BY ORDER OF THE SECRETARY OF THE AIR FORCE

AIR FORCE INSTRUCTION 36-2226

26 FEBRUARY 2003

AIR FORCE RESERVE COMMAND
Supplement 1

2 APRIL 2004

Personnel

COMBAT ARMS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://www.e-publishing.af.mil.**

OPR: HQ AFSFC/SFWC
(MSgt Donald R. Bridge)
Supersedes AFI 36-2226, 15 May 2000.

Certified by: HQ USAF/XOF
(Brig Gen J. M. Shamess)
Pages: 81
Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 36-22, Military Training. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system of records notice F036 AF PC C applies. **Records Management.** Maintain and dispose of all records created by prescribed processes in accordance with AFMAN 37-123, *Management of Records,* and AFMAN 37-139, *Records Disposition Schedule.* It describes how to plan, conduct, administer, evaluate, and manage the Combat Arms program. The program develops individual and crew-served ground-weapons skills. Use this instruction with Air Force Manual (AFMAN) 36-2227, *Combat Arms Training Programs, Volumes 1 and 2*. Process proposed supplements as required by Air Force Instruction (AFI) 33-360, Volume I, *AF Publications and Forms Management Programs Developing and Processing Publication*. Submit recommended changes or clarification requests through MAJCOM channels to HQ AFSFC/SFWC, 1517 Billy Mitchell Blvd, Lackland AFB, TX 78236-0119. Do not use the Air Force Innovative Development through Employee Awareness (IDEA) Program to suggest changes to Air Force qualification courses of fire. This Air Force instruction applies to Air Force Reserve Command (AFRC) and Air National Guard units.

(AFRC) The OPR for this supplement is HQ AFRC/SFXT (MSgt Pearson). This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC 8013. Privacy Act system of records notice F036 AF PC C applies. **Records Management.** Maintain and dispose of all records created by prescribed processes in accordance with AFMAN 37-123, *Management of Records,* and AFMAN 37-139, *Records Disposition Schedule.* This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-2226, 26 February 2003. The AFI is printed word-for-word without editorial review. AFRC supplementary material is indicated by "(AFRC)" in boldface type. This supplement describes AFRC procedures to be used in conjunction with the basic instruction. Upon receipt of this integrated supplement discard the Air Force basic.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates Combat Arms and Weapons Maintenance Programs. Identifies suggested rank and Special Experience identifier for MAJCOM Combat Arms Program manager (**1.7.2.**). Approves the use of limited firearms simulators for weapons qualification of Active Duty Air Force personnel (**1.7.6.**). Mandates the requirement of Product Quality Deficiency Reports when new inspection gauges fail initial calibration (**1.14.7.**). Mandates personnel certified to operate Air Force Firing Ranges for other then official reasons must possess an Air Force Form 483, Certificate of Competency (**1.14.24.**). Prioritizes Combat Arms tasks to meet minimum force protection requirements (**1.14.30.**). Identifies new procedures when conducting weapons training for Aerospace Expeditionary Force (AEF) rotations and notional taskings (**2.1.2.**). Adds a Rifle Orientation Training Program (**2.4.**). Changes qualification lengths for Group B (from 12 months to 15 months) and Group C (from 24 months to 30 months) to align with AEF rotations (**2.7.2.** and **2.7.3.**). Mandates minimum training requirements when using shoulder holsters on Air Force ranges (**2.12.9.**). Identifies DoD civilians authorized to conduct weapons training (**3.1.**). Mandates Combat Arms personnel maintain a permanent weapons maintenance log (**5.2.4.3.**), weapons qualification, scheduling, and range utilization data (**5.2.4.4.**), and a permanent history record of the firing range complex (**5.2.4.5.**). Identifies proper procedures and personnel for expended brass turn-in (**5.2.15.**). Mandates minimum training requirements for military use of Air Force ranges by non-Combat Arms personnel (**5.3.1.**). Identifies minimum requirements for Host Tenant Support Agreements for Training Support (**5.3.1.2.**). Identifies mandatory minimum required safety gear for Firing Range Block Officials (**5.4.11.4.**). Mandates all weapons must be "rack cleared" by Combat Arms personnel before they are removed from the firing line (**5.6.3.**). Requires the range Surface Danger Zone be plotted on base maps to prevent encroachment (**5.7.3.6.**). Prohibits Combat Arms personnel from performing range "deleading projects" (**5.8.3.**). Adds Explosive Ordnance Weapons to those weapons requiring inspection by Combat Arms personnel (**6.3.2.4.**). Changes weapon inspection procedures/quantities for Combat Arms personnel (**6.5.3.**, **6.5.4.**, **6.5.5.**, and **6.5.5.2.**). Adds a Turn-In inspection requirement for weapons being turned in (**6.5.8.**). Identifies minimum requirements for Host Tenant Support Agreements for Weapons Maintenance Support (**6.7.**).

(AFRC) This publication has been significantly revised and must be completely reviewed.

Chapter 1—RESPONSIBILITIES **6**

1.1. Headquarters United States Air Force Director of Security Forces (HQ USAF/XOF): 6

1.2. Headquarters Air Force Security Forces Center (HQ AFSFC): 6

1.3. Headquarters US Air Force, Deputy Chief of Staff for Installations and Logistics, Directorate of Supply (HQ USAF/ILM). 6

1.4. Headquarters US Air Force, Deputy Chief of Staff for Installations and Logistics, Directorate of Civil Engineer (HQ USAF/ILE). 7

1.5. Headquarters Air Force Materiel Command (HQ AFMC): 7

1.6. Headquarters Air Education and Training Command (HQ AETC): 7

1.7. MAJCOM/SF: 7
1.8. MAJCOM Combat Arms Program Manager (SEI 312 or Civilian Equivalent): 7
1.9. The Air Force Gunsmith Shop: 8
1.10. Installation Commander: 8
1.11. Local Medical Treatment Facility: 9
1.12. Installation Support Agencies: 10
1.13. Security Forces Commander: 11
1.14. Combat Arms (3P051B, SEI 312, or Civilian Equivalent) Noncommissioned Officer in Charge (NCOIC): 12

Chapter 2—WEAPONS TRAINING 16

2.1. Training Concepts. 16
2.2. Firearms Training Programs. 17
2.3. Handgun Orientation Training. 18
2.4. Rifle Orientation Training. 18
2.5. Initial Firearms Live-Fire Qualification: 18
2.6. Recurring Firearms Live-Fire Qualification. 19
2.7. Arming Groups Qualification Requirements. 19
2.8. Remedial Firearms Training: 23
2.9. Overseas Firearms Qualification Information: 23
2.10. Small Arms Expert Marksmanship Ribbon (SAEMR): 24
2.11. Deviations: 25
2.12. General Exceptions: 25
Table 2.1. Qualification Guidance for Active Duty Air Force Personnel. 28
Table 2.2. Qualification Guidance for Air Force Reserve Personnel. 29
Table 2.3. Qualification Guidance for Air National Guard Personnel. 30
2.13. General Deviations: 30
2.14. Security Forces Commander Deviations: 31
2.15. Installation-Level Deviations: 31
2.16. MAJCOM Deviations. 32

Chapter 3—TRAINING MANAGEMENT FOR COMBAT ARMS PERSONNEL 33

3.1. Purpose. 33
3.2. Combat Arms Training Requirements. 33

3.3. Instructor Evaluations. 33
3.4. Weapons Maintenance Evaluations. 34
3.5. Firearms Qualification. 35
3.6. Combat Arms Proficiency Training. 35
3.7. Safety Training. 35
3.8. Firearms Competitions. 35

Chapter 4—TRAINING PROCEDURES AND FIREARMS TRAINING PROGRAMS 36

4.1. Purpose. 36
4.2. Classroom Procedures. 36
4.3. Air Force Qualification Course Instructor Guidelines and Ratios. 36
Table 4.1. Minimum Instructor to Student Requirements/Ratios. 37
4.4. Instructor Skill Level. 37
Table 4.2. Instructor Skill Level. 38
4.5. Weapons Safety. 38
4.6. Lesson Plans. 39
4.7. Training Aids. 39
4.8. Weapon Cleaning Procedures. 39
4.9. Student Evaluations. 39
4.10. Student Critique. 40
4.11. Documentation of Training. 40
Figure 4.1. AF Form 710, Combat Arms Training Record. 41
Figure 4.2. AF Form 522, USAF Ground Weapons Training Data. 43

Chapter 5—COMBAT ARMS SECTION MANAGEMENT AND USAF RANGE OPERATIONS 44

5.1. Purpose. 44
5.2. The Combat Arms Section. 44
5.3. USAF Range Use. 46
5.4. Range Safety. 49
5.5. Daily Range Opening and Closing Procedures. 55
5.6. Live-fire Procedures. 55
5.7. Range Safety Inspections. 57

5.8. Range Maintenance. 58
5.9. Range Closures. 59
5.9. (AFRC) Range Closures. 59
5.10. Range Design and Support Facilities Criteria. 59
5.11. Facility Certification. 59

Chapter 6—WEAPONS MAINTENANCE 60

6.1. Purpose. 60
6.2. Ground Weapon Categories: 60
6.3. Levels of Firearms Maintenance: 61
6.4. Procedures for Maintenance of Unserviceable Weapons. 63
6.5. Inspection of Weapons. 63
6.6. Packaging Weapons. 67
6.7. Host-Tenant Agreements (Weapons Maintenance Support). 67
6.8. Forms Adopted. Prescribed. 67
6.9. Forms Prescribed. 68

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 69

Attachment 2—RCS: HAF-SF (A & SA) 9371, COMBAT ARMS PROGRAM REPORT 76

Chapter 1

RESPONSIBILITIES

1.1. Headquarters United States Air Force Director of Security Forces (HQ USAF/XOF):

1.1.1. Establishes and approves policies related to the US Air Force Combat Arms program.

1.1.2. Develops field and organizational-level maintenance and repair policies for Air Force ground weapons.

1.1.3. Develops and reviews maintenance policies, procedures and range safety criteria for ground weapons introduced into the Air Force inventory.

1.1.4. Manages waiver authority for the US Air Force Combat Arms program.

1.1.5. Manages AFSCs 3P0X1B, 3P0X1 SEI 312, DoD civilian equivalent personnel and ensures sufficient numbers of personnel to support the US Air Force Combat Arms Program.

1.2. Headquarters Air Force Security Forces Center (HQ AFSFC):

1.2.1. Implements policies and procedures and develops instructions for the US Air Force Combat Arms Program. Manages the Air Force Security Forces Combat Arms Center of Excellence within AFSFC.

1.2.2. Develops ground weapons training and qualification programs and establishes qualification criteria and standards.

1.2.3. Implements field and organizational-level maintenance and repair policies for Air Force ground weapons.

1.2.4. Reviews proposed ground weapons technical order (TO) changes.

1.2.5. Implements maintenance policies and procedures and range safety criteria for new types of ground weapons.

1.2.6. Coordinates programming for sufficient numbers of weapons and munitions to support the US Air Force Combat Arms Program.

1.2.7. Assists the career field manager with training development for Air Force ground weapons programs and Combat Arms specialty. Conducts training seminars with the career field manager and MAJCOM focal points ensuring policy and training recommendations remain current with the needs of the Air Force with emphasis on Category A AFSCs.

1.2.8. Reviews facility criteria (firing ranges, offices, classrooms, maintenance rooms, storage areas, etc.). Provides guidance to MAJCOMs on firing range rehabilitation/construction.

1.3. Headquarters US Air Force, Deputy Chief of Staff for Installations and Logistics, Directorate of Supply (HQ USAF/ILM). HQ USAF/ILM develops policies for logistical support of the US Air Force Combat Arms program.

1.4. Headquarters US Air Force, Deputy Chief of Staff for Installations and Logistics, Directorate of Civil Engineer (HQ USAF/ILE). HQ USAF/ILE, through the Air Force Civil Engineer Support Agency (AFCESA) and the Air Force Center for Environmental Excellence, will provide design, construction, and environmental expertise for construction and maintenance of small arms ranges.

1.5. Headquarters Air Force Materiel Command (HQ AFMC):

1.5.1. Serves as the worldwide inventory manager for Air Force ground weapons.

1.5.2. Provides for centrally procured weapons parts, tools, and Test Measurement Diagnostic Equipment (TMDE).

1.5.3. Provides depot maintenance for ground weapons.

1.5.4. Publishes and revises ground weapons and TMDE TOs in coordination with HQ AFSFC.

1.6. Headquarters Air Education and Training Command (HQ AETC):

1.6.1. Ensures technical training (TT) capability in support of initial and follow-on skills development for the Combat Arms career specialty (AFSC 3P0X1B/SEI 312).

1.6.2. Manages Combat Arms training and weapons maintenance in support of Basic Military Training (BMT), initial Officer Training School (OTS), Commissioned Officer Training School (COTS), Reserve Officer Training Corps (ROTC), and TT courses.

1.6.3. The 342d Training Squadron provides ground weapons training and maintenance in support of TT, BMT, and base operational and readiness requirements. ***NOTE:*** All items in paragraph **1.12.** apply to 342 TRS/CC and 343 TRS/CC at Lackland AFB, TX.

1.7. MAJCOM/SF:

1.7.1. Ensures the command Combat Arms Program adheres to the intent of Air Force policies and instructions.

1.7.2. Appoints a Combat Arms Program Manager, and if necessary, an assistant program manager to manage the ground weapons training, range modernization, and weapons maintenance programs. This individual should be a senior NCO or civilian equivalent and must possess a Special Experience Identifier (SEI) 312, with required experience in Air Force Combat Arms duties and support.

1.7.3. Advise the MAJCOM/CC on range status, training facilities, equipment, and munitions capability and availability in support of the MAJCOM force protection program.

1.7.4. Monitors the status of ranges to formulate a MAJCOM plan for maintaining ranges in operational condition.

1.7.5. ANG/XOF is the waiver authority for the ANG Combat Arms program.

1.7.6. Approves the use of simulators for Group A night fire, Group B and C qualification when problems exist that close the range, or the shortage of munitions precludes live-fire training during the required live-fire cycle.

1.8. MAJCOM Combat Arms Program Manager (SEI 312 or Civilian Equivalent):

1.8.1. Provides technical assistance and guidance to subordinate base Combat Arms sections.

1.8.2. Monitors planning, programming, construction, rehabilitation, and major repair of facilities within the command.

1.8.3. Reviews and validates MAJCOM training ammunition forecasts to ensure ammunition is available to support the command's weapons training programs IAW AFI 21-201, *Management and Maintenance Of Non-Nuclear Munitions*, and Air Force Catalog (AFCAT) 21-209, Volume 1, *Ground Munitions.*

1.8.4. Evaluates base requests for deviation/waiver of Combat Arms facility criteria when the installation level authority cannot resolve the deviation within 12 months. Route deviation requests through all applicable MAJCOM functional areas (e.g., Safety, CE, Bioenvironmental Engineers, etc).

1.8.5. Reviews and prepares instructions, supplements, and lesson plans relating to the MAJCOM ground weapons training and maintenance program. Ensures HQ AFSFC/SFWC is included on the distribution list to review MAJCOM supplements and unique weapons training courses of fire.

1.8.6. Receives, consolidates, and forwards Combat Arms Measurement Reports (RCS: HAF-SF (A & SA) 9371, *Combat Arms Program Report*) from field units. Sends finalized MAJCOM reports to HQ AFSFC/SFWC.

1.8.7. Works with other MAJCOM officials (e.g., Safety, CE, Bioenvironmental, etc.) to ensure proposed range projects meet operational requirements and forwards design proposals to HQ AFSFC/SFWC for review.

1.9. The Air Force Gunsmith Shop:

1.9.1. Produces match grade weapons by modifying and converting commercial and service weapons when requested/funded by the Air Force Security Forces Center or Headquarters Air Force Services Agency, Air Force Sports, Air Force Shooting Program (HQ AFSVA/SVPAF).

1.9.2. Maintains a tool issue center at the repair facility, as prescribed by AFMAN 23-110, *USAF Supply Manual*.

1.9.3. Removes and stores serviceable parts from condemned weapons.

1.9.4. Maintains up to a l-year supply of parts no longer manufactured and parts requiring tooling to manufacture.

1.9.5. Manufactures tools and fixtures necessary to support ground weapons.

1.9.6. Performs gunsmith services for US Air Force team shooters at inter-service and national competitions, tryouts for international competitions, and security forces annual combat competitions (Defender and Atlantic Challenges).

1.9.7. Performs depot-level maintenance on Air Force ground weapons.

1.9.8. Provides technical assistance for maintenance and repair of ground weapons and maintains a limited capability for testing and evaluating ground weapons, ammunition, and other related equipment.

1.9.9. Provides munitions forecast to HQ AFSFC/SFW for service weapons and HQ AFSVA/SVPAF for Air Force Shooting Team weapons.

1.10. Installation Commander:

1.10.1. Ensures funds, manpower, and modernized combat arms training facilities are available to meet the installation force protection mission.

1.10.2. Enforces health and safety standards (industrial hygiene) by reducing harmful noise levels, reducing harmful levels of airborne toxic substances such as lead and solvent, and ensures adequate ventilation of ranges.

1.10.3. Ensures the combat arms training complex meets applicable environmental requirements.

1.10.4. (Added-AFRC) For Air Force Reserve Command tenant units, the Installation Commander is defined as the senior Reserve officer.

1.10.5. (Added-AFRC) Ensures the Combat Arms (CA) facility remains open to provide training during wing/base/squadron exercises or ceremonies.

1.11. Local Medical Treatment Facility:

1.11.1. Provides normal medical support, including on-call ambulance service, when the range is in use.

1.11.2. Provides first-aid kit supplies, according to AFMAN 23-110, *USAF Supply Manual* and TO 00-35A-39, *Instruction for Procurement, Issue, Use, and Maintenance of Medical Kits*.

1.11.3. Provides bioenvironmental engineering services (BES) and environmental health services support according to AFI 48-101, *Aerospace Medical Operations*, AFI 48-145, *Occupational Health Program,* AFI 91-213, *Operational Risk Management (ORM) Program*, AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program,* AFOSH Standards 48-8, *Controlling Exposures to Hazardous Materials*, 48-19, *Hazardous Noise Program*, 161-2, *Industrial Ventilation*, 161-17, *Standardized Occupational Health Program*, and 161-20, *Hearing Conservation Program*. This support includes, but is not limited to:

1.11.3.1. Visits by BES personnel to conduct work center health assessments. Aerospace Medical Services personnel govern initial or follow-up blood lead and heavy metals testing requirements for range personnel.

1.11.3.1.1. (Added-AFRC) The need for initial base line blood test and/or required annual test will be determined by the local Occupational Health Working Group (OHWG).

