitions requirements.

33.3.2. WCDOs contain authorizations for each munitions item supporting OPLAN execution for the Starter Sock period per AFI 25-101, Chapter2.

33.3.3. Operations, munitions, plans, and intelligence functions cooperate to produce the MAJCOM WCDO. The NCAA establishes munitions requirements. The MAJCOM munitions staff provides the MAJCOM logistic planners the NCAA MAJCOM CTR to build the MAJCOM WCDO. MAJCOM planners produce the WCDO and provide it to the munitions staff for distribution to unit munitions flights. The MAJCOM WCDO will match the NCAA CTR for the given MAJCOM.

33.3.4. The Munitions Flight Supervision evaluates WRM positioning objectives and briefs the OG and LG on the following:

33.3.4.1. Shortfalls and excesses. (Planned use of STAMP, APF, and Fly-Away will be shown in this brief)

33.3.5. Munitions WRM distribution and realignment is performed through the GAP process.

34.1.2.1. If the deployed unit custodian is directed to leave assets in place for subsequent replacement units, custodians and MASOs may be relieved of accountability if the following conditions exist:

34.1.2.1.1. There is no established munitions SRAN/DoDAAC at the deployed location.

34.1.2.1.2. Accountability of munitions remained on custody records.

34.1.2.1.3. The custodian returned to home station without deployed munitions.

34.1.2.2. The MASO will process shipments for only those assets that did not return with the custodian and were left behind in the AOR. Shipments will be processed using ship to SRAN “FV 9999.” Legible copies of shipping documentation, along with applicable source documentation, will be faxed or mailed to MAJCOM munitions staff. Examples of sufficient source documentation to validate munitions remained in theater may include, but are not limited to the following:

34.1.2.2.1. Hand receipt signed by the commander or custodian, (i.e. AF Form 1297, DD Form 1348-1, listing of munitions deployed signed by the commander or custodian, or any other documented evidence

reflecting types and quantities of munitions deployed). NOTE: This documentation must be dated as of the time of deployment and not after the fact.

34.1.2.2.2. Signed inventory or some form of hand receipt as mentioned above from the individual accepting responsibility and accountability of munitions left in theater. NOTE: Identity of the individual must be known, i.e. full name, rank, last 6 of SSAN, unit, base, and duty phone.

34.1.2.2.3. Aircraft load records that identify types and quantities of munitions deployed.

34.1.2.3. MAJCOMs will maintain visibility of deployed assets. However, replacement commanders and custodians at the deployed location retain responsibility for controlling munitions assets. MAJCOMs and/or air components develop tracking methods to account for these assets.

34.1.2.4. In the event sufficient source documentation as identified above is not available or cannot be obtained, reports of survey and inventory adjustment, as applicable, will be required. Use **Chapter 21** procedures to correct stock discrepancies.

34.1.2.5. Once munitions have been shipped or adjusted off record, units are authorized to requisition replacement assets. Ensure the following statement is annotated in the remarks block of the requisition, "REPLACEMENT ASSETS FOR MUNITIONS LEFT IN THE AOR."

34.3.10. Contingency Reports. See **Chapter 37**.

36.1.3. SDMs will be secured to prevent removal of the complete round or any attached sub-components.

36.2.1. The MASO will submit an ADR to OO-ALC/WM requesting SDM authorization.

36.2.1.1. The following statement must be made in the "Reason for Reporting" block : "Request the munitions listed on this document be retained for static display. I certify the munitions listed are unserviceable, non-repairable for operational use, and free of explosives and explosive residue. The munitions will be marked SDM-FVXXXX-000 through SDM-FVXXXX-000 IAW AFI 21-201, **Chapter 36** and placed on permanent, fixed static display within 90 days of receipt of approval. This action has been coordinated through the Munitions Flight Chief/Commander."

# Chapter 37

## MUNITIONS CONTINGENCY SOURCING AND REPORTING PROCEDURES

37.1. Purpose. This Chapter outlines contingency munitions sourcing for Air Force Activities and establishes a standard munitions report. The Munitions Reporting process will provide the CJCS, Combatant Commanders, and Air Force activities the ability to monitor critical munitions items, affecting warfighting capabilities during contingencies, emergencies, or exercises. In addition, the reported information will be used in support of Joint Materiel Priorities and Allocation Board (JMPAB) deliberations. HQ USAF/ILMW and XORW represent the USAF on the Munitions JMPAB.

37.2. Contingency Munitions Sourcing Process. The munitions allocation process described in **Chapter 33** is a peacetime pre-positioning process. Once contingency sourcing begins, all munitions balances in the operational theater(s) become available to support the contingency operation(s). All expenditures will be against current operations for the contingency being supported. When Air Force air component commands and MAJCOMs are involved in contingency operations that require the use of munitions assets *not available in their theater of operations*. HQ USAF/ILMW is responsible for munitions positioning worldwide and provides direction to the ACP to position munitions to satisfy command's contingency requirements. HQ USAF/XORW is responsible for operational requirements and approval of STAMP/STRAPP and munitions in short supply requests. The following process applies for contingency munitions requests:

37.2.1. For STAMP/STRAPP specific requests follow procedures in **Chapter 33**, HQ USAF/XORW approval required.

37.2.2. For Afloat Propositioned Fleet munitions requests, follow procedures in **Chapter 33**. Joint Staff/J-4 approval is required. Requests for APF are worked through HQ USAF/ILMW.

37.2.3. Air component commands and MAJCOMs will request additional munitions needed to support contingency operations for sourcing. Send requests to the USAF Ammunition Control Point (ACP) (OO-ALC/WM) operations center, via official message, SIPRNET e-mail, or secure fax with informational copies to HQ USAF/ILMW and XORW. Provide the following:

37.2.3.1. Type of munitions/munitions components required by NSN.

37.2.3.2. Quantity required.

37.2.3.3. Ship to Location/SRAN.

37.2.3.4. Required in-place date.

37.2.4. The ACP will:

37.2.4.1. Forward requests for Air Superiority Missiles (AIM-7, AIM-9, AIM-120 or AGM-88) to the Tactical Missile Control Point (TMCP) at WR-ALC/LKG. TMCP will coordinate sourcing IAW TAMP.

37.2.4.2. Identify possible sources to meet air component command/MAJCOM needs identified in para. **37.2.3.**

37.2.4.3. Make a recommendation to USAF/ILMW on preferred source. HQ USAF/XORW will approve all movements of assets in short supply.

37.2.5. HQ USAF/ ILMW will approve/disapprove requests for munitions available in the Air Force stockpile.

37.2.6. The ACP/TMCP will notify requesting air component command/MAJCOM of availability and approval/disapproval for TPFDD action as required.

37.2.7. Units supporting contingency operations will ensure munitions requests are processed through their air component command/MAJCOM using guidance in **Chapter 34**.

**37.3. Air Force Munitions Report (AFMUREP).**

37.3.1. These procedures provide echelon reporting criteria for critical munitions resources. Leaders at all levels are responsible for accurate munitions reporting. This is essential to ensure proper sourcing and resupply to and within theaters.

37.3.2. The Combat Ammunition System (CAS) is the Air Force's munitions accounting system and will be the primary source for AFMUREP data. AFMUREP does not replace CAS. The intent, rather, is to provide timely and accurate capability, inventory, and expenditure data to allow for theater and service-level planning and re-supply.

37.3.3. HQ USAF/ILMW or OO-ALC/WM will provide an AFMUREP implementation message, discerning report format and munitions to be reported.

## Attachment 10

## IC 2004-1 TO AFI 21-201, MANAGEMENT AND MAINTENANCE OF NON-NUCLEAR MUNITIONS

*3 May 2004*

***SUMMARY OF REVISIONS***

This change incorporates interim change (IC) 2004-1. It updates munitions squadron, flight, section and element responsibilities; revises and streamlines accountability processes; establishes sortie generation accounting procedures; defines Munitions Accountable Systems Officer appointment requirements; CAS system operational and administration procedures; eliminates outdated planning information; establishes stock-level management and new custodial procedures; refines SRAN/DODAAC assignment procedures.

**1.1. Introduction.** This instruction contains general information on typical responsibilities for munitions organizations.

**1.2. Munitions Squadrons and Flights.** Responsible for the control, accountability, storage, shipping and receiving, inspection, maintenance, assembly, flight line delivery, and local disposition of conventional, precision guided, nuclear munitions, and naval mines. Squadron and flight personnel manage and maintain all assigned tools, test, munitions handling equipment. The munitions organizational charts and flight/section/element alignment are in **Figure 1.1.**, **Figure 1.2.**, and **Figure 1.3.**. In munitions squadrons, the Munitions Operations Officer/Superintendent is responsible to the Munitions Squadron Commander and performs broad responsibilities separate from the Munitions Flight Chief.

1.2.1. Munitions Squadron (MUNS) Organizational Structure. The MUNS will be aligned in accordance with **Figure 1.1.** Depending on mission, MUNS may consist of Conventional, Systems, Conventional Air Launched Cruise Missile (CALCM), Armament, and Special Weapons flights. No other flights are authorized. The UMD will be aligned according to the USAF approved template at **Figure 1.2.** Typically, the Combat Munitions Training (CMT) section is aligned under the Conventional Munitions Flight; however, CMT may be combined with squadron training under the Systems Flight. Specific responsibilities of Munitions Squadron Commander, Munitions Operations Officer/Superintendent, Flight Chief, Section Superintendents, and Element Supervisors are outlined in this instruction.

1.2.2. Munitions Flight Organizational Structure. Flights will be aligned in accordance with **Figure 1.3.** Flights typically consist of Materiel, Production, and Systems Sections. Units with nuclear commitments may also include a Strategic/Nuclear Weapons Section. No other sections are authorized. The UMD will be aligned according to the USAF approved template at **Figure 1.4.** Specific responsibilities of the Flight Commander/Flight Chief, Section Superintendents, and Element Supervisors are outlined in this instruction.

**1.2.3. Munitions Functions/Activities:** Munitions Squadrons and flights may request approval from the MAJCOM staff to physically consolidate functional activities to maximize operational efficiency, however, Unit Manning Documents (UMD) will not be updated/changed to reflect local consolidation efforts. When consolidating functions, the organizational structure outlined in **Figure 1.2.** through **Figure 1.4.** remains the approved structure and the UMD will always reflect this. This is essential due to the manner in which manpower is earned and measured by the Logistics Composite Model (LCOM). Any deviation from organizational structure must be requested and approved by the MAJCOM munitions division. Consolidation will be limited to: Line Delivery with equipment support/maintenance; conventional munitions with precision-guided munitions; munitions storage with munitions accountability. Predator sections may also be integrated within various sections/elements at local option. All munitions organizations at local discretion may establish consolidated tool room, resource, supply, training, and support functions, as they deem necessary. No additional resources are earned to accommodate consolidation.

1.2.3.1. Production Section (MUNS and Flight). This section assembles, disassembles and maintains conventional munitions, missiles, containers, dispensers, assigned MMHE, and training items. In the MUNS, production administers and conducts the Combat Munitions Training (CMT) Program

1.2.3.2. Materiel Section (MUNS and Flight). This section stores, handles, inspects, ships, receives, disposes locally, and accounts for, conventional munitions, containers, dispensers, and training items and coordinates transportation.

1.2.3.3. Systems Flight (MUNS only). In the MUNS, the systems flight provides broad control, direction, and support for all squadron activities. Personnel in this section plan and schedule workloads and coordinate the efforts of the squadron. This includes functions of the Commander's Support Staff: training, resources, and facilities. Systems personnel manage the mobility and training programs. Combat Munitions Training (CMT) is normally conducted and administered by the Conventional Munitions Flights, Production Section, however may be aligned with Systems Flight, Training Section at local option.

1.2.3.4. Systems Section (Flight only): In flights, systems personnel plan, schedule, control, and direct all munitions activities. They manage mobility, training, resource, and facility programs.

1.2.3.5. Special Weapons Flight (MUNS only): The Special Weapons Flight (SWF) performs on-equipment and off-equipment maintenance on assigned nuclear weapons, missiles, reentry systems, reentry vehicles, and associated equipment. The flight is organized into the following sections as appropriate: Weapons Maintenance, Missile Maintenance, ICBM Reentry Vehicle/System Maintenance,Analysis, and Weapons Support. Specific responsibilities of these elements are described in AFI 21-204, *Nuclear Weapons Procedures,* AFI 21-114, *Air and Space Missile Systems Maintenance Management*, and appropriate MAJCOM supplement guidance.

1.2.3.6. Strategic/Nuclear Weapons Maintenance Section (Flight only): If a Strategic/Nuclear maintenance section is formed, they maintain all nuclear weapons trainers, except for BDU-38s. This section is

also responsible for maintaining Weapons Storage and Security Systems (WS3) vaults. Specific responsibilities for the nuclear maintenance element are found in AFI 21-204, *Nuclear Weapons Procedures,* and appropriate MAJCOM supplemental guidance.

1.2.3.7. CALCM Flight (MUNS only): The CALCM Flight performs on-equipment and off-equipment maintenance on assigned CALCM and associated equipment. The flight is organized into the following sections: Missile Maintenance, Weapons Maintenance, and Missile Support. Specific responsibilities of these elements are described in AFI 21-114, *Air and Space Maintenance Management,* and appropriate MAJCOM supplemental guidance.

1.2.4. Unmanned Combat Aerial Vehicle (UCAV)/Predator. All 2W0X1 manpower positions earned to support UCAV/Predator (MQ-1/MQ-9) will be aligned on the UMD in a manner that assures dedicated support to UCAV/Predator operations. Organizational structure for UCAV/Predator is being developed and will evolve as these systems are developed and fielded.

1.2.5. Small and Unique Munitions Organizational Structure. Some munitions activities cannot meet typical organizational structure due to limited manpower, unique mission or operational requirements. Munitions activities meeting all of the following criteria may apply unique organizational structure outlined in **Figure 1.5.**

1.2.5.1. Criteria for Unique Unit Organizational Structure:

1.2.5.1.1. Have less than 60 authorized personnel.

1.2.5.1.2. Aligned directly under a parent group or squadron (FWS, OSS, EMS, MXS, etc.) as a munitions flight, section, or element.

1.2.5.1.3. Provide sole support for munitions activities on an installation or for the parent MAJCOM.

**Figure 1.1. Munitions Squadron (MUNS) Organizational Structure**

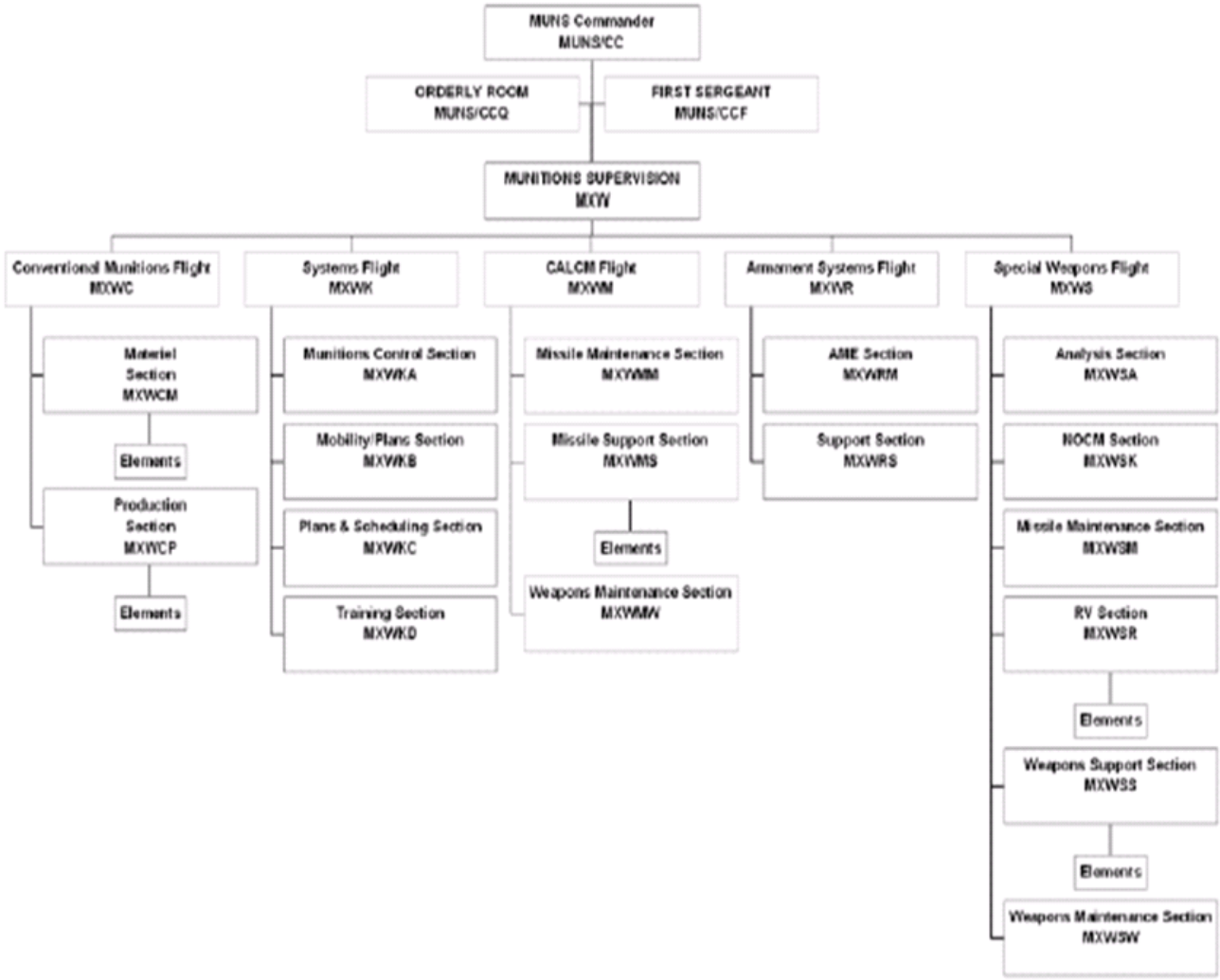


**Figure 1.2. Munitions Squadron (MUNS) Organizational Template.**

| OSC | TITLE | LEVEL |
|---|---|---|
| **CC** | **COMMANDER** | **SQDN** |
| **CCQ** | **ORDERLY ROOM** | **SQDN** |
| **CCF** | **FIRST SERGEANT** | **SQDN** |
| | | |
| **MXW** | **MUNITIONS SUPERVISION** | **SQDN** |
| | | |
| **MXWC** | **CONVENTIONAL MUNITIONS** | **FLIGHT** |
| **MXWCM** | **MUNITIONS MATERIEL** | **SECTION** |
| MXWCMA | MUNITIONS ACCOUNTABILITY | ELEMENT |
| MXWCMB | MUNITIONS INSPECTION | ELEMENT |
| MXWCMC | MUNITIONS STORAGE/HANDLING | ELEMENT |
| MXWCMD | COMBAT AMMUNITION SYSTEM | ELEMENT |
| **MXWCP** | **MUNITIONS PRODUCTION** | **SECTION** |
| MXWCPA | CONVENTIONAL MAINTENANCE | ELEMENT |
| MXWCPB | LINE DELIVERY | ELEMENT |
| MXWCPC | PRECISION GUIDED MUNITIONS | ELEMENT |
| MXWCPD | MUNITIONS SUPPORT EQUIPMENT | ELEMENT |
| MXWCPT | COMBAT MUNITIONS TRAINING | ELEMENT |
| | | |
| **MXWK** | **MUNITIONS SYSTEMS** | **FLIGHT** |
| **MXWKA** | **MUNITIONS CONTROL** | **SECTION** |
| **MXWKB** | **MOBILITY/PLANS** | **SECTION** |
| **MXWKC** | **PLANS & SCHEDULING** | **SECTION** |
| **MXWKD** | **SQDN TRAINING** | **SECTION** |
| **MXWKE** | **RESOURCES (RA) / FACILITIES** | **SECTION** |
| | | |
| **MXWM** | **CALCM** | **FLIGHT** |
| **MXWMM** | **MISSILE MAINTENANCE** | **SECTION** |
| **MXWMS** | **MISSILE SUPPORT** | **SECTION** |
| MXWMSA | ANALYSIS | ELEMENT |
| MXWMSH | HANDLING | ELEMENT |
| MXWMSM | LLA/PLA MAINTENANCE | ELEMENT |

| | | |
|---|---|---|
| MXWMST | TRAINING | ELEMENT |
| MXWMSV | VERIFICATION AND CHECKOUT EQUIP (VACE) | ELEMENT |
| **MXWMW** | **WEAPONS MAINTENANCE** | **SECTION** |
| | | |
| **MXWR** | **ARMAMENT SYSTEMS** | **FLIGHT** |
| **MXWRM** | **AME** | **SECTION** |
| **MXWRS** | **SUPPORT** | **SECTION** |
| | | |
| **MXWS** | **SPECIAL WEAPONS** | **FLIGHT** |
| **MXWSA** | **ANALYSIS** | **SECTION** |
| **MXWSK** | **NOCM** | **SECTION** |
| **MXWSM** | **MISSILE MAINTENANCE** | **SECTION** |
| **MXWSR** | **RV** | **SECTION** |
| MXWSRS | TOOLS AND TEST | ELEMENT |
| MXWSRW | WEAPONS MAINTENANCE | ELEMENT |
| **MXWSS** | **WEAPONS SUPPORT** | **SECTION** |
| MXWSSH | HANDLING | ELEMENT |
| MXWSSM | LLA/PLA MAINTENANCE | ELEMENT |
| MXWSST | TRAINING | ELEMENT |
| MXWSSV | VERIFICATION AND CHECKOUT EQUIP (VACE) | ELEMENT |
| **MXWSW** | **WEAPONS MAINTENANCE** | **SECTION** |