1.11.3.2. Initial measurement of atmospheric lead and heavy-metals concentrations and follow-up action as necessary IAW applicable AFOSH standards governing airborne lead and heavy metal contaminants.

1.11.3.3. Initial and/or recurring measurement(s) of firing range noise levels for all caliber firearms used on the firing range complex. Provide assistance with the Combat Arms hearing conservation program.

1.11.3.3.1. (Added-AFRC) The need for pre-placement, annual and termination audiometric testing will be determined IAW AFOSH Standard 48-19, Hazardous Noise, AFI 48-20, Hearing Conservation and the local OHWG.

1.11.4. Provide on-site medical support when required by host range officials. NOTE: This is normally required when AF personnel utilize Army ranges.

1.11.4. (AFRC) Provides two pair of prescription protective shooting glasses, to each AFSC 3P0X1B or SEI 312 qualified individual assigned to the Combat Arms section. One pair will be made of shatter-resistant glass or plastic meeting or exceeding MIL-S-44366a, military specifications for fragmentation or ANSI-Z87.1 safety standards. Lens size for prescription glasses are a minimum of 62mm X 54 ½ mm. Non-prescription glasses will meet the minimum size requirement of prescription glasses. Replacement prescription glasses will be furnished as needed due to breakage, excessive scratching of the lenses or change of prescription. Non-prescription shooting glasses will be issued by the unit.

1.12. Installation Support Agencies:

1.12.1. Civil Engineer Squadron: Provides design, construction, repair, environmental clean-up and soil remediation as applicable, and maintenance to range facilities according to installation force protection requirements. Provides oversight regarding the environmental condition of the firing range complex. Major range rehabilitation projects, such as new bullet traps, must be reviewed and approved by MAJCOM proponents for safety, engineering, environmental protection, and security forces, prior to construction.

1.12.1.1. Ensures the installation master plan accurately depicts the firing range boundaries. Plots the range Surface Danger Zones (SDZ) on base maps to ensure the SDZ is not encroached upon. Plots the vertical danger zone to ensure aircraft operations (flight path/approach patterns) are not at risk. Updates the danger zones whenever aircraft operations change (e.g., new aircraft approach angle) or a higher velocity of ammunition is used on the range.

1.12.1.2. Reviews the SDZ boundaries prior to site selection for new construction. New facilities must be located far enough away from the firing range to prevent projectile impact. Due to the high decibel levels associated with firing ranges, consider noise abatement when planning to build near the range complex. Proper site selections, indoor ranges, and new technologies can reduce this hazard.

1.12.2. Communications Squadron: Installs and maintains communication systems to support range facilities.

1.12.3. Safety Office: Annually inspects ranges and facilities used by the security forces Combat Arms section and reports these findings in writing to the security forces commander. This includes range certification of non-USAF firing ranges used for Air Force weapons training. This ensures all ranges meet the intent of published Air Force safety standards. Inspections will be conducted with local Combat Arms personnel to ensure Air Force personnel are not exposed to unsafe conditions. If unsafe conditions exist, the inspecting safety official will:

1.12.3.1. Document the results of the inspection and corrective action(s) necessary to resolve the unsafe condition(s). Coordinate the report through appropriate base agencies.

1.12.3.2. Notify the security forces commander of the findings and provide recommendations for corrective action.

1.12.4. Transportation Squadron:

1.12.4.1. Provides transportation for trainees to and from distant training facilities.

1.12.4.2. Provides adequate and appropriate vehicles for Combat Arms personnel to transport range equipment, munitions, and weapons.

1.12.5. Base Supply Unit/Squadron:

1.12.5.1. Notifies Combat Arms personnel when ground weapons are initially received or prior to shipment off the installation. Inspections are required for all in-use weapons prior to any supported unit/individual departing on real world deployments. NOTE: Unit weapons custodians are responsible for notifying the Combat Arms section anytime weapons are removed from storage. This requirement must be included in the wing mobility plan.

1.12.5.2. Provides processing for unserviceable weapons parts for turn-in to Defense Reutilization and Marketing Offices (DRMO) IAW logistics guidance and DOD 4160.21-M-1, *Defense Demilitarization Manual.*

1.12.5.3. Provides for processing Quality Deficiency Reports (QDRs).

1.13. Security Forces Commander:

1.13.1. Plans for new Combat Arms range facility construction, range modification/rehabilitation, and facility maintenance. Ensures facility requirements are identified to the base facility review board. If necessary, conducts periodic follow-ups to ensure range construction projects maintain work order priority commensurate to the force protection mission. Establishes milestones to ensure projects and work orders are tracked until the work is accomplished. Delays in this process can result in range closure, hamper weapons maintenance, and have a negative impact on Status of Resources and Training System (SORTS). Notifies senior leadership whenever delays disrupt work order/construction accomplishment.

1.13.2. Makes on base ranges available for non-Air Force and non-military use, subject to military/reserve/ANG usage. This use will be based on command and local range instructions, safety restrictions, IAW paragraph **5.3.1.**, and legal considerations, IAW DODD 1025.1, *DoD Civilian Rifle and Pistol Marksmanship Training Program.*

1.13.3. Ensures the Combat Arms section submits budgetary forecasts for equipment and supplies to meet the installation ground weapons training and maintenance program.

1.13.4. Reviews the Combat Arms munitions forecast/allocation document for accuracy.

1.13.5. Ensures the Combat Arms ground weapons maintenance and armory programs receive funding to support the repair and maintenance of all military ground weapons assigned to the installation. Establishment of a separate cost center within Combat Arms is an effective way to manage the installation weapon parts procurement process.

1.13.6. Ensures Combat Arms personnel are available to conduct pre-embarkation and post-embarkation weapons inspections. Inspections are required for all in-use weapons prior to any supported unit/individual departing/returning on/from real world deployments. ***NOTE:*** This service is dependent upon owner/user notification responsibility, minimum lead-time. The requirement must be included in the wing mobility plan.

1.13.7. Ensures Combat Arms personnel receive arming and use of force training IAW AFI 31-207.

1.13.8. Establishes written guidelines to address procedures to cancel/postpone training during adverse weather conditions. As a minimum, these procedures should cover severe cold, extreme heat, heavy rain, and local lightning.

1.13.9. When appropriate enters into local agreements with other agencies/services (military, host nation, civilian police departments, etc.) to use their firearms training facilities (or to allow other agencies/services to use Air Force firearms training facilities).

1.13.10. Establishes a training utilization program to ensure units are notified in the event their Combat Arms utilization rates drop below MAJCOM/installation standards. Ensures supported commanders respond in writing with corrective action taken once utilization rates drop below standards.

1.13.11. Ensures the Combat Arms NCOIC, lead instructors, and weapons repair personnel are task certified 3P0X1B graduates of the Combat Arms Technical School, SEI 312, or civilian equivalent.

1.13.12. Requires the Combat Arms NCOIC to review proposed host tenant support agreements when tenant units request weapons maintenance, weapons qualifications, or range usage from the host wing.

1.13.13. Ensures all 3P0X1 personnel assigned to the installation are aware of lateral retraining opportunities for AFSC 3P0X1B, and actively recruits qualified personnel.

1.13.14. Ensures the installation Combat Arms task priority is meeting minimum force protection requirements during range closures, instructor shortages, or contingency deployments.

1.13.15. Ensures adequate Group A personnel are trained to perform block officer duties during live fire. Training should be documented on AF Form 797, **Job Qualification Standard Continuation/ Command JQS.**

1.14. Combat Arms (3P051B, SEI 312, or Civilian Equivalent) Noncommissioned Officer in Charge (NCOIC):

1.14.1. Manages the installation ground weapons training and maintenance program. Ensures all safety precautions are observed during classroom training and range operations.

1.14.2. Serves as the "primary" Combat Arms facility manager for the base range complex.

1.14.2.1. Ensures Security Forces weapons and ammunition are properly safeguarded.

1.14.2.2. Responsible for all armory operations within the security forces squadron.

1.14.3. Monitors special environmental requirements such as lead/heavy-metals removal. Works with local civil engineer to develop joint hazardous waste disposal procedures complying with local environmental laws for disposal of hazardous waste, to include lead/heavy-metals removal.

1.14.4. Supervises and assists with the maintenance and inspection of all ground weapons assigned to the installation, covered by host-tenant support agreements, or memorandums of agreement/understanding.

1.14.5. Assists civil engineers and ground safety officials with technical issues pertaining to range facility maintenance, safety, and design. Coordinates on plans for new ranges, modifications and rehabilitation to ensure the facilities meet mission requirements and range criteria directives.

1.14.6. Establishes an Instructor Performance/Weapons Maintenance Evaluation Program and ensures the program is administered to all assigned Combat Arms personnel, to include Combat Arms personnel in armory positions and Combat Arms working in other positions who are also required to occasionally serve as classroom instructors or perform weapon maintenance.

1.14.7. Submits SF Form 368, *Product Quality Deficiency Report* (QDR), according to T.O. 00-35D-54, *US Air Force Material Deficiency Reporting and Investigating System*. As a minimum,

QDR's will be submitted (within 30 days upon failure notification) on new inspection gauges failing initial calibration. Electronic (e-mail) copies of the QDR will be forwarded to the MAJCOM Combat Arms Program Manager for review and retention.

1.14.8. Ensures custodians are appointed to maintain and account for all ammunition, equipment, supplies, and weapon repair parts according to AFMAN 23-110V1, *USAF Supply Manual* and AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*.

1.14.9. Ensures adequate numbers and types of ammunition, training weapons, equipment, tools, gauges, target materials, and expendable items to support the installation Combat Arms mission are forecasted and requisitioned.

1.14.10. Validates the annual munitions allocation product provided by the servicing MAJCOM.

1.14.10. (AFRC) Provide expenditure data by amount expended, caliber, type, Department of Defense Identification Code (DODIC), and National Stock Number (NSN). Provide a separate break-out of all simulated rounds fired on firearms simulators and report those by type (M16 rifle, M9 handgun, etc). Provide AFRC/SFXT with expenditure data for the fiscal quarter not later than 15 Jan, 15 Apr, 15 Jul, 15 Oct.

1.14.10.1. (Added-AFRC) Submit AFRC Combat Arms Training Report to HQ AFRC/SFXT on a quarterly basis not later than 15 Jan, 15 Apr, 15 Jul, and 15 Oct.

1.14.11. Develops and publishes operating instructions (OI) IAW MAJCOM, squadron, or base policies.

1.14.12. Ensures a reference library for Combat Arms instructors is established and maintained to include Air Force, MAJCOM, base publications, technical orders, and other services publications as needed.

1.14.13. Ensures annual training forecasts are obtained from each squadron/unit training representative. Establishes training schedules based upon the installation force protection mission.

1.14.14. Submits training utilization statistics, through the security forces commander, to unit commanders when units/personnel fail to use available Combat Arms training quotas.

1.14.15. Develops and submits requests for deviations to range criteria.

1.14.15. (AFRC) Ensures all requests for deviations, waivers, or extensions are routed through HQ AFRC/SFXT and information copies are sent to applicable NAF/SF.

1.14.16. Ensures test-fire and trial operation procedures are performed after construction or rehabilitation of base firing ranges. Documents the test results and maintains them at the Combat Arms facility for the life of the range.

1.14.17. Requests bioenvironmental surveys when changes to ranges alter the acoustics, ventilation, or air quality. Bioenvironmental health officials determine the need and frequency of work center surveys.

1.14.18. Ensures Combat Arms personnel are aware of the hazards (e.g., airborne lead, noise, solvents, weather exposure, etc.) associated with their duties. Coordinates with appropriate support agencies to ensure personnel are trained on range unique health hazards.

1.14.19. Maintains up-to-date Combat Arms section management information. Submits Combat Arms reports (RCS: HAF-SF (A & SA) 9371, *Combat Arms Program Report*) to MAJCOM Combat Arms manager (see paragraph **5.2.2.**)

1.14.20. Ensures assigned personnel receive explosive safety training.

1.14.21. Establishes procedures with the servicing Precision Measurement Equipment Laboratory (PMEL) to ensure required small arms gauges receive calibration inspections within required timelines. Gauges failing in non-critical areas should not be rejected or condemned.

1.14.22. Conducts Excellence-In-Competition (EIC) matches based on ammunition availability, MAJCOM Combat Arms Functional Manager approval, and with coordination/approval through HQ AFSVA/SVPAF.

1.14.23. Reviews all proposed/updated host-tenant support agreements requesting Combat Arms support.

1.14.24. When necessary, certifies personnel to safely operate the range in support of approved unit proficiency programs, recreational firing programs, and non-Air Force range use (see paragraphs **5.3.1.** and **5.3.2.1.**). Certified personnel must possess an AF Form 483, **Certificate of Competency**, or equivalent. Training should be documented on AF Form 1098, **Special Task Certification and Recurring Training** or an AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

1.14.25. Ensures all range certifications are approved by the Security Forces commander.

1.14.26. When required to use non-USAF firing ranges for Air Force weapons training, conducts range certification to ensure the ranges meet the intent of published Air Force safety standards. Inspections will be conducted with the base safety office to ensure Air Force personnel are not exposed to unsafe conditions.

1.14.27. Recommends the installations Combat Arms tasks priority listing. Ensures the Combat Arms operation meets force protection requirements during range closures, instructor shortages, or contingency deployments.

1.14.28. Establishes procedures to ensure adequate Group A personnel are trained to perform block officer duties during live fire when adequate 3P0X1B or SEI 312 are not available. Training should be documented on AF Form 1098 or AF Form 797.

1.14.29. Ensures supported units appoint a weapons custodian in writing. Ensures appointed custodians know and understand procedures for issue, maintenance, and turn-in of all assigned ground weapons. (see **Chapter 6**)

1.14.30. Prioritizes the following Combat Arms tasks to meet minimum force protection requirements during normal range operations. Closures, instructor shortages or contingency deployments may require modification of the base's Combat Arms Training Program.

1.14.30.1. Firearm qualification training for all assigned Group A personnel who have an arming requirement. Air Force Specialty Code (AFSC) identification by arming group is outlined in AFI 31-207, *Arming and Use of Force by Air Force Personnel.*

1.14.30.2. Ground weapons inspection and repair.

1.14.30.3. Firing range maintenance and repair

1.14.30.4. Firearms training for Group B and C personnel IAW paragraph **2.1.** of this AFI.

Chapter 2

WEAPONS TRAINING

2.1. Training Concepts. The security forces commander is responsible for the force protection weapons training program. Only task certified Combat Arms personnel (3P0X1B, SEI 312, or civilian equivalent) are authorized to conduct weapons qualification training programs implemented by this instruction (see exceptions/deviations in paragraphs **2.11.** through **2.16.** and **Table 4.2.**). Firearms qualification training is a test personnel must pass to demonstrate their ability and suitability for arming. Personnel who receive training (based on mission need) may be military, DoD civilian or civilian contractors in support of Air Force Security Forces. Passing the qualification training is not the authority for bearing arms. Each squadron commander is responsible for his/her own unit's arming program (see AFI 31-207 and AFPD 16-8, *Arming of Aircrew, Mobility, and Overseas Personnel*.)

2.1.1. Air Force personnel must know how to handle firearms safely and effectively in the event of war, civil disturbance, or military conflict. Officers normally qualify on a handgun and enlisted personnel on the M16 rifle, unless functional, mission, or deployment requirements dictate otherwise. Non-essential qualification training is prohibited. Assistant machine gunners must complete the same training program and meet the same qualification standards as primary machine gunners.

2.1.2. Additional weapon requirements are based upon peacetime arming factors, unit type code (UTC) position taskings, Aerospace Expeditionary Force (AEF) rotations, and notional taskings. All personnel deploying to an area where weapon qualification is required, will be live-fire qualified on the weapon(s) type(s) they will be armed with, without waiver or extension, for the entire length of the planned deployment. If a deployment is extended, qualification extensions in AFI 31-207 (paragraph **2.11.**) will apply. In some cases, it may be necessary to re-qualify personnel to ensure this requirement is met. In most cases, this provision addresses the type of weapon and is not intended to mean the actual weapon assigned. There are locations with pre-positioned weapons where firing of the actual weapon prior to deployment is not allowed. In these cases, where possible, the supported unit should make allowances for conducting zero firing soon after the deployed personnel arrive. If deploying with a weapon from extended storage, if resources and time permit, provisions should be made to allow the member to qualify, or zero if already qualified on the weapon type, with the actual weapon deploying. Proof of qualification (AF Forms 522, **Ground Weapons Training Data**) signed by Combat Arms personnel (AFSC 3P0X1B, SEI 312, or civilian equivalent) is required at the deployed location. A photocopy of the original AF Form 522 will remain at home station. Tasking orders contain further guidance on firearm requirements for the specific theater the person/unit is tasked to support.

2.1.2.1. Personnel Processing Code (PPC). When identified by a PPC code, Air Force personnel receive firearms training before departing for an overseas assignment. While assigned overseas, individuals receive recurring firearms training according to established training policies.

2.1.2.2. Unit Type Code (UTC). All personnel assigned against a manpower position will receive firearms training based on their assigned arming group (Group A, B, or C). Identification of AF personnel by arming group is covered in AFI 31-207. Personnel "subject" to deployment (alternates, etc.), but not actually assigned against or filling a UTC position, do not receive firearms training until they are tasked to actually deploy unless assigned to specialty weapons such as the

M249 and crew-served weapons. Weapons qualification requirements are identified in the deployment order, and personnel will then receive weapons training (see AFI 10-403, *Deployment Planning and Execution).* All Air Force personnel are "subject" to deployment, however the intent is not to maintain qualifications for everyone in a unit to ease deployment decisions, but to maintain qualification for those tasked as the primary individuals to deploy.

2.1.2.3. Aerospace Expeditionary Force (AEF). Due to limited resources, only personnel tasked to fill a position in an AEF will receive required weapons training during the 90-day "spin up" period prior to their scheduled AEF rotation window (unless current qualification will remain valid for the entire TDY period).

2.1.3. Career field functional managers such as security forces, combat control teams and civil engineers are responsible for mission task qualification training (tactics).

2.1.4. Personnel engaged in training missions with **blank ammunition** such as field exercises, honor guard, military working dog teams, and bird control are not considered armed. Therefore, they are not required to maintain firearm qualification by Combat Arms. Individual units must provide their own training to emphasize safe handling, weapon operation, use of blank and operator maintenance. This training must be documented on AF Form 1098 or AF Form 797.

2.1.5. Weapons qualifications expire on the last day of the appropriate month. When calculating expiration dates, do not count the month firing/qualification took place as part of the qualification length. (Example: on a 15-month qualification, if the individual fires and qualifies sometime in the month of January, their qualification expires the last day of April the following year). Qualification with machine guns and crew served weapons will expire six months after live fire training unless mechanical training is completed. Once mechanical training has been completed, reinstate the original qualification expiration date. Live fire must be completed no later than 12 months after initial training or the person is considered unqualified.