**Figure 1.3. Munitions Flight Organizational Structure**

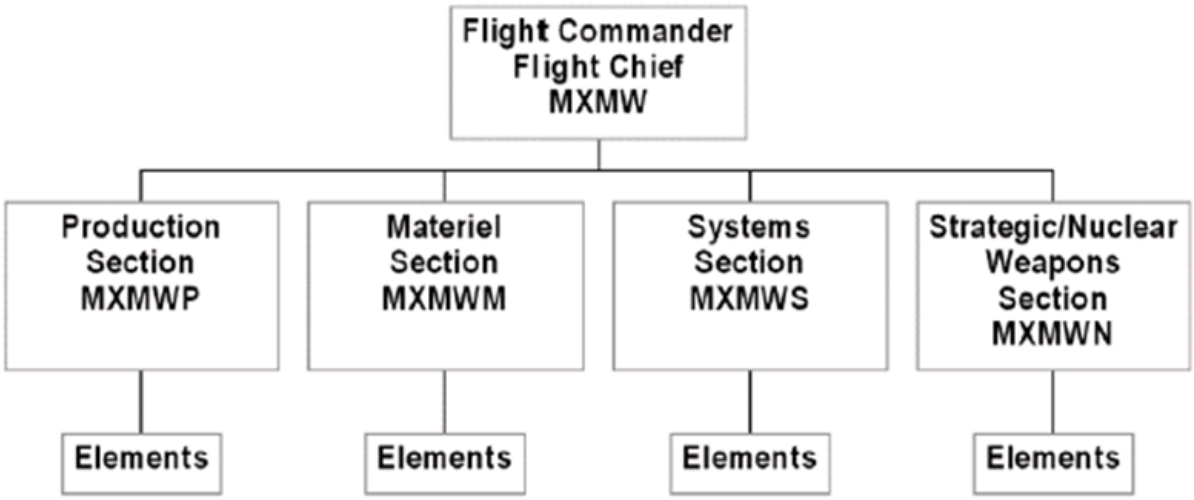
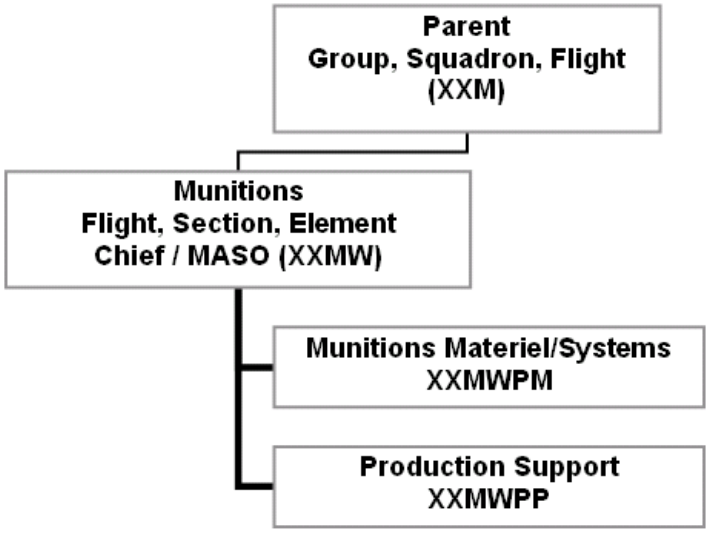



**Figure 1.4. Munitions Flight Organizational Template.**

| OSC | TITLE | LEVEL |
|---|---|---|
| MXMW | CONVENTIONAL MUNITIONS FLIGHT | FLIGHT |
| MXMWP | MUNITIONS PRODUCTION SECTION | SECTION |
| MXMWPA | CONVENTIONAL MAINTENANCE ELEMENT | ELEMENT |
| MXMWPB | LINE DELIVERY ELEMENT | ELEMENT |
| MXMWPC | PRECISION GUIDED MUNITIONS ELEMENT | ELEMENT |
| MXMWPD | MUNITIONS SUPPORT EQUIPMENT ELEMENT | ELEMENT |
| **MXMWM** | **MUNITIONS MATERIEL SECTION** | **SECTION** |
| MXMWMA | MUNITIONS ACCOUNTABILITY ELEMENT | ELEMENT |
| MXMWMB | MUNITIONS INSPECTION ELEMENT | ELEMENT |
| MXMWMC | MUNITIONS STORAGE/HANDLING ELEMENT | ELEMENT |
| **MXMWS** | **MUNITIONS SYSTEMS SECTION** | **SECTION** |
| MXMWSA | MUNITIONS CONTROL ELEMENT | ELEMENT |
| MXMWSB | COMBAT PLANS/TRAINING/MOBILITY | ELEMENT |
| MXMWSC | PLANS & SCHEDULING ELEMENT | ELEMENT |
| MXMWSD | COMBAT AMMUNITION SYSTEM ELEMENT | ELEMENT |

**Figure 1.5. Small and Unique Munitions Organizational Structure:**




2.1.3.1.3. Will chair an annual Combat Ammunition System (CAS) Functional Requirement Board (FRB).

2.1.3.1.3.1. Purpose. The purpose of the Combat Ammunition System (CAS) Functional Requirement Board (FRB) is to establish work priorities for HQ Standard System Group (HQ SSG) CAS Program Office and approve software configuration changes to CAS. Note: All new Information Technology (IT) requests will be introduced and approved as a requirement in the Munitions Information Technology Working Group (MITWG) before being brought to the FRB for prioritization.

2.1.3.1.3.2. Membership. The FRB is composed of MAJCOM and Air Logistics Center personnel knowledgeable of CAS and how it relates to their commands' missions. They should have an understanding of how management information system capabilities support the mission. Voting members shall have full authority and responsibility to commit to a corporate position during the FRB meeting.

2.1.3.1.3.2.1. FRB voting members are as follows (each organizations has one vote): HQ ACC/LGWC, HQ AMC/LGMJ, HQ AETC/LGMW, HQ PACAF/LGWX, HQ USAFE/LGW, ANG/LGMW, HQ AFSPC/LGMW, HQ AFRC/LGMW, HQ AFSOC/LGMW, HQ AFMC/DRR-LGW, OO-ALC/WMC, and WR-ALC/LKG

2.1.3.1.3.2.2. FRB non-voting associate members are as follows: HQ SSG/ILW, AAC/WM, AFCOMAC, and 363TRS/TTM.

2.1.3.1.3.2.3. Responsibilities.

2.1.3.1.3.2.3.1. The Chair will:

2.1.3.1.3.2.3.1.1. Make final decisions on the priority of work for the CAS PMO.

2.1.3.1.3.2.3.1.2. Call a meeting by ensuring a message, e-mail or DMS, is sent that will provide 30-days notice.

2.1.3.1.3.2.3.1.3. Approve agenda.

2.1.3.1.3.2.3.1.4. Assign action items and ensure they are completed in a timely manner.

2.1.3.1.3.2.3.1.5. Approve meeting minutes.

2.1.3.1.3.2.3.1.6. Approve observers to attend meeting and participate in FRB functions.

2.1.3.1.3.2.3.2. HQ SSG/ILW will:

2.1.3.1.3.2.3.2.1. Perform cost estimation, tasking evaluation, funding, and implementation review for submitted requirements.

2.1.3.1.3.2.3.2.2. Perform administrative duties.

2.1.3.1.3.2.3.2.3. Host annual meeting, more if required.

2.1.3.1.3.2.3.2.4. Draft message to call the meeting and send to the Chairperson 60 day prior to meeting.

2.1.3.1.3.2.3.2.5. Draft agenda and provide to the Chairperson 45 days prior to the meeting and send approved agenda to members no later than 20 days before the meeting.

2.1.3.1.3.2.3.2.6. Send a list of known requirements for prioritization to all voting members 2 weeks before the meeting.

2.1.3.1.3.2.3.2.7. Draft meeting minutes, send to the Chairperson for approval and post to the CAS web page within 30 days after the FRB adjourns.

2.1.3.1.3.2.3.2.8. Publish meeting minutes once approved.

2.1.3.1.3.2.3.3. Members Will:

2.1.3.1.3.2.3.3.1. Review and prioritize their requirements prior to the meeting.

2.1.3.1.3.2.3.3.2. Respond to action items as tasked

2.1.3.1.3.2.3.3.3. Identify their voting member to the Chairperson at least 10 days before the FRB meeting via message.

2.1.3.1.3.3. Up to two technical representatives may accompany each FRB voting member to the meeting with approval of the Chairperson.

2.1.3.1.3.4. When a member cannot attend a meeting, an email must be sent to HQ USAF/ILMW at least seven days before the meeting, justifying the reason for non-attendance. If the non-attending member does not obtain concurrence from another member to represent their interests, the chairperson will represent the non-attending member.

2.1.3.1.3.5. All Air Force and mission support contract users are represented through their MAJCOM FRB member. For non-Air Force users, the AFMC member shall be their representative.

2.1.3.1.4. HQ USAF/ILMW chairs an annual Maintenance Information Technology Working Group (MITWG) for munitions.

2.1.3.1.4.1. Purpose. The purpose of the MITWG is to:

2.1.3.1.4.1.1. Provide a process through which MAJCOMs bring IT requirements and potential solutions forward for AF approval either as a standard solution or for optional use.

2.1.3.1.4.1.2. Standardize those capabilities supporting key maintenance functions/processes.

2.1.3.1.4.1.3. Provide a forum for exchanging information on IT solutions currently in use, test, or development.

2.1.3.1.4.2. Objective. The objectives of the MITWG are to:

2.1.3.1.4.2.1. Develop fielding plans for IT solutions recommended for AF-wide implementation (to include training and funding requirements).

2.1.3.1.4.2.1.1. Improve the cross-flow of information on IT solutions currently in use, test, or development.

2.1.3.1.4.2.1.2. Reduce the duplication of effort and waste of resources resulting from developing IT solutions that already exist or are in development elsewhere.

2.1.3.1.4.2.1.3. Standardize many of the information technology solutions developed for use within the maintenance community. Our Expeditionary Air Force concept drives us to have standard solutions that can interoperate between organizations.

2.1.3.1.4.2.1.4. Establish a process within the Air Force maintenance communities to bring forward IT solutions for implementation across the Air Force or, at a minimum, sanction those solutions as “Air Force approved” for optional use.

2.1.3.1.4.2.1.5. Share information on IT solutions currently in use or being developed across the Air Force.

2.1.3.1.4.2.1.6. Eliminate/reduce other organizations’ pursuit of similar or identical solutions to avoid wasting valuable taxpayer resources on something that has already been or is being developed/tested.

2.1.3.1.4.3. Membership. Voting membership will consist of maintenance information system or policy staff officers from AF/ILMW, ACC, AETC, AFCA, AFMC, AFRC, AFSOC, AFSPC, AMC, ANG, PACAF, and USAFE. Each MAJCOM will have one vote should a vote be required to select a recommendation. MAJCOMs and AFCA may bring base level or functional representatives to help them evaluate technical aspects of a particular solution.

2.1.3.1.4.4. Responsibilities. The HQ USAF/ILMW representative will chair munitions-specific MITWG meetings. MAJCOM representatives will be knowledgeable about the IT solutions they are bringing forward for evaluation, the business processes they support, and the systems with which the solution interacts.

2.1.3.1.4.5. Administration.

2.1.3.1.4.5.1. Any IT solution seeking Air Force approval must be sponsored by a MAJCOM or HQ USAF to be put on the MITWG agenda.

2.1.3.1.4.5.2. Send requests to HQ USAF/ILMW to have proposal placed on MITWG agenda.

2.1.3.1.4.5.3. The system expert will demonstrate the IT solution at the MITWG meeting and bring any supporting metrics or test data to the meeting.

2.1.3.1.4.5.4. Some representative questions that presenters should be prepared to answer are: Is there a requirement for this? Has any other MAJCOM developed a similar solution? What is the cost of the solution? Are you seeking additional funding? What are the benefits to the AF? Is the identified solution proprietary?

2.1.3.1.4.5.5. SSG/ILW will present results of any technical evaluations performed on the solutions being recommended. Each will ensure that any solution selected will be compliant with applicable systems' architecture, security, safety, and interoperability standards. The MITWG will evaluate the solution to determine if any follow-on development, testing, or security certification is required and determine if it should be adopted as an AF standard or approved for optional use. If recommended for AF-wide standard implementation, the MITWG will determine what and how to implement/field. Should the MITWG not reach consensus on what approach to take with a proposed IT solution, a vote will be taken. Each MAJCOM will have one vote. Consensus will apply. In the event of a tie, the chair, AF/ILMM/W, will decide the outcome.

2.1.3.1.4.5.6. The MITWG will typically meet in April/May (more frequently if required), but may be held in concert with other key maintenance IT conferences (Maintenance Information Systems Conference, Functional Requirements Board, etc.). They may also be timed to accommodate presenting recommendations to the Air Force Maintenance/Munitions Advisory Group (AFM/MAG) for acceptance.

2.1.3.1.4.5.7. The MITWG Chairman will submit new IT system proposals to the AFM/MAG for approval. If the group is not meeting soon enough to meet desired timeline, the proposal will be sent to the MAJCOM LGs/SCs for consideration for AF-wide implementation.

2.2.1. Publish detailed guidance for munitions organizations with specialized/unique missions. The structure of a munitions organization normally consists of a Munitions Squadron or Munitions Flight and is defined in paragraph **1.2.**

2.7.3.1. Publish a wing level publications to establish local munitions accountability procedures. As a minimum, procedures will address:

**2.8.14. (Munitions Squadrons Only) Munitions Operations Officer/Superintendent Responsibilities.** The MUNS Operations Officer is responsible to the Squadron Commander for overall management of the wing munitions maintenance production and support and provides broad policy and guidance to all MUNS activities. The Munitions Operations Officer, assisted by the Munitions Superintendent, manages the resources to accomplish the workload and mission.

2.8.14.1. The Munitions Operations Officer is typically a 21M Munitions Officer and the Munitions Superintendent is typically a CEM in AFS 2W0, 2W1, 2W2, or 2M0. If manning allows, munitions superintendent responsibilities may be distributed among various 2W/2M CEM codes. The Munitions Operations officer:

2.8.14.1.1. Designates Flight Chiefs. The best-qualified personnel are selected within the constraints of AFMAN 36-2108, *Airman Classification.*

2.8.14.1.2. Coordinates manning requirements with Flight Chiefs to best meet mission requirements, develop and execute plans that balance grade, skill level and experience of AFSC 2W/2M resources. Ensures personnel are rotated, as necessary, to enhance individual experience and knowledge. The Munitions 2W000 CEM performs Functional Manager duties for all base/wing AFSC 2W0X1 personnel.

2.8.14.1.3. Ensures the unit manning document (UMD) mirrors the approved organizational structure.

2.8.14.1.4. Coordinates permanent change of assignment (PCA) actions. Ensures required documentation is completed and submitted. Ensures the squadron commander and squadron administration is briefed on all pending PCA actions.

2.8.14.1.5. Distributes projected gain/loss lists and maintenance manpower requests (MMR) to all sections and establishes a suspense for updates.

2.8.14.1.6. Advises the Squadron Commander on resource constraints and limitations that may impact unit readiness and capability.

2.8.14.1.7. Ensures appropriate reporting methods (ART/SORTS) are utilized and accurately reflect capability limitations.

2.8.14.1.8. Upchannels any factors that limit their capability to receive, inspect and store their munitions requirements to the MAJCOM. Examples include communication, manpower and infrastructure deficiencies.

2.8.14.1.9. Informs the squadron commander, group commander, and MAJCOM when the capability to accomplish the munitions mission becomes adversely affected.

2.8.14.1.10. Monitors status and availability of critically short munitions items that might impair the mission.

2.8.14.1.11. Compiles a list of tasks requiring in-process inspections (IPIs) to be included in the Group IPI list.

2.8.14.1.12. Reviews and approves monthly/quarterly/weekly scheduling inputs from flights/sections and forwards to the Plans and Scheduling section for consolidation and implementation.

2.8.14.1.13. When requested by QA, appoints QA augmentees.

2.8.14.1.14. Ensures procedures exist between the Munitions Flight and Weapons Standardization (WS) for required weapons loading support actions.

2.8.14.1.15. Approves and forwards local manufacture requests and ensures control and inspection of LME.

2.8.14.1.16. Appoints production inspectors and approves the Special Certification Roster (SCR).

2.8.14.1.17. Appoints a squadron land mobile radio manager, if applicable.

2.8.14.1.18. Ensures MMHE accountability and control requirements are met IAW AFI 21-103.

2.8.14.1.19. Oversees and implements self-inspection programs.

2.8.14.1.20. Establishes requirements for vehicles and support equipment and ensure procedures for operation and maintenance are enforced.

2.8.14.1.21. Reviews DOC Statements, Unit Committed Munitions List (UCML) and O-Plans. Coordinates changes with the weapons and tactics function and weapons standardization.

2.8.14.1.22. In the event of an explosive or munitions mishap or incident, notifies MAJCOM munitions staff.

2.8.14.1.22.1. If the mishap is caused by the malfunctioning of a munitions item (live or inert), also notify OO-ALC/WM's Munitions Rapid Response Team at DSN 777-4865/5155, 775-5507/3208 and 777-AMMO or 775-AMMO.

2.8.14.1.23. Develops written entry control procedures for the MSA IAW AFI 31-101, *The Air Force Physical Security Program,* and DoD 5100.76-M.

2.8.14.1.23.1. Ensure procedures contain requirements for all entry control activities, including inspections, increased Force Protection Condition duties, random antiterrorism measures, and random vehicle and personnel searches during MSA entry and exit, as established by the Wing Resource Protection Council and the servicing Security Forces Organization.

2.8.14.1.24. In coordination with QA, ensures a viable quality assurance program is implemented as outlined in AFI 21-101, **Chapter 5** and this instruction.

2.8.14.1.25. Reviews QA and other inspection reports to determine if adequate management actions have been taken to fix discrepancies and identify root causes.

2.8.14.1.26. Reviews/updates flight IPI requirements listing as required. Route through the squadron maintenance officer/maintenance supervision for consolidation and group commander approval. Forward to QA for review, standardization and publication.

2.8.14.1.27. Promotes a MUNS Recognition Program, recognizing exceptional performers in the airman and NCO ranks, coinciding with local recognition programs. Be familiar with annual awards and recognition programs IAW AFI 36-2818 (for example Lt. General Leo Marquez Outstanding Munitions Maintenance Technician). Prestige of the award should be enhanced with meaningful incentives.

2.10.6.1. During this review, all inventory adjustments will be evaluated for DoD 5100.76M and AFI 31-101 reporting requirements. If lost assets were not previously reported, notify Security Forces personnel for initiation of RCS HAF-SP (AR) 7101, **Reporting of Significant Arms and Non-nuclear Munitions Losses and Incidents,** IAW AFI 31-101.

2.10.9. Delete.

2.11.16. Approve requirements for bench stocks and shop stocks and provide guidance as to the type, location and use by one or more sections. Spot check bench stocks and shop stocks to evaluate adequacy, supply discipline, and housekeeping.

2.11.17. Delete.

2.12.26. Advise Munitions Control, as they occur, of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls, as directed by local policy or operating instruction. For ANG units, Munitions Control will be fully operational during Unit Training Assemblies (UTAs). Otherwise, Munitions Storage Superintendents will ensure Munitions Control requirements complied with, however the control function need not be continuously manned.

2.12.27. Advise Munitions Control of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls and update CAS, as directed by local policy or operating instruction.

2.12.34. Ensure each workcenter owning slings, hooks, and other munitions lifting devices inspects them IAW AFOSH Standard 91-501, *Air Force Consolidated Occupational Safety Standard,* and item technical orders. NOTE: In lieu of the annual proof test, the following procedures apply to slings and lifting devices that are used to lift live munitions items and PGMs.

2.12.34.1. All munitions lifting devices will have documentation of an initial or last proof load test date that includes the weight tested, date performed, and person that performed the test. This may be provided and completed by the manufacturer. This documentation will accompany the lifting device throughout its life cycle. Any lifting device received without this documentation will have a proof test accomplished and documented IAW AFOSH Standard 91-501.

2.12.34.2.When any main structural members, such as beams, cables, etc., are manufactured, repaired or replaced the entire assembly must be proof load tested IAW AFOSH Standard 91-501.

2.12.34.3. Hook measurements must be base-lined using the original factory specifications. If the original factory specifications cannot be obtained through the manufacturer or item manager, remove the hook from service. Refer to AFOSHSTD 91-501 for limits on variation from baseline measurements.

3.1.2. Deleted.

3.3.2. Ensure assigned trailers are registered and updated in CAMS or G081.

3.3.6. Document equipment records IAW 00-20-5. Ensure requirements for submitting AFTO Forms 375 on all support equipment identified in TO 35-1-24 are accomplished. This process provides vital information and source documentation for ALCs to adequately reflect equipment sustainment costs, attrition rates, and to enable timely forecasting for replacement funding.

3.4.1. May perform munitions inspections as determined by the Munitions Flight Chief.

3.4.9. Perform minor maintenance on chaff and flare magazines to include replacement of screws, clips, studs, retaining plates, encoding pins, etc. The owning AMU will be responsible for ordering and replacing unserviceable magazines.

4.1.4. Assist Munitions Accountability during munitions inventories.

4.1.11.1. Ensure all boxes and palletized loads containing courtesy stored munitions are marked with custody account number. This may be done by munitions inspection as part of the pre-issue inspection. However, subsequent marking of individual boxes is a custodian responsibility.

4.1.11.1.1. Mobility/WRM accounts identified in paragraph **34.2.4.2.** managed strictly as stock control accounts may be stored with base stock. Normal lot separation will apply.

4.1.11.1.1.1. Unique identifiers will be included at the end of CAS location to prevent malposition indicators. The unique identifiers will be documented in the movement control program.

4.1.13. Use AIT, AF IMT 4331, Munitions Transaction Sheet, or AF Form 4147, **Munitions Movement Control Worksheet,** to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area.

4.1.13.4. Munitions Control tracks sortie generation and/or aircrew training munitions using CAS. Items not managed by serial number in CAS, i.e. missiles, may be tracked in MC2K.