2.1.6. Provide weapons training for civilian contract personnel only if this support is outlined and approved as part of the contractual agreement between the installation and contractor. Training programs are outlined in AFMAN 36-2227, Volume 1, *Combat Arms Training Programs, Individual Weapons and* AFMAN 36-2227, Volume 2*, Combat Arms Training Program, Crew Served Weapons.*

2.1.7. ANG contract security personnel/state guards will shoot the same courses of fire and frequency ANG security personnel use.

2.2. Firearms Training Programs. The Air Force courses listed in AFMAN 36-2227, Volumes 1 and 2, provide the minimum training and evaluation necessary for Air Force members to employ individual and crew-served ground weapons. Should an individual initially fail to meet standards, the person's unit will determine if the person will be rescheduled for remedial training or if the person's arming requirement is revoked. Combat arms may provide same day refire attempt(s) on the evaluation portion the individual failed, resources permitting (this is not considered remedial training). Group A personnel who fail any second attempt of the evaluation portion, will be immediately scheduled for remedial training. The Combat Arms section will notify the appropriate commander of the option of granting a 30-day qualification extension IAW paragraph **2.13.3.** of this AFI. Instructors may determine the number of zero or practice rounds (if any) to expend before the student attempts to qualify.

2.2.1. Personnel are not authorized to qualify or fire government procured ammunition using privately owned weapons. Personnel are not authorized to qualify or fire privately owned ammunition

using government weapons. If possible, individuals are to fire and qualify with the actual assigned military firearm they are or will be armed with. Do not remove firearms from extended storage packaging to solely comply with this requirement, unless individual is deploying with the weapon.

2.2.2. Where applicable, the Air Force has adopted US Army Field Manuals as instructor guides and references for most weapons. These publications normally have Air Force T.O. numbers and can be obtained through normal Technical Order or Publications Distribution Office (PDO) channels. Combat arms sections will use them as a guide for conducting the training programs. However, Air Force publications and policies take precedence when there are conflicts in guidance or procedures.

2.2.3. Do not mix initial or recurring students with remedial students in the same classes. Group B and C personnel may not be included in Group A recurring training. Ensure separate classes are scheduled and conducted for Group A recurring training.

2.3. Handgun Orientation Training. Handgun orientation training may be conducted for United States Air Force Academy (USAFA) Cadets, Reserve Officer Training Corps (ROTC) officer accessions, and possibly Civil Air Patrol (CAP) personnel. This training consists of classroom instruction in general firearms safety, basic operation, and marksmanship fundamentals. After completion of classroom training, students participate in a live-fire session by completing phase II (evaluation) of the handgun Air Force Qualification Course (AFQC). Trainees earn the Small Arms Expert Marksmanship Ribbon (SAEMR) if they achieve an expert score. This program does not qualify an individual for armed duty. If qualification is required, personnel must meet the full objectives and requirements in AFMAN 36-2227 for the handgun AFQC training program.

2.4. Rifle Orientation Training. Rifle orientation training may be conducted for USAFA Cadets only. This training consists of classroom instruction in general firearms safety, basic operation, and marksmanship fundamentals. After completion of classroom training, students participate in a live-fire session by completing the zero and evaluation portions of the rifle AFQC. Trainees earn the SAEMR if they achieve an expert score. This program does not qualify an individual for armed duty. If qualification is required, personnel must meet the full objectives and requirements in AFMAN 36-2227 for the rifle AFQC training program.

2.5. Initial Firearms Live-Fire Qualification:

2.5.1. Initial weapons training will be completed through live-fire training and qualification for individual, gunner, and assistant gunners. Initial full distance qualification is mandatory for first time qualification on the MK-19 and M2 machine guns. Initial full distance qualification is the preferred method for the M60 and M240 machine guns, and the M249 automatic rifle. MAJCOMs may implement initial 10-meter (10m) qualifications when local full distance ranges are not available for M60, M240, and M249 weapons training programs.

2.5.2. Initial live-fire qualification is detailed, in-depth training designed to give an individual the knowledge and skills necessary to meet qualification standards to be armed for a specific type of firearm. The firearms program evaluates the individual's marksmanship and operator skills. Individuals who have an arming requirement (peacetime or wartime) must satisfactorily complete the appropriate qualification course for the type of firearm(s) they will be required to employ. Officer accessions at the Air Force Academy are to receive initial handgun and rifle live-fire qualification. Officer acces-

sions at Officer Training School are to receive initial handgun live fire qualification. Enlisted accessions complete initial rifle (Group C standard) live-fire qualification during BMT.

2.5.3. Individuals who must complete firearms qualification are identified as Group A, Group B, or Group C personnel in this instruction. All attempts should be made for personnel to fire the actual weapon they will carry in performance of their duties. Staff personnel assigned at group level and above who would normally maintain firearms qualification by virtue of their AFSC are not required to maintain firearms qualification unless designated for armed duty or Unit Type Code (UTC) tasking. However, the staff agency director may establish annual/biennial AFQC training requirements if warranted.

2.6. Recurring Firearms Live-Fire Qualification. Individuals need further qualification at specific intervals if Air Force policies or their duties require them to maintain qualification and proficiency with a firearm. They must have already been initially qualified (live-fire) on the weapon and have their AF Form 522 to prove the initial qualification (see paragraph **4.11.3.** for further guidance on the AF Form 522). Recurring qualification is not usually as detailed as initial or remedial training and is used to counter proficiency and skill retention lost over time.

2.6.1. Recurring firearms qualification is required for individuals, who have a need for arming daily, a possible arming commitment, identified to deploy, or assigned a mobility position on a UTC. See AFI 10-403 for specific guidance. This requirement includes individual, gunner, and assistant gunners.

2.6.2. Weapons safety procedures and the training objectives (performance tests) in AFMAN 36-2227, Volume 1, are the minimum mandatory items required for Group A recurring training on the M16 series rifle, M9 pistol, and shotgun AFQC. MAJCOMs may mandate additional training times based on mission requirements and operational tempo.

2.6.3. (Added-AFRC) Firearms simulators may be used to conduct all practice orders of fire for Group A, B, and C if the CA section has access to a firearms simulator. Units having constraints in either range or munitions availability utilize the firearms simulators IAW **Table 2.2.** to qualify Group B or C personnel. Units notify HQ AFRC/SFXT when sending in their quarterly munitions reports.

2.7. Arming Groups Qualification Requirements. All Air Force personnel eligible to bear arms are assigned to one of the three (A, B, or C) arming groups by their air staff function or mission to determine frequency of training and qualification. Identification of AF personnel by arming group is covered in AFI 31-207. Normally, personnel remain in their respective arming group. Occasionally, personnel change duty positions placing them in a different arming group. It is not necessary to require these personnel to requalify as long as their previous qualification meets or exceeds their new arming group qualification standards with respect to duration and score, if the members' arming authority concurs. If the Group B standard is not met, the person would have to requalify before performing duties in the new arming group. On the other hand, an individual moving from Group B to Group C would have qualification extended from 15 to 30 months. If a change in arming group is done, a new score card entry must be accomplished to reflect the new score, expiration date and annotate reason(s) for change in the remarks block (this procedure would also be followed when personnel are within an arming group and the qualification periods have changed [i.e. Group B changed from 12 to 15 months and Group C changed from 24 to 30 months]).

2.7.1. Group A:

2.7.1.1. Personnel in Group A must qualify semiannually on all primary duty weapon(s) and annually on secondary duty weapons using HQ AFSFC/SFW approved "advanced/specialized" courses of fire. The intent of this paragraph is not to have Group A personnel maintain both the rifle and handgun as primary duty weapons. Individuals become unqualified if they don't successfully complete the next required course by the last day of the training cycle.

2.7.1.2. Unless otherwise directed by mission requirements (i.e. SF Investigator) or the SF commander, the primary duty weapon for all SF enlisted personnel is the M16 series rifle (M16A2, GAU, GUU, or the M4 carbine) and the primary duty weapon for SF officer personnel is the M9 pistol. Individuals must qualify with the particular weapon type they routinely carry. Group A personnel live-fire qualified on the GAU, GUU, or M4 carbine, may carry the M16A2 once mechanical training and performance evaluations have been successfully completed for the M16A2. Individuals qualified on the M16A2 may not arm with the GAU, GUU, or M4 carbine without live-fire qualification. This training will be documented as a separate qualification on the individual's AF Form 522*,* **USAF Ground Weapons Training Data**, and the expiration date will be aligned with the dates of the GAU/GUU series sub-machine gun or M4 series carbine actually fired for qualification.

2.7.1.2. (AFRC) The definition of Security Forces includes officers, enlisted, Air Reserve Technicians, and the non-ART civilian force personnel whose duties include maintaining the security of the installation.

2.7.1.3. Credentialed SF investigators will be assigned, as a minimum, the M9 pistol as their primary duty weapon. SF investigators must qualify on the M9 AFQC with Air Force law enforcement ensemble (AF-LEE) standard issue gear. SF investigators must qualify on the OSI PPC using the model 6281 concealed carry holster. SF investigators must qualify on the OSI PPC prior to being authorized to carry a concealed firearm. If mission requirements dictate an immediate need for an authorization for concealed carry, the OSI PPC will be fired prior to carrying the M9 concealed without regard to the previous AFQC qualification date. Once initial OSI PPC qualification has been completed, and with commander approval, the AFQC/OSI PPC cycles will continue to qualify the SF investigator for concealed carry. Based on manpower or operations tempo, SF commanders may allow current SF investigators a waiver to the PPC until the next firing cycle. See paragraph **2.7.1.8.** for firing cycles.

2.7.1.4. When the Tactical Pistol Qualification Course (TPQC) is developed, this tactical qualification course will be fired in lieu of the AFQC and any MAJCOM Specialized pistol course for all Group A personnel.

2.7.1.5. Other Group A individuals may be assigned secondary duty weapons (rifle, sub-machine gun, or handgun) to meet occasional/infrequent arming requirements. Unless specifically addressed in the weapon's training program or if more frequent training is required, these personnel need only fire the TRQC annually to meet this requirement. Their qualification expiration date will be the last day of the 12th month.

2.7.1.6. Graduates of the Security Forces Apprentice Course depart school dual qualified on the rifle and pistol (AFQC only). This qualification is valid for the current cycle they fired and expires at the end of the following qualification cycle at their gaining base (12 months maximum). Graduates who arrive at their first permanent duty station during the specialized course firing cycle should be scheduled to fire the advanced/specialized course (rifle and/or pistol) with their

assigned weapon before the end of the cycle. Do not fire personnel out of cycle to meet the intent of advanced/specialized programs.

2.7.1.7. Air Force Office of Special Investigation (AFOSI) agents will qualify semiannually with the AFOSI-issue handgun. Agents will fire the AFQC between 1 January and 30 June and the AFOSI Practical Pistol Course (PPC) between 1 July and 31 December. Agents must requalify as specified in AFOSIMAN 71-113, *Firearms, Use of Force, and Apprehension Tactics.*

2.7.1.7.1. All AFOSI active duty, reserve, and civilian special agents and support personnel identified to deploy will be qualified on a specific M16 series weapon (M16A2, GAU, GUU, M4 carbine) throughout the exercise or contingency. If their current M16 series weapon qualification will expire while deployed, the individual must re-qualify prior to deployment. *NOTE*: AFOSI support personnel are considered Group C.

2.7.1.7.2. AFOSI agents are responsible for meeting other requirements as specified in AFOSIMAN 71-113.

2.7.1.7.3. Changes to AFOSI PPC and special weapons courses are authorized when approved by HQ AFOSI/XP and the United States Air Force Special Investigations Academy Commander (USAFSIA/CC).

2.7.1.7.4. Combat Arms units with range and maintenance capability are to provide support for specialized/specific AFOSI weapons and courses coordinated and approved by AFSFC/SFWC. AFOSI is to make any specialized/specific weapons available to Combat Arms to conduct instructor training, maintenance training, and qualifications. Combat Arms units not directly assigned to AFOSI are not authorized to order these AFOSI specialized/specific weapons for this purpose. AFOSI is to provide any specialized/specific targets (not already used for normal AFQC, SRC, TRQC, SPC, etc.) and any special equipment required for their courses.

2.7.1.7.5. Agents reporting for weapons qualifications will be in either agent or casual civilian attire. Agents going PCS or deploying to a location requiring them to wear the Battle Dress Uniform (BDU) may fire the AFQC wearing their BDU'S. Civilian attire for AFOSI PPC is mandatory.

2.7.1.7.6. Joint Drug Enforcement Teams (J-DETs), while assigned to AFOSI, will qualify on both the AFQC and AFOSI PPC. J-DETs subject to recall by the security forces commander will maintain M9 qualification. J-DETs will only make the transition to the M11 if there is no possibility of recall to their SF unit.

2.7.1.8. Standardized training cycles afford maximum scheduling flexibility, ease munitions forecasting, and ease the transition when individuals move from one unit to another. Group A (non-AFOSI agents) personnel must qualify on the AFQC and any advanced/specialized course once each calendar year. Unless mission requirements dictate otherwise, individuals must wait at least 60 calendar days between training courses. Unless the unit commander dictates otherwise, and based on mission requirements, personnel must fire the course of fire currently in cycle. Group A personnel will continue to quality uding semi-annual phasing (1 Jan - 30 June and 1 Jul - 31 Dec).

2.7.1.9. ANG Group A personnel include: Security Forces (3P0XX), Combat Arms (3P0XXB), and Pararescue (1T2XX). They must qualify annually (once a year) on their primary and second-

ary duty weapon (rifle or handgun). As a minimum, Group A personnel qualify annually on the rifle advanced/specialized courses. This may be accomplished on the same unit training assembly (UTA) based on ANG/XOF guidelines. ANG/XOF has waiver authority on the night fire portions of advanced/specialized courses.

2.7.1.10. Newly assigned Group A personnel and Group A personnel with individually assigned weapons replaced or having major repairs affecting the sight setting of the weapon (e.g. replaced barrel, upper receiver, sights, etc.) are to be provided the opportunity to zero their assigned weapon prior to being armed with it. Combat Arms must forecast for these munitions IAW AFCAT 21-209 and ensure the range and needed Combat Arms personnel are available to conduct this operation.

2.7.2. Group B:

2.7.2.1. Group B personnel must complete recurring qualification and live-fire training every 15 months on the rifle and/or handgun. They must receive AFQC requalification training 12 to 15 months after completing the appropriate AFQC. However, they must complete the training by the last day of the 15th month or become unqualified. This 12 to 15 month requalification provision does not apply to personnel who need to requalify to meet PCS/deployment requirements. Resource Augmentation Duty (READY) Program personnel assigned as security forces augmentees will qualify annually with the rifle and/or pistol to meet the requirements in DoDD 5210-56, *Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties.*

2.7.2.2. MAJCOMs may link Group B aircrew firearms training to an aircrew ground training cycle program. Combat Arms will ensure the AF Form 522 reflects a 15-month qualification (paragraphs **2.11.**, **2.12.**, **2.13.**, **2.15.**, and **2.16.**, identify the procedures to follow to grant qualification extensions). Management of the aircrew ground training cycle is the responsibility of the aircrew OPR.

2.7.2.3. ANG Group B personnel include: Prime Beef, weather personnel assigned to support US Army ground forces, flight engineers, boom operators, and loadmasters (anti-hijack duties). They should receive AFQC requalification training 21 to 24 months after completing the appropriate AFQC. Aircrew may be linked to the ground training cycle program, but qualification will not exceed 24 months.

2.7.2.4. AFRC Group B personnel refer to **Table 2.2.**, ANG personnel refer to **Table 2.3.**

2.7.3. Group C:

2.7.3.1. Group C personnel must complete live-fire training every 30 months on the rifle or handgun (or both as identified by their Air Staff Functional Managers). They must complete the appropriate training course between 27 to 30 months after their previous training. However, they must complete the training by the last day of the 30th month or become unqualified. This 27 to 30 month requalification provision does not apply to personnel who need to requalify to meet PCS/deployment requirements.

2.7.3.2. MAJCOMs may link Group C aircrew firearms training to an aircrew ground training cycle program. Combat Arms will ensure the AF Form 522 reflects a 30-month qualification period. Management of the aircrew ground training cycle is the responsibility of the aircrew OPR.

2.7.3.3. ANG Group C personnel include everyone not in Groups A or B but who are required to maintain firearms qualification or complete firearms training. They should complete the appropriate training course between 33 to 36 months after their previous training. All other flight crewmembers fall within this category. Navigator aircrew may be linked to the ground training cycle program but qualification will not exceed 36 months.

2.7.3.4. AFRC Group C personnel refer to **Table 2.2.**, ANG personnel refer to **Table 2.3.**

2.8. Remedial Firearms Training:

2.8.1. This training is meant to be in-depth training to correct individual shooting errors. Remedial training sessions are kept small or individualized to focus on specific problems and afford the trainee an opportunity to improve.

2.8.1.1. Combat Arms conducts this training for individuals or small groups as necessary. Instructors may issue additional ammunition for use during remedial zeroing/teaching phases. Conduct ball and dummy exercises or simulator training, as needed, before evaluation. Remedial training solves most known problems. Most students meet standards when given individual attention. However, there are some individuals who just cannot qualify no matter how hard they try. Endless remedial training sessions are not the answer. Unit commander involvement is the key to a sound program.

2.8.1.2. Remedial training students are permitted three attempts to meet minimum standards (initial training session and two remedial training sessions). Once a student fails to qualify and has been scheduled for remedial training, the firing line official will prepare a written evaluation on shooter problems. This evaluation will assist the teaching process at the next remedial training class. Maintain the evaluation and the AF Form 522 until the next scheduled remedial training class. After the third failure to qualify, the Combat Arms NCOIC provides the individual's unit commander a written summary of probable causes of failure. If the commander determines the individual's duties require a firearm and recommends the individual for additional training, provide training and compare the individual's progress from previous attempts to qualify. The Combat Arms NCOIC provides progress reports to the commander for review after each training session. The commander makes the decision to continue remedial training after each successive training session. If the member still fails to qualify after additional training, the commander needs to make a line of duty determination regarding the need to consider the individual for armed duty or high threat area deployment. ***NOTE:*** Deployment availability codes should be used to identify personnel who cannot meet minimum qualification standards after appropriate remedial training (see AFI 10-403 for guidance). Medical personnel abide by guidance in AFI 41-106, *Medical Readiness Planning and Training*.

2.8.2. Unit training monitors and Combat Arms personnel schedule remedial training for individuals who fail the firearms qualification program. Do not mix initial or recurring students with remedial students in the same classes.

2.9. Overseas Firearms Qualification Information:

2.9.1. Certain Air Force personnel, who by virtue of AFSC (Group A), must be currently qualified on their career field's primary duty weapon for assignment to overseas areas. Additionally, Group A personnel must be identified by a Personnel Processing Code (PPC) if an assignment requires them to

re-qualify within 90/120 calendar days with firearms prior to departure or qualify with specific/additional weapons. Other AFSC/Group category personnel may be identified by PPC for weapons training and/or qualification prior to departure. Personnel with questions about PPCs or overseas firing requirements should contact their local Military Personnel Flight (MPF) or gaining command for guidance on this personnel action. Combat Arms only provides identified training required for PCS; they do not dictate weapons qualification requirements for assignments. Individuals completing their AFSC awarding technical school are exempt from this requirement, unless specifically identified by a PPC.

2.9.2. MAJCOM PPC identified individuals with overseas assignments normally receive either M16 rifle qualification (enlisted) or M9 pistol qualification (officer) unless function or mission dictate otherwise. The goal is for these individuals to meet live-fire qualification standards. However, if an individual fails to qualify after three attempts, the losing MPF will contact the gaining command for guidance.

2.9.3. When an assignment has a PPC assigned requiring an individual to be firearms qualified, the MPF personnel relocation element sends a letter to the individual's unit commander specifying when to complete the training. Non-Group A personnel PCSing with a PPC to a short tour assignment normally must complete training within 90 calendar days of departure from losing base. Personnel PCSing with a PPC to long tour assignment normally must complete training within 120 calendar days of departure from losing base. When completed, the individual or the individual's unit ensures the AF Form(s) 522 is given to MPF for transfer to the new assignment. During in-processing, the gaining MPF must ensure the AF Form(s) 522 is given to the member's new unit. See MPF for further guidance.

2.9.4. Occasionally, short tour overseas locations do not have host nation access to adequate firing ranges. MAJCOM/SF will determine if personnel are to be exempt from firearms recurring qualification while on station, not to exceed 24 months. Every effort must be made by the losing command to qualify individuals on the appropriate weapon before reassignment. NOTE: Individual weapons qualifications must be current prior to being granted the 24 month extension.

2.10. Small Arms Expert Marksmanship Ribbon (SAEMR):

2.10.1. Award the SAEMR to the following personnel:

2.10.1.1. Personnel who live-fire qualify with an expert score on the handgun or rifle AFQC (see AFMAN 36-2227, Volume 1) or AFOSI Group A personnel who qualify expert on the HQ USAF-SIA/FT PPC.

2.10.1.2. Personnel who live-fire qualify with an expert score on a MAJCOM-approved combat rifle program such as Silver Flag Alpha or Air Mobility Warfare Center.

2.10.1.3. Personnel who are unable to fire the AFQC and achieve an expert score (through live-fire) on another service's qualification program such as the U.S. Army M16 rifle qualification course. This course must be pre-approved by an Air Force MAJCOM for Air Force personnel/units physically assigned to another branch of the military.

2.10.1.4. Personnel who live-fire qualify with an expert score on the rifle or handgun orientation training identified in paragraphs **2.3.** and **2.4.** of this AFI.

2.10.2. The AF Form 522 is the basis for the SAEMR award. The individual awarded the SAEMR is responsible for bringing the AF Form 522 to the MPF Awards and Decorations section. The MPF enters the award on the individual's automated personnel record.

2.10.3. AFI 36-2803, *Individual and Unit Awards and Decorations*, prescribes authority for the award of this ribbon. AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, shows proper wear of the SAEMR.

2.10.4. One Bronze Service Star can be awarded in addition to the SAEMR when an individual qualifies as expert with both the rifle and a handgun. Only one award per weapon type (rifle or handgun) is made no matter how many times the individual qualifies as expert.

2.10.5. Individuals may not fire the handgun or rifle AFQC, HQ USAFSIA/FT PPC, MAJCOM-approved combat rifle program, or another service's qualification program, etc., for the sole purpose of obtaining the expert ribbon.

2.11. Deviations:

2.11.1. Deviations from program or facility criteria are categorized as permanent or temporary waivers.

2.11.1.1. A permanent waiver is given when a condition makes it impossible to comply with program or facility criteria or a training objective, and it is impossible or expensive to correct the condition. The deviation must not create an unsafe situation.

2.11.1.2. A temporary waiver is for a correctable condition temporarily making it impossible to comply with program or facility criteria or a training objective. Grant temporary deviations at the level and periods specified in paragraphs **2.14.** and **2.15.**

2.11.2. The security forces commander submits deviation requests to the appropriate approval authority (para **2.15.** and **2.16.**) for all facility and equipment limitations preventing full compliance with or accomplishment of program or facility criteria. The request for deviation should:

2.11.2.1. Specify the reasons why a deviation is needed.

2.11.2.2. Explain what is being done to lessen the impact and meet criteria.

2.11.2.3. Include plans to correct the situation.

2.12. General Exceptions:

2.12.1. Individuals stationed in countries or areas within a country where customs, laws, or international agreements make it difficult or impossible to receive firearms training are not required to have firearms training for the duration of the assignment, not to exceed 24 months. This provision does not preclude MAJCOMs from maintaining qualification intervals at established TDY locations. NOTE: Individual weapons qualifications must be current prior to being granted the 24 month extension.

2.12.2. Individuals whose weapons qualifications were current prior to departure from home station, but expire during temporary duty (TDY) remain qualified for two months upon return to home station. These personnel need only complete the in-cycle-training course to reinstate their qualification. See paragraph **2.1.2.** for further guidance. Deployment warning/execute orders will identify the need for weapons qualification.

2.12.3. Individuals whose firearm qualifications were current before departing PCS CONUS to CONUS or from an overseas to CONUS locations only are qualified for two months after arrival at their gaining duty location. This provision does not change the expiration date of the individual's original qualification if the date is more than two months after arrival.

2.12.4. Group A individuals permanently reassigned from one base to another may qualify at the gaining base through either the AFQC or specialized course (PPC for AFOSI), whichever is in cycle. This provision usually applies to security forces and AFOSI personnel returning from overseas assignments.

2.12.5. Individuals participating in firearms training should complete all evaluation orders in one day. However, students must complete qualification evaluations within 30 days of completion of mechanical and premarksmanship training (this also applies to remedial training) or these must be re-accomplished prior to qualification.

2.12.5. (AFRC) Practice and qualification must be completed not later than one Unit Training Assembly (UTA) or 30 days whichever is longer after the completion of mechanical and pre-marksmanship training.

2.12.6. Personnel who report for weapons training must be able to perform all physical requirements, to include positions, unassisted. Range officials will not permit trainees to cover their non-shooting eye with patches, cloth, or other material to control eye dominance problems. Members who are on a temporary physical profile (e.g., wearing a cast or leg brace) are not permitted to live-fire if their injury prevents them from meeting course objectives, assuming proper firing positions, or detracts from safe weapons handling. Additionally, female trainees who are pregnant will not be permitted to live-fire unless they possess written approval (e.g., AF Form 422, *Physical Profile Serial Report,* or civilian equivalent) from their medical practitioner. Exposure to airborne lead, heavy metals, loud noise, and cleaning solvent vapors may pose a health risk.

2.12.7. HQ AFRC/SF and HQ ANG/XOF may implement approved training initiatives to help manage their service programs. There is a possibility approved initiatives may not coincide with active duty requirements. Refer to their specific publications/supplements for additional guidance. Air Force Reserve and Air National Guard guidance is identified in **Table 2.2.** and **Table 2.3.**

2.12.8. Students attending technical training courses at Lackland AFB are exempt from firing weapons phases/orders requiring chemical warfare protective equipment (i.e., gas mask and gloves). Students are considered qualified if they achieve a qualifying score and their AF Form 522 is annotated with a “Q” in the status block. Although not required, students may fire these phases/orders upon arrival at their first duty station.

2.12.9. When the use of the shoulder holster is authorized, commanders must ensure personnel receive specific training on the use and safety concerns for this piece of equipment. Combat Arms must include a combination of classroom and range **dry-fire** training on the proper techniques for drawing the weapon from a cross draw/concealed holster (all personnel will be performance tested on their ability to safely and correctly draw from a cross draw/concealed holster). Once this training has been completed, personnel will use the standard belt and holster to qualify on the appropriate course of fire. **EXCEPTIONS**: OSI and SF Investigators will utilize their standard concealed duty holster and are authorized to live-fire using a cross draw/concealed weapon on the firing line. Combat Arms is authorized to live fire using a cross draw/concealed weapon only while qualifying on the OSI courses of fire.

2.12.10. When approved by MAJCOM/SF, firearm simulators must:

2.12.10.1. Perform in all respects like the actual weapon. The intent of the simulator is to allow realistic training to increase officer survival skills and to ensure instinctive reactions when needed.

2.12.10.2. Have adjustable noise and recoil simulation to make the experience as real as possible.

2.12.10.3. Make the student use the same physical skills and actions needed to fire the actual weapon.

2.12.10.4. The firing line must mimic an actual firing line.

Table 2.1. Qualification Guidance for Active Duty Air Force Personnel.

1. All personnel will qualify through live fire when receiving initial training on any weapon.
2. Deploying personnel must meet any applicable AOR special qualification requirements established by the AF component commander for the deployment area they are tasked to support.
3. Group A shooters will qualify on all day time portions of fire through live fire only. However, if night fire courses cannot be conducted through live fire due to range limitations, MAJCOM/SF may authorize night fire familiarization/qualification training through the use of simulators.
4. Group B shooters will qualify through live fire every 15 months.
5. Group C shooters will qualify through live fire every 30 months.
6. Combat Arms may utilize firearms simulators for the teaching phase orders of a course of fire prior to live-fire of the qualification phase for all groups.
7. Firearms simulators may be used for qualification purposes for Groups B and C only when problems exist that close the range, or the shortage of munitions precludes live-fire training during the required live-fire cycle. This provision must be approved by the respective MAJCOM/SF prior to implementation. MAJCOMs must meet AF component commander live-fire qualification requirements. Personnel affected by this option would be required to qualify through live fire during their next firing cycle. **MAJCOM/SF MAY CONTINUE THE USE OF SIMULATORS IF RANGE FIRING IS NOT POSSIBLE DURING THE NEXT FIRING CYCLE.**

Table 2.2. Qualification Guidance for Air Force Reserve Personnel.

1. All personnel will qualify through live-fire training when receiving initial training on any weapon.
2. Deploying personnel must meet any applicable AOR Commander special qualification requirements for the high threat/contingency area they are tasked to support.
3. Group A shooters will qualify through live-fire.
4. Group B shooters will qualify annually. Units may alternate each firing cycle between live-fire and firearms simulators.
5. Group C shooters will qualify every 36 months. Units may alternate each firing cycle between live-fire and firearms simulators.
6. Combat Arms may utilize firearms simulators for the teaching phase orders of a course of fire prior to live-fire of qualification phase.
7. Firearms simulators may only be used for qualification purposes when problems exist that close the range, or the shortage of munitions preclude live-fire training during the required live-fire cycle. This provision must be approved by the respective headquarters prior to implementation. Personnel affected by this option would be required to qualify with live ammunition during their next firing cycle. **MAJCOM/SF MAY CONTINUE THE USE OF SIMULATORS IF RANGE FIRING IS NOT POSSIBLE DURING THE NEXT FIRING CYCLE.**

Table 2.3. Qualification Guidance for Air National Guard Personnel.

1. All personnel will qualify through live-fire training when receiving initial training on any weapon.
2. Deploying personnel must meet any applicable AOR Commander special qualification requirements for the high threat area they are tasked to support.
3. Group A shooters will qualify annually through live-fire.
4. Group B shooters will qualify every two years. Units may use firearms simulators for two consecutive qualifications. Then, shooters must receive live-fire training.
5. Group C shooters will qualify every three years. Units may use firearms simulators for two consecutive qualifications. Then, shooters must receive live-fire training. **MAJCOM/SF MAY CONTINUE THE USE OF SIMULATORS IF RANGE FIRING IS NOT POSSIBLE DURING THE NEXT REQUIRED FIRING CYCLE.**
6. Combat Arms may utilize firearm simulators for teaching and qualification phase orders of a course of fire.

2.13. General Deviations:

2.13.1. Combat Arms may provide same day refire attempt(s) on the evaluation portion the individual failed, resources permitting. Instructors may determine the number of zero rounds (if any) to expend before the student attempts to requalify. This is not considered formal remedial training. However, if an individual fails a second attempt, they are unqualified to be armed at the time of failure. Instructors will include a brief explanation in the remarks section of the AF Form 710, **Combat Arms Training Record**, to explain ammunition usage (e.g., student #2 fired an additional 9 rounds to confirm zero and 40 rounds for evaluation phase). ***NOTE:*** SF apprentice course graduates who did not achieve a qualifying score on the M203/M60/M249 may be given an opportunity to refire within 90 days of assignment to their first permanent duty station, resources permitting. These personnel need only receive a thorough safety briefing, zero, and refire on the course failed.

2.13.2. Individuals who fail to meet a specific qualification standard during multiple phase courses may continue to fire the entire course before receiving an on the spot refire attempt on the phase they failed. Group refire sessions may be administered after the entire course is fired or anytime between phases. However, accurate ammunition expenditures must be included on the AF Form 710.

2.13.3. Unit commanders may grant a one-time, 30-day qualification extension to individuals who were qualified at the time they report for training, but initially failed the course. The unit's Combat Arms section, or training section once the Combat Arms section has been informed, is to post this extension in the remarks section of the individual's AF Form 522, if the individual's unit commander or designated official approves the extension. This 30-day extension gives commanders some flexibil-

ity in meeting home station peacetime arming requirements. This option does not permit personnel to deploy to high threat areas. If a person fails to qualify after the second attempt, the person is considered unqualified at the time of the second failure and not authorized an extension. ***NOTE:*** This provision is not automatic. It can only be administered on a case-by-case basis with the written approval of each individual's unit commander/designated official.

2.13.4. Combat Arms may supervise three students during live-fire training sessions without the use of a tower operator. When four or more students are on the line, a tower operator must be present. This deviation only applies to rifle, pistol and shotgun AFQC training programs. Instructors must be AFSC 3P051B, task certified 3P031B, SEI 312 or civilian equivalent (see para **3.1.** for civilian equivalent qualifications). All other safety requirements apply. When Combat Arms (B shred, SEI 312, or civilian equivalent) personnel are firing their own instructor qualifications or proficiency ammunition, the Combat Arms NCOIC may establish written procedures to conduct firing of less than seven Combat Arms personnel using only a tower operator. Safety officials may be required for recent Combat Arms Apprentice Course graduates in 5-level upgrade training. The Combat Arms NCOIC should make this determination.

2.14. Security Forces Commander Deviations:

2.14.1. Approve temporary use of qualified Group A personnel to help the Combat Arms section when there is not enough Combat Arms (3P0XlB, SEI 312, range assigned DoD civilian equivalents) manpower at the installation to meet the workload. These personnel may serve as assistant instructors or firing line officials only.

2.14.2. Qualified Group A personnel are defined as meeting all the following criteria:

2.14.2.1. A1C or above awarded the five-skill (journeyman) level in a Group A AFSC.

2.14.2.2. Individuals currently qualified with the firearm and training course they are helping with.

2.14.2.3. Personnel trained in duties by the Combat Arms NCOIC or task certified trainer (3P0X1B/SEI 312/civilian equivalent). As a minimum, training must include safety, range ratios, firing line procedures, malfunctions, stoppages, and corrective actions.

2.14.2.4. Individuals designated in writing by the Security Forces commander. Designation letter will be maintained at Combat Arms. Training must be documented on AF Form 1098.

2.15. Installation-Level Deviations:

2.15.1. Firearm qualification extensions authorized IAW AFI 31-207.

2.15.2. Temporary facility criteria deviations. When the installation is unable to construct or maintain ranges according to specified criteria, installation commanders may approve a temporary deviation not to exceed 12 months. The Combat Arms NCOIC, in coordination with civil engineers, base ground safety, and, if necessary, bioenvironmental engineers develop the request and forward it through the security forces commander to the installation commander. Ensure the MAJCOM Combat Arms functional manager receives a courtesy copy of the temporary deviation. If the deviation cannot be resolved within 12 months, forward deviation request, through installation channels, to MAJCOM Combat Arms functional manager.

2.15.2. (AFRC) Ensure an informational copy is sent to the applicable NAF/SF section.

2.16. MAJCOM Deviations. MAJCOMs can:

2.16.1. Approve qualification extensions IAW AFI 31-207.

2.16.2. MAJCOM/SF approves use of other Service firearms training programs for Air Force personnel/units physically assigned to another branch of the military and unable to fire AFQC. Before approval is granted, verify the Service has qualified instructors to administer training and qualification courses meeting the intent of Air Force courses listed in the appropriate volumes of AFMAN 36-2227. Sister service instructors will document proof of training on the Air Force Form 522. This deviation does not authorize sister service instructors to delegate this responsibility back to Air Force personnel who do not have the authority to conduct weapons qualification programs for Air Force members.

2.16.3. MAJCOM/SF may waive night fire familiarization/qualification training if the night fire course of fire cannot be fired as intended due to range limitations, mandatory quiet hours, etc.

2.16.4. Modify specialized courses of fire if warranted by local installation capabilities and mission requirements. HQ AFSFC/SFWC approves all deviations to all courses of fire contained in AFMAN 36-2227, Volumes 1 and 2. HQ AFOSI/XPP has approval authority for deviations to the OSI specialized weapons courses.

2.16.5. MAJCOM/SF/CE/SE approves Combat Arms facility waivers if local installation deviations cannot be resolved within 12 months or a permanent deviation is necessary. Base level SF units must coordinate requests through safety, civil engineers, and other base agencies responsible for facility criteria. Provide a courtesy copy of approved waivers to HQ AFSFC/SFWC.

Chapter 3

TRAINING MANAGEMENT FOR COMBAT ARMS PERSONNEL

3.1. Purpose. This chapter explains the requirements for instructor training, evaluations, and weapons qualification for all Combat Arms personnel (3P0XlB, SEI 312, and DoD civilians with equivalent qualification). A DoD civilian with equivalent qualification means graduation from the Air Force AFSC awarding Small Arms or Combat Arms Technical School.

3.2. Combat Arms Training Requirements. Combat Arms journeymen and craftsmen assigned to the security forces squadron must meet the criteria for training and qualification identified in AFMAN 36-2108, *Airman Classification*. Combat Arms NCOICs must ensure all assigned Combat Arms personnel are trained, evaluated, and provided opportunities to maintain skill proficiency. For upgrade training, unit-training managers will enter newly assigned 3P031B personnel into the appropriate upgrade training status code IAW AFI 36-2202, *Enlisted Specialty Training*. Newly assigned 3P031B personnel will be utilized in their new specialty at the Combat Arms section to ensure effective and timely on-the-job training (OJT) and advancement to the 5-skill level.