4.2.13. Assets are put on record immediately in the condition code shipped. Perform receiving inspections within 30 days of receipt. In combat situations, receiving inspections will be conducted as part of the assembly/production process.

**4.3. Munitions Accountability Element.**

4.3.9.1. Units will use the Air-to-Surface Munitions Directorate web site to submit ADRs. CAS will be used to establish the ADR number for submission.

4.3.10. Establish an organizational e-mail account for munitions accountability and ensure the box is checked daily.

4.3.11. Deleted

4.3.15. Reconcile the ADR file against the Air-to-Surface Munitions Directorate web site and CAS records monthly to ensure ADR documentation accurately reflects CAS information (i.e. ADR number, NSN, Quantity, Lot number, etc.). Document the results of the reconciliation and brief the MASO on the findings and corrective actions.

5.1.2.2. Room(s) are completely enclosed, air conditioned, and heated. Depending on MSA location and mission, walls and ceilings are normally covered with acoustical material to reduce noise levels. Squadron and flight leaders determine the need.

5.1.2.5. Two dedicated munitions Land Mobile Radio (LMR) Nets, 1 for production and 1 for materiel (where applicable).

5.1.2.6.1. Establish a Secure Internet Protocol Network (SIPRNET) capability within the Munitions Flight. SIPRNET System must have the capability to read from/record to a Personal Computer Memory Card International Association (PCMCIA card) for the download of classified weapon tactical software.

5.1.8. Maintain status of the following using Munitions Control 2000 (MC2K). MAJCOMs may allow deviations for small units that do not perform aircraft support functions, such as those conducted in AF Space Command and AETC:

5.1.8.2. Deleted.

5.1.8.6. Assembled missiles including captive. Bulk storage asset quantity, type, condition, and location will be tracked in CAS. For missiles broken out of AUR containers track serial numbers, cumulative flights, days on aircraft (if required), number of captive flights, hours since last inspection, etc. in MC2K.

5.1.8.10. Built-up (ready) and aircrew training munitions will be maintained in CAS using procedures in **Chapter 35**.

5.1.19. Control keys to assigned munitions facilities, using approved written procedures. Munitions Storage Element may issue and receive keys at Munitions Flight Chief's option provided written procedures are developed designating specific responsibilities. Keys to munitions storage structures located within the MSA will not be released to organizations outside the Munitions Flight. To assist locally, personnel outside the flight may be authorized to receive keys and be placed on the EAL if approved by the Munitions Flight Chief IAW para **5.1.19.2.3.** Exception: Unique, geographically separated locations OCONUS may release the primary (daily-use) key outside the Munitions Flight (i.e. SFS, EOD) if circumstances warrant (such as emergency response) and normal stand-by munitions personnel support is not a viable option. The Munitions Flight Chief will review/approve such requests in writing.

5.1.19.2.2.5. If locks or cylinders become unserviceable, order replacements IAW DOD 5100.76M. The following information is provided for disposition of high/medium security locks: Send to:

**W80QG0 XU ASL PACKAGE PROCESSING POINT**
DEFENSE DISTRIBUTION DEPOT- SUSQUEHANNA
NEW CUMBERLAND, PA 17070-5001
MARK FOR:
M/F: TOM KINISKY
WHSEl 50
DSN: 977-6818/6492

5.1.19.2.2.7. Ensure locks/hasps are upgraded as required and meet minimum penetration delay requirements set forth in DoD 5100.76-M and MIL HBDK 1013-1/A.

**5.2. Combat Ammunition System Procedures.** These procedures identify the necessary Functional System Administrator responsibilities supporting CAS application software residing on the Global Combat Support System–Air Force Integrated framework (GCSS-AF IF). The Air Force has chosen a tiered arrangement to empower the various management levels, maximize functional and MAJCOM involvement, simplify administration tasks, and decentralize execution, while maintaining enterprise standards. These procedures were created to identify and clarify the separation of duties required by personal supporting the three-tier level (PMO/MAJCOM/Base) CAS application software residing on the Air Force Portal.

5.2.1. Functional Overview. CAS supports USAF combat-coded and supporting units, USAF Ammunition Control Point (ACP), Warner-Robins Air Logistics Center (WR-ALC) Tactical Missile Center, Air Force Combat Ammunition Center (AFCOMAC), and various training centers. The objective of the USAF CAS is to improve Air Force (AF) combat capabilities and logistics by providing effective munitions management, accountability, and fiscal control at each level of combat execution from the unit through the Joint Chiefs of Staff.

5.2.2. Contingencies and Alternate States/Modes of Operation. By design, there is no "degraded or alternate mode" of operation for the CAS System, in that automated processing requires a fully operational internet system. Local procedures must be developed to support users in the event of a complete system failure or local connectivity issues. The primary way to continue operation in the absence of computer support is through the use of manual processing and post-post.

5.2.2.1. Deleted.

5.2.3. Security**.** The data and information handled by the CAS application is classified as operating in the System High Security Mode at the unclassified sensitive level, For Official Use Only (FOUO). System Administrators (SPO, MAJCOM, and Base) responsibilities will include but are not limited to:

5.2.3.1. Ensure all CAS base administrators are thoroughly briefed on specific computer training and awareness issues as outlined in AFI 33-202 and AFI 33-204.

5.2.3.2. Ensure all CAS base administrators are briefed on environmental hazards (including minimum housekeeping standards) and threats that are addressed in AFI 33-202.

5.2.3.3. Ensure all CAS base administrators are briefed on system vulnerabilities as outlined in AFI 33-202 and must refer to the local Site Risk Analysis for site-specific vulnerabilities.

5.2.3.4. Ensure CAS base administrators are briefed on remanence security as outlined in AFSSI 5020.

5.2.3.5. Ensure CAS base administrators are briefed on security features that protect the resources and information referenced in the Security Features Users Guide.

5.2.3.6. Ensure CAS base administrators are briefed on security requirements protection mechanisms to control access to CAS identified in the CAS Trusted Facilities Manual.

5.2.4. Automated Information Technology (AIT). CAS AIT performs the collection of data from warehouse processes, the input of CAS System transactions, the processing of 1348-1A forms, and reject and management notices captured from the CAS System. The CAS AIT is used to facilitate this input and output processing includes the bar-coding of assets and storage locations, and the use of portable and fixed label printers, smart cards, and hand held terminals (HHTs) with built-in barcode readers and Radio Frequency Data Collection (RFDC) capability. CAS AIT architecture provides USAF munitions personnel with a reduction in data entry errors, an increase in the timeliness of the data flow to and from CAS, and near real-time access to asset information.

5.2.4.1. The AIT interface software provides the capability to send transactions to CAS as input for processing and the capability to create database records. CAS output can be responses to CAS transactions, such as the receipt update, or to 1348-1A forms produced by a CAS user performing issue or shipping processing.

5.2.5. System Performance. Although numerous techniques exist for system performance measurement, throughput is of considerable importance to a user. The CAS processing environment permits application processing in an online, interactive mode with scheduled batch processes executing in background mode. Actual throughput is dependent upon the execution mode mix (for example, the volume, execution request types, and number of users signed on) at any point in time. Large file downloads should be run during end-of-day (EOD) processing. Users need to be mindful that EOD processing in one time zone may impact users in different time zones.

5.2.6. Procedures for GCSS-AF Portal Account. Individuals are required to self-register with the GCSS-AF portal. Once an individual is registered, their User login, which is assigned by the portal registration process, will follow them from assignment to assignment. Registered personnel will require the assignment of roles or categories to be assigned or modified to their user login by the local administrator upon arrival to new duty location or work center. The administrator will then grant the categories or user roles or groups based on the individuals work center duties. The CAS Application level of access can be granted by the SPO FSA, MAJCOM or Local Administrators depending on level of access required.

5.2.7. Procedures for Granting CAS Portal Access. The assignment of CAS portal access is granted at the SPO, MAJCOM and Base SA level of administration. Additional responsibilities have been added to the role of system administration on the GCSS-AF IF. In addition to loading CAS users into the CAS application, the SA is required to manage the CAS application access using the Air Force Portal, which grants access to the CAS application. This is done by setting up access roles within the Policy Director software that is controlled and administered by the GCSS-AF Program Management Office. For CAS there are four roles, CAS Admins (SPO FSA), CAS Admin-MAJCOM, CAS Admin-Base and CAS User.

5.2.7.1. The CAS Admin privilege allows individuals the ability to grant portal links, the CAS User role grants members access to the CAS application. Head Quarters, Standard Systems Group (HQ SSG) Operations Branch (ILWO) will have overall authority. The SPO FSA's assigned to SSG ILWO will be responsible for assigning and deleting the CAS Admin-MAJCOM role to Major Command (MAJCOM) SA's, who in-turn will be responsible for assigning and deleting the CAS Admin-Base role to local SA's within their command. The local SA(s) at base level will then be responsible for the assignment and deletion of the CAS_User role to base users at their installations. The assignment of the CAS Admin portal role does not grant the user access to the CAS application, it merely grants the user access to the CAS link from the Air Force portal. Individuals will still need to be granted access in the CAS application using the Admin menu; user management. The procedures for assigning the CAS portal access roles are as follows:

- Login to Policy Director; select the search option under USER

- System will return a USER SEARCH window. Enter the users last name preceded with an asterisk and ending with an asterisk in the NAME FILTER box (*smith*), press search button. You may be required to change the MAX load count depending on the amount of records that are returned.

- The system will return a list of users that match the search criteria based on MAX load count. Locate the user's portal ID name and select the link for that name.

- System will return a User Properties window for that user. Ensure there are check marks in the account valid/password valid blocks. In the GROUP MEMBERSHIP block select the list button.

- System will return a search window. In the NAME FILTER box enter CAS preceded with an asterisk and ending with an asterisk (*CAS*), press search button.

- System will return displaying all the CAS authorized privileges. Select the CAS authorization that is being granted for that user and press apply.

- This loads that privilege to the user. All users will need to be assigned the CAS_user privilege to gain access to the application software.

- Close the window and reopen the User properties window. The privilege selected should now be displayed in group membership window.

- Press Modify User to commit the change. Inquire the user again to ensure the update processed.

- The roles available for CAS users with privilege association are listed in **Figure 5.1.**

**Figure 5.1. CAS Roles**

| Trusted Officials Authorized to Assign the GCSS-AF CAS ROLES | | | | | | |
|---|---|---|---|---|---|---|
| **Trusted Official** | **CAS SPO CAS_Admin** | **CAS SPO CAS_User** | **MAJCOM CAS_Admin** | **MAJCOM CAS_User** | **BASE CAS_Admin** | **BASE CAS_User** |
| **GCSS-AF SA** | X | | | | | |
| **CAS_SPO SA** | | X | X | X | X | X |
| **CAS_MAJ COM SA** | | | | X | X | X |
| **CAS_BASE SA** | | | | | | X |

**CAS:** entry is a container under which the roles fall and has no function for any users.

**CAS-Admin**: Administrator privilege for the SPO FSA which provides the ability to assign portal link to MAJCOM or base level users

**CAS-Admin-MAJCOM**: Administrator privilege for the MAJCOM SA which provides the ability to assign portal link to MAJCOM users, base administrators or local users within their command.

**CAS-Admin-Base**: Administrator privilege for the Local Base SA which provides the ability to assign the CAS portal link to base level users

**CAS_Users**: privilege which allows access to the CAS application.

5.2.8. System Administration Levels. There are three levels of system administration for CAS. These levels are: CAS SPO (Functional System Administrator), MAJCOM SA, and the Local (base) SA. Depending upon their level of authorization, the SA has the capability to add, change, or delete a CAS System user from the system. The SA also has the ability to assign permissions to each user that specifies which programs and or functional areas may be accessed. In order for the menu to be created dynamically upon user login, the SA must assign permissions using program AMA01A (User Management) to designate specific programs for individual user access. A description of the SA responsibilities is listed below.

5.2.8.1. HQ SSG/ILWO. The CAS Program Management Office (PMO) located at Headquarters Standard Systems Group (HQ SSG) is responsible for the overall functional Administration of the CAS application software residing on the Global Combat Support System – Air Force (GCSS-AF) Integrated Framework

(IF). HQ SSG/ILWO will appoint Functional System Administrators (FSA) in writing; appointed FSA's will grant Combat Ammunition System Admin and Users privileges (CAS links) to authorized CAS users via the Global Combat Support System – Air Force (GCSS-AF) Integrated Framework (IF). The letter of appointment will be validated annually. HQ SSG/ILWO will submit a letter to HQ GCSS-AF requesting the listed personnel be granted the CAS_Admin role, which intern enables the SPO SA the ability to grant or delete privileges to appointed MAJCOM and Base level SA's.

5.2.8.2. The SPO SA will also be able to assign the CAS_User role to all levels of CAS personnel. The assignment of the ADMIN role will be accomplished using a tiered method where HQ SSG/ILWO will have overall authority. HQ SSG FSA will be responsible for assigning the CAS_ADMIN-MAJCOM privilege to Major Command (MAJCOM) System Administrators (SA), who will in-turn be responsible for assigning the CAS_ADMIN-Base privilege to the local Administrators within their command. When the SA is assigned the CAS_Admin role they have the ability to assign the CAS_User role to anyone at their level and below.

5.2.8.3. CAS Functional System Administrator (FSA) Level. These individuals are assigned to the CAS Program Management Office (PMO) and are responsible for the administration of the CAS application database. These FSA's will act as the intermediaries for the Defense Information Systems Agency (DISA) Montgomery and the CAS functional users. If a problem arises where a database recovery would be required, the FSA will inform DISA of the need for recovery of the database. CAS FSA Administration capabilities in the application software are; User Management and Utilities. The capabilities provided at this level are as follows:

- **Add SPO SA** – Ability to assign individuals the FSA privilege to an individual.
- **Add MAJCOM SA** – Ability to assign MAJCOM SA privileges to an individual.
- **Add MASO User** - Ability to assign MASO privilege to the Base level Munitions Accountable System Officer (MASO)
- **Add General User** - Ability to assign General User privilege to an individual.
- **Add ACP User** - Ability to assign Item Manager and System Engineer privilege to an individual.
- **Add MAJCOM User** - Ability to assign MAJCOM User privilege to an individual.
- **Add CAS User** - Ability to assign CAS User privilege to an individual.
- **Update User** - Ability to modify a user's privilege.
- **Delete User** - Ability to delete a User's privilege.
- **View Users** - Ability to inquire a user's assigned privilege.
- **View All MAJCOM DoDAAC's** – Ability to view all DoDAAC's assigned to a MAJCOM.
- **Utilizes** - The capabilities available for FSA in the application software are as follows.
- **Transaction History Archive** – This option provides the ability to archive data off the system.

- **Base Parameter Update** – Allows the FSA to view and update a DoDAAC's Base Parameter Record. Additionally, this program will allow the administrator to maintain the Training database.
- **View End of Day Batch log** – This option provides the ability to view EOD logs for a specific DoDAAC.
- **On Line Maintenance** – Provides the CAS SPO Administrator the capability to change, modify or view data from the System Parameter Table. The Administrator will be able to change, modify or view the CAS-A / CMOS passwords, CAS-A / CMOS IP addresses and the CAS-A / CMOS user fields
- **DoDAAC create/Delete Program** - Provides the CAS SPO Administrator with the capability to create and delete a DoDAAC.
- **Manual Record Processing** - This option provides the ability to perform Load, Update and Delete functions of Asset, Custody and DIFM records.

5.2.9. MAJCOM Roles and Responsibilities:

5.2.9.1. Appointment of MAJCOM SA. The MAJCOM LGW or LGM (as applicable) will appoint a primary and alternate MAJCOM CAS Administrator in writing (See **Attachment 1** and **Attachment 2** for sample letters). A copy of the appointment letter will be provided to HQ SSG/ILWO. The appointment letter will be validated annually. When the primary or alternate administrator is relieved of his/her duties, a new appointment letter must be accomplished identifying the successor and will reference the superseded letter.

5.2.9.2. Upon receipt and validation of the appointment letter ILWO will assign the CAS Admin-MAJCOM role to the MAJCOM SA's identified in the letter. Once the Admin-MAJCOM role is assigned to the MAJCOM SA's and appears in the SA's Air Force Portal, he or she will then be able to access the AF portal link. This will not grant access to the CAS application. The MAJCOM SA will then have to be loaded to the CAS application using the Admin menu, user management option in the application software to be able to access the application software.

5.2.9.2.1. The MAJCOM SA will be the point of contact (POC) for all matters relating to the CAS application. The primary or alternate administrator is granted unique roles; therefore, as a minimum, one of the appointed administrators must be available to support daily CAS operations. In the event a unit is unable to successfully contact their MAJCOM representative the SPO SA at Gunter AFB may be contacted for assistance in granting privileges needed at the base level unit.

5.2.9.3. MAJCOM System Administration. The MAJCOM SA is responsible for the users assigned in their command. They provide administrative privilege to trusted users in order to perform system administrative functions at their locations. By granting access, SA's are entrusting the security of the system to individuals assigned. The MAJCOM SA can load CAS roles to MAJCOM users and base users within

their command in the application software. The Local Base SA's will be appointed in writing and a copy of the appointment letter will be provided to the MAJCOM SA.

5.2.9.4. Once the MAJCOM SA has validated the appointment letter, the MAJCOM SA assigns the CAS Admin-Base role to the local Base SA's within their command. The user will still need to be granted access to the application software using Administration menu, user management. The MAJCOM SA's privilege grants him/her the ability to add, change or delete MAJCOM or base level users and administrators with in their commands. The MAJCOM SA will grant the primary and alternate base level administrator their roles in the CAS application, once their GCSS-AF IF logins are assigned.

5.2.10. Base level Roles and Responsibilities.

5.2.10.1. Appointment of Local Administrator. The Flight Commander or Flight Chief will appoint a primary and at least one alternate local administrator in writing. A copy of the appointment letter will be forwarded to the MAJCOM SA (See **Attachment 1** and **Attachment 2** for sample letters). The letter of appointment will be validated annually. When the primary or alternate administrator is relieved of his/her duties, a new appointment letter must be accomplished identifying the successor and will reference the superseded letter.

5.2.10.1.1. The MAJCOM SA grants the primary and alternate base level administrator the CAS Admin privilege the local administrators GCSS-AF IF logins are assigned and the appointment letter has been received and validated. Once the administrative role is assigned to the local SA's and appears in the SA's Air Force Portal account, he or she will **then be able to** access Admin menu and have the ability to grant CAS privileges to other base level individuals. The individuals appointed as local SA will be the POC for all matters relating to the CAS application for their unit. The primary or alternate administrator is granted unique roles on the new application; therefore, as a minimum one of the appointed administrators must be available to support daily CAS operations. The administrator will grant all other local CAS users their roles based on shop assignment.

5.2.10.2. Base Level Administration. The Base level Administrators are responsible for the users assigned to their unit. The SA will be required to give CAS access to users at the base level. By granting access the SA is entrusting the security of the system to individual's assigned CAS privileges to the system. The Base Level SA's privilege grants him/her the ability to add, change or delete base level users at their unit of assignment. The Base Level SA is responsible for granting and removing privileges to base level users once their GCSS-AF IF logins are assigned. Prior to assignment of application privileges the user must be granted access to the Air Force Portal.

5.2.10.3. Assignment of User Roles/Categories. The assignment of privileges in the application software to all users other than base level users are defaulted to specific programs associated to that level of access. The local administrator will need to ensure all programs required by a base level user to accomplish his/her job are assigned to that user. This may require the administrator assigning multiple categories to indi-

viduals and turning off access to specific programs located under some categories. To grant access to the application software the administrator accomplishes this using AMA01A (User Management). By granting access the SA is entrusting the security of the system to the individuals assigned local administrator duties.

5.2.10.3.1. The CAS application provides the ability to assign all programs associated with a category or allow restricted access to certain programs in a category. For example, Inspection personnel require access to munitions operations functions to perform turn-ins. Because the turn-in program is located under the Munitions Operations category, the administrator will have to assign the munitions operation category to inspectors. This means the other programs located in the category that are not authorized to be used by that user will need to be turned off; thereby not allowing the user access to the capability. The administrator should conduct a comparison of the current fielded categories against the new category to ensure the users are provided access to all programs required to accomplish his or her job and de-select what is not required during the assignment of the roles/categories.

5.2.10.4. Daily Operations. The EOD, refresh, inbound and outbound data and interface processes are controlled and executed by the Oracle stored procedure AM850A (Hourly Scheduler). AM850A runs within an Oracle Database Job that is set to execute every hour on the hour. The local administrator is required to view the EOD logs daily for processing errors. These processes, described in **Table 5.1.** CAS Processing below, may directly impact system performance.

**Table 5.1. CAS Processing**

| Processing | Operation and Phasing |
|---|---|
| Incoming data, Interfaces | Hourly; processes all incoming interface data between CAS and AIT. |
| End-of-Day | Primarily executes programs that generate selected "daily" reports; typically scheduled once a day after the completion of functional user activity. |
| Refresh | Set to four-hour intervals. Refresh produces output for CAS-A. |
| DB Admin | Executed as required for system startup, shutdown, and maintenance. |
| Online Operation | Normal CAS operation. Used by all users for transaction processing and management of munitions. |

**Figure 5.2. MAJCOM Level Appointment Letter**

MEMORANDUM FOR HQ SSG/ILWO Date

FROM: Your Organization

SUBJ: MAJCOM System Administrators (SA) Appointment Letter for CAS

1. The following individual(s) have been appointed as MAJCOM system administrators for the Combat Ammunition System.

**EXAMPLE**

| **Rank/NAME** | **MAJCOM Portal Logon ID** | **Office Symbol SECURITY CLR** | **DSN Phone#** |
|---|---|---|---|
| **SMSgt John Q. Public john.q.public** | **ACC Secret** | **LGMW** | **XXX-XXXX** |

2. If you have any questions, contact (MAJCOM POC), DSN XXX-XXXX.

(Authorizing Official)
(Title)

**Figure 5.3. Base level Appointment Letter**

MEMORANDUM FOR HQ XXXXXX/XXXX Date

FROM: Your Organization

SUBJ: 519th MXS Maxwell AFB, CAS System Administrator (SA) Appointment Letter

1. The following individual(s) have been appointed as system administrators for the Combat Ammunition System.

**EXAMPLE**

| Rank/NAME | DoDAAC | Office Symbol | DSN Phone# | Portal Logon ID | SECURITY CLR |
|---|---|---|---|---|---|
| SMSgt John Q. Public | FV9999 | ILWO | XXX-XXXX | john.q.public | Secret |

2. If you have any questions, contact (POC), DSN XXX-XXXX.

(Authorizing Official)
(Title)

6.4.3.8. Ensure local procedures are written for student access to the stockpile, outlining unit and student responsibilities as to how munitions accountability transactions will occur.