3.3. Instructor Evaluations. Combat Arms personnel who are to perform lead instructor duties must successfully complete required lead instructor evaluations to make sure the highest standards are maintained and to maximize standardization of training. This applies to those Combat Arms personnel (SEI 312/3P0X1B/Civilian Equivalent) who are assigned armory duty and are also required to occasionally serve as classroom instructors. Armory personnel who are not enrolled in the instructor evaluation program cannot conduct classroom training without a current successfully completed evaluation on record.

3.3.1. Instructor Training Evaluations. Newly assigned personnel not previously certified for lead instructor duties will undergo a minimum of two instructor-training evaluations before becoming lead instructor task qualified.

3.3.2. Lead Instructor Evaluations. This evaluation is required after the individual has successfully completed two training evaluations. Satisfactory completion of this evaluation authorizes an individual to perform lead instructor duties without supervision for a particular weapon type. ***NOTE:*** Once personnel are lead instructor task qualified on one weapon, an individual need only satisfactorily complete a lead instructor evaluation for additional weapons on which they conduct training.

3.3.2.1. Lead instructor evaluations will cover the complete Air Force Qualification Course training program. The instructor being evaluated must also perform tower-operator duties.

3.3.2.2. All tasks performed for lead instructor evaluations must be rated as “GO” on the evaluation checklist for certification.

3.3.3. Recurring Instructor Evaluations. Evaluate individuals annually after they complete lead instructor certification. In addition to the required evaluations, evaluations on a "no-notice" basis are encouraged. Do not perform two consecutive evaluations on the same program of instruction. The evaluator must be present for the entire program of instruction. The instructor being evaluated must perform tower operator duties. MAJCOMs may establish specific periods of instruction used to evaluate crew-served weapon instructors.

3.3.4. Who Conducts Evaluations. The NCOIC (SEI 312) or a certified task evaluator for Combat Arms must conduct lead instructor evaluations. The section OJT supervisor, individual's trainer, or immediate supervisor will conduct training evaluations. The NCOIC, immediate supervisor, or a certified task evaluator for Combat Arms conducts the annual recurring evaluations. Combat Arms NCOICs are evaluated by their supervisors. The MAJCOM Combat Arms program manager or MAJCOM Combat Arms standardization and evaluation team members may also accomplish lead instructor and annual evaluations. The evaluator will critique each instructor evaluated. Feedback must be provided within 2 workdays following the evaluation. The instructor, supervisor, and evaluator should be present during the feedback session. If instructor performance was unsatisfactory, the instructor, evaluator, and NCOIC should be present.

3.3.5. Criteria for Evaluation. Use the GO/NO GO scale to rate each item. ***NOTE:*** Document evaluation results on AF Form 1098, **Special Task Certification and Recurring Training**, or approved automated system and file it in the Combat Arms section. Maintain completed evaluation checklists for one year from completion date, then dispose of them or return them to the individual. Retain the evaluation checklists for one year after unsatisfactory areas are upgraded to satisfactory. Establish proficiency folders to maintain instructor evaluations for senior noncommissioned officers who require evaluations but do not require an AF Form 623, **On-the-Job Training Record**.

3.3.6. Additional Training. A qualified instructor must provide additional training for an instructor rated "NO GO" in any area. Give a follow-up evaluation within 30 days. Upgrade "NO GO" areas to "GO" before permitting the individual to perform lead instructor or tower operator duties. If an instructor receives a "NO GO" rating on a formal evaluation and the follow-up evaluation, the Combat Arms NCOIC will make a recommendation to the commander whether the individual should receive further training or be removed from instructor status.

3.3.6.1. (Added-AFRC) Follow-up evaluations for AFRC assigned instructors must be given not later than 60 days or two Unit Training Assemblies (UTAs), whichever is longer.

3.4. Weapons Maintenance Evaluations. NCOICs/trainers will develop a system of initial and annual recurring evaluations for their personnel who conduct weapons inspections and maintenance. Use the GO/NO GO scale to rate each item. ***NOTE:*** Document evaluation results on AF Form 1098 or approved automated system and file it in the Combat Arms section. Maintain completed evaluation checklists for one year from completion date, then dispose of them or return them to the individual. Retain the evaluation checklists for one year after unsatisfactory areas are upgraded to satisfactory. Establish proficiency folders to maintain evaluations for senior noncommissioned officers who require evaluations but do not require an AF Form 623. Evaluations must include, but are not limited to, accomplishing and identifying procedures for:

3.4.1. Scheduling weapons inspections and maintenance.

3.4.2. Use of technical orders (TOs), required gauges, fixtures, tools, etc.

3.4.3. Troubleshooting suspected weapon malfunctions.

3.4.4. Function firing of repaired weapons, when applicable.

3.4.5. Completing required documentation; i.e., weapons parts accountability, AFTO Form 105, **Inspection Maintenance Firing Data for Ground Weapons**, and appropriate Department of Defense (DD) forms.

3.5. Firearms Qualification. The NCOIC is responsible for weapon qualifications of assigned Combat Arms personnel. Combat Arms will maintain live-fire qualification with the weapons and courses of fire they personally provide training (instruction). SEI 312s, with previous block officer or tower operator experience, may be utilized as block officers and tower operators without current weapons qualification. They will also maintain qualification on any additional weapons they have an armed duty/UTC requirement. Document training on AF Form 522. ***NOTE:*** Instructors who are lead instructor certified or who qualify strictly to maintain instructional skills are not required to participate in the 6 month recurring training (classroom only) sessions for the M249 automatic rifle, M60, M240, M2 and MK-19 machine guns. Live-fire certification can be maintained by firing either full distance or 10-meter courses. Ensure weapons qualification times for Combat Arms are included in schedules.

3.6. Combat Arms Proficiency Training. The NCOIC will establish policies for use of authorized Combat Arms proficiency ammunition for assigned SEI 312, 3P0X1B or DoD civilians with equivalent qualifications (See AFCAT 21-209, *Volume 1, Ground Munitions*). These policies should permit and encourage assigned Combat Arms personnel to gain additional firearm proficiency and become a more skilled shooter. Proficiency rounds (when used) are to be expended throughout the fiscal year. Instructors must not wait until the last month of the fiscal year to expend the annual allotment authorized. ***NOTE:*** Combat Arms proficiency ammunition is authorized for Combat Arms (3P0X1B, SEI 312, or DoD Civilian equivalent) proficiency only. Do not use for special events. Ensure weapons proficiency and in-house training times for Combat Arms are included in monthly schedules.

3.7. Safety Training. Combat Arms personnel must be trained to use all authorized equipment and must also know the potential hazards of the workplace, review AFOSH Standards, and be familiar with the Material Safety Data Sheets (MSDS) for all hazardous products used in the section. Such hazards include, exposure to noise, airborne lead, cleaning solvents, various chemicals, and improper range or cleaning room ventilation. The squadron training section ensures all Combat Arms personnel receive periodic training in ground/weapons safety, use of force, and self-aid/buddy care.

3.8. Firearms Competitions. Participating in competitions is an excellent means of building firearms proficiency throughout the military community. AFCAT 21-209 provides allowances for matches conducted as outlined in AFI 34-227, *Excellence-In-Competition*, and other competitions between security forces units and local law enforcement agencies.

Chapter 4

TRAINING PROCEDURES AND FIREARMS TRAINING PROGRAMS

4.1. Purpose. This chapter provides information to assist Combat Arms to prepare for classroom and range activities.

4.2. Classroom Procedures. Good classroom procedures enhance student learning. Keep classes smooth flowing and informative. Make sure all material is adequately covered and assistance is available for students experiencing difficulty with the material.

4.2.1. Instruction Procedures. Instructors will use Air Force approved lesson plans when conducting training. They will make sure all the information in the lesson plan (both left and right columns if preprinted from HQ AFSFC) is presented so students will acquire intended knowledge and skills. Additional information approved by the Combat Arms NCOIC, above what is contained in the lesson plan, is highly encouraged.

4.2.2. Breaks. Presentations should not last more than 50 minutes without a break. In any event, provide regular breaks as instruction permits. Instructors will not leave students and/or weapons unattended in the classroom, cleaning area, or on the firing range.

4.3. Air Force Qualification Course Instructor Guidelines and Ratios. Assistant instructors (AI) perform key duties during weapons qualification training, to include safety, resource protection, and coaching trainees. In the classroom, they augment the primary instructor during portions of training requiring physical handling of weapons and during performance evaluation sessions. They assist trainees by reinforcing correct techniques and helping to promote a positive learning environment. On the firing line, they help maintain a safe training environment for trainees and fellow instructors. They are responsible for coaching and assisting shooters as necessary during qualification training. Clear communication between the tower operator and firing line officials is key to effective firing line operations. **Table 4.1.** outlines student to AI ratios for classroom and range activities.

Table 4.1. Minimum Instructor to Student Requirements/Ratios.

RULE	If weapon is	Then one classroom AI per:	With the exception of paragraphs **2.13.4.**, one tower operator per firing line is required. In addition, a single firing line official per:
1	Rifle, sub-machine gun, carbine, pistol, revolver, shotgun	28 students (see notes)	3 students during day automatic phases, when students are using automatic capable weapons, and during all night fire phases.
			7 students during all semi-automatic day fire phases and day automatic or burst phases when students are using burst only capable weapons
2	M203/LAW/ AT4	14 students (see notes)	Weapon
3	M249/M60/ M240	14 students (see notes)	Weapon
4	M2/MK-19	7 students	Weapon
5	81MM Mortar	Gun crew	Mortar position/pit and FDC

NOTES:

1. A minimum of one AI is required for all classroom instruction. If class size indicates a need for multiple AI's, additional AIs are only required during the weapon performance/evaluation portions of the class.
2. The classroom AI per student ratio for basic military training and weapons qualification conducted during technical training courses at Lackland AFB is 1 AI per 10 students (1-10). 37 TRW/CC may adjust the student instructor ratios based on manpower shortages and/or operational tempo. This authority does not apply to crew served weapons, LAW, AT4, or the M249.

4.4. Instructor Skill Level. Certified instructors are responsible for the safety of all personnel participating in weapons qualification training. **Table 4.2.** outlines instructor skill level requirements.

Table 4.2. Instructor Skill Level.

RULE	If duty is: (See Note)	The individual must possess Air Force Specialty code 3P091 (SEI 312)	3P051B (SEI 312)	3P071 3P000	Task Certified 3P031B	Qualified Group A Personnel (IAW para 2.14.)
1	Lead Instructor	X	X	X	X	
2	AI	X	X	X	X	X
3	Tower Operator	X	X	X	X	
4	Firing line Instructor	X	X	X	X	X

NOTE: If insufficient Combat Arms personnel are available, T3POX1 instructors assigned to Security Forces technical training squadrons at Lackland AFB may additionally perform duties in **Table 4.2.**, Rule 1 during weapons qualification training of the Security Forces Apprentice Course when currently task, lead instructor certified, and live fire qualified on the weapon they are to instruct (use paragraph **3.3.** - **3.3.2.** and para **3.3.2.2.** -**3.3.6.** for guidance) by senior unit 3P051B/SEI312/civilian equivalent personnel. This exception will not be supplemented for other installations, units, or training.

4.4.1. The lead instructor must possess either a Primary AFSC (PAFSC) 3P051B, task certified 3P031B, SEI 312, or a DoD civilian equivalent, and be qualified on the weapon and course of fire on which they are providing training. For OJT purposes, a 3P031B may perform as lead instructor under the direct supervision of a 3P051B, SEI 312, or DoD civilian equivalent until task certified.

4.4.2. AIs are 3P0X1B/SEI 312, DoD civilian equivalent, or qualified Group A (see para **2.14.**) personnel who are qualified on the weapon and course of fire on which they are providing training.

4.4.3. Tower operators must possess either a PAFSC 3P051B, task certified 3P031B, SEI 312, or a DoD civilian equivalent.

4.4.4. Firing line instructors are 3P0XlB, SEI 312, DoD civilian equivalent, or qualified Group A (see para **2.14.**) personnel and qualified on the weapon and course of fire on which they are providing training.

4.5. Weapons Safety. Combat Arms must provide a safe weapons handling environment at all times. Refer to AFMAN 31-229, *USAF Weapons Handling Manual,* for additional guidance.

4.5.1. Live ammunition is not permitted in the classroom or weapons cleaning area except for instructors performing resource protection duties. Accidental discharge incidents can be avoided when sound safety precautions are observed. Students who report for training with their assigned duty weapon must have weapons cleared (no live ammunition present) before entering the classroom (instructors must ask students if they have live ammunition, dummy rounds or blank rounds on their person before allowing the weapon to be brought into class). Use dummy ammunition or empty cartridge cases for instructional purposes. Dummy ammunition boxes/containers must be inspected for live rounds before daily classroom use.

4.5.2. Instructors performing security duties are prohibited from using their guard weapon for instructional or demonstration purposes. AIs may serve as armed resource protection guards when required.

During handgun training sessions, the lead instructor is not to be armed during classroom training periods. If armed during handgun training, AIs must properly clear their pistols before assuming lead instructor duties or performing demonstrations.

4.5.3. Combat Arms sections should maintain two sets of training web gear for rifle and pistol classes. Training gear used in the classroom should not be intermingled with the live-fire gear used on the range. If only one set of gear is used, Combat Arms officials must ensure the gear is purged of live ammunition before returning the gear to the classroom environment. Trainees are to use their proper service issue duty gear, providing no ammunition is introduced into the classroom.

4.5.4. Lead instructors must check training magazines, cleaning areas, and classroom desk drawers at the end of each class to ensure trainees do not deposit live rounds left over from the weapons firing (students will be reminded it is an offense under the UCMJ to remove blank rounds, dummy rounds, brass, live rounds or weapons parts/supplies from the Combat Arms facility).

4.6. Lesson Plans. Maintain a master copy of all HQ AFSFC/MAJCOM approved lesson plans in the Combat Arms office for weapons and/or courses where training is provided. The NCOIC will review/update the master whenever changes (TO or Field Manuals [FM]) are required. Ensure instructors maintain their own updated personalized lesson plans to use. The NCOIC will certify each master and instructor's lesson plan for accuracy by reviewing all lesson plans every year or whenever changes (HQ AFSFC, TO, or FM) are required. Document proof of lesson plan review on a form letter, general-purpose worksheet, or MAJCOM approved lesson plan review form.

4.7. Training Aids. Many types of training aids (including firearms training simulators) are available to Combat Arms and units. Good training aids and techniques can shorten the time needed for teaching, learning, and proficiency. Training aids stimulate student interest and get them actively involved. Instructors must use them wisely and with ingenuity. The Army Training Command and most Training Support Agencies found on Army installations are potential sources for firearms related training aids.

4.8. Weapon Cleaning Procedures. Students will clean the weapons they use for training. They will be taught how to properly maintain the firearm(s) they use IAW procedures and equipment listed in operator manuals. The SF commander may establish an alternate weapons cleaning procedure using approved cleaning tanks and solvents meeting specific military standards for use on weapons and are within environmental compliance. Personnel will not be permitted to use unauthorized cleaners/solvents, such as automotive cleaners, degreasers, or unauthorized equipment. All solvents and approved cleaning tanks must meet local/state environmental requirements for safe handling and proper ventilation. Brief students about any safety precautions contained in the MSDS for the type of solvent or lubricant used. The MSDS must be available to students upon request. Do not allow eating, drinking, or tobacco use in the cleaning area. This reduces the chances of ingestion of transferred lead/heavy-metals residue or splattered cleaning solvents during cleaning operations. As a minimum, brief students to wash their hands with soap and water before eating, drinking, or smoking (including smokeless tobacco).

4.9. Student Evaluations. Instructors will evaluate students on the course of fire, all required operator skills, preventive maintenance, and function check of the firearm. If an individual fails any evaluation in the training program, the individual is unqualified with the weapon until able to pass the failed portions of the evaluation(s).

4.10. Student Critique. Provide each student the opportunity to accomplish a written critique of all phases of the training program in which they participated. Inform the students of this at the beginning of training. Ensure student critique forms are readily available for student convenience.

4.11. Documentation of Training. Accurate documentation is necessary to ensure ammunition is properly accounted for and to show proof of firearms qualification. Do not use pencils to document training.

4.11.1. Use AF Form 710 as a class roster and a record of individual qualification, ammunition expenditure, range utilization, and firearm use. Complete the form according to **Figure 4.1.** Students will initial next to their printed name after training is completed and the rounds used, score, and status blocks are completed. This form is not to be used as a weapons issue roster/hand receipt. File the AF Form 710 in Combat Arms office as the primary record of ammunition expended and training conducted.

4.11.1. (AFRC) Use the AF Form 710, as a class roster and record of individual qualification for the firearms simulator weapons training. In the lot number block, write N/A. In the butt number/serial number block, enter the serial number or weapon number of the simulator weapon used. In the rounds used block, write the number of simulated rounds fired. Instructors ensure they are not listed as both a student and lead instructor on a single AF Form 710. A separate AF Form 710 must be completed if necessary.

4.11.2. Use AF Form 522 to document training. The individual's unit maintains the completed form to provide a record of training, use as a scheduling aid, and provide a crosscheck of qualification. Unit computer based tracking systems will not be used for validation of qualification, previous training, or deployments. A completed AF Form 522, signed by a Combat Arms (3P0XlB, SEI 312, DoD civilians with equivalent qualifications), is the only allowable source document for current or past qualifications. Complete AF Form 522 according to **Figure 4.2.** The form may be initiated during the first period of training. Annotate rounds fired, score, status, and both student's and range official's signatures after completion of training. The AF Form 522 reflects the qualification status, type of firearm, date of qualification, and if appropriate, the individual's qualification for the award of the Small Arms Expert Marksmanship Ribbon. The individual's unit sends the AF Form(s) 522 with the individual's training records when he or she is transferred. Units using an automated data system for tracking training will use and maintain AF Forms 522 as source documents.

4.11.2.1. (Added-AFRC) Use the AF Form 522 to record course of fire, score, qualification status, and other information about an individual's weapons qualification using the firearms simulator. In the "Rounds Fired" block write in the number of rounds fired and SIM or CATS.

4.11.3. Individuals/units are required to bring their AF Form 522 to class to ensure personnel meet training intervals. If not available, Combat Arms sections may deny weapons qualification training until intervals/qualifications can be verified. Combat Arms should make an attempt to verify previous weapons training by contacting the individual's unit training section, local Combat Arms database or records, or previous Combat Arms section. The intent of this paragraph is to ensure students are not trained in advance of the training intervals mandated by this AFI.

Figure 4.1. AF Form 710, Combat Arms Training Record.

COMBAT ARMS TRAINING RECORD

WEAPON	DATE	TIME	COURSE OF FIRE
M16A2 Rifle	24January02	08:00:00	AFQC

LOT NUMBERS		AMMUNITION CALIBER	TYPE	DODIC	ROUNDS FIRED BY LOT NUMBER
Lot Number 1	LC-0903	5.56mm	M193 Ball	A071	13
Lot Number 2	LC-0904	5.56mm	M193 Ball	A071	70
Lot Number 3	LC-0905	5.56mm	M193 Ball	A071	80

NO.	PRINT NAME (Last, First, MI)	INITIALS	RANK	ORGANIZATION / REASON	BUTT NUMBER / SERIAL NUMBER	TARGET NUMBER	ROUNDS USED	SCORE	STATUS	GROUP
1	COLLIER, JAMES R.	JRC	MSGT	HQ AFSFC / MOBILITY	1 / 144545	1	80	35	E	C
2	CONDEL, TODD M.	TMC	TSGT	HQ AFSFC / DUTY	2 / 325678	2	83	38	E	A
3				LAST	ENTRY					
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

SAMPLE

ROUNDS FIRED SHOOTERS 1-23 163

AF FORM 710, 20011119, *(EF-V1)* PREVIOUS EDITIONS ARE OBSOLETE

NOTE: Separate entries for multiple qualification phases are not required. For multiple phases, enter the total number of rounds fired, score as " --- ", and status as qualified "Q" or un-qualified "UQ." If the individual does not meet minimum qualification standards, indicate in the remarks section what phase(s) the shooter failed.

Figure 4.1. Continued.

NO.	PRINT NAME (Last, First, MI)	INITIALS	RANK	ORGANIZATION / REASON	BUTT NUMBER / SERIAL NUMBER	TARGET NUMBER	ROUNDS USED	SCORE	STATUS	GROUP
24				THIS SIDE	NOT USED					
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										

SAMPLE

ROUNDS FIRED SHOOTERS 24-35	∅
ROUNDS FIRED SHOOTERS 1-23	163
ROUND FIRED SHOOTER 1-35	163

I CERTIFY 163 *ROUNDS OF* 5.56mm M193 Ball *AMMUNITION WERE EXPENDED IN TRAINING THE* 2 *PERSONNEL LISTED ON THIS FORM. AN ADDITIONAL* 0 *ROUNDS WERE EXPENDED FOR DEMONSTRATIONS, REFIRES, AND OR DUDS. THE TOTAL NUMBER OF ROUNDS FIRED FOR THE TRAINING OF THIS CLASS WAS* 163 *ROUNDS.*

DATE	PRINTED NAME AND GRADE OF PRIMARY CLASSROOM INSTRUCTOR	SIGNATURE
24Jan02	BRIDGE, DONALD R. MSGT	Donald R Bridge

ORGANIZATION	SCHEDULED	TRAINED	QUALIFIED	ORGANIZATION	SCHEDULED	TRAINED	QUALIFIED	CLASS BREAKDOWN	TOTALS
HQ AFSFC	2	2	2					GROUP A SF	1
								GROUP A	
								SPECIAL AGENT	
								GROUP B	
								GROUP C	1
								TOTAL	2
								AEF	
								MOBILITY	1
								PCS	
								TDY	
								DUTY	1
								PROFICIENCY	
								TOTAL	2

REMARKS: *(Continue on blank paper if necessary)*

Shooter Number 2 received 3 additional rounds to confirm zero

AF FORM 710, 20011119 *(REVERSE)* *(EF-V1)*

NOTES:

1. Instructors who expend ammunition for class demonstration/test fire purposes will complete a separate line entry for the rounds they fire. Briefly explain the purpose in the remarks section.
2. Use the remarks section to briefly explain why students did not fire the prescribed amount of ammunition, e.g., “student #2 fired 3 additional rounds to confirm zero.

Figure 4.2. AF Form 522, USAF Ground Weapons Training Data.

USAF GROUND WEAPONS TRAINING DATA

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013, and Executive Order 9397 (SSN)

PRINCIPAL PURPOSE(S): Used to record results of small arms qualification training. Serves as the official source document for proof of firearms qualification.

ROUTINE USE(S): None.

DISCLOSURE: Disclosure is voluntary. SSN may be used by arming authority officials to positively identify the individual for suitability to bear firearms.

LAST NAME	FIRST NAME	MIDDLE INITIAL	RANK	SSN
CONDEL	TODD	M	TSGT	xxx-xx-xxxx

ORGANIZATION	OFFICE SYMBOL	BASE	DSN NUMBER	ARMING GROUP	PRIMARY DUTY WEAPON
HQ AFSFC	SFWC	LACKLAND	945-xxxx	A	M16A2

COMBAT ARMS SECTION	DSN NUMBER	COMBAT ARMS E-MAIL ADDRESS *(Optional)*
433 SFS/SFTC	945-xxxx	sfs.sftc@lackland.af.mil

DATE TRAINED	WEAPON COURSE	ROUNDS FIRED	STATUS / SCORE	DATE EXPIRES	SHOOTER'S SIGNATURE / PRINTED NAME AND RANK OF INSTRUCTOR / INSTRUCTOR'S SIGNATURE
24 JAN 02	M16A2 AFQC	83	STATUS: EXPERT SCORE: 38	31 DEC 02	SHOOTER'S SIGNATURE: Todd M. Condel PRINTED NAME AND RANK OF INSTRUCTOR: DONALD R BRIDGE, MSGT INSTRUCTOR'S SIGNATURE: Donald R. Bridge
DATE TRAINED	WEAPON COURSE	ROUNDS FIRED	STATUS SCORE	DATE EXPIRES	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR INSTRUCTOR'S SIGNATURE
DATE TRAINED	WEAPON COURSE	ROUNDS FIRED	STATUS SCORE	DATE EXPIRES	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR INSTRUCTOR'S SIGNATURE
DATE TRAINED	WEAPON COURSE	ROUNDS FIRED	STATUS SCORE	DATE EXPIRES	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR INSTRUCTOR'S SIGNATURE
DATE TRAINED	WEAPON COURSE	ROUNDS FIRED	STATUS SCORE	DATE EXPIRES	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR INSTRUCTOR'S SIGNATURE
DATE TRAINED	WEAPON COURSE	ROUNDS FIRED	STATUS SCORE	DATE EXPIRES	SHOOTER'S SIGNATURE PRINTED NAME AND RANK OF INSTRUCTOR INSTRUCTOR'S SIGNATURE

REMARKS

AF FORM 522, 19990701 *(IMT-V1)* PREVIOUS EDITIONS ARE OBSOLETE.

NOTE: Separate entries for multiple qualification phases are not required. For multiple phases, enter the total number of rounds fired, score as N/A, and status as "Q" or "UQ." If the individual is unqualified, indicate in the remarks section what phases the shooter failed. This form may be used for multiple weapon qualifications.

Chapter 5

COMBAT ARMS SECTION MANAGEMENT AND USAF RANGE OPERATIONS

5.1. Purpose. Provides guidance for efficient management and safe operations of Air Force ground weapons training and maintenance complex/facilities.

5.2. The Combat Arms Section. Implements weapons training through the qualification program and provides the ground weapons inspection and maintenance program. The following paragraphs will aid in operation and administration of the Combat Arms section. In some cases, this is an expansion of responsibilities listed for the Combat Arms section organizational commander and the Combat Arms NCOIC in this AFI.

5.2.1. Administration. Combat Arms sections will enforce accurate and timely management of their administrative functions to accomplish their mission and upgrade personnel.

5.2.2. Combat Arms Program Measurement. HQ AFSFC/SFWC measures training, manpower, ammunition expenditure, range facilities, and firearm types/quantities on a recurring basis. Units report information to their parent command using the RCS: HAF-SF (A & SA) 9371, *Combat Arms Program Report*, Parts I through III, format in **Attachment 2**. Reports cover the FY period and are completed with information current 1 Oct through 30 Sep. MAJCOMs forward command consolidated reports to HQ AFSFC/SFWC NLT 15 Nov.

5.2.3. Reference Library. Combat Arms sections will keep a reference library containing applicable AFIs, AFMANs, TO's, Army Manuals, and copies of locally produced supplements and Operating Instructions (OIs). Combat Arms sections must maintain publications listed for operations, ranges, weapons, munitions, and related equipment pertaining to conducted inspections, maintenance, and training. Combat Arms sections must regularly check Air Force indexes for changes to publications and TO indexes for new or changed manuals covering tools (e.g., hand and power), equipment (e.g. binoculars, scopes, night vision devices [NVD], machinery, etc), gauges, ammunition, weapons, mounts, etc. to ensure proper guidance on maintenance, repair, and handling is available. **Attachment 1** contains a listing of references relating to the Combat Arms Program.

5.2.4. Forms and Record Management. The Combat Arms records and files technician is responsible for the following administrative requirements:

5.2.4.1. Maintain records to provide for accountability of all munitions items from the time they are drawn from supply through the time they are expended or returned to supply (AFMAN 23-110,V2, Part 2, Chapter 33, *USAF Supply Manual*).

5.2.4.2. Maintain records on the disposition of weapon parts and ammunition residue (fired brass, etc.). Dispose of recoverable and nonrecoverable munitions residue as directed by AFMAN 23-110V2, Part 2, Chapter 33, and T.O. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from items Exposed to or Containing Explosives*.

5.2.4.3. Maintain a permanent weapons maintenance log to record maintenance performed and/or parts replaced on each weapon repaired. This record can be maintained in computer files (must

have back-up available), bound binders, or general purpose forms. See paragraph **6.4.** for detailed information.

5.2.4.4. Maintain weapons qualification, scheduling, and range utilization data. This record can be maintained in computer files (must have back-up available), bound binders, or general purpose forms.

5.2.4.5. Maintain a permanent history record. This record should contain notable training actions, range construction and rehabilitation operations, weapons maintenance performed, along with names of assigned personnel. The annual Combat Arms Program Report should also be part of the history report. This ensures a timely and logical Combat Arms history.

5.2.5. Budget Requirements. Prepare and submit budget inputs according to squadron resource advisor guidelines. Combat Arms is responsible for procurement of all small arms parts to support the installation weapon repair program (does not apply to ceremonial weapons). Establishment of a Combat Arms supply account, supported by a funded cost center, streamlines the parts procurement process. Most parts are coded as pilferable items and are subject to Air Force audit review. This audit trail must accurately track the requisition of parts (from Combat Arms), accountability, and disposition of the end item.

5.2.6. Supply and Equipment Procedures. The Combat Arms NCOIC will ensure adequate quantities of weapons, ammunition, targets, spare parts, tools, and other items are on hand to support the weapons qualification and maintenance mission. Allowance documents 006, 016, 538, 629, and appropriate technical orders provide authorizations.

5.2.7. Firearms and Ammunition Protection and Control. Use established standards for protecting sensitive conventional arms, major weapons parts and assemblies, ammunition, and explosives in the custody of any component of DoD. AFPD 24-2, *Preparation and Movement of Air Force Materiel*, AFI 31-101, *AF Installation Security Program,* and DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives,* outline protection standards.

5.2.7. (AFRC) Combat Arms NCOICs will develop a local OI that deals specifically with the issues of transportation of munitions and weapons to off base training locations.

5.2.8. Ammunition Authorizations and Forecasting. AFCAT 21-209, Volume 1, provides specific allowance authorization for ammunition expenditures in support of the Combat Arms mission. Use the information in AFCAT 21-209, Volume 1, along with actual training expenditures and any projected training increases or decreases, to determine future ammunition requirements. Submit munitions forecast IAW established MAJCOM guidance. Combat Arms sections must submit detailed justifications along with their forecast if their requirements vary more than 10% (plus or minus) from the previous year's requirements.

5.2.9. Base units who are authorized proficiency/competition ammunition IAW AFCAT 21-209, Volume 1, are responsible for managing their individual ammunition supply accounts, to include residue disposition. Combat Arms is not required to provide ammunition or manpower to support unit proficiency/competition training programs. However, units with approved ammunition allowances may utilize the Combat Arms ranges (if available) to implement their unit proficiency program. See paragraph **5.3.** for USAF Range Use.

5.2.10. Target Procurement and Repair. Procure targets of the correct type and quantity for weapons training through normal supply channels. Range personnel are responsible for daily maintenance,

such as replacing target frames and resurfacing frames or target backers. Units with an approved proficiency-training program are responsible for providing their own target material and repairing/replacing damaged target frames.

5.2.11. Equipment Accountability. The Combat Arms account custodian will maintain documentation to support the Combat Arms supply account. This includes, but is not limited to, listings of office equipment, furniture, special tools for weapons, annual inventory for weapon parts, and all military firearms assigned to the Combat Arms account.

5.2.12. Consumable Supplies. Establish local procedures to ensure adequate quantities of consumable supplies are maintained. These include office supplies (such as pencils, paper, and pens); lumber for target frames; nails, nuts, bolts, screws; glue, paint, solvents, bore cleaner; weapons cleaning supplies, targets, heavy duty staple guns, staples, target material, etc.

5.2.13. Operating Instructions (OI). Each individual Combat Arms section will develop and maintain Combat Arms OIs IAW squadron/base policy. Review OIs annually and update as necessary. Document reviews on computer listing or general-purpose form.

5.2.14. Training Schedules. Develop weapons training schedules to ensure maximum use of Combat Arms facilities and resources. Instructor availability is a key consideration when maximizing schedules. Arming Group A have the highest priority and identified Group B UTC positions have priority over arming Group C UTC positions. The installation commander establishes unit-training priorities within each Group. Actual deploying and overseas PCSing personnel have priority over all other personnel. The Combat Arms section must request an annual training forecast from each supported unit. This forecast will identify the number of personnel requiring weapons qualification, weapon type for training required, type of training required, and the rationale or justification for this training (arming need or UTC positions). Unit training sections will schedule their people for the training through the Combat Arms unit. When necessary, Combat Arms will send utilization letters through appropriate command channels to organizational commanders informing them when allocated/available training opportunities/slots go un-used. The Combat Arms schedules must also include dedicated and adequate allocations of time for weapons inspections and maintenance, range maintenance, Combat Arms in-house training, and weapons proficiency.

5.2.15. Brass Turn-in. T.O. 11A-1-60, Section III, *The Appointment Of Qualified Personnel And List Of Materials And Equipment*, identifies who is qualified to inspect and certify material to be free of explosive/chemical contamination. It further lists personnel requirements in the following preferred order: AFSC 2W051/71/91, TO 11A-1-10 Munitions Inspectors, Quality Assurance Specialist (Ammunition) with qualification equal to a five skill level or higher, AFSC 2WX51/71/91 or equivalent, AFSC 3E851/71/91 or equivalent, AFSC 2A6X3/5/7/9 skill level, AFSC 2M072 or equivalent and 2M090 or equivalent after completing EOD training, and finally AFSC 3P051/71/91. The intent of this section is to ensure personnel are utilized in the preferred order and not to pick and choose who will inspect and certify brass for turn-in.

5.3. USAF Range Use. Safety is paramount when operating Air Force firing ranges. At least two personnel must be present when conducting live-fire operations. The host base Combat Arms section within security forces is responsible for the military combat arms range program. They maintain ranges under their control and program for renovation when necessary. Program for new facilities (if required) as additional weapons are added to the qualification program. Modernization of Air Force ranges is a critical component of force protection. The Air Force ground combat war fighting capability starts with the abil-

ity for armed personnel to employ their assigned firearms. Operational firing ranges are used as the training arena to qualify Air Force personnel. Failure to aggressively maintain ranges will adversely impact our force protection efforts. Due to the heavy volume of live ammunition expended on these facilities, it is imperative to maintain them in peak condition with a proactive maintenance plan.

5.3.1. Military Use. Combat Arms live-fire qualification of military personnel has priority over any other use of the range. Units with approved proficiency training programs IAW AFCAT 21-209 may use the range on an "as available" basis. All units using the range must have task certified range personnel, in the grade of staff sergeant or above (this rank provision does not apply to Combat Arms personnel). The host Combat Arms NCOIC, or DoD civilian equivalent, is responsible for providing all training necessary to safely operate Air Force ranges. These personnel must possess written certification issued by the Combat Arms NCOIC and approved by the Security Forces commander. This authorization is valid for one year and only pertains to the host Combat Arms range. Range certified personnel are responsible for safe range operations and must remain on the firing range until all weapons have been cleared and removed from the range. At a minimum, range certification must include opening and closing procedures, shooter to range official ratios, firing line procedures, tower operator duties, weapon-clearing procedures, range limitations, and emergency notification procedures. Task certification must be documented on the AF Form 797, AF Form 1098, or equivalent, and filed at the CA section. These personnel must possess an AF Form 483 signed by the CA NCOIC. CA personnel must develop a "range book" for use on the firing range. It must include all items necessary to safely operate the range, and must remain on the range while the range is in operation. The host security forces commander will approve, in writing, all range certification-training plans. ***NOTE:*** Host nation, DoD military, DOE, FBI, local civilian, etc., without Combat Arms support must provide certified range personnel. These personnel must possess documentation identifying them as certified range personnel.

5.3.1.1. Air Force units/personnel will not conduct live-fire qualification or proficiency type training on any range not certified for Air Force use. When required to use non-USAF firing ranges (host nation, DoD military, DOE, FBI, local civilian, etc.) for weapons qualification or proficiency, the local Combat Arms NCOIC and the local Wing Safety representative will conduct a range certification inspection. This inspection must cover basic range safety and AF training requirements. The non-USAF facility managers are not obligated to install equipment or modify their facilities to accommodate USAF courses. The range certification inspection ensures facilities meet the intent of USAF training programs and does not expose AF personnel to unsafe conditions or endanger others. Document the certification and provide MAJCOM/SF with a courtesy copy. Should these facilities require a change to AF training programs, submit a training deviation request through local channels to MAJCOM/SF, IAW para **2.16.3.**

5.3.1.1. (AFRC) Send information copy to applicable NAF/SF.

5.3.1.2. Host-Tenant Support Agreements (HTSA) - Training Support. The host Combat Arms section will provide weapons qualification training to those AFRC tenant units without their own AFSC 3P0X1B, SEI 312, or DoD civilian equivalent personnel assigned. Tenant AFRC units without sufficient numbers of their own AFSC 3P0X1B, SEI 312, or civilian equivalent personnel assigned and present during a Unit Training Assembly (UTA), request host Combat Arms support to augment their personnel during qualification training through the host-base Security Forces commander. If host Combat Arms manpower support is required, it will be provided if manpower permits. For AFRC units, this support will include complete access to all items necessary to con-

duct weapons qualification training. Unless specified in the HTSA, and agreed upon by the host SF commander, this support will not include ammunition. Formalize this training and/or support through an agreement according to AFI 25-201. Tenant ARC units will have range and facility priority on scheduled UTA weekends over non-Air Force users and non-mission essential training.