6.9.2.1.1.1. Munitions are carried in condition code "B" in CAS. They are intended "for training use only."

6.9.2.1.3. To ensure a safe training environment, student munitions are assembled, when possible, with dummy boosters to interrupt the explosive train. Therefore, 9 MUNS personnel repackage fuzes such as FMU-81s, which come with live FZU-2 boosters with dummy boosters.

6.9.2.3. Munitions Accountability.

6.9.4. Systems Section. Responsible for providing all Flight controlling functions. All personnel become augmentees to the Maintenance Element during the IRON FLAG disassembly operations.

6.9.4.2. Deleted.

6.9.4.2.1. Deleted.

6.9.4.2.2. Deleted. .

6.9.4.2.3. Deleted. .

7.1. Munitions LME is specialized equipment designed to interface with or support munitions. This includes tools, handling dollies, storage racks, maintenance stands, transport adapters, etc. All munitions LME contained on the MMHE Focal Point website meets applicable AFOSH, explosive safety, and USAF standards and is approved for local manufacture and use at unit level AF wide.

7.1.1. Drawing packages for these items are available to the unit via the MMHE Focal Point web site at **https://peonet.eglin.af.mil/mmhe/**. Units must use MMHE Focal Point designed munitions/armament LME for new procurements if a design exists and fills the requirement.

7.1.1.1. Deleted.

7.1.1.2. Deleted.

7.1.2. Munitions LME that is not contained in technical data or on the MMHE Focal Point Web site, and specifically designed to interface with or support munitions, i.e. hardened/protective aircraft shelter missile racks, y-stands, munitions chocks, specialized tools, etc., will be coordinated at unit level and forwarded to the MAJCOM Functional Manager for coordination/evaluation. If the MAJCOM Functional Manager determines the item has additional AF utility, the drawings are forwarded to the MMHE Focal Point for evaluation prior to formal development and placement onto the MMHE Focal Point web site. LME designed for other than munitions support and not contained in technical data or on the MMHE Focal Point web site will be approved at the unit level. Units are encouraged to forward any such approved LME for possible inclusion on the MMHE Focal Point web site by sending an approved drawing package to the MAJCOM Functional Manager for coordination/evaluation. If the MAJCOM Functional Manager determines the item has additional AF utility, the drawing package is forwarded to the

MMHE Focal Point for evaluation/approval prior to formal development and placement onto the MMHE Focal Point web site.

7.1.2.1. All LME shall meet applicable AFOSH, explosive safety, and USAF standards. All equipment designated for use with nuclear weapons test and handling must meet requirements in AFI 91-103*, Air Force Nuclear Safety Certification Program*.

7.1.2.1.1. Deleted

7.1.2.1.1.1. Deleted

7.1.2.2. All LME will be maintained and inspected for serviceability on a regular basis IAW appropriate 00-20 series technical data. AFTO 244s, or equivalent, will be maintained for all LME items (racks, stands, adapters, etc). Equipment without technical data will, as a minimum, be inspected every 180 days for corrosion, physical defect, and lubrication as required.

7.1.2.3. Deleted.

7.1.2.4. Deleted.

7.1.3. Deleted.

7.3.1.1. All assembled items will be assigned a weapons stock number using CAS. This does not apply to all-up-round air-to-air or air-to-ground missiles.

7.3.2. Items that will be maintained in a built configuration will have an inspection loaded in CAS.

7.4.4.2. The Defense Ammunition Center has discontinued the in resident CSC certification course. The computer based course (Ammo-43-CBT) available on the DAC website is authorized for all CSC training/certification.

7.4.9. Afloat Prepositioned Fleet (APF) container receipt:

7.4.9.1. APF ISO containers are picked up in CAS upon receipt using NSN 8140-01-296-7241NM and shipped to SRAN FV2019 at the earliest possible date. These containers are identified by the prefix "USFU" and are all side-opening containers, tan in color.

7.4.9.2. Forward container serial numbers to APF management personnel through ACP Customer Support (**mailto:hill.wm.customersupport@hill.af.mil**) for verification. APF management personnel will verify serial numbers to ensure the container belongs to the program prior to shipment.

7.4.9.3. RFID tags are detached from the outer container surface and reattached to the inside of the container door immediately upon removal of assets. Reverse the battery to deactivate the tag prior to placing it inside the container. This prevents the container from being tracked as a loaded container in the transportation system.

9.1. Follow 10-series publications for planning actions. AFI 10-404, *Base Support Planning,* provides planning guidance. Additionally, the 9 Muns Web site for **https://wwwmil.beale.af.mil/9MUNS/default.asp**.

DELETE Remainder of **Chapter 9**.

10.1.6.4. Date and result of semiannual missile/PGM component reconciliation of TMRS and CAS.

11.1.4.12. Deleted.

12.1.2. The maximum use of e-commerce practices is required. Any reference to reports and/or documentation throughout this instruction may be maintained electronically. Maintain electronic documentation and use E-Mail for official correspondence IAW AFI 33-119, *Electronic Mail (E-Mail) Management and Use,* and AFI 33-321*, Authentication of Air Force Records*, will apply. Electronic copies of reports can be saved and maintained at intervals prescribed throughout this section.

12.2.1. The Maintenance Group Commander (or equivalent) appoints the MASO.

12.2.1.1. OO-ALC/WM is the appointing authority for the Afloat Prepositioning Fleet accounts.

12.2.1.2. For Air National Guard units, the Wing Commander shall appoint a fully qualified maintenance officer or senior NCO (E-8 or higher) as MASO specifically to manage the base munitions account. The MASO is the Responsible Officer as defined by AFI 23-111 and shall work in unison with the Assistant, United States Property & Fiscal Officer (USP&FO) – Property to ensure accountability of munitions IAW NGR 130-6 and Title 32, Chapter 7, Section 708.

12.2.1.3. MASO qualifications. An officer in AFSC 21MX or 21AX, a senior NCO in AFSC 2WXXX (MSgt or above), or qualified civilian (GS-9 or above), may be appointed as the MASO. Mandatory qual-

ifications are 18 months munitions management experience or 6 months experience after attending the Munitions Accountability course (J3AZR2W051 004). The MAJCOM must approve the waiver for any deviations in AFSC, grade, or experience.

12.2.1.3.1. Air National Guard MASO Qualifications. Individual must be a fully-qualified maintenance officer (AFSC 21AX) or senior NCO (E-8 or higher with an awarded 7-skill level in AFSC 2W0XX, 2A3XX, or 2A6XX). Members shall attend the Munitions Accountability Course (J3AZR2W051 004) NLT six months after appointment as Munitions Accountable Systems Officer (MASO) to ensure accountability (contact ANG/LGMW for waiver requests that deviate from AFSC, grade, or experience). The Assistant, United States Property & Fiscal Officer – Property serves as the base munitions Accountable Officer, and works in unison with the MASO.

12.2.2. Appointing officials will sign a certificate of transfer to signify appointment of the MASO. Use the CAS produced certificate when available. When the CAS product is not available, use the example in **Figure 12.1.** when preparing their certificate of transfer letter.

12.3.3. A base may maintain more than one conventional munitions account when separate storage areas/facilities exist on the same installation (i.e., War Reserve Stock for Allies). Requests for additional SRAN/DoDAACs will clearly indicate why it is in the best interest of the Air Force.

12.4.1. To establish a new SRAN/DoDAAC, send requests through your MAJCOM munitions staff. All requests will include:

12.4.2.3. MAJCOMs will maintain a classified list of their controlled SRANs/DODAACs. The listing should contain the detailed information identified in paragraph **12.4.1.** above. The listing should be provided to the USAF Ammunition Control Point (OO-ALC/WM) whenever updates are accomplished.

12.4.3. MAJCOM Munitions Staff will submit required information for new DoDAACs by:

12.4.3.1. Completing on-line request for DoDAAC at **https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lol/**. Select DoDAAC request Contractor or Military.

12.4.3.1.2. Deleted.

12.4.3.1.3. Deleted.

12.4.3.1.1. After these selections, fill out on-line request form with all required information and submit. **NOTE:** Put the requestor for this SRAN as the POC so any questions will be directed to them.

12.4.4. MAJCOM munitions staffs maintain accuracy of SRAN/DoDAAC information by updating applicable systems and coordinating changes with their respective MAJCOM monitor found at **https://dodaac.wpafb.af.mil/**. Select MAJCOM Monitor List from bottom of page.

12.4.4.1. Bases submit SRAN/DoDAAC change requests, by letter, message or e-mail through their respective MAJCOM munitions staff. Requests will include the following if applicable:

12.4.4.1.1. Effective date of change.

12.4.4.1.2. If applicable, intended disposition of all on-hand assets.

12.4.4.1.3. If applicable, statement of all canceled due-in requisitions.

12.4.4.1.4. Briefly explain the reason for the changes you want to make on the SRAN and list the TAC address (TAC 1 is mailing, TAC 2 is freight and TAC 3 is billing) changes/updates. Note: TAC 3 billing address should not be used unless the FV account is set up to bill against which is not a common practice.

12.4.4.1.5. MAJCOM munitions staff will forward request to the MAJCOM monitors.

12.5.1.1. The MASO may delegate authority, in writing, for operating the munitions account, to include signing documents and listings. However, the MASO retains responsibility and establishes a clear understanding of the responsibility and authority that goes with each level of delegation. EXCEPTION: MASO may not delegate authority to sign inventory adjustments. For ANG accounts, the Assistant, USP&FO - Property may not delegate authority to sign inventory adjustments.

12.6.1.1. Assets required by a sister service to meet contingency or emergency needs, the Combatant Commander directs release to another service. The Joint Materiel Priorities and Allocations Board (JMPAB) will be the final authority in resolution of any remaining issues between the services.

12.6.1.1.2. During routine daily operations, services shall provide required munitions and related equipment. Should redistribution of munitions be required during joint operations (exercises or contingencies), the air component/MAJCOM establishes and coordinates requirements with HQ USAF/XORW.

12.6.1.1.2.2. Air munitions will not be released to agencies outside the AF without XORW approval. Ground munitions will not be released without ILMW approval.

12.6.1.1.2.2.1. Munitions may be released to agencies performing contracted Air Force functions, i.e. EOD, SFS, range clearing etc. The munitions requirements will be validated by the MUFM who has responsibility for that functional area.

12.6.1.1.2.2.2. Contractors are authorized to be custodians on custody accounts provided an Air Force organizational commander has appointed them in accordance with this instruction.

12.7. Appropriate MAJCOM Directorates or equivalent will assign Munitions User Functional Manager (MUFM) from Security Forces, Operations, Logistics Planning, EOD, etc. (see functional user codes at **Attachment 5**). Specific responsibilities include:

12.7.1. MAJCOM focal point for all munitions requirements for base level users assigned to their functional area.

12.7.2. Validating and/or submitting munitions requirements and forecasts to the MAJCOM munitions staff for inclusion in the 5 year forecast.

12.7.3. Managing munitions allocations within their functional area.

12.7.4. Coordinating with the MAJCOM munitions staff when requirements change, transferring allocations within their functional area, and availability of munitions.

13.2.2. Deleted

13.8.2. Aircrew Life Support (ALS) forecasting. The annual forecast is the primary vehicle for requesting munitions that are required to maintain ALS equipment. During the annual forecast process, ALS custodians must work with their MUFM and/or MASO to submit initial build-up, replacement, and training requirements. Annual requirements will be consolidated and submitted to MAJCOM Munitions staffs.

13.8.2.4. ALS Munitions Training Requirements. Use category D to forecast aircrew pyrotechnic signaling devices required to support aircrew training. All munitions in this category are issued to a custody account and require an approved (category D) allocation. Items in this category will not be consumption issued or use DIFM controls and will be filled with condition code "B" or "C" items before using condition code "A" assets.

13.8.2.5. ALS Munitions DIFM Control Procedures. Munitions Accountability personnel must update indicative data record (IDR) for each respective ALS munitions master NSN prior to processing an issue request to make sure the time change indicator is set to Y (YES) to establish DIFM control. When the Time Change is set to N (NO), process an IDR update to set the Time Change Indicator to Y (YES) to establish DIFM control. DIFM returned assets will be turned in under the issue document number (this will clear the DIFM) and re-identified as required. In most cases, these types of expired assets can be reclassified as condition code "B" and utilized for training allocations. Found on base procedures will not be used to turn in returned assets to accountable records.

13.8.2.7. ALS Munitions Aircraft Transfer Procedures: Losing units will initiate actions to transfer assets/ allocations to the gaining custody account. Gaining custody account custodian will ensure transferred (incoming) munitions are processed through the MASO using procedures in above paragraph.

13.8.2.8. Deleted

14.1.1. An allocation is that quantity of a munitions item expected to be available to commands within the designated fiscal year. Command allocations are distributed among MAJCOM units. This allocation provides authorization to requisition and use the item for its allocated purpose. MAJCOMs provide unit allocations based on the MAJCOM positioning objective as determined by the GAP process. For Category F and G authorizations see **Attachment 4**.

14.1.1.1. The MAJCOM munitions staff will distribute each bases portion of the Command Allocation Document to the MASO and/or MUFM.

14.1.1.2. The MASO/MUFM is responsible for providing custodians with copies of their annual allocations.

14.1.2.1. To validate proper host/user command code relationships in CAS, the MASO will accomplish the following procedures immediately after initial fiscal year allocations are loaded and again in the month of February.

14.1.2.1.5. The MASO will perform the final quality control on the stock level process to ensure that the current fiscal year allocation document has been loaded into CAS without error. The MASO will sign (hard copy or electronic) the allocation document and AMC12A listing signifying an error free beginning. These documents will be maintained in the Document Control Section or electronically filed.

14.1.3. Provide each organization with a copy of their allocation, to include changes (i.e. additions, deletions, increases, decreases or transfers of allocation). Provide each organizations primary custodian with a

new AM507A Custody Account Listing (CAL). Ensure primary custodians review the CAL and submit requests for issues on all assets required for the upcoming fiscal year. Establish a 30-day suspense for the custodians to ensure these actions are completed.

14.1.4.1. MASOs are authorized to transfer allocations from expendable to non-expendable and between non-expendable categories. This does not include allocations for tests (Category E), Foreign Military operation (CAT N), or WRM (CAT F and G) allocations unless specifically approved by MAJCOM. MAJCOM must receive Air Staff approval prior to authorizing allocation transfers from non-expendable to expendable categories.

14.1.5.1. The MASO approves/disapproves customer requests for excess non-expendable assets left on custody accounts. Approved requests will be kept in the custody account jacket file or electronically filed with the custody account records.

14.1.5.4. Upon receipt of the allocation document, the MASO will take immediate action to notify organizational custodians and their commanders in writing, identifying munitions by NSN, lot number, and quantity requiring turn in action. Organizations must turn in munitions excess of expendable allocations no later than 30 days of notification by the MASO.

14.1.5.4.1. Custody accounts failing to comply with instructions provided by the MASO are subject to having the account frozen, courtesy stored assets returned to stock, and further transactions placed on hold until the account is reconciled.

14.1.6. The Supplemental Allocation Authorization Request (SAAR) on the Air-to-Surface Munitions Directorate web site will be used to support stock levels for items without a Master Subsidiary Relationship Code (MSRC).

14.1.6.1. Deleted

14.1.6.2. Deleted

14.2.3.2. Prior to submitting an OOCR for munitions other than aircrew training:

14.2.3.2.1. The organizational commander will submit the information listed in paragraph **14.2.2.1.2.**, authorizing directive, formula, and expenditure data, if applicable, to the MASO.

14.2.3.2.2. If the requested item is specifically authorized for use as stated in the organization's request, the MASO will attempt to redistribute unused allocations within his/her SRAN. MASOs may transfer allocations among accounts within their SRAN as required to support valid requirements.

14.2.3.2.3. If the MASO is unable to support the OOCR, the user will forward request the MUFM by the user or entered into the Air-to-Surface Munitions Directorate web site as directed by the MAJCOM.

14.2.3.2.4. The MUFM will make every effort to transfer allocations within his/her functional area to ensure allocations are used appropriately. The MUFM must work closely with the MAJCOM munitions staff to ensure allocation transfers do not cause un-programmed munitions moves or mal-positioned assets.

14.2.3.2.5. The MAJCOM munitions staff will attempt to transfer allocations between functional areas within their MAJCOM prior to submitting or approving the request on the Air-to-Surface Munitions Directorate web site.

14.2.4. Allocation transfers between commands are completed by the MASO or designated representative using the Air-to-Surface Munitions Directorate web site using the following procedures:

14.2.4.1. The losing MASO will ensure the unit has sufficient allocations to support exercise requirements and pass allocations to the supporting unit MASO not later than 60 days (CONUS) and 90 days (OCONUS) before the exercise begins. The allocation transfer will list the unit, type of aircraft (if applicable), inclusive dates, type of munitions, NSN or CRC, quantity, and category code.

14.2.4.1.1 The losing MASO will ensure the transferred allocations are decreased appropriately in CAS.

14.2.4.2. The gaining MASO will notify the losing MASO of supportability immediately upon stockpile assessment but not later than 7 days after date of allocation transfer. Supportability will include as a minimum: NSN, NOUN, and QTY supported/non-supported. Supportability will include any requisition information.

14.2.4.3. The gaining MASO will ensure the allocation and "remaining quantity to be issued field" in CAS is increased by the amount transferred and ensure correct host/user relationship is reflected in the CAS organization record.

14.2.4.4. The gaining MASO has requisition (stock control) responsibility for all increased or transferred allocations provided the time requirements in paragraph **14.2.4.1.** are met.

14.2.4.5. After the unit completes the exercise, the host unit will complete the after action report (AAR) on the Air-to-Surface Munitions Directorate web site using the ATR number provided during the original transfer. This report should be accomplished immediately, but not later than 14 days after exercise completion.

14.2.4.6. Once the participating unit receives the after-action report, they will increase their "Current Allocation" and "Remaining Quantity to Issue" fields in CAS to reflect remaining allocations returned from the exercise.

14.2.4.7. The MASO at the exercise location will decrease its' "Current Allocation" and "Remaining Quantity to Issue" fields in CAS to reflect the amount transferred back to the home unit.

14.2.5. Every effort must be made to support the transfer timeline, however it is not the sole basis for determining the level of support that can be provided by the host unit. The primary basis for determining if munitions support can be provided must be asset availability, not the transfer timeline.

16.1.1.1. Documents and files which are maintained electronically must comply with the same intent afforded paper documents to include levels of protection and security.

16.1.2. Accountable transactions are used to increase or decrease a stock record account balances. Supporting documents or transactions are auditable and support the stock record accounting function, but do not necessarily change the stock record account balances. All transactions are auditable, but not necessarily accountable. The following are examples of accountable transactions:

16.1.2.10. AMC05A Documentation (Prior to use, the MASO will contact MAJCOM munitions staff for approval).

16.1.2.11. AF Form 2434s when used to process expenditures from stock

16.1.3. Lot and condition code changes are not required to be maintained. These documents will be cleared from the Document Control Report (AME02A).

16.1.4. The MASO will define document flow in an operating instruction to include:

16.1.5.1. The MASO will establish local controls to limit the number of personnel authorized physical access to the document control files and records.

16.1.5.2. The MASO will coordinate with local information security manager and/or local area network administrators when establishing an electronic document control section to ensure that electronically maintained records have security permissions applied to prevent unauthorized alteration, movement or deletion of the files or documents.

16.1.5.2.1. Procedures will be clearly defined in the same operating instruction as the document flow to include:

16.1.5.2.1.1. File names

16.1.5.2.1.2. Locations

16.1.5.2.1.3. Associated privileges.

16.1.5.2.1.4. Backup frequency (minimum monthly)

16.2.1.1. Munitions personnel will not make changes to the quantity, stock, lot, or document number on expenditures. These documents serve as the auditable documents. The authorized custodian will initial any changes to these documents or submit a new electronic document prior to processing in CAS.

16.2.1.2. Deleted.

16.2.1.3. Deleted.

16.2.1.4. Deleted.

16.2.2. Deleted.

16.2.3.3. The words "Classified Item" must appear in red, bold, capital letters of significantly larger font in the body of supporting and accountable documents associated with classified items. The purpose is to alert personnel of the classification of the assets they are handling.

16.3.1. The Document Control Report (AME02A) will be used to monitor the status of documents.

16.3.2. Review the AME02A at least weekly and annotate current status and location of delinquent documents. Maintain at least one current MASO reviewed report.

16.4.1.4. Produce a delinquent document listing weekly for documented review by the MASO. Annotate current status and location of each delinquent document. Maintain only the current week's listing.

16.5.2.2. These documents are filed in document number sequence by fiscal year (1 October – 30 September). Documents may be filed in either ascending or descending order at the MASO's discretion. Standardize e-documents naming conventions. At a minimum file names will begin with minimum of two digit document type and document number.