5.3.2. Official Nonmilitary Use. The SF commander may authorize, or deny, range use for recreational shooting activities including the firing of privately owned firearms. This activity must not interfere with the base force protection mission. Before granting approval, local security forces and staff judge advocate (liability reasons) must coordinate on official nonmilitary range user's requests to fire privately owned weapons (POWs) on base firing ranges. Installations should use host-tenant agreements or memorandum of agreement/understanding for use with organizations to ensure controls and reimbursement for wear-and-tear or damages. Recreational shooters will provide their own targets, first aid kit, and other associated supplies/equipment.

5.3.2.1. When firing is being done, on Air Force ranges for recreational purposes, no less than two people must be present. As a minimum, the supervisor must have been briefed by the Combat Arms NCOIC, or DoD civilian equivalent, on range safety, operation policies and procedures, and possess written certification. The other person must be capable of summoning assistance, if needed. Recreational shooters must comply with the shooters (minimum) per range firing line official ratios (**Table 4.1.**). Firearms and ammunition fired on Air Force ranges must not exceed range limitations. The owner must ensure the weapon is serviceable and have approval to fire the weapon on the range. When shooting competitions are conducted on Air Force ranges, instructors, safety personnel, and those managing the event must brief participants on operating procedures, methods, and commands. All personnel, including spectators, are under the control of the tower operator while on the range complex. On duty Combat Arms personnel are not to be required to be safety officials or tower operators for non-military (with the exception of EIC matches hosted by CA) or recreational use or be required to officially perform this function during off duty time.

5.3.2.2. Authorized civilian shooting groups may use Air Force ranges during those times when they are not required for Air Force or other military needs. These organizations must ensure sufficient personnel receive certification training from the Combat Arms NCOIC to safely operate the range.

5.3.2.3. Civilian police agencies using Air Force small arms firing ranges must comply with the intent of this AFI.

5.3.3. Recreational Use of Range Property: Base agencies such as CE real property, CE environmental flight, ground safety, and security forces, in coordination with the staff judge advocate, are responsible for safe implementation of this authorization.

5.3.3.1. Air Force installations with large range areas may permit hunting, fishing, picnicking, or other recreational activities. Recreational activities must not conflict with weapons training requirements. The installation Combat Arms unit will control and schedule entry into range areas in case of changes in training or emergencies.

5.3.3.2. Personnel, both military and civilian, must first demonstrate their firearm safety and proficiency to designated officials before they are allowed to use the range area for hunting. Local requirements dictate the course content and scope of examinations for hunters.

5.3.3.3. When the range area is used for recreational purposes, post the date and hours recreational use will be permitted and the range point of contact (POC) in the installation base bulletin

once a week. After the recreational season is over, return the range area to a no-trespass basis and place this information in the base bulletin for at least three consecutive weeks.

5.4. Range Safety. Units should apply the Operational Risk Management (ORM) process before conducting live-fire training. As a minimum, use the information in paragraphs **5.4.1.** through **5.4.11.4.2.** to ensure safe range operations. Local conditions may require additional safety precautions.

5.4.1. Lead and Heavy-Metals Contamination Risk. Precautions must be taken to protect shooters and outside maintenance personnel (who normally have limited or short term contact) and instructors (who have repeated and long term exposure) from the effects of lead and heavy-metals exposure. Administrative controls and good hygiene are two effective ways to reduce contamination. Instructors must observe the following precautions and ensure students are briefed prior to occupying the firing line.

5.4.1.1. Smoking is prohibited on the firing line. Using any type of smokeless tobacco is also prohibited. Personnel should wash their hands as soon as they depart the firing line, after handling the weapon in classroom or on the range, and prior to using tobacco products. This reduces the possibility of ingesting lead/heavy-metal particles transferred from the hands into the body.

5.4.1.2. Do not eat or drink on the range. Lead/heavy-metals dust on the hands and face can be ingested through contact with food or drinks. Airborne lead/heavy-metals expelled from the weapon can settle on food and drinks.

5.4.1.3. Do not collect expended brass in hats. When the hat is placed back on the head, lead/heavy-metals are deposited into the hair and absorbed into the skin.

5.4.1.4. Be aware the face, arms, and hands are covered with lead/heavy-metal particles. Shooters and instructors should wash thoroughly with cold water and plenty of soap. Cold water is preferred because warm water enhances the absorption of lead/heavy-metals by opening the pores of the skin. If no water is available, instructors must provide moist towelettes, handwipes, or waterless hand cleaner as an alternative.

5.4.1.5. Instructors must remember lead and heavy metals can be transferred by casual contact since their hair, shoes, clothes, and equipment are still contaminated with lead/heavy-metals after they depart the range. Casual contact with infants, family, friends, personal items, vehicles, and living areas should be avoided while still in range clothing/equipment. During any future range facility construction projects, consideration should be given to shower, changing, laundry facilities, and lockers for instructor personnel to remove contamination and prevent recurring casual contamination and potential health concerns away from the range facilities.

5.4.1.6. Lead and heavy metals expelled from weapons can collect on all surfaces/areas of a range and particular precautions must be taken during any range maintenance operations. Vibrations and actions from hammering, shoveling, mowing, etc., can cause these contaminants to fall or become airborne around workers. Base agencies can provide help in testing those work areas to determine the level of contamination where the work is to be accomplished. They can also help in determining the type and level of protection/equipment needed to perform the tasks required. Ensure outside agencies conducting maintenance on the ranges are informed of the potential hazards prior to work being started, i.e. CE, contractors, mowers, etc.

5.4.2. Range Specifications. Ensure the type of ammunition to be used is authorized for the range facility. Tracer rounds may pose fire hazards on some older ranges and the Strontium Nitrate residue

can be difficult to dispose of if used on some modern bullet traps. Installations should consider lighting target areas and firing lines to increase range-firing availability. Firing line positions and target lines or lanes are to be numbered using black numbers on white background for even numbered positions and white numbers on black background for odd numbered positions. Combat Arms sections must prominently post the maximum caliber authorized for use on the range (only required on Air Force owned and operated ranges). These items must be included in the local range OI and are required to be briefed to any personnel conducting firing.

5.4.2.1. Firing Positions. Personnel must live-fire from established firing lines with approved targets placed at designated target lines. Do not permit personnel to establish firing positions forward of the firing line on baffled ranges locations (unless the range was designed to allow personnel to fire forward of the firing line). This poses a safety hazard because it defeats the purpose of the canopy baffle and all overhead baffles. Rounds could leave the range in between the baffles and impact outside the SDZ or ricochet at unexpected angles.

5.4.2.2. Target Lines. Ensure targets are adequately spaced and clearly marked to avoid confusion by shooters; marking is not to be on the target itself. On baffled ranges, position the targets to prevent concentrations of direct shots into the overhead baffles from firing positions, especially the prone and kneeling positions. Overhead baffles are not built or designed to take concentrations of direct-fired rounds. They are designed for the errant ricochet or accidental discharge. On older ranges with remaining ground baffles or ranges with concrete range floors, position the targets high enough to prevent concentrations of direct shots into the baffles or floor from firing positions, especially the standing or over-barricade positions. Targets should always be positioned on ranges so the bullets impact the backstop or trap after passing through the target from a given shooting position. On ranges with metal bullet traps/catches, position targets so after the round passes through the target it enters straight into the trap/catch as much as possible and/or at angles recommended by the manufacturer. Shooting at targets placed too high from prone or kneeling and/or too low from standing positions may cause the rounds to repeatedly impact the steel plates at close to right angles and can excessively wear, dimple, or buckle the plates. This may require multiple target lines/hanging systems at a single distance to allow the raising or lowering of targets between firing orders.

5.4.3. Firing Line Officials. Ensure certified line officials (including tower operators) are available to meet student to instructor ratios IAW **Table 4.1.** Officials must work as a team to optimize the safety environment. The use of locally developed standardized arm and hand signals between line officials and the tower operator (e.g. arm and hand pointing down range for ready or arm and hand straight up or to the rear for not ready or holding) improves the communication process. During night fire operations, blue, green, or red chemical sticks partially preserve night vision and serve as a way to identify line officials. Radios with a combination microphone/earpiece allowing wear under hearing protection are one of the most effective ways to maintain communication and safety between range personnel, especially during limited visibility firing. The tower operator has responsibility and authority for safe and effective operations during live-fire training. The tower operator must remain alert at all times and not engage in unimportant activity or attempt to complete paperwork between orders of fire. ***NOTE:*** Units with approved proficiency training programs must ensure they have sufficient personnel trained IAW paragraph **5.3.1.**

5.4.4. Trespass Notices. Annually, place legal notices to the public in the base bulletin and newspapers. Place similar notices in local area newspapers if the base is considered an open installation, or all

or part of the range impact area lies outside secured base perimeters. In such notices, give the location of the range or ranges, and state trespassing is not only illegal but also dangerous because of gunfire. Include in the notice: the office address, personnel to contact, and phone numbers to call in case there is a valid need for entry. Notices are not required at overseas locations where tensions are high and the local threat could cause such notices to bring undue attention to the base or for fully enclosed indoor ranges.

5.4.5. Warning Signs. Place signs along the normal boundaries of the range. Signs will be white background with red letters. Wording on the signs should read either "DANGER, FIRING RANGES, DO NOT ENTER" or "DANGER, WEAPONS FIRING IN PROGRESS, KEEP OUT." Post the signs no further than 150 meters apart, or as terrain dictates, along range boundaries, parallel to roads or paths. Place signs close enough to give reasonable and proper warning along other areas of the SDZ. Local conditions govern the placing of these signs. Signs will be bilingual where English is not the national language, or multilingual where needed. Post bilingual signs on continental United States (CONUS) ranges located near foreign borders. Local policies will determine this requirement.

5.4.6. Road Guards. On some ranges, during the firing of certain types of weapons, road guards may be necessary to prevent entry into the danger area until daily firing is completed. Post signs and range flags showing the proper approach to a firing range and to give adequate warning to personnel approaching in vehicles. Roads entering the SDZ with no fences, gates, or adequate barriers to prevent vehicles from trespassing must have road guards posted. Post road guards along frequently traveled trails or footpaths, at places where anyone might trespass into range danger areas, and where adequate fences or barriers do not exist. When special traffic problems exist, use road guards to direct traffic to such places as special parking areas or over designated routes.

5.4.7. Range Communications. Before each firing session begins, check tower and instructor communications systems on the firing line and the telephone system or radio linking the range with the parent installation to determine if they are serviceable.

5.4.8. Posting of Range Safety Rules. Post a sign or signs in an appropriate area to the rear of the range in a location where all who enter the range may read the rules for safety while on the range. The sign should include, but is not limited to, the following:

5.4.8.1. Treat all weapons as if they are loaded.

5.4.8.2. Holster, clear, or secure all weapons when they are not in use.

5.4.8.3. Keep the muzzle of the weapon under control at all times.

5.4.8.4. Do not point the weapon at anything you do not intend to shoot.

5.4.8.5. No horseplay while on the range or while handling weapons.

5.4.8.6. Do not handle weapons while personnel are down range.

5.4.8.7. Do not handle weapons until instructed to do so by the range official.

5.4.8.8. No smoking within 50 feet of the firing line.

5.4.9. Display of Flag and Streamers. Display a red streamer (at least 4 feet by 9 feet) and/or a rotating red beacon at each range complex entry point. A rotating red beacon is required for use during night firing. This streamer or beacon indicates the range complex is in operation and firing is scheduled. Place a sign near the range complex entry point, which reads "DANGER, FIRING IN PROGRESS

WHEN RED FLAG IS FLYING (OR RED BEACON IS FLASHING)." Streamers may be ordered or locally manufactured. Flagstaffs used to display the streamer will be no less than 20 feet in height. Flagstaffs used to display a rotating red beacon should be at a height (depending on local conditions) allowing it to be visible to all personnel approaching the range complex. Each individual range will display an additional red flag (at least 2 feet by 3 feet) and/or a rotating red beacon while the range is in operation. The streamer or beacon at the point of entry will be sufficient if the streamer or beacon is visible from a superimposed or special range. Completely enclosed indoor ranges, with controlled access through secured doors, do not require streamers or beacons. Place a removable sign at the facility entrance to inform/caution personnel firing is in progress.

5.4.10. Emergency Equipment. Ensure serviceable fire extinguishers are readily available during range operations and munitions movements. To provide for essential first aid and an immediate means of transportation for an accident victim, a serviceable first aid kit and a serviceable vehicle (military or civilian) must be immediately available (on the range) any time the range is in operation. During range operations, at least one individual must be present at the range who has received and can administer Self-Aid and Buddy Care. All Combat Arms personnel must receive Self-Aid and Buddy Care or equivalent first aid training as a minimum; this does not prevent an individual from working the firing line while awaiting training. Depending on the type of weapons firing being accomplished, range requirements, service component requirements, and/or distance to the nearest medical facility, it may be necessary to a have a standby ambulance on scene.

5.4.11. Unsafe Acts and Conditions. Range personnel have the responsibility to enforce proper safety procedures and practices on firing ranges. They have the prerogative and the duty to remove from the firing line or range any person(s) who are considered unsafe. Using appropriate military bearing and behavior, immediately remove any person(s) from the firing line who repeats infractions, disregard instructions, or flagrantly violates safety practices. If a person is removed, provide a written summary to the individual's immediate commander. This must be accomplished within 5 duty days and prior to the individual returning for training.

5.4.11.1. Range Facility. Range conditions could constitute safety hazards and cause bounce backs or ricochets. Excessive rains may erode berms and bullet catches so they do not contain bullets; overhead and ground baffles rot or become damaged and no longer stop bullets; and electrical wires become frayed and are no longer properly insulated. Backstops (earth or metal) can develop a build-up of residue and pose ricochet hazards. If unsafe conditions are detected, report the safety deficiencies to the appropriate civil engineering section and ground safety official(s). Inspect ranges for safety deficiencies before firing each day. If unsafe conditions are discovered, correct them before the start of firing. On impact ranges, check entry points for unauthorized entry and, where possible, visually inspect the impact area before the start of firing to make sure personnel or equipment are not in the impact area. Make sure barriers and fences are in place.

5.4.11.2. Targets, Stands, Frames, and Holders. The Combat Arms NCOIC is responsible for ensuring targets, stands, frames, and holders used on the Combat Arms firing range meet Air Force safety requirements. Air Force units with approved proficiency programs are responsible for targets used at non-Air Force range locations. Use Operational Risk Management steps, along with the guidance below, to determine target safety. Normally, targets and support materials are made of paper/cardboard and wood. They are softer than projectiles and pose minimal ricochet/bullet splatter problems. However, personnel must use extreme caution when using steel targets, stands, frames, or holders and support materials. Steel targets are classified as "reactionary" and

"non-reactionary." Steel non-reactionary targets are stationary and steel reactionary targets fall or drop when engaged. Even with the best steel targets, training can be dangerous. Units must consider angle of deflection, safety zones, and ricochet/bullet splatter zones/angles (primary and secondary) from steel targets not normally associated with firing at soft targets and support materials. Follow the guidance below before using steel targets, metal target frames, holders, and support materials:

5.4.11.2.1. Units should only use steel targets, stands, frames, or holders and support materials procured from a reputable commercial manufacturer. Follow the manufacturers' safety requirements for target placement and projectile limitations.

5.4.11.2.2. Do not use locally fabricated targets, metal target support materials, or commercial items if the Brinell hardness (tensile strength) number is too soft, unknown, or the angle of deflection for bullet splatter is unknown. Angle of deflection can be determined by surrounding the steel target by a plywood box. After shooting numerous rounds, the path of the bullet fragments are assessed by the marks left on the plywood. The majority (approx. 95%) of the fragments should spread out at 20-degree angles from the plate surface (splatter zone). The remaining area, including the shooter, receives only a small portion of bullet fragments (safety zone). Although the safety zone is not absolutely safe, with proper protection, normal training can be carried on without undue risk. Soft-steel targets, metal support stands, and holder materials can deform or damage rapidly when high velocity rounds are used, resulting in changing splatter and safety zones. Steel handgun targets and metal target support materials, as a minimum, must meet the American Society for Testing Materials (ASTM) A-321 requirements for steel plate with a minimum surface hardness of BHN 400. Steel 5.56mm/7.62mm targets and metal target support materials, as a minimum, must meet the American Society for Testing Materials (ASTM) A-321 requirements for steel plate with a minimum surface hardness of BHN 500. Due to increased airborne lead and the need for a predictable shatter effect, strongly recommend use of Air Force/MAJCOM approved frangible ammunition when firing at metal targets instead of lead or jacketed lead ammunition. Using frangible munitions may reduce the minimum distances to safely fire at steel targets. To reduce minimum safe distances, conduct an ORM with Combat Arms and Wing Safety. Once complete, the Security Forces Commander may authorize reduced distances. Document the new distances in Combat Arms OI's. Always use good high velocity factory ammunition; **NEVER** use armor piercing, magnum, or "hot load" ammunition with steel targets.

5.4.11.2.3. Inspect targets, stands, and holders before each day's firing session begins. Do not use deformed, dented, or damaged metal targets, metal support stands, frames, or holders. Small dimples can cause erratic bullet splatter and pose a safety hazard for shooters. Targets and all metal support stands and holders must maintain their original surface structure to be considered serviceable.

5.4.11.2.4. Ensure unserviceable targets or metal target support stands are immediately removed from service. Ensure all metal target frames, stands, or holders are constructed so the angle of the metal directs any ricochets or back splatter away from shooters, instructors, or observers on the firing line. If range floor is concrete or has rocks larger than 3/8-inch, cover the area under the target area with plywood, sand, pea gravel, or other material to prevent secondary splatter.

5.4.11.2.5. Shooting surfaces of steel non-reactionary targets must be angled downward at least 15 degrees to deflect projectiles toward the range floor. Follow manufacturer minimum safe distances on commercially purchased targets.

5.4.11.2.6. The minimum safe distance for locally manufactured steel rifle targets (reactionary/non-reactionary) is 50 meters. Ensure the tensile strength is rated to match the caliber and type of the rifle ammunition used. Follow manufacturer minimum safe distances on commercially purchased targets.

5.4.11.2.7. Shooters, range officials, and any observers within 50 meters of steel targets or metal target supports/stands/holders must wear safety glasses. OSHA-approved glasses with built-in side protection, or wrap around in design, are mandatory for shooters and range officials. OSHA-approved glasses are mandatory and additional side protection strongly recommended for observers inside the safety zone. ***NOTE:*** Ensure individuals without side protection glasses are briefed to remain looking directly down range at the targets during all firing. Turning of the head during firing exposes the individual's eyes to the risk of back splatter. Additionally, many eye protection companies manufacture slip on side shields for prescription and shooting glasses without built-in protection. Eye protection is not required for observers, if using Air Force/MAJCOM approved frangible munitions, and observers are placed a minimum of 25 meters from the closest target.

5.4.11.2.8. As a minimum, shooters, range officials, and observers within 25 meters of the target must wear long pants and long sleeves (to protect exposed skin to back splatter) during steel target live-fire. Additionally, wear billed caps (to protect eyes from back splatter entering behind the top of safety glasses) during steel target live-fire.

5.4.11.2.9. When possible, move observers back from the firing line and away from any potential back splatter area. This established safety zone distance depends upon the type of ammunition used and layout of the facility. Use of metal targets on ranges will change normally established SDZs and must be taken into account. ***NOTE:*** Requirements for steel targets, stands, frames, and holders in paragraphs **5.4.11.2.1.** - **5.4.11.2.4.** do not apply to full distance/long range firing courses where targets are placed at greater distances (100 yards/meters or more) on impact ranges, e.g. 40mm G/L, Antiarmor, M249, M60, MK-19, etc.

5.4.11.3. Inclement Weather. The Combat Arms section will establish written guidelines, with SF commander approval, to cancel/postpone training during inclement weather. The final decision to conduct or cancel training rests with the NCOIC, Combat Arms or in his/her absence, the senior combat arms instructor present. Conditions to consider include: severe cold, extreme heat, local lightning, heavy fog, heavy rain, etc.

5.4.11.4. Safety Equipment. To ensure trainees can identify range officials in the performance of block official duties, MAJCOMs will identify appropriate safety gear. This would most often be a safety vest or hat, specifically selected for this purpose. It is only to be worn while performing safety-related duties while on the range, and is not an approved item for regular wear in a military uniform. During live-fire training, all personnel will wear hearing protection. Dual hearing protection may be necessary (for students and instructors) depending on decibel levels and exposure time. To decrease the effects of permanent hearing damage, Combat Arms personnel must be issued quality hearing protection, meeting or exceeding the decibel ratings of the range environment. Bioenvironmental health officials can provide specific guidance. Eye protection with side

protection, or wrap around in design and meeting OSHA standards, is mandatory for all instructors working/observing live-fire operations. Combat Arms personnel are authorized two pair of high-quality non-prescription/prescription shooting glasses IAW Allowance Standard Code (ASC) 538, Section J. Prescription shooting glasses are authorized IAW AFMAN 23-110, Volume 5, Chapter 16, Section 22. Combat Arms sections will make eye protection meeting OSHA standards available for trainees who desire it during live-fire and is mandatory if firing at steel targets, if exposed steel target supports/holders are used, or if course directions require them.

5.4.11.4. (AFRC) To ensure trainees are able to quickly identify range officials performing block officer duties during range operation, AFRC recommends a red hat with "Combat Arms" in black letters across the front. The letters should be block style, not to exceed one inch in diameter.

5.4.11.4.1. Firing line officials are authorized and should consider wearing protective Nomex gloves during line operations for safety and protection from the elements. Thin gloves protect the hands and allow work on weapons during immediate action procedures, clearing and repairing jammed weapons.

5.4.11.4.2. Brass deflectors for weapons will help reduce the possibility of students being burned by hot brass. Lightweight, sheer screens, hanging between positions is an effective way to safely direct or block the pattern of ejected brass away from shooters. Screen material thickness and width should be kept to the minimum necessary to avoid obstructing range official's line of sight.

5.5. Daily Range Opening and Closing Procedures. The Combat Arms NCOIC ensures the range complex is safe to use and resource protection procedures are adhered to.

5.5.1. Daily Opening Procedures. Combat Arms personnel will make sure all firearms, ammunition, and equipment needed to support the day's operation are in place before the arrival of the students. Ensure the range is inspected (see paragraph **5.7.1.**), equipment is serviceable, and ensure the range flag is raised or the beacon is turned on before firing begins. The senior Combat Arms official will select a lead instructor and tower operator for each training session.

5.5.2. Daily Closing Procedures. When closing the range after each day's operation, make sure all weapons and ammunition are inventoried and properly secured. The range and range facilities should be prepared for the next day's operation by storing equipment, lowering flags, turning off beacons, and locking all facilities.

5.6. Live-fire Procedures. Rack clear all weapons transported to and from the firing range. Pistols may be transported to the range cleared, holstered, and secured. Weapons may be transported to the range by each shooter once rack cleared by Combat Arms personnel. Before firing begins, the tower operator or the ranking on scene range certified member will give a range safety briefing to all personnel scheduled to fire.

5.6.1. Prefire Briefing. Brief all students on each order of fire. This briefing will include, but is not limited to, each phase of fire, position to be used, time limits, number of rounds, rounds per magazine, and number of magazines used.

5.6.2. Ready Line. The ready line (normally a 4-inch wide yellow line) is placed a minimum of 8 feet behind the firing line. Shooters will remain behind the ready line and at assigned firing positions until

they are given further instructions. The tower operator notifies the shooters when to proceed from the ready line to the firing line.

5.6.3. Firing Line. The firing line (normally a 4-inch wide red line) is the line where the shooter occupies a predetermined position and fires a course or order of fire. Firing line officials must observe all personnel approaching, occupying, or departing the firing line as this is one of the times when a breach of safety is likely to occur. Ground weapons at the firing positions with the actions open, safety on, and muzzles pointed downrange. Shooters will handle the weapons only on the tower operator's command. Do not permit anyone forward of the firing line until the line is cleared. "Cleared" means weapons are visually inspected for safe conditions by range personnel, grounded with actions open, safety on, or holstered and secured. Pistols may be holstered under the “hot range” (weapons loaded with a round in the chamber) concept providing line officials ensure pistols remain secured in place in between orders of fire. During orders of fire, range personnel must ensure no one assumes a firing position in front of the firing line and all shooters are aligned. Firing is only permitted from the firing platform when using a nontactical baffled range. Authorization may be given to coaches to occupy the firing line during special events or training, as required. Once firing has been completed, all weapons will be rack cleared by Combat Arms personnel prior to the weapons being removed from the firing line.

5.6.4. Target Scoring. Firing line instructors will score and record student targets for qualification evaluation phases. Each shot not fired for any reason, other than ammunition or weapon malfunction, is counted as a miss. In the case of re-fires for malfunctions, the time allowed is prorated for the number of rounds remaining and the orders of fire. Return all serviceable rounds not fired for any reason (example: shooter does not fire all rounds within the time limit) to ammunition stocks for future use. Annotate in the remarks block of AF Form 710, IAW **Figure 4.1.**, Note 2.

5.6.5. Range Policing. When practical, students will police the range for spent brass, litter, and other materials. Firing line instructors will make sure the students in their area police the range. The tower operator or a designated instructor will make sure other range facilities, such as classrooms and cleaning areas (used by students during the training day), are cleaned and policed.

5.6.6. Range Commands. Range commands listed below are the normal commands for conducting rifle, handgun, and shotgun courses of fire. Additional or substitute commands may be given when they do not violate safety rules or cause safety hazards. Normal range commands are: CLEAR THE RANGE! IS THE RANGE CLEAR? THE RANGE IS CLEAR! SHOOTERS MOVE FORWARD TO THE _____POSITION! YOU MAY HANDLE YOUR WEAPONS! SHOOTERS, THIS ORDER OF FIRE IS _____, YOU WILL FIRE _____ ROUNDS IN _____ SECONDS OR MINUTES! WITH _____ ROUNDS LOAD! (It may be necessary to repeat orders of fire, positions, number of rounds, and time limits to ensure all shooters understand the orders of fire.) IS THE LINE READY? THE LINE IS READY! NOT READY! FIRE! CEASE-FIRE! (see paragraph **5.6.7.**) ARE THERE ANY ROUNDS REMAINING? INSTRUCTORS, TAKE CARE OF YOUR ALIBIS! CLEAR, GROUND, OR HOLSTER AND SECURE ALL WEAPONS! MAKE THE LINE SAFE! IS THE LINE SAFE? THE LINE IS SAFE! GO FORWARD FOR TARGET ANALYSIS or (SCORE/REPAIR/CHANGE TARGETS). Examples of additional or substitute commands: IS THE BAY CLEAR? THE BAY IS CLEAR! SHOOTERS, YOU MAY SAFELY HANDLE YOUR WEAPON AND MAKE ANY SIGHT CORRECTIONS.

5.6.7. Cease Fire Commands. The tower operator gives cease-fire commands with the use of a distinctive loud whistle, buzzer, horn, verbally over a public address (PA) system, or the disappearance of

the target through a turning or dropping of the target by a target control system. If there is an emergency, such as an accident, unsafe condition or aircraft within the range airspace, anyone who sees it, whether it is range personnel, shooter, or spectator, immediately commands, "cease fire!" in a loud, clear voice. The tower operator repeats the cease-fire command and then commands, "make the line safe!" Regardless of who gives the cease-fire command, all shooters must cease firing immediately. After range personnel correct the condition causing the emergency, firing may resume.

5.7. Range Safety Inspections. The Combat Arms section will inspect ranges and other facilities to make sure maintenance and safety requirements are met. During range inspections, ensure all potential problem areas are identified for maintenance. Minor shot damage, erosion, peeling paint, etc., may become serious problems if not repaired early.

5.7.1. The Combat Arms section will visually inspect the range(s) each day before the start of firing and when firing is completed. Look for obvious indicators of potential safety problems (e.g., exposed rocks exceeding the size permitted on the range, loose boards on overhead baffles, debris in the backstop/bullet trap, insect nests, walkways, etc.). Postpone firing until unsafe conditions are corrected.

5.7.2. Schedule other inspections to coincide with programmed range inspections, such as quarterly self-inspections. Document range condition and list maintenance needed. Submit work requests through coordination channels to civil engineers.

5.7.3. Annually, the Combat Arms NCOIC, squadron safety monitor, base safety official, CE environmental representative, and a CE maintenance representative will perform a formal range inspection. The base safety official prepares the inspection report and forwards the report to the SF commander. The Combat Arms section ensures corrective actions are taken to ensure safe range operation. As a minimum, inspect the items listed below. MAJCOM and local Combat Arms officials may add inspection requirements as necessary to meet their particular situation.

5.7.3.1. Backstop Condition. Dirt backstops must be regularly checked for erosion. If installed, check the bullet deflector/bullet catch for bullet holes and ensure the structure is firmly attached to the backstop. Check for erosion both in back of the targets and at all points facing the shooters. Heavy lead buildup, which could cause ricochets, can occur in the impact area of the backstop. To test for excessive leading of the dirt backstop, tap a 3/8-inch rod into the earthen backstop using a 4-pound (maximum) hammer. This test must be done on all firing points. The rod should pass unimpeded through the 3-foot layer of topsoil. Inspect and maintain commercial backstops IAW manufacturer guidance. The Combat Arms NCOIC must ensure this inspection is accomplished and documented. The Combat Arms NCOIC must also maintain the last two inspection reports.

5.7.3.2. Deterioration of Baffles and Supports. Overhead and canopy baffles must completely stop all direct-fired rounds of the largest caliber authorized for the specific range. Tracer ammunition may pose a fire hazard on older style (wooden faced, pea gravel filled) baffles, but are not and should not be prohibited. Firing ammunition exceeding the baffle specifications can cause serious damage, permit rounds to leave the range complex, and are prohibited. Before firing new types of ammunition (e.g., 5.56mm, M855 rounds) on an existing range, ensure the baffles meet the muzzle velocity and penetration limits of the ammunition. Visually check each baffle to make sure rounds are not passing through them. Baffles not stopping fired rounds must be modified to stop the rounds or firing must be postponed until the base CE can repair or upgrade them. Excessive hits may weaken baffle supports to the extent they may collapse. Coordinate with base safety to establish a risk assessment code if baffles pose a safety hazard.

5.7.3.3. Exposed Rocks. On baffled ranges, remove rocks larger than 3/8-inch in diameter from the range floor, backstop, side berms (from the range floor to the top of the berm). Closely inspect these areas after severe weather as topsoil may erode and expose rocks. For impact ranges, remove large rocks and boulders creating hazards to shooters on the range or people on adjacent ranges.

5.7.3.4. Bullet Traps (Baffled Ranges with Metal Backstops). Check for excessive lead build-up in trap area. Cleaning schedule depends on the amount of use. Mining of a bullet catch is the removal of bullet residue (lead and jacket material). Coordinate with the local Civil Engineering environmental engineers to ensure compliance with federal, state, and local requirements for disposal of hazardous material.

5.7.3.5. Cracks in Metal Bullet Traps and Support Brackets. If cracks are detected in metal bullet traps or their supports, repair the area in question as soon as possible. If there are dimpled areas in the steel, fired bullets could return toward the shooter or be deflected out of the bullet trap. When making repairs, welds are not permitted in the impact area directly behind the target. Welds must be finished and ground to the same angle as the original surface. Constant bullet strikes on a metal trap may cause fatigue cracks in the support brackets. When repairing support brackets, do not change the angle of the trap from the original design.

5.7.3.6. Impact ranges must posses an adequate SDZ to ensure rounds fired remain within range boundaries. Additionally, the ranges SDZ must be plotted on base maps to prevent encroachment.

5.8. Range Maintenance. Both the Combat Arms section and CE organization are responsible for upkeep and maintenance of ranges and range facilities. All ranges require comprehensive regular and routine maintenance. A proactive maintenance and self-help program will benefit the Combat Arms section in maintaining safe, professional, and well-kept facilities. The Combat Arms NCOIC is responsible for ensuring range facilities are maintained in a safe condition and necessary repairs or upgrades are identified to the appropriate agencies in a timely manner.

5.8.1. Combat Arms section upkeep includes, but is not limited to, close-in grass mowing, touch-up painting, minor repair to baffles, minor berm or backstop maintenance (shoveling, raking) from erosion or channels from firing and weather, and self-help projects. The Combat Arms NCOIC will include time for this maintenance in the monthly schedule. CE provides materials to the Combat Arms section for approved minor maintenance and self-help projects. Deteriorated wooden material removed from the firing range may contain lead projectile residue. Check with the environmental flight before disposing of such material.

5.8.2. The CE organization provides facility board-approved maintenance to ensure continued operation of the range and range facilities. This maintenance includes, but is not limited to, the replacement of eroding earth, mowing of large grass areas on the range complex, repair or replacement of baffles and baffle supports, and emergency maintenance. The CE scheduling office and the Combat Arms section will jointly schedule required range maintenance. The need to delead or resurface backstops/bullet traps, replace or overhaul baffles, surface and repair range roads, parking lots, and range floors, paint range and range facilities, and repair or replace facilities should be identified for scheduled maintenance.

5.8.3. Mining of Backstops. The CE environmental flight, along with the hospital bioenvironmental section, provides guidance on deleading and/or cleaning bullet traps and backstops. Compliance with environmental cleanup and residue disposal is mandatory. Contract service for cleanup is preferred.

The frequency of deleading and residue removal depends upon the amount of lead projectile accumulated, and the potential for unsafe conditions due to excessive lead build up. Combat Arms personnel must not attempt to perform deleading projects. Specific hazards are associated with exposure to lead and bullet residue.

5.9. Range Closures. When a range will be closed for more than 120 days, the SF unit commander must notify the MAJCOM/SF Combat Arms program manager by memorandum, e-mail, or message (during MINIMIZE, use mail). At a minimum, coordinate with base safety, CE, and base and wing resources. Include the following information:

5.9. (AFRC) Range Closures. Send information copy to applicable NAF/SF.

5.9.1. Date closed or planned closure date.

5.9.2. Length of closure.

5.9.3. Projected reopening date.

5.9.4. Reason for closure (if possible include costs of repairs).

5.9.5. Type of training and number of people due training during period of closure.

5.9.6. Nearest military and civilian installation with available range facilities.

5.9.7. Provisions taken to continue training.

5.9.8. Date and length of time the range was last closed and reason.

5.10. Range Design and Support Facilities Criteria. Use criteria published by HQ AFCESA when planning, constructing, and rehabilitating any type of range or range complex. MAJCOMs may require additional criteria before projects are approved. Range construction must take into account the need to fire tracers (as part of a course or accidentally in repacked ammo), target positions/distances (e.g., 10 meters for machine gun (M/G), 7, 15, 25 meters for others), target width (e.g. M/G 10 meter target), and shooters positions (e.g. prone, kneeling, standing, barricades) used to engage the targets at varying distances. Do not use stall type, divided firing points, limiting or obstructing the firing line instructor's or tower operator's view of shooters.

5.11. Facility Certification. Certify new and rehabilitated range facilities as meeting required specifications. Conduct and document this certification and trial operation per HQ AFCESA guidance. Test firing and trial operations of a new range should not include direct firing at baffles. This should be accomplished with test blocks of the baffle design and materials before baffles are constructed and set in place. Trial operation is conducted shooting at targets used during courses of fire from the various shooting positions. This is to ensure proper impact after passing through target, looking for errant ricochets from targets or backstop/trap posing a danger to the shooter or may escape the range, and other hazards. Combat Arms maintains these certifications for the life of the range or until the next certification is accomplished.

Chapter 6

WEAPONS MAINTENANCE

6.1. Purpose. This chapter provides guidance on the installation's ground weapons inspection and maintenance program. Base Combat Arms personnel are responsible for the inspection and maintenance of all military ground weapons assigned to the installation and those required by an approved support agreement. Conduct weapon inspections and repairs as outlined in applicable Air Force Technical Orders (TO), Time Compliance Technical Orders (TCTO), Technical Manuals (TM), and applicable safety messages. Air Force ground weapons are to be repaired by tasked-certified Combat Arms personnel only. When assigned to other U.S. military installations, units are to receive support from the servicing Air Force installation Combat Arms. If the servicing Air Force installation's Combat Arms support is unavailable, Warner Robins Air Logistics Center, WR-ALC/LKGW, is the approving authority for use of Army/Navy/Marine Combat Arms equivalent or establish repair through contracts when requested by the unit. Air Force units are not authorized to contract/hire civilian gunsmiths to repair/inspect/modify weapons. On a case-by-case basis, non-USAF military and commercial ammunition may be approved and procured through the Air Force ammunition control point at Hill AFB UT (OO-ALC/LIW). Air Force TOs specify the Additional Authorization List (AAL) items and authorized munitions for each type of firearm. The Allowance Standard Code (ASC) 538 (formerly TA 538) identifies additional equipment items approved through depot for use with Air Force firearms. Security Forces units requesting non-standard commercially purchased items (commercial parts, gauges, services, accessories [grips, slings, lights, etc], ammunition) not specifically identified for use in applicable TOs will forward their request through their MAJCOM prior to procurement. MAJCOMs will forward this request to HQ AFSFC/SFW who will then make a recommendation and forward the request to WR-ALC/LKGW for final approval/disapproval