**Table 16.1. Accountable Document Quality Control (QC) Matrix**

| All documents must include Nomenclature, NSN and Quantity. | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | **If hard copies are used, any field with an entry requires name, date and signature from individual(s) identified. If maintained electronically, "D" requires Digital Signature, "E" requires Electronic Signatures.** | | | | | | | |
| **Type of Document** | **Applicable Notes** | MASO | CUSTODIAN | INSPECTOR | **Inchecker** | **Receiver** | **IM / ES** | Completed By |
| Issue Documents (CAS) | 1,2,13 | | D | E | | | | |
| Expenditure Certification (Custodian Generated. i.e. email, AF Form 2434, MTS, etc.) | 2,5,6,12 | E | E | | | | | |
| Expenditure (CAS Generated) | 2,12 | E | | | | | | |
| Turn-in (template) | 1,2,6,12 | | | | E | | | |
| Receipt | 1,2,9,12,13,14 | | | | E | | | |
| Shipment | 1,2,3,11,12,13 | | | D | | D | | |
| A5J/Local Disposal | 1,2,3,4,8,11,12 | | | D | | D | | |
| ADR (Web Page Initiated) | 2,7,12,15,16 | E | | E | | | E | E |
| Inventory Adjustment | 2 | D | | | | | | |
| Identity Change | 2,10,12 | | | E | | | | |
| RVP | 2 | E | | | | | | |

***NOTES:***

1. If an item is classified, the person receiving the property must be authorized in writing to receipt for classified property.
2. If an item is classified, the words ìClassified Itemî will be stamped or hand scribed in red ink on all source document copies.
3. Munitions shipments using transportation channels will have the authorized TMO representative's signature, printed name and date block 22 and block 23. On sensitive items or higher the authorized TMO representative's need only sign, print name and date the receipt for material portion on the bottom of DD Form 1348-1A or DD Form 1348-1. If munitions personnel transport munitions, the receiving activity will sign, print name, and date in place of TMO.
4. The DRMO/EOD representative will sign, print name and date block 22 and block 23 of the DD Form 1348-1A or blocks 13, 14, and 15 of DD Form 1348-1.
5. Place reason for expenditure and authorizing directive
6. Lot or serial number and condition code from the original issue document. For DIFM/FOB turn-in use lot number of the item being turned-in.
7. The individual performing actions directed by IM/ES will complete section 4 of the AF Form 191.

8. The disposition and witnessing official will sign, print name and date above the respective statements, “Demilitarization / Disposition Official” and “Witnessing Official”.
9. When the received quantity is different from the shipped quantity the Inchecker will circle the quantity on document, enter new quantity and initial. Check the transaction quantity to be sure the correct quantity received was processed.
10. The inspector will annotate the reason for change
11. SHP/A5Js will have ADR number cross-referenced on DD Form 1348-1A, if applicable.
12. Annotate transaction number on the document from the CAS transaction history listing.
13. For assets released to agencies or individuals outside the USAF, appropriate documents will be annotated as required by **Chapter 12**. For assets received without proper shipping documentation, recreated shipping documents will be stamped/annotated with “Shipping documentation not received”. The DD Form 1149 is proper shipping documentation for munitions/missile shipments from contract facilities. Units are not required to recreate shipping documents. The DD Form 1149 will be used in place of the DD Form 1348 and will be filed in document control.
14. On DD Form 1348-1A the Inchecker will sign, print name and date block 22 and block 23. On DD Form 1348-1 the Inchecker will sign, print name and date in block 7. If blocks 22 and 23 already contain a signature from the shipper ensure “Incheck / Received By”, signature, printed name and date is immediately below blocks 22 and 23. On DD Form 1149, the Inchecker will sign, print name and date block 19.
15. On AF Form 191, the CAS generated document is not required to be maintained when using the Air-to-Surface munitions directorate automated ADR process. Units will maintain the Air to Surface munitions directorate generated document.
16. The MASO must sign (electronic signature for e-documents), print name and date section 2 of the ADR. Section 4 of the ADR will be completed by the agency responsible for disposing of the item. (i.e. EOD if assets are destroyed, Maintenance if demilitarization is performed locally, or a member of the Munitions Activity who turns assets over to Transportation for shipment).

16.6.2. Retain documents and listings and dispose IAW this AFI, AFI 37-138, *Disposition of Air Force Records*, and AFMAN 37-139, *Records Disposition Schedule*. As a minimum, accountable/auditable records will be kept for one year active, and then one year inactive.

16.6.4. Document Control personnel file all authorization and delegation of authority letters and correspondence required by the munitions account When not digitally signed, ensure letters include signature specimens of listed designees.

16.7.1. Before processing RVPs, the MASO must approve the action.

16.7.1.1. A brief explanation will be entered in the remarks section of the CAS generated RVP (This field is limited to 100 characters). If additional space is required, use reverse side of RVP document or separate page MR.

16.8.2. The MASO will approve paperwork only transactions prior to processing.

17.2.1.1. In the absence of the commander, they may delegate authority in writing (i.e., letter or G series orders) to sign the AF Form 68. Delegation of authority letters must contain an original specimen signature (except G series orders) and will be revalidated with the same frequency as the AF Form 68. A copy of the document delegating their authority must be furnished to the MASO. Note: Delegation of authority does not release the commander from

pecuniary liability.

17.2.1.2. Commanders may elect to personally certify and receipt for munitions, or delegate their authority in part II of the AF Form 68.

17.2.1.2.1. Deleted

17.2.1.2.2. Deleted.

17.2.1.2.3. Deleted.

17.2.2.5. DEROS information (if applicable) will be included on AF Form 68.

18.1.1. Post-Post operations are used as an interim measure when CAS operations are disrupted. Post-post operations allow continued support during periods of computer downtime.

18.2.1.3. Establishment of a cross-functional recovery team from sections performing accountable transactions.

18.2.1.5, Personnel must be able to track expenditures and availability of critical munitions assets to ensure "hidden" shortages (i.e., hardware items required for assembly of a complete round) do not adversely impact mission requirements.

18.3.2. CAS listings necessary to support post-post processing will be run on a recurring basis. The required listings and applicable frequency (additional listings and local products may be added to this (list) are (these documents may be maintained electronically).

18.3.2.5. Asset Levels Listing (Weekly).

18.3.3. If electronic reports are maintained, the MASO will identify who will maintain reports and filing locations in post-post procedures.

**18.4. Post-Post Phases.**

18.4.1. Post-post procedures are divided into four phases. The following hour limits, while not mandatory, are recommended:

Phase I Less than 8 normal duty hours.

Phase II More than 8 but less than 24 duty hours.

Phase III More than 24 but less than 72 duty hours.

Phase IV More than 72 duty hours.

***NOTE:*** Duty hours do not include weekends or holidays; however, the MASO may consider weekends as duty hours when there is a scheduled UTA.

18.4.2. **Phase I.**

18.4.2.1. Accept and process priority issue requests.

18.4.2.2. Send offline requisitions (MILSTRIP) for all MICAP conditions.

18.4.2.3. Process shipments for unserviceable critical items and for MICAP RDO.

18.4.2.4. Process receipts for MICAP due-outs.

18.4.3. **Phase II.**

18.4.3.1. Accept and process priority issue requests with.

18.4.3.2. Send offline requisitions (MILSTRIP) for all MICAP conditions.

18.4.3.3. Process shipments for unserviceable critical items and for MICAP RDO.

18.4.3.4. Process receipts priority and MICAP due-outs.

18.4.4. **Phase III.**

18.4.4.1. Accept and process priority issue requests

18.4.4.2. Send offline requisitions (MILSTRIP) for all MICAP conditions and for priority due-outs.

18.4.4.3. Process priority shipments of all unserviceable items.

18.4.4.4. Process receipts related to priority due-outs.

18.4.4.5. Process redistribution referral orders for priority.

18.4.5. **Phase IV.**

18.4.5.1. Accept and process all issue requests.

18.4.5.2. Send offline requisitions (MILSTRIP) for all due-out and stock replenishment requirements.

18.4.5.3. Process all shipments and receipts.

19.2.3.2.You must consider on-hand quantities, valid due-ins, Current FY expenditures, and any allocation transfers when computing your requisition quantity.

19.2.3.3. The USAF ACP may cross command lines to manage munitions logistics inventory. This will be accomplished within CAS by using the redistribution (RDO) program. MAJCOM munitions staff will coordinate redistribution actions.

**19.3.** Procedures. CAS units will use Requisition Status Report (AMI05A) to monitor requisitions.

19.3.1. Work with Munitions Scheduler weekly to reconcile outstanding requisitions for AWPs using the AMI05A and AM535A.

20.1.1.1.When the received quantity, lot number or NSN is different from the shipping document, the in-checker will circle the erroneous information on the document, enter correct information and initial. Initiate research to resolve any discrepancy noted during the in-checking of munitions assets. Follow procedures in par **20.2.**

20.1.1.2. Incoming ammunition shipments of nonstandard items received without sufficient documentation constitute a potential safety hazard to both facilities and personnel. Notify the Munitions Flight Chief prior to accepting these assets.

20.3.1. Receive assets on accountable records immediately if possible, but not later than 24 hours from receipt.

20.3.1.2. If the RI is not performed in conjunction with incheck, use the condition code stated on the receipt document.

20.4.1. During contingencies, assets will be placed on record immediately in the same condition they were shipped.

21.1.2.4. Deleted.

21.1.3.4. Monthly inventories IAW DoD 5100.76M for missiles and rockets.

**21.2. Common Inventory Procedures.** NOTE: The web based CAS inventory programs are significantly different than legacy CAS-B. Users must thoroughly review CAS help menus and program description files prior to processing inventories. It is important for new users to perform inventory process in CAS training database to familiarize themselves with new procedures.

21.2.1.4.1. Inventory recounts will be conducted by an alternate team if available.

21.2.2. Inventories will be performed utilizing either CAS generated or manual inventory worksheets and the account will be frozen before the physical count.

21.2.4. Inventories will be conducted and reconciled within 30 days of inventory start date. Exception: Complete all semiannual inventory processes and post all necessary records by the last day of the scheduled inventory month (March and September).

21.3.9. Results of the stock record account inventories, the findings and corrective actions, will be documented by the MASO and briefed to the munitions flight element chiefs and commander.

21.3.9.1. Inventory Accuracy Report, AM500A will be produced during the Semi-annual stock record account or Change of MASO inventories and filed with the inventory package.

21.4.1.1. They will document the results of the inventory and brief the custodian and commander on the findings and required corrective actions. All corrective actions must be completed within 30-days of this briefing, or the account will be frozen until corrective action has been accomplished.

21.4.1.4.3. Ensure inventory control.

21.4.4. Monthly inventories IAW DoD 5100.76M for missiles and rockets. Custodians that maintain missiles and rockets outside the munitions storage area will conduct and document monthly inventories IAW DoD 5100.76M for missiles and rockets. At least one calendar quarter's worth of documented inventories will be maintained.

21.6.6. Do not submit a ROS for losses resulting from aircraft accidents and property lost during combat operations. Use the aircraft mishap report or a letter signed by the OG or MXG commander as authority for inventory adjustment. A copy of the report or letter will be filed with the inventory adjustment document.

21.6.9.2. AFTO Form 102 (or a signed CAS generated Inspection Document).

21.6.10. Prior to processing any inventory adjustment documents, obtain approval in writing from the certifying and approving officials. This signed approval will be attached to the inventory adjustment document.

21.6.10.2. Inventory adjustment documents, which do not require an ROS, will be certified by the NCOIC of munitions accountability or equivalent and approved by the MASO. The MASO may not delegate authority to approve inventory adjustments. If the MASO is not available, the MASO appointing authority will approve adjustments

22.2.1. The Organization commander is responsible for munitions issued to custody accounts. They will appoint a primary custodian and at least one alternate custodian

22.2.4. Deleted.

22.2.4.1. Deleted.

22.2.4.2. Deleted

22.2.5.6. Deleted.

22.2.5.20. Reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.

22.2.5.21. Ensure the forms agree with supporting documents and the stated quantity of munitions as actually used, before signing expenditure and/or issue requests.

22.3.1. A custody account jacket file may be maintained in hard copy, electronically, or a combination. The MASO will specify how the jacket file will be maintained and ensure all personnel requiring access to the file have at least read privileges if maintained electronically. As a minimum, the MASO and munitions account custodian must keep the following in their jacket files:

22.3.1.4. Deleted.

22.4.1.2. If discrepancies are not corrected within 15 days after notification, the MASO will "freeze" the account and no further transactions will be processed until corrected.

23.1.1. Munitions items will not be issued until all documentation has been properly processed. There are four types of issues. To ensure supportability, custodian requests for issue are submitted in accordance with munitions flight policy

23.2.1.2. DIFM. All ERRC code ‘XD” will be controlled using DIFM. These assets are of high value and/or field/depot repairable and reusable. Use CAS DIFM listing (AM535A) to monitor DIFM assets to ensure they are returned within 15 days. The 15-day count starts from the date assets were physically issued.

23.2.1.2.1. For initial issue requests with nothing to turn-in, use DIFM bypass Indicator with justification for initial issue.

23.2.1.2.2. When an AUR missile is completely disassembled and components are packed up in individual containers, (i.e., warhead, rocket motor, GCU, etc.) consumption issue the AUR stock number using DIFM Bypass Indicator.

23.2.1.3.1. In CAS, if the Time Change Indicator is set to "Y" in the Indicative Data Record (AMD01A), then DIFM control will be established unless the DIFM Bypass is used in the Issue Process (AM517A).

23.2.1.4.1. The MASO may consumption issue an entire QUP of shop stock type items regardless of allocation quantity. For example: If an allocation of 1136ft remains for arming wire, an entire roll of 5K feet is authorized for issue. Increase the remaining allocation (AMG04) to allow the issue of the asset, then reset the remaining allocation to zero. Document the use of this option and file with the C12 Asset Level Listing. Use of this procedure is authorized only once per fiscal year. Additional allocation quantities must be justified with an out-of-cycle request.

23.2.1.4.2. Units will ensure enough assets remain available on stock in CAS to support complete round builds and expenditures IAW **Chapter 35**.

23.3.1.1. Deleted.

23.3.1.2. Deleted.

23.4.1.1. Munitions flight chiefs determine supportability. In cases of competing priorities, emergency requests must be justified and approved, in writing, by the group commander (or equivalent) or designated representative. The approval must accompany the issue request.

23.4.1.1.2. Deleted.

23.4.1.2. Deleted.

23.6.2. Deleted.

23.6.1. Issue requests should be submitted electronically to the munitions organization. The MASO may authorize verbal or written requests.

23.6.4. Electronic Issue requests are the preferred method. All requests will include the following:

23.6.4.1. ORG/Shop code

23.6.4.2. Nomenclature

23.6.4.3. NSN

23.6.4.4. Quantity

23.6.4.5. CAT Code

23.6.4.6. The words "CLASSIFIED ITEM" if applicable.

23.6.4.7. Date and time required

23.6.4.8. Requestor/originator must be custody account custodian or organization commander.

23.6.4.9. Remarks will include "CONSUMPTION ISSUE" or "CUSTODY ISSUE", and reason for use (such as, training, test, operational, etc.).

23.6.4.10. In addition, consumption issues must also have:

23.6.4.10.1. Grounding date of aircraft for time change items.

23.6.4.10.2. Justification if this is an initial issue.

23.7. Organizational Refusals. Organizations that request assets for issue but no longer need and/or refuse the assets will sign the issue document and annotate on the face of the document "ORGANIZATIONAL REFUSAL" and provide a brief description of the circumstances surrounding the refusal. Commanders will be notified if their organizations have numerous refusals within the year and accounts can be frozen, at MASO discretion, if corrective action is not taken.

24.1.2. The consuming organization or activity provides the MASO with expenditure documents as soon as possible, but within 5 duty days.

24.2.1. Custodians will include the following on expenditure certification documents:

24.2.1.1. Nomenclature

24.2.1.2. NSN

24.2.1.3. Quantity

24.2.1.4. Document Number

24.2.1.5. Lot/serial number/condition code

24.2.1.6. CAT Code

24.2.1.7. The words "CLASSIFIED ITEM" if applicable

24.2.1.8. Statement "EXPENDITURE", reason for use (such as, training, test, operational).

24.2.1.9. Signature (electronically or hard copy) of custody account custodian or organization commander, printed name, date, and phone number

**24.3. Sortie Generation Expenditures.** See **Chapter 35**

24.3.1. Deleted.

24.3.2. Deleted.

25.1.1. The AM555A program is used for all types of turn-ins in CAS

25.2.1. Turn-in of removed components (i.e., missile GCU) or empty accountable containers. These assets will be processed using the CAS FOB turn-in.

25.2.2. Deleted.

25.3.1. Turn-in of assets from custody accounts. Use Custody Turn-in.

25.4.3. Deleted.

25.5.1. Turn-in of assets issued under DIFM control. Use DIFM Asset Turn-in.

25.5.2. Deleted.

25.6.1. The MASO reviews all FOB transactions to determine the need for a special inventory before processing the document. Each turn-in document must carry the following statement: "I have determined upon review of the transaction, that a special inventory (is)(is not) required." The MASO signs the document showing that they reviewed it. These assets will be processed using the CAS FOB turn-in.

25.6.2. Deleted.

25.7.1. All turn-in documents will include the following:

25.7.1.1. Nomenclature

25.7.1.2. NSN

25.7.1.3. Quantity

25.7.1.4. Lot Number

25.7.1.5. Document number of the original issue (if applicable)

25.7.1.6. Reason for turn-in

25.7.1.7. Signature printed name, date, and phone number of inchecker (person receiving property)

25.7.2. Deleted.

25.7.3. Deleted.

25.7.3.1. Deleted.

25.7.3.2. Deleted.

25.7.3.3. Deleted.

25.7.4. Deleted.

25.7.5. Deleted.

25.7.6. Deleted.

25.7.7. Deleted.

25.7.8. Deleted.

26.4.1.1. The munitions inspector(s) will assign condition code "P" and the MASO will forward an ADR to the appropriate PM for disposition instructions.

26.4.1.1.1. Until CAS can meet ADR reporting criteria, units will use the automated ADR system located at the Air-to-Surface Munitions Directorate web site (**https://ammo.hill.af.mil**) to submit ADRs to the PM.

26.4.1.1.2. The ADR process in CAS will be completed by the MASO after receiving instruction from the PM. This document can be cleared from the document control section of CAS (AME01A) without printing/filing provided all required information is available on the web page produced AF Form 191.

26.9.1. All munitions assets authorized for demilitarization/disposal and transfer to DRMO under AF Form 191 procedures must be processed using Transaction Identification Code (TRIC) A5J. This "Transfer to DRMO" will be documented on DD Form 1348-1A or 1348-1.

26.9.3.1.1. Coordination between Munitions Inspection, Accountability and the disposal/demil activity will ensure that disposal documents are produced not earlier than 5 days before the scheduled demilitarization or disposal date.

26.9.3.1.2. The A5J will be accomplished in enough copies to provide DRMO one original and six copies and Munitions Accountability with the original Document Control Copy and one suspense copy (two books).

28.2.1. Use spare WGU-4 GCU to support CATM requirements when available. However, when GCUs must be removed from serviceable AUR missiles, establish accountability of serviceable WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle removed from an AUR for CATM use by turning in (Organizational Turn-in) and consumption issuing the WGU-4 GCU, BSU-32 Fins, and TMU-72 argon bottle to custody account maintaining the CATMs. Units will account for CATMS on custody account by the CATM-9 NSNs (CATM-9-13 WGU-4E/B 1410-01-390-4963) or (CATM-9-15 WGU-4D/B 1410-01-390-4964). Also, Flight Chief/OIC will address in the CMP a plan to reconstitute CATMs to tactical missiles.

28.2.2. Perform an identity change on AURs that have had the WGU-4 GCU, BSU-32 Fins and TMU-72 argon bottles removed. Identify these assets under the stubby National Stock Number (NSN 1427-01-319-9495AB) created for the management of tactical missiles with the WGU-4, BSU-32 and TMU-72 removed. The stubby missile will only be used for WRM management. The total number of stubbies cannot exceed the unit's authorized CATM quantities.

28.2.2.1. Units will turn in unserviceable WGU-4s (DIFM Turn in) and place in CC/F for autoship. At the flight chief's discretion, units may either (1) place the CATM-9 in CC/G until a replacement WGU-4 is received, or (2) remove a WGU-4 from a tactical AUR for use on the CATM-9 and place that tactical AUR in CC/G until the replacement WGU-4 is received. If option 2 is utilized, DO NOT change the tactical AUR to a stubby NSN; it is purely a temporary donor missile which prevents condition code changes on the original stubby missile while waiting for a replacement GCS. Units are not required to segregate donor missiles within individual containers for a temporary change in condition code, provided suitable identification measures are in-place (AWM/AWP, etc). It is understood that under normal circumstances a stubby missile will always be serviceable. Units will ship unserviceable GCS in quantities of two or four to the repair facility in an expeditious manner.

28.3**. Missile Forecasting**. Missiles that are included as part of the Tactical Air Munitions Plan (TAMP) will not be forecasted through the MASO. These requirements and allocations are determined by HQ USAF/XORW.

28.3.1. Missile components will not be forecasted. The MSRC for these items begins with an alpha character.

**29.1. Managing Containers.** Because selected empty munitions and missile component containers, including AUR missile containers, are munitions managed items, they must be maintained on accountable records. (These procedures do not apply to ALCM, CALCM, and Advanced Cruise Missile (ACM) unique and associated shipping and storage containers).

29.1.6.2. Base activities will keep enough empty munitions containers (to include outer and inner packaging materiel) on-hand to break down all built-up/assembled complete rounds (GBUs, GP Bombs, Chaff/Flare, etc.) until assets have been expended. If munitions assets depart home station for TDY or deployment, expenditure notification will come from the gaining unit. The fund cite for the TDY or deployment should be utilized to fund the shipment of the empty outer containers and inner packaging materials to the gaining unit when requested to return deployed built-up/assembled munitions back their original shipping configuration.

29.1.8. The MASO inventories empty munitions, missile component and AUR containers with scheduled custody account or stock record account inventories. The MASO directs turn-in of empty containers not found on accountable records and resolves the condition for the unreported items.

29.1.9. Because accountable munitions containers are DIFM assets (XD2), base level disposition of containers is not authorized. Report these assets as excess IAW applicable MAJCOM guidance or ship to repair facility as dictated in the CAS IDR/RIMCS data for reconstitution.

31.1.2. Forecasting requirements are the responsibility of the using organization. Organizations failing to forecast properly will not be issued munitions time change assets.

31.2.1. For OCONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 90 and 120 days before the next calendar year quarter (see **Table 31.1.**). The MASO will validate this submission against the annual forecast. Quarterly requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for increased quantities. It is the using organization's responsibility to send supplemental forecasts to item managers. If the quantity is decreased no supplemental forecast is required. MASOs are authorized to issue assets one calendar quarter ahead of their forecasted quarter without Item Manager (IM) approval. Using organizations requesting issue of assets more than one calendar quarter early must coordinate this action with the item manager. This will be documented and provided to the MASO as justification to issue assets ahead of schedule.

31.2.1.1. Quarterly issue requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for the increased quantity.

31.2.1.2. The MASO submits quarterly consolidated requisitions, based on validated quarterly forecasts, through CAS. This allows time for surface movement actions to take place.

31.2.2. For CONUS bases, using organizations submit a validated time-change AFTO Form 223, **Time Change Requirements Forecast**, Spreadsheet, or CAMS generated forecasts to the MASO between 45 and 60 days before the next calendar year quarter (see **Table 31.2.**). The MASO will validate this submission against the annual forecast. Quarterly requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for increased quantities. It is the using organization's responsibility to send supplemental forecasts to item managers. If the quantity is decreased no supplemental forecast is required. MASOs are authorized to issue assets one calendar quarter ahead of their forecasted quarter without Item Manager (IM) approval. Using organizations requesting issue of assets more than one calendar quarter early must coordinate this action with the item manager. This will be documented and provided to the MASO as justification to issue assets ahead of schedule.

31.2.2.1. Quarterly issue requests that do not match the annual forecast will be accompanied by a supplemental forecast as justification for the increased quantity.

31.2.2.2. The MASO submits quarterly consolidated requisitions, based on validated quarterly forecasts, through CAS. This allows time for surface movement actions to take place.

31.2.6. Bases that support transient strategic airlift (airlift hubs) such as C-5, C-17 or KC-10 type aircraft, are authorized to keep one complete aircraft system load of time change assets on hand for each MDS common to that base. These assets are not for use in home station assigned aircraft, but transient aircraft needing time change parts due to inadvertent firing or unforeseen maintenance requirements incurred while away from home station

32.2.3.1. This determination is based on the ability to assign an existing (like item) Technical Order (T.O.), obtain Special Packaging Instructions (SPI), account for items through CAS, and provide final disposition instructions for unserviceable and excess items.

34.2.3. The wing logistics plans function coordinates with the MASO to consolidate and control small unit munitions requirements into one account.

34.2.4. The following policy provides bases with multiple static (mobility/WRM) accounts flexibility and reduces non-valued added inventories and administrative tasks on accounts that have little or no activity. AF Forms 68 will be maintained to keep lines of communication open to the using organizations. Custodians must be trained and understand that even though they may not have physical control/possession of assets, they must still exercise their responsibilities as to forecasting, requesting assets, information on deployments, or any other action that will affect the management of their assets. MASOs may control static mobility/WRM munitions allocations in three ways:

34.2.4.1. Option 1: Standard Custody Account. MASOs may load the allocation and issue assets through standard custody account procedures.

34.2.4.2. Option 2: Stock Controlling WRM/Mobility Allocations:

34.2.4.2.1. MASOs may load allocations and process issues in CAS to a custody account, but the custody account will serve only as a stock control measure. No documents are required to be maintained on file. These documents can be cleared from the CAS document file without printing. The assets will not be released to custodians (prior to execution or mobilization) and will not leave the munitions storage area. No custody account inventories or custody jacket files are necessary. These assets will not be considered courtesy storage. The assets will be considered base stock assets and will be inventoried with all other serviceable base stocks.

34.2.4.2.2. The MASO will determine how many custody accounts will be loaded to manage the allocations and may consolidate static allocations into one account if desired.

34.2.4.2.2.1. The amount of control needed will be determined locally. For example: If the SRAN receives a DLAR with 15 static (mobility) allocations, and the MASO decides the allocations warrant no more management than having one custody account for all mobility/WRM allocations (all 5.56MM, 9MM, etc), the MASO can manage all these allocations under one custody account, splitting the distribution of allocations/assets at execution.

34.2.4.2.2.2. The MASO may determine the allocations need more attention, should be split up and loaded separately under their respective org/shop codes. This will create more custody accounts, but will provide more segregation of requirements and allow for more visibility of assets.

34.2.4.2.2.3. The MASO will include these assets as part of the semi-annual/perpetual base stock inventories and will file the inventory of those assets with the stock record account inventories. MASOs will freeze the assets with an "S" freeze code and update the DOLIs. The MASO will use the AM507 and CAS inventory count sheets to inventory these assets and sign the AM507 to certify the inventory of these assets.

34.2.4.3. Option 3: MASOs may load allocations only and manage them as a future stock requirement. Assets are not issued to custody accounts. The only stock control input will be the loaded allocation. The MASO and the munitions flight chief will take due care to ensure sufficient assets are on hand to support these requirements. Because these assets are not issued to custody accounts, they will not be segregated in the CAS system. Therefore, the MASO must consider the entire stockpile when determining if enough assets are on hand to support static requirements, as well as expendable (training type) requirements. The MASO will certify and document quarterly that assets are available to meet these mobility requirements

and state any required corrective actions to be taken. This letter is not required for NCAA munitions listed on other shortfall letters or where directed by MAJCOMs to not requisition.

34.2.4.4. For accounts managed under options 2 and 3, MASOs will document which accounts are being managed under stock control procedures. MASOs will have the organizational commander's concurrence prior to managing the account's assets/allocations as a stock control process.

34.2.5. Do not requisition replacements for assets deployed from home station.

34.3.9. Deleted.

34.3.9.1. Deleted.

## Chapter 35

## Sortie Generation Procedures

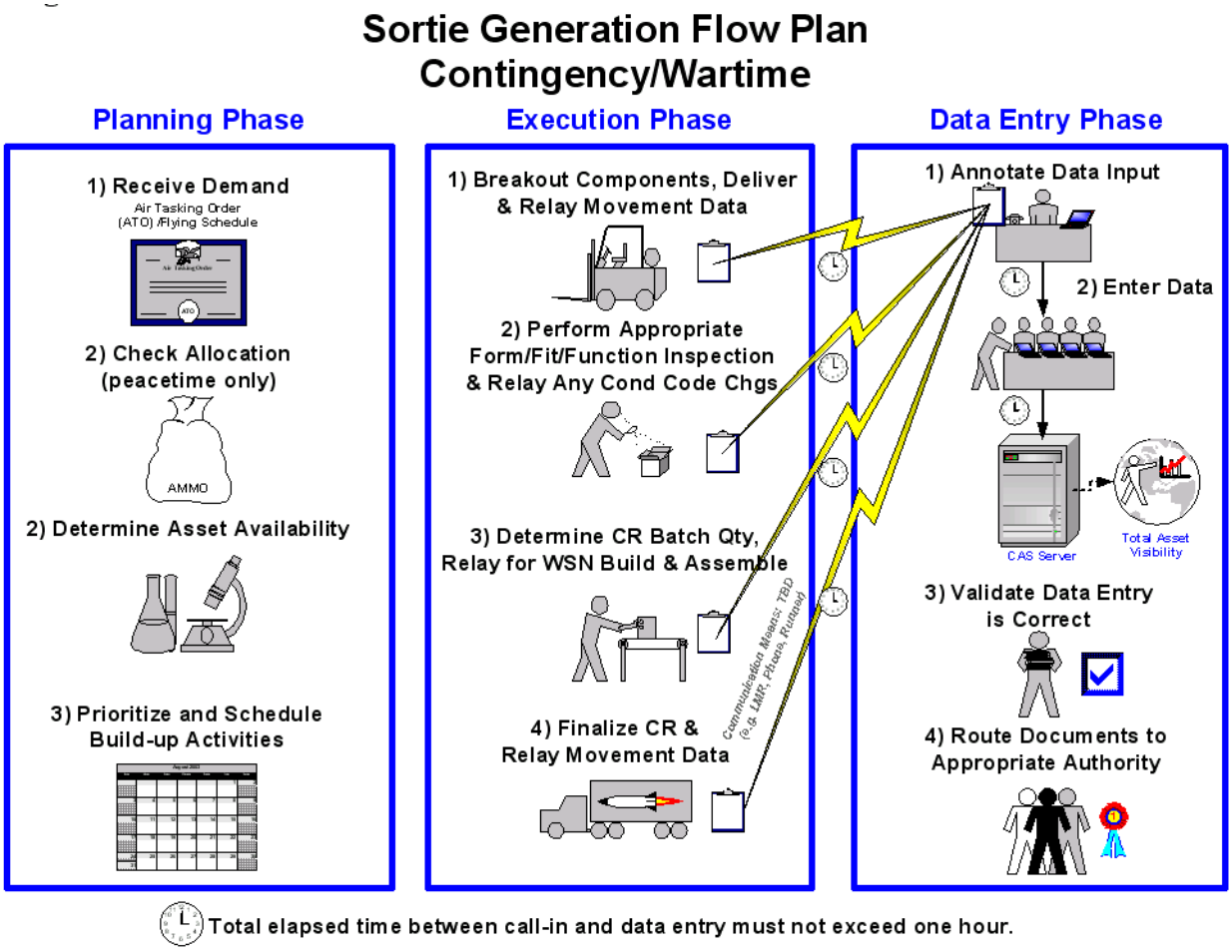
**35.1. Introduction.** This chapter contains information and delineates responsibilities for managing organic munitions flight functions, supporting sortie generation operations and maintaining accountability throughout the munitions production process. It applies to both peacetime and contingency sortie generation situations. These procedures focus emphasis on near-real-time transaction processing. To meet this goal, the CAS should be updated immediately, but not later than 1 hour, after all accountable transactions (munitions receipts, movements, issues, complete round (CR) build-ups, expenditures, CR teardowns, turn-ins, and shipments). The 1-hour time goal may not be achievable in all situations without the use of automated inventory technology. Nevertheless, units should make every attempt to meet this goal. To that end, and in an effort to streamline information flow and transaction processing, a revised command and control (C2) organizational structure and revised business practices are necessary.

35.1.1. **Revised Business Practices**. These practices integrate accountability at all levels of sortie production as a process and focuses on attaining near real-time asset visibility. As such, streamlined procedures will use available automated systems to their fullest potential. Through the use of web-based CAS, sortie generation munitions requirements will be analyzed for existing complete round availability and against component availability for builds. Delivery locations will be determined and build operations will commence using the complete round functionality of CAS. After sorties are completed, expediters will determine assets used and expenditures will be processed. The custody account system is no longer mandated for use to satisfy/process flightline demands for complete round assets. Built assets will be managed and expended directly from the Stock Record Account by complete round to the fullest extent possible. The use of AF Form 2005s, AF Form 68s, and movement control cards are no longer required and is replaced with **AF IMT 4331, Munitions Transaction Sheet,** as a multipurpose form satisfying all munitions transactions (movements, receipts, shipments, CR build-up and tear down, turn-in, and expenditures). Through realigning data entry procedures, using complete round management, and maximizing available

IT infrastructure, AMMO functions are streamlined for sortie production processes with increased emphasis on accountability.

35.1.1.1. Internet connectivity in the munitions storage area is not optional; it is critical to the war fighting effort and is required at each operating location supporting sortie production. Accurate and timely up-channel munitions reporting depends upon this connectivity. Use of commercial off-the-shelf technologies (wireless routers and laptops) to speed data input is encouraged.

**Figure 35.1. Sortie Generation Flow Plan Contingency/Wartime**




## 35.2. Munitions Flight.

35.2.1. Munitions Flights supporting peacetime or steady state operations are typically organized according to **Chapter 1**. Flight Chiefs are charged with designating elements responsible for updating the following key processes in CAS immediately, but not later than 1 hour, after they occur (specific responsibilities are outlined in paragraph **35.3.**):

35.2.1.1. Routine receipts and shipments to include Date Departed Station field updates.

35.2.1.2. Mass ISO container receipts and shipments.

35.2.1.3. Tactical aircraft ferry receipts and shipments.

35.2.1.4. Stockpile, custody, and intransit asset movements.

35.2.1.5. Complete round (CR) build-ups and teardowns.

35.2.1.6. Trailerized CR, PGM and counter measure (CM) asset upload, download, and crossload movements.

35.2.1.7. Gun ammunition upload and download movements to or from UALS.

35.2.1.8. Aircraft uploads, downloads, and crossloads of all munitions (exception: consumption/DIFM issued CAD/PAD items)

35.2.1.9. Expenditure of all munitions loaded aircraft. Exception: gun ammunition and chaff/flare expenditures are updated during processing in the MSA.

35.2.2. Munitions Flights supporting contingency operations focus their support towards sortie generation operations. This could require augmentation and restructure in key areas to increase command and control (C2), breakout/storage, build-up, flightline support, and base operating support functions.

35.2.2.1. Section and Responsibilities. All sections are tasked to use emerging technologies or efficient procedures to speed data entry into the CAS or relay accurate data to the C2 section for immediate input into the accountable information system.

35.2.2.1.1. Systems Command and Control (C2) Section. This section plans, schedules, controls, and directs all munitions activities to include performing data entry into CAS when user access is limited. This section is the focal point for receiving, analyzing, and distributing sortie generation munitions requirements (i.e. Schedule, ATO). This section is primarily responsible for the data entry of all accountable transactions (receipts, movements, issues, CR build-ups, expenditures, CR teardowns, turn-ins, shipments) occurring during contingency or wartime operations. However, other sections may perform data entry as required depending on IT infrastructure. For periods when CAS is not immediately available, interim means must be developed to assign temporary CR weapons stock numbers (WSN) to ensure pro-

duction is never slowed down or stopped due to system downtime. All ammunition movement and accountability data will be entered directly into CAS or captured on **AF IMT 4331**. For instructions on how to annotate the form, see para **35.5.**

35.2.2.1.1.1. Control Element. During all types of operations, responsible for capturing trailerized asset movements (trailer uploads, downloads, and crossloads), gun ammunition movements (uploads and downloads), all aircraft asset movements (uploads, downloads, and crossloads), and majority of sortie expenditures (bombs, missiles, countermeasures, and gun ammunition). All movement and expenditure data will be captured on **AF IMT 4331**, and entered in CAS.

35.2.2.1.1.2. Accountability Element. Responsible for the overall management and effective operation of all accountable transactions using the appropriate information system (IS). Additionally, duties include training and designating assigned accountability personnel to key positions intended to capture essential incoming or outgoing shipment data, capture critical complete round (CR) component build sheet data, and implement crucial CR accountability procedures. Lastly, duties include training personnel assigned to fill key data input roles, such as flightline supervisors or expeditors, on the proper use and annotation **AF IMT 4331**.

35.2.2.1.1.2.1. Local procedures must be developed and approved by the MASO to ensure all accountable documents are properly annotated and filed in a timely manner. Units may develop local tracking system for AF IMTs 4331. Each individual form and CAS output document will be filed in separate process folders from oldest to newest CAS transaction date and number order. Previously filed documents do not need to be reorganized from document number sequence into CAS transaction number order.

35.2.2.1.1.2.2. Transactions may be processed directly in CAS utilizing the information from the **AF IMT 4331** or by relaying the data on the sheet to the C2 section for input. Additionally, direct input, without utilizing the transaction sheet is authorized when the source documents are utilized to process a transaction (For example, DD Form 1348 for receipts, AF Form 2434 for expenditures, etc.).

35.2.2.1.1.2.3. The **AF IMT 4331** is only authorized to capture multiple data events for one circled process (block 6) per sheet. Multiple processes must be captured on different sheets and cannot be mixed together on the same sheet. For example, movements and expenditures must be recorded on separate forms.

35.2.2.1.1.2.4. Munitions flight leaders must ensure policy and procedures are in-place to facilitate forms migration to document control at least once during each work shift. Delinquent documents must not exceed one duty day to ensure discrepancies are identified and corrected as quickly as possible.

35.2.2.1.1.2.5. Data entry personnel must complete data entry block (block 3) upon completion of CAS update. Once appropriate CAS data entry is completed, all applicable CAS printout documents (CR

build-ups, CR teardowns, issues, expenditures, shipments, etc.) will be attached to the appropriate form and forwarded to the quality controller.

35.2.2.1.1.2.6. The quality controller ensures the CAS data entry person accurately entered the right data into CAS according to the form. This check is performed by using the CAS transaction history program(s) and annotating the CAS transaction date and number on the form (block 15) for each entry. Once all form entries have been validated as correct, the quality controller signs the form (block 4) and either routes to MASO for signature (i.e. expenditure) or files it.

35.2.2.1.1.2.7. Personnel utilizing direct input in CAS in lieu of capturing data on AF IMT 4331, are responsible for ensuring accountable documents are routed and consolidated at the C2 section for signatures and validation against CAS. Additionally, if direct transaction results in a printed document, procedures must be in place to ensure these documents are routed and collected at the C2 section.

35.2.2.1.2. Materiel Section. This section stores, inspects, ships, receives, and accounts for conventional munitions, containers, dispensers, and training items and coordinates transportation. Additionally, this section is responsible for the safe and efficient storage and breakout of munitions according to applicable explosive safety standards and storage directives for timely sortie generation.

35.2.2.1.2.1. Breakout/Storage Elements**.** Responsible for in-checking all receipts, whether routine or delivered in ISO containers, and immediately reporting/inputting incoming asset data based on shipping documentation to the C2. They are also responsible for immediately updating CAS or notifying the C2 section when shipments have departed from the duty station. Responsible for safe and efficient storage, breakout and delivery of assets to support sortie generation efforts and immediately updating or reporting pertinent stockpile, custody, or intransit asset movement data into CAS.

35.2.2.1.2.2. In an effort to eliminate the chance of creating location malposition indicators, movements of NSN assets to operating locations will use lot, serial or container numbers in the CAS location field.

35.2.2.1.2.3. For complete rounds, the use of an abbreviated weapons stock number (WSN) showing the complete round code (CRC) and WSN serial number (i.e. BL2CM-XXX) in the CAS location is mandated.

35.2.2.1.2.4. Base Support Function Support. This is not a separate element. It is a method for munitions flights to support non-sortie generation munitions requirements for agencies throughout the base (i.e. Security Forces, EOD, Egress, etc). These accounts/requirements will be managed under standard munitions operations policy as dictated in **Chapter 12**, **Chapter 22**, **Chapter 31**, **Chapter 34**, etc. The munitions flight identifies qualified personnel to provide custodial support (storage support, accountability, inspection) as situations dictate. When called upon to provide base support, these personnel operate independently of the sortie generation effort.

35.2.2.1.3. Production Section. This section assembles, disassembles, maintains, and accounts for conventional munitions, missiles, containers, dispensers, and training items. Additionally, this section is responsible for the safe and effective assembly of munitions into complete rounds and the associated conversion of individual component NSNs to Complete round Weapon Stock Numbers in CAS. If responsible for selecting CR components for a buildup, the build supervisor must accurately complete buildup function in CAS or clearly relay component data to the C2 Section and await assignment of a WSN. If CR components are selected prior to assembly, the build supervisor must ensure each CR batch is assembled accordingly. When CAS access is not available at the assembly sites, all CR build-up data will be captured on the **AF IMT 4331** and immediately relayed to the C2 section for entry into CAS. Munitions Production/Buildup Supervisors are responsible for conducting inventories of their assembly sites at least once each shift to ensure accurate accountability and to identify actions necessary for continued safe and efficient operations.

35.2.2.1.3.1. Production Process. Upon assignment of the CAS generated WSN, each CR will be properly marked with an abbreviated weapons stock number (WSN) consisting of the complete round code (CRC) and WSN serial number (i.e. BL2CM-XXX). Unless prohibited by the item T.O., the markings will be marked or stenciled in a bright, contrasting color with digits measuring at least ¾ inch in size and located just aft of the weapon nose at the 3 and 9 o'clock position. When situations warrant, use best judgment and experience to locate and mark abbreviated WSN.

35.2.2.1.3.1.1. Temporary WSN will be utilized when CAS access is not available. Assignment will include a "T" before the abbreviated WSN serial number (i.e. BL2CM-TXXX). Once a permanent WSN is assigned, the temporary WSN on each CR is not required to be remarked with the permanent WSN as long as a temporary and permanent WSN cross-reference list is maintained.

35.2.2.1.3.1.2. Additional CR configuration suffix markings used in conjunction with the abbreviated WSN are authorized to distinguish between CRs wired for triple-ejection racks (TER) or parent-mount racks and/or fin X-position or +-position configurations. For example, a CR marked with "BC21H-35T+" identifies a conical MK 82 wired for a TER with the fin in the +-position configuration.

35.2.2.1.3.1.3. If CR batches with assigned WSNs cannot be assembled with the selected components, the build supervisor must immediately determine if similar components with the same stock and lot number are available from the existing stockpile balances in order to finish the CR batch build according to plan. If similar components with the same stock and lot number are not available, the build supervisor must immediately initiate a CR teardown in CAS for the appropriate number of weapons. This releases serviceable components for future reassignment to another CR batch build-up in CAS. Unserviceable assets not meeting the form, fit or function standard must be promptly segregated, identified and placed in condition code "J" pending the formal inspection by a certified munitions inspector. All CR teardown data will be entered into CAS or captured on **AF IMT 4331** and immediately relayed to the C2 Section for entry into CAS.

35.2.2.1.3.1.4. If previously assembled CRs with assigned WSNs are chosen for reconfiguration to another CRC, the build supervisor must immediately initiate a CR teardown in CAS for the designated number of weapons or capture on the transaction form and immediately relay to the C2 Section for entry into CAS. Once all the components for the new CRC are known, the build supervisor will initiate a new CR build-up in CAS or capture on **AF IMT 4331** and immediately relay to the C2 Section for entry into CAS. All unused components will be properly packaged, identified and stored according to applicable item T.O.

35.2.2.1.3.2. Air Intercept Missile (AIM) and Air-to-Ground Missile (AGM) Management. Missiles will not be converted to complete rounds in CAS. Until tail number tracking becomes functional in CAS, manage these by the AUR NSN and the pseudo lot #. Normal movement procedures will apply from the AUR to a trailer to an aircraft by NSN, qty and lot#. The missile serial number may not be visible in CAS, however, it must relayed to the C2 section for entry into MC2K/TMRS to satisfy flight tracking requirements.

35.2.2.1.3.3. Countermeasure and Gun Ammunition Management. Responsible for the safe and effective preparation of gun ammunition and assembly of countermeasure munitions (CM) to include maintaining 100% accountability of all CM components. Units will use the complete round process for chaff and flare to create WSNs for ease of tracking and expenditure reporting in CAS. As a minimum, munitions flights must accurately track the total amount of CM batches located in each building or on every trailer and aircraft.

35.2.2.1.3.4. Munitions Handling/Delivery. This element delivers, expedites, maintains assigned MMHE and accounts for conventional munitions, containers, dispensers, and training items located on the flightline in direct support of combat or training sortie generation. Updates or reports asset movement data to C2 section. In an effort to eliminate the chance of creating location malposition indicators, movements of NSN assets to trailers or UALS will use lot, serial or container numbers in the CAS location field. For complete rounds, the use of an abbreviated weapons stock number (WSN) showing the complete round code (CRC) and WSN serial number (i.e. BL2CM-XXX) is mandated. All movement data will be immediately relayed to the C2 section or captured on **AF IMT 4331** and relayed to the C2 section at the earliest opportunity.

35.2.2.1.3.4.1. Expediter. Responsible for the overall management of all assets on the flightline and immediately updating or reporting asset movement or expenditure data to the C2 section. The Munitions Expediter is the main liaison with the weapons/load crew expediter who ensures aircraft munitions configuration changes are properly reported or entered into the required Information System (IS) (CAS/MC2K). Each expediter will begin and end their duty shift with current munitions asset and equipment reports to ensure quantities and locations are correct. The Expediter is also responsible for immediately reporting the permanent or temporary arrival and/or departure of aircraft by aircraft tail number (e.g. SW91-550) to C2 Section or loading into CAS as an ISO type structure. All movement and expenditure data will be captured on **AF IMT 4331** or immediately relayed to the C2 Section unless direct data entry is available.

35.2.2.1.3.4.2. Expenditures for individual aircraft will be documented on AF Form 2434 upon recovery. This information will be passed to the munitions expediter in as timely a manner as possible to allow for near-real-time expenditure reporting to the munitions C2 center. Based on this input, C2 personnel document expenditures in CAS. This process requires munitions and weapons expediter teamwork and collaboration throughout the flying day. The completed document must be provided to Munitions Control daily for expenditure validation purposes. This can be accomplished at the end of the flying day, or predetermined flying period. Validation consists of comparing AF Form 2434 to transaction histories, expenditure reports, or the **AF IMT 4331**.

35.2.2.1.3.5. Munitions Support Equipment Maintenance**.** The Munitions Flight Chief will ensure procedures are established for the overall management of all munitions material handling equipment (MMHE) such as trailers and UALS. These procedures will also outline responsibility for immediately updating or reporting the permanent or temporary receipt and/or shipment of MMHE by local identification number into the appropriate IS.

35.2.2.2. The release of bulk stockpile quantities (e.g. impulse carts) to personnel not directly assigned to the munitions will be through custody account procedures. However, if carts are delivered as part of the aircraft load, they may be expended from stock.

## 35.3. Combat Ammunition System (CAS) Sortie Generation Process

**35.3.1. General Policy.** Munitions Flight personnel operate munitions accounts using CAS. Flight leadership ensures computer workstations in every element are loaded with the appropriate software.

**35.3.1.1. Structures.** All aircraft, trailers, UALS, and International Standard Organization (ISO) containers will be loaded as individual CAS structures. This process allows assets to be moved to trailers/aircraft using normal CAS movement procedures (AM104A). This enables the use of CAS management products to track assembled assets in their physical location (AM567A).

**35.3.1.1.1. Aircraft.** As a minimum, these types of structures will be identified with their unit designation, year of manufacture, and aircraft serial number (e.g. SW93550 or LN94204).

**35.3.1.1.2. Trailers.** As a minimum, this type of structure will be identified with the local field number of the trailer. Duplicate trailer field numbers as structures is not authorized.

**35.3.1.1.3. Hardened or Protective Aircraft Shelters (HAS or PAS).** These type of structures will be loaded if permanent missile stands or temporary Y-stands are prepositioned inside the shelter to hold additional aircraft loads.

**35.3.1.1.4. Holding Areas.** These types of structures will be loaded if temporary missile stands, Y-stands or dunnage are used to preposition or hold additional aircraft loads.

**35.3.2. Sortie Generation Sequence of Events**:

**35.3.2.1. Overview**. This section outlines the specific actions and sequence of events normally associated with providing munitions support to aircraft. Although the sequence or responsibility may change based on local specific conditions, each of these steps are necessary for attaining total asset visibility and accountability.

**35.3.2.2. Demand/Requirements**. Munitions requirements to support sortie generation are normally received in the form of an Air Tasking Order (ATO). Once received, the Command and Control section must extrapolate these requirements and convert them into individual builds to support aircraft lines. During peacetime operations, an allocation check must be done at the beginning of the process to ensure munitions are not built/released to the flightline without an allocation. Once the requirements are captured, a frag meeting is normally held to discuss/plan the best way to meet the mission requirements.

**35.3.2.3. Asset Availability**: After determining requirements, the next step is to determine asset availability. In CAS, run/check the AM522 Complete Round Query for pre-built rounds that meet the tasking. If none are available, run the Complete Round Analyzer or AMJ01A Complete Round Build to determine whether you have the available components. If using the AMJ01A, proceed through all the screens to get the list of assets by lot and location.

NOTE: Be careful not to use the "submit" button at this point unless you are prepared to create the build, not just perform a query.

**35.3.2.3.1.** If after performing these functions, not enough assets are available, your can either requisition additional assets or coordinate with the operators to determine secondary and tertiary munitions.

**35.3.2.4. Breakout**: Once asset availability has been determined, the next step is to move assets to the production area. More than likely, assets will be located in one of three areas: in a storage structure, on a holding pad, or already on the production pad. Update the movement of assets in CAS using AM104A program. To ease inventory management, utilize the component lot # with a Condition Code suffix (MCA-1-2B) in the location field on the production pad vs. assigning standard floor locations.

**35.3.2.5. Complete Round Build-up:** After moving necessary components to the production pad, the build-up process may commence. The pad supervisor must ensure that the components used to build a batch of munitions are properly identified. CAS assigns a new complete round weapon stock number for each group or batch of complete rounds assembled using like components. The actual build-up in CAS of the CR may take place either before, during, or after the physical buildup of assets. However, to prevent the mixing of complete round weapon stock numbers, it is recommended that the build-up be accom-

plished in CAS prior to commencing the physical build. This allows CAS to automatically assign multiple weapon stock numbers to meet your total CR quantity. If done during or after the fact, care must be used to ensure the CR quantities are adjusted to ensure only one weapon stock number is generated per batch. After CRs are built both physically and in CAS, identify assets by stenciling/marking CRWC and batch # (BC21P-001) on each CR at the 3 and 9 o'clock positions (refer to par **35.2.2.1.3.1.**).

**35.3.2.6. Inspection History:** Refer to paragraph **7.3.** for service life and inspection cycles for built-up munitions.

**35.3.2.7. Complete Round Movements:** After Complete rounds are assembled, they are ready to move off the production pad to trailers and ultimately to an aircraft. Since all trailers and aircraft have been loaded in CAS as structures, accomplish this by running an AM104A Movement in CAS. Utilize CRWC and Batch # in Location Field to eliminate malposition indicators. If assets are removed from a trailer, another AM104A is necessary. Since CAS does not have the ability to track the physical location of a trailer or compute NEWs of a structure within a structure, this data must be updated in MC2K. The NEW may be computed by adding the physical location and trailer NEWs (ADHOC or Manually). Additionally, missile tail numbers will also need to be updated in MC2K until functionality is added to CAS.

**35.3.2.8. Aircraft Loading, Cross Loading and Downloading**: These movements will be captured in CAS by processing an AM104A Movement. MC2K must be updated with individual missile tail numbers loaded on A/C in MC2K until functionality is added to CAS. NEWs may be computed by adding each A/C total together via an ADHOC program or manually.

**35.3.2.9. Munitions Reconciliation:** After the aircraft lands, reconciliation is performed by the weapons expediter per AFI 21-101. Expenditures are captured and relayed to the munitions expediter, who subsequently informs the C2 section. This requires munitions and weapons expediter interface periodically throughout the flying day. C2 is authorized direct input of expenditures into CAS. The AF Form 2434 is completed by the weapons expediter and will be provided at the end of the flying day. This form is the source document for expenditures and must be validated against the expenditures previously loaded in CAS.

**35.4. Document Control:**

**35.4.1.** The primary documents in the sortie generation process are the AF IMT 4331, Munitions Tracking Sheet (MTS), the AF Form 2434, Munitions Configuration and Expenditure Document, and the CAS generated Expenditure Documents.

**35.4.2.** The MTS is used throughout the process and can serve many different functions. The type of transaction recorded on the form determines the routing and disposition. See **Attachment 10** for specific instructions on how to document transactions.

**35.4.3.** Expenditures will be captured on the MTS and relayed to the C2 section for input into CAS. During contingencies, expenditures will be processed against Org/Shop 002WR. For peacetime aircrew test/training activities, process expenditures against established accounts that have allocated munitions levels loaded (these accounts are organic to the munitions flight and are only used/created for allocation and expenditure management and will not be managed as custody accounts). When completed, the form is routed to the C2 section for validation against the AF Form 2434 and the CAS generated expenditure documents. Once this validation is complete, the entire package is sent to the MASO for signatures and filing in Document Control.

**35.5. AF IMT 4331, Munitions Transaction Sheet (MTS) Procedures**

35.5.1. The AF IMT 4331 is a multipurpose form used to capture and record all accountable and auditable munitions transactions taking place within the munitions organization both during contingencies and peacetime. It is only used when direct and near-real time CAS entry is not possible. The information on the form can be used by the originator to update/process transactions in CAS or it can be used to relay data from outlying points to a central location where proxy can enter the data into CAS. This ability ensures that accountable transactions are quickly loaded into the system to achieve near real-time asset visibility.

35.5.1.1. Auditable Documents: Auditable documents are defined as those that do not affect overall inventory balances. When being used for movements, the AF IMT 4331 is auditable. Maintain these forms, after QC, in the Storage/Breakout Section until the next 100 percent inventory is completed, or semi-annually when on a perpetual inventory cycle. Additionally, the MTS may be used to capture empty trailer movements, which are not recorded in CAS. Forms used for this purpose are not controlled and may be disposed of when no longer needed.

35.5.1.2. Accountable Documents: Accountable documents are those which directly affect inventory balances. When the MTS is used to record Receipts, CR Build-Up/Tear-Downs, Issues, Turn-Ins, Expenditures, and Shipments, it becomes an accountable documents and must accompany, or be matched with, the source documents (DD Form 1348, AF Form 2434, Expenditure Certification, etc.) before permanent filing in Document Control. Blocks 1, 2 if used, and 5 must be signed in ink for all accountable MTS's.

35.5.2. Documenting the AF IMT 4331. The first six blocks of the MTS are administrative in nature, determines what "purpose" the form is going to be used for, and determines whether to form is auditable or accountable. The remaining ten blocks are used to capture individual transactions. Each line is capable of recording all the necessary information to process a single transaction in CAS. NOTE: Once the purpose of the form has been established, multiples of the same types of transaction may be included on the form. However, a new type of transaction will require generation of a new form. For example, multiple movements, up to 10, can be recorded on a single MTS, but a new form would be required for a receipt or expenditure.

35.5.3. Completing the AF IMT 4331 (MTS)

35.5.3.1. Block #1: Caller/Originator Name (Last, First, MI) Signature and Date. The individual completing the actual or physical transaction should complete this field.

35.5.3.2. Block #2: Receiver/Proxy Name (Last, First, MI) Signature and Date. If the information on the form is relayed to another individual (proxy) for entry into CAS, the person receiving the information is referred to as the Receiver/Proxy and will put their information in this block. The last name of the individual relaying the info is entered in Block 1.

35.5.3.3. Block #3: CAS Data Entry (Name and Time). Enter the name and time of the individual entering the transaction into CAS.

35.5.3.4. Block #4: Quality Control Checker (Last Name). Enter the Last name of the individual entering the CAS Transaction Number in Block 15.

35.5.3.5. Block #5: MASO/Inspector (Signature and Date)

35.5.3.6. Block #6: Munitions Process (Circle appropriate choice and sub-choice)

35.5.3.6.1: Block # 6a: Receipt (Routine, Mass ISO, Tac Ferry, Intransit)

35.5.3.6.2: Block # 6b: Movement (Routine, Trlr Up/Down/X-Load, Acft Up/Down/X-Load)

35.5.3.6.3: Block # 6c: Complete Round Build-Up/Tear-Down (Complete Round Code, Launcher Config (T = TER, P = Parent) Fin Position (+ or X) and quantity

35.5.3.6.4: Block # 6d: Issue/Turn-In (Organizational, Custody, DIFM, or FOB)

35.5.3.6.5: Block # 6e: Expenditure (NSN or WSN)

35.5.3.6.6: Block # 6f: Shipment (Routine, Mass ISO, Tac Ferry)

35.5.3.7. Block #7: NSN/WSN & NOUN: Self Explanatory

35.5.3.8. Block #8: Lot/Serial Number: Self Explanatory

35.5.3.9. Block #9: Qty: Self Explanatory

35.5.3.10. Block #10: Condition Code: Self Explanatory

35.5.3.11. Block #11: Bldg/ISO/Trl/Acft: Enter the CAS recognized Bldg/ISO/Trl/Acft #.

35.5.3.11.1. Block #11a: From: Enter where the assets came from (preferably from CAS)

35.5.3.11.2. Block #11b: To: Enter end location

35.5.3.12. Block #12: Location/Station/Mod #:

35.5.3.12.1. Block #12a: Enter location where the assets came from (preferably from CAS)

35.5.3.12.2. Block #12b: Enter end location

35.5.3.13. Block #13: Ending Balance:

35.5.3.13.1. Enter the ending balance of like items remaining in the "from" location.

35.5.3.13.2. Enter the ending balance of like items remaining in the "to" location.

35.5.3.14. Block #14: Transportation Control Number, Organization/Shop Code, Document Number: Enter the applicable info as required for specific transaction type.

35.5.3.15. Block #15: CAS Transaction Number: Enter the CAS Transaction Number form the transaction History to verify the transaction was accepted.

35.5.4. Accountable and Auditable documents: The AF IMT 4331, can be used as an accountable or auditable document.

**Figure 35.2. Sortie Generation Sequence of Events**

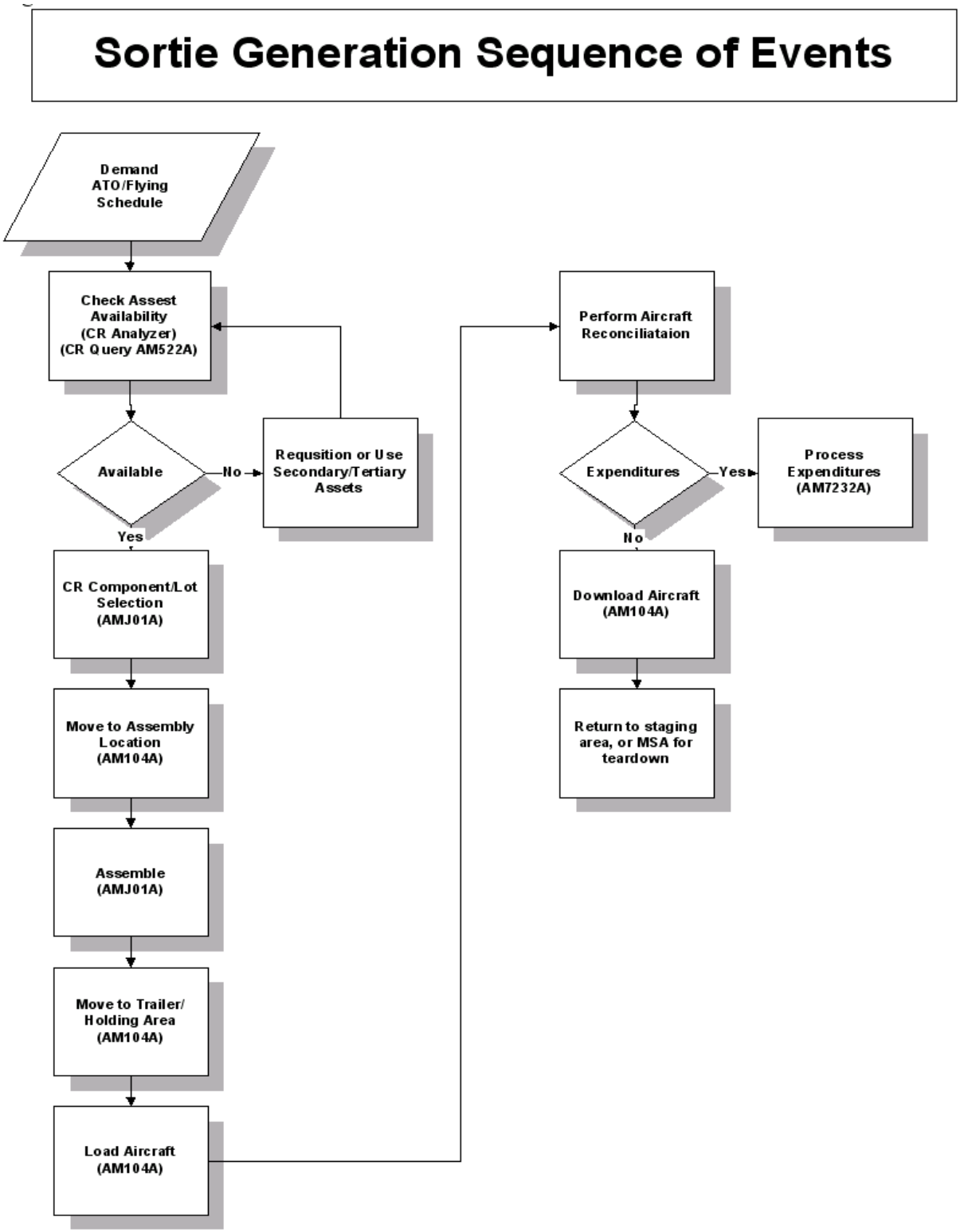
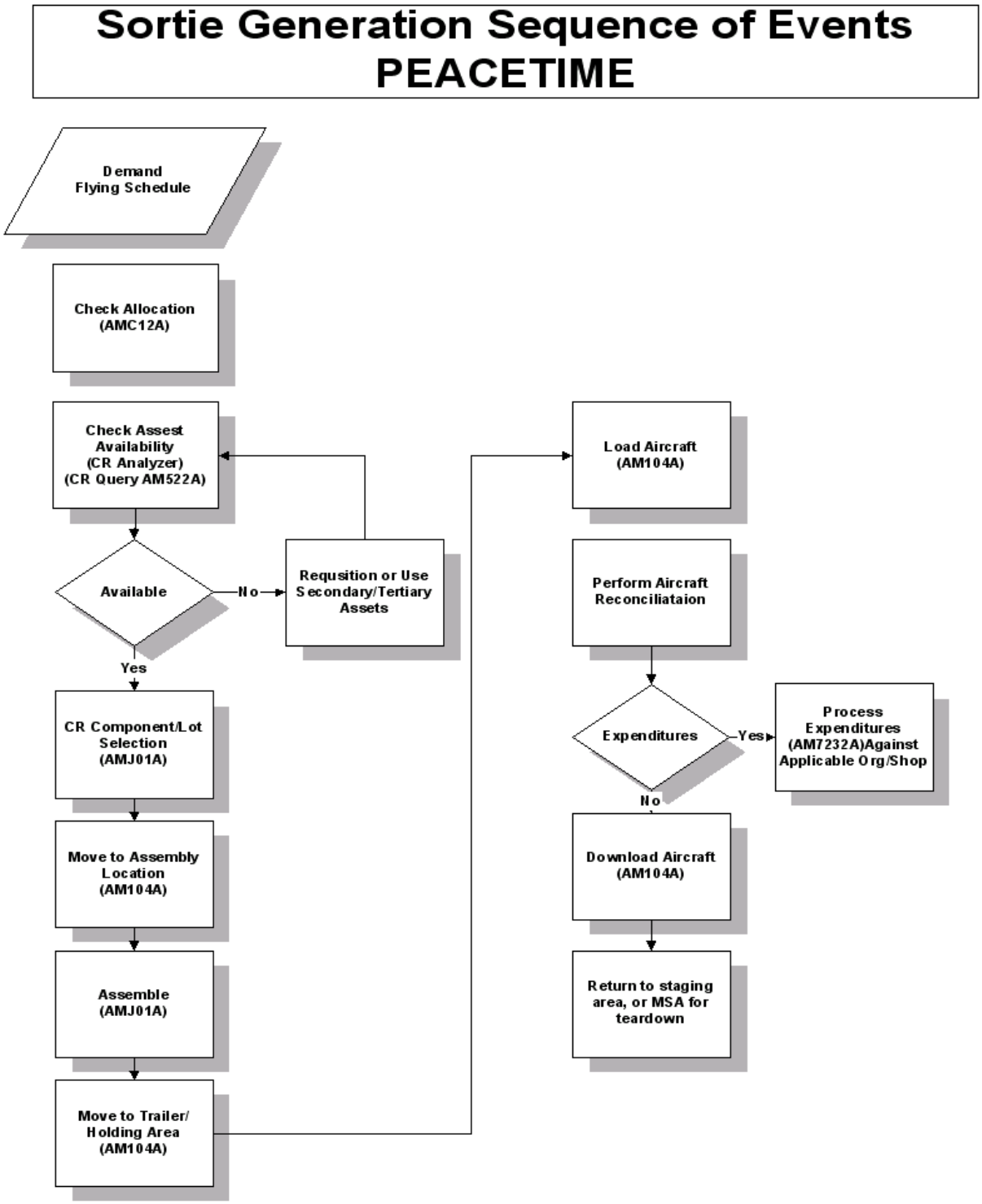


**Figure 35.3. Sortie Generation Sequence of Events Peacetime**



36.2.1. When an asset requested for static display is on the Munitions Stock Record Account, the MASO will submit an ADR to OO-ALC/WM requesting SDM authorization. Assets obtained by an organization without coordination through the local Munitions Flight will be the responsibility of that organization.

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

***References***

AFI 33-119, *Electronic Mail (E-Mail) Management and Use*

AFI 33-321*, Authentication of Air Force Records*

## Attachment 2.

**DELETED**.

## Attachment 6.

**DELETED**.

## Attachment 4

## REQUIREMENT CATEGORY DEFINITIONS AND REQUIREMENT CODES

**<u>CATEGORY - A</u> –REPLACEMENT OF UNSERVICEABLE ITEMS**

This category of munitions is used to replace worn-out and damaged items, or assets with an expired shelf/service life. Users may requisition to fill allocations under this category to obtain replacement stocks. Items will be issued and expended against the category requiring replacement and allocations in this category will then be reduced by the quantity issued to the other categories. Users must turn in damaged assets in order to receive category A replacement. Category A must not be used to generate a stock

of replacement items over and above the historical record or expected shelf/service life expiration. This category will not be used to fill test requirements.

**AA – Security Forces Daily Use Replacement.** Used to replace rounds expended due to inadvertent or line of duty firings and to replace worn out or damaged security force daily use ammunition. (Example: Replace small arms ammo damaged in daily handling). Items lost or expended will be documented as lost/expended prior to generating a replacement CAT A item.

**AB – Training Item Replacement—Aircraft Weapons Related.** Used to replace items worn out/damaged as a result of load standardization crew (LSC), maintenance, etc., directly related to an aircraft weapon system. (Example: Replace damaged CATM seeker. In some cases, a unit may substitute a part (seeker in this case) from another category to continue training, however the CAT A item will not be replaced until the damaged item is turned in, or loss/expenditure is documented.)

**AC – Training Item Replacement—EOD Related.** Used to replace items worn out/damaged as a result of Explosives Ordnance Disposal (EOD) training.

**AD – Aircrew Life Support (ALS) Replacement.** Used to forecast replacement assets requirements based on applicable item's prescribed time change interval and expected or known failure rate. ALS munitions issued under this category require consumption type issue using DIFM control and an approved category A allocation to support time change or unserviceable replacements., i.e. MK-124 Signal Flares issued to replace flare with expired service life. AZ – Replacement Training Items—Other. Used to replace worn out/damaged items in circumstances, similar to, but not specifically covered in other CAT A sub-categories. AZ is reserved for single/unique situations. DO NOT roll multiple requirements into this category. Repeated use or use with significant numbers of items will necessitate justification of the requirement.

**<u>CATEGORY - B</u> – COMBAT REQUIREMENT FOR GROUND FORCES/EOD**

Munitions for Security Forces and Ground Support missions, not part of an aircraft weapon system. Typically includes munitions deployed from a home base for mobility, unit relocation and augmentation as well as pre-positioned munitions for incoming forces as appropriate. Forecast for munitions for the single WORST CASE OPLAN supported, NOT the sum of all OPLANs since a Unit Type Code (UTC) or unit can only support one OPLAN at a time. If more than one UTC is assigned, or is subject to notional tasking, the forecast then is the SUM of the WORST CASES for each UTC if deployed simultaneously. May be used to site and test weapons upon arrival at deployed location in preparation for combat. EOD Cat B allocations MAY be used in WARTIME to support CAT D TRAINING to maintain qualifications and proficiency at deployed locations. However, MAJCOM Functional Managers must obtain AF Functional Manager (HQ AFCESA/CEX) approval to convert CAT B allocations to CAT D allocations prior to expending munitions for training. Units will not forecast additional items under CAT B to support CAT D requirements. The intent here is to allow existing CAT B stocks to backfill for CAT D in emergency combat situations.

**BA – AFI 31-207 Mobility.** Combat munitions issued to Ground Support/Security Forces personnel as they deploy so they arrive with these items.

**BB – Multiple Tasked UTC—Mobility.** Combat munitions issued to Ground Support/Security Forces personnel tasked with more than one UTC, or subject to notional tasking.

**BC – AFI 31-207 Preposition.** Combat munitions pre-positioned for use by arriving Ground Support/Security Forces personnel at deployed locations.

**BD – Multiple Tasked UTC – Prepositioned.** Combat munitions Prepositioned for use by arriving Ground Support/Security Forces personnel at deployed locations with more than one UTC, or subject to notional tasking.

**BE – EOD Mobility.** Munitions required for EOD 30-day prepositioned stocks.

**BZ – Ground Forces/EOD – Other.** Combat munitions prescribed in AFI 31-207, but not suited for specific CAT B sub-categories. BZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeated use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - C – NON-EXPENDABLE TRAINING MUNITIONS/DISPENSING SYSTEMS**

Training munitions such as D-1 and D-2 trainers, dummy, empty, inert and other munitions that are not expended in the course of normal training. Also includes components typically consumed during training item build-up, i.e. arming wire, swivel & loops, ferrules, etc. Munitions normally used in classrooms, load crew training, and sortie surge packages, demonstrations, and other hands-on training where functioning the munitions is not required. This category includes aircrew captive carry munitions (CATM-9/88/120, AGM-130/GBU-15, and TGM-65), and aircrew dispensing systems (SUU-25, LAU-31, etc.). Method for replacing unserviceable or damaged items will be in accordance with Category A instructions. This category will not be used to forecast or allocate munitions for static displays (munitions permanently mounted to boards, pedestals, or other fixtures). AFI 21-201, **Chapter 36** prescribes appropriate method for obtaining, issuing, removing from accountable records and maintaining munitions for static display. Do not use this category to forecast for test requirements.

**CA – Load Crew Training.** Munitions/dispensing systems required to support training for load-crew and ground support personnel in weapons build-up, assembly, or classroom using inert and/or dummy rounds or builds. Also included are munitions components such as arming wire, ferrules, covers and other items used for the weapon build and expected to be consumed during full-scale weapons build-up training. Typically authorized to support Unit Committed Munitions Listing (UCML) and/or AFCAT 21-209.

**CB – Load Crew Training Munitions**

**CC – Disaster Preparedness Non-Expendable Training Munitions.** Munitions required to support Disaster Preparedness training.

**CD – EOD Training Munitions.** Typically authorized to support Unit Committed Munitions Listing (UCML) and/or AFCAT 21-209. Munitions required but not expended for EOD training; for example, open houses, air shows, and internal/external training exercises.

**CE – Life Support And Humanitarian Mission Training.** Includes AFCAT 21-209 directed life support munitions, such as flares, smoke grenades and other items NOT included in CAT DF. Munitions and Pyrotechnic items expended in support of annual life support/survival training or in training for humanitarian missions. Generally, these items are expended in annual ground training for aircrews and aircrew members.

**CF – AFCOMAC Training Requirements Only**

**CG – Combat Munitions Training Program (CMTP)**

**CH – Disaster Preparedness And Classified Material Destruction.** Items used in disaster preparedness and destruction of classified materials training.

**CI -- Combat Readiness Training Center (CRTC) (ANG)**

**CZ – Non-Expendable Training – Other.** Munitions required for single/unique, operational or training situations not covered by specific sub category codes. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - D – EXPENDABLE TRAINING MUNITIONS**

Munitions required to complete qualification and proficiency training, Operational Readiness Inspections (ORI), higher command inspections, demonstrations, exercises, competitions, operational or tactical evaluations for Aircrew, Ground Forces, Security Forces, Special Operations Forces, Search and Rescue, Para-Rescue, and Explosive Ordnance Disposal personnel where munitions and components expenditures are expected and/or required.

**DA – Aircrew Training.** Munitions required for normal aircrew training in accordance with AFI 36-2217. MAJCOM DO will forecast for all assigned units, including tenants regardless of physical location. AFI-36-2217, Munitions for Aircrew Training, and other applicable aircrew training directives are used to identify munitions requirements. The Ready Aircrew Program (RAP) with associated Forecast Tool (RaFT) is used to quantify the MAJCOM total Cat D XO requirement. HQ USAF/XORW will collaborate with the MAJCOMS to calculate requirements using the RaFT. MAJCOMS will respond to RAP cycle timelines to complete the training forecast and submit to HQ USAF/XORW. HQ USAF/XORW will forward approved XO requirements to OO-ALC/WMCI for consolidation into the annual Peacetime Conventional Ammunition Requirements (PCAR) five-year forecast. OO-ALC/WMCI will only accept requirements under this code from XORW.

**DB – Higher HQ Inspections/Evaluations.** Munitions required to meet directed inspections, operational and tactical evaluations.

**DC – Weapon School.** Munitions required to support HQ USAF Weapons School students.

**DD - Flight Training Unit (FTU).** Munitions required to support HQ USAF Flight Training Unit students.

**DE – AFCAT 21-209 Para-Rescue Munitions**

**DF – AFCAT 21-209 Aircrew Munitions**

**DG - Deployed Aircrew Training.** Munitions used for unit aircrew training while deployed to operational locations. Example Operation Iraqi Freedom (OIF)

**DH – AFCAT 21-209 – Small Arms Training.** Munitions required for small arms training. This includes ammunitions for heavy weapons training. In addition, may include Security Forces field training exercises that ARE NOT covered under Requirement codes DA/DB above.

**DI – Life Support and Humanitarian Mission Training.** Includes AFCAT 21-209 directed life support munitions, such as flares, smoke grenades, and other items not included in CAT DF. Munitions and pyrotechnic items expended in support of annual ground training for aircrew members.

**DJ – AFCAT 21-209 Directed Explosive Ordnance Disposal (EOD) Training.** Munitions required for AFCAT directed EOD training and certification.

**DK – AFSOC Special Tactics Team (STS) Training.** Includes AFCAT 21-209 training for STS units

**DZ – Training – Other.** Munitions not specifically covered by requirements codes above. DZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**RC – Cope Thunder**

**RF – Red Flag**

**RG – Snow Bird (ANG)**

**RW – Air Warrior**

**RZ – Exercises – Other.** Exercises not specifically covered by requirements codes above. RZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**YA – Airlift Rodeo**

**YB – Top Dollar**

**YC – Defender Challenge**

**YD – Atlantic Challenge**

**YE – Readiness Challenge**

**YF – Missile Combat**

**YG – USAF Shooting Teams**

**YH – ANG Shooting Teams**

**YI – ANG Marksmanship**

**YJ – Civilian Police Agency Comp**

**YK – Contending Warrior**

**YZ – Competition Munitions – Other .** Competitions not specifically covered by requirements codes above. YZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - E – TEST AND DEVELOPMENT MUNITIONS**

All munitions directly associated with or used in destructive and non-destructive research, development, test and evaluation projects. Test requirements must be reviewed, validated, and submitted during the annual Peacetime Conventional Ammunition Requirements (PCAR) five-year forecast cycle each year. Test requirements and stockpile allocations do not "roll over" into the next fiscal year when test plans fall behind schedule. Although allocated, assets may still be available on-site, a requirement for the current fiscal year and a corresponding allocation for the asset must be on record in the MASO account. Forecaster for non-destructive test requirements of the same item should consolidate requirements to support multiple test projects when possible in order to prevent stockpiling unneeded munitions at the test activity. Requirements forecast for items used in tests may be developed using specific item master NSNs, DODICs or complete round codes (CRC) when applicable. This category does not include munitions for proficiency training of aircrews/aircrew members involved in testing and test expenditures must only be reported as Category E, Test, and not Category D, Training.

**EA –Special Projects**

**EB – Operational Test And Evaluation.** Munitions required for Initial Operational Test and Evaluation (IOT&E) and Developmental Test and Evaluation (DT&E) other than those projects specifically designated as "Seek Eagle Test".

**EC – Follow-On Test.** Munitions required for Follow-on Test and Evaluation (FOT&E) and Qualification Operational Test and Evaluation (QOT&E). For example, the Weapons System Evaluation Program (WSEP).

**ED – Seek Eagle Testing.** Munitions required for Initial Operational Test and Evaluation (IOT&E) and Developmental Test and Evaluation (DT&E).

**EE – Engineering Surveillance Tests.** Test submitted by Air Logistics Center engineers for ground or flight surveillance test that require serviceable munitions. Allocations will be assigned under MAJCOM code 1F and managed by the Chief Engineer and Flight Test Manager.

**EF – Non-Destructive Tests.** Munitions that will not be permanently modified or destroy through the course of testing and will be returned to the stockpile in serviceable condition at the end of the test.

**EG – AFSOC Tests.** Munitions used for testing Special Operations aircraft systems and specific munitions.

**EZ – Test and Development – Other.** Other testing as directed by HQ USAF, OO-ALC/WM, TMPC, or MAJCOM, not specifically covered by requirements codes above. EZ is intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items will necessitate justification of the requirement.

**CATEGORY - F – WARTIME FLYAWAY MUNITIONS**

Category F requirements are a subset of CAT G combat requirement munitions and are specifically intended to equip bomber, fighter, airlift, and SOF aircraft with munitions that could be employed ENROUTE to the deployed location or would reduce aircraft regeneration or aircrew preparation time upon arrival at the deployed location. This does not include normal palletized munitions loaded on cargo aircraft as part of a mobility package. Units are not normally authorized to use/load-out Cat F munitions during AEF rotations or AEF aircraft swap-outs. Units will only use/load-out Cat F munitions when tasked to do so by deployment/operational order, air tasking order, or by higher headquarters.

**FA – Fighter Flyaway.** Munitions tack-ferried during deployment to support combat operations that be employed during the deployment. Normally fighter/attack munitions items covered by this requirement code are chaff/flares, gun ammo, and self-protection air-to-air missiles.

**FB – Bomber Flyaway.** Munitions tack-ferried during deployment to support combat operations that may be employed during the deployment. Normally bomber munitions covered by this requirement code are identified by the NCAA munitions process and submitted by HQ ACC only.

**FC – Helicopter Flyaway.** Munitions employed to support a 30-day supply at the deployed location, such as chaff, flare, gun ammo, etc.

**FD – Aircrew Member Flyaway.** Munitions required for and issue to aircrew members for survival and self-protection during combat deployments, not part of a standard deployment package transported on cargo aircraft.

**FE – Bomber CONUS-to-CONUS Operations.** Munitions employed from CONUS into OCONUS commands in support of combat operations where aircraft return to CONUS for further operation.

**FF – AFSOC Special Operations Flyaway.** Munitions employed to support AFSOC Special Operations.

**CATEGORY - G – COMBAT REQUIREMENT**

Category G combat requirement munitions are computed by HQ USAF using the NCAA process. HQ USAF provides this input to the USAF ACP and classifies it accordingly. NCAA developed requirements include near-year and out-year requirements for each theater. In-place or deploying ACC forces do not report combat requirement munitions required to support overseas commands, since HQ USAF provides them to the ACP (WMP-1, annex E, also applies). Ammunition and explosives for DEPLOYMENT from home station to their operating location, munitions supporting mobility, unit relocations, augmentation forces, and munitions required to load the fleet are reported under Category code F above.

**GA – NCAA Derived Combat Requirement**

**GZ– Combat Requirement – Other.** Combat Requirement items not specifically covered by requirements codes above, intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items requires generation of specific requirement code.

**CATEGORY - M – PREPOSITIONED MUNITIONS SHIPS (PREPO)**

Munitions designated for pre-positioning on the Afloat Preposition ships (PREPO). Category M is a subset of category G combat requirement and used as a Swing Stock positioning object. Combatant Commands must plan to source up to 50% of wartime requirements from Category M to fulfill category G requirements.

**CATEGORY - N – FOREIGN MILITARY OPERATIONS AND TRAINING**

Munitions designated for foreign military sales, tests, training, and other operations documented in letters/memorandums of agreement (LOA/MOA).

**NA – FMS Sales.** Munitions stored in an Air Munitions storage area identified for an FMS sale, pending contract finalization or transfer to foreign government.

**NB – Foreign Military Training Support (FMTS).** Munitions used to support foreign military training.

**NC –Tests.** Munitions used to perform tests for foreign military aircraft/ground munitions.

**NZ – Foreign Military Operations.** Munitions to support other foreign military operations covered under signed agreements. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items requires generation of specific requirement code.

**CATEGORY - P – POSITIONING OBJECTIVE**

Category P is not used during the Requirements Forecast process. It is assigned by the Munitions Stockpile Management Office at OO-ALC/WMCI to identify items that are over 100 percent supportable after stockpile allocations and asset movements have been determined. OCONUS units may requisition against allocations under this category to position assets in support of future year requirement under other categories. Units will not issue or expend assets using this category.

**PY – Positioning Future Year.** Identifies munitions authorized for OCONUS call forward in the current year for use in future years.

**CATEGORY - S – SUPPLEMENTAL ALLOCATION**

This category is used as a supplemental allocation authorization for munitions that are not allocated through the Theater Allocation and Buy Budget System (TABBS) and do not have a Master Subsidiary Relationship Code assigned (MSRC). For example, CAD/PAD items, launcher intervalometers, obsolete items, etc. An AF Form 1996, Adjusted Stock Level, or an automated Special Level Authorization Request through the OO-ALC/WM web site will be submitted to authorize allocation level.

**CATEGORY - T – CURRENT OPERATIONS**

Munitions required for daily operations, such as airlift flights over hostile areas, drug interdiction, Operation Nobel Eagle, EOD, Security Forces and Office of Special Investigations (OSI) protection of AF installations, equipment, and personnel. These munitions are not expected to be, but MAY be, expended during the course of REAL WORLD/DAILY operational situations. However, this category is not a substitute to meet training requirements. For example, chaff, flares, or cartridges flown on fighter, cargo, or special operations aircraft to support REAL WORLD/DAILY operations, where combat was not anticipated but occurred and munitions were expended. This category is also used for initial issue of life support items. Countermeasure munitions requirements may be increased by 5 percent to compensate for unexpected expenditures as a result of operational necessity.

**TA – Homeland Defense.** Munitions used specifically for homeland defense operations. For example; chaff, flare, and 20mm ammunition used to fly Combat Air Patrol (CAP) missions.

**TB – (AFSOC) Special Operations Flyaway.** Munitions employed by AFSOC aircraft such as chaff, flare, and gun ammo. Allows support from home station for short notice/emergency contingency operations.

**TC – EOD Range Clearance Munitions.** Munitions required to perform routine range cleanup operations, to include test and evaluation support.

**TD – Disaster Preparedness Munitions.** Munitions required to support Disaster Preparedness taskings. Table of Allowance (TA) 816 authorizes stockage/issue/use. These items will likely be expended in the course of REAL WORLD disaster recovery situations only. This category is not intended to define training requirements. (Example: Munitions required by Search and Rescue (SAR) tasked units supporting law enforcement or other governmental agencies in search and rescue or disaster relief situations.).

**TE – Aircrew Life Support.** Includes life support munitions, such as flares, smoke grenades and other items required for aircrew life support. This code will be used for initial issue of life support items.

**TF – Humanitarian Missions.** Munitions required to be available for response to humanitarian relief efforts.

**TG – Classified Material Destruction.** Munitions required to be readily available for emergency destruct of classified materials.

**TH – Aircraft And Weapon System Functional Checks.** This Requirement code includes such items as impulse cartridges, engine starter cartridges, and ammunition for small arms functional checks. Also includes ammunition for small arms range certification.

**TI – AFCAT 21-209 Para-rescue Life Support Munitions**

**TJ – BASH, Ceremonial, and Animal Control.** Munitions for Bird Aircraft Strike Hazard (BASH), ceremonial details, and base animal control.

**TK – EOD Render-Safe Munitions (AFCAT 21-209).** Munitions stocks required for EOD Render-Safe Procedures (RSP) and emergency response operations (unplanned events). AFCAT 21-209 requires all EOD flights to maintain a minimum set of emergency response munitions. A 3-day supply is recommended.

**TL – Security And Self-Protection.** Munitions required by internal security and protection forces, Office of Special Investigations (OSI), command post personnel, aircrew. These are self-defense, aircrew survival/life support items (pyrotechnics, flares, markers) issued for use in survival vests and kits.

**TM – Munitions Demonstration Support.** Munitions required for firepower demonstrations, such as AETC technical school training and CAPSTONE.

**TZ – Current Operations Other.** Other Current Operational requirements not specifically covered by requirements codes above, intended for single/unique situations. DO NOT roll multiple requirements into this category. Repeat use or use with significant numbers of items requires generation of specific requirement code.

**CATEGORY - U – UNSERVICEABLE TRANSFERS**

This category is used to transfer or create shipments of unserviceable munitions to DRMO. This category is not used to submit forecast requirements.

**CATEGORY - X -- FORWARD PRESENCE**

Combat Support of in-place forces for a specific period of time and are computed by HQ USAF/XORW using the NCAA process. NCAA developed requirements include near-year and out-year requirements for each theater.

**XA – NCAA Derived Forward Presence**

**CATEGORY - Y -- EOD DISPOSAL**

This category is used to process items disposed of by EOD. This category is not used to submit forecast requirements.

**CATEGORY - Z – STANDARD AIR MUNITIONS PACKAGE (STAMP)**

Munitions designated for pre-positioning at STAMP locations for rapid deployment. Category Z is a subset of category G combat requirement and used as a Swing Stock positioning object. Combatant Commands must plan to source up to 50% to fill category G requirements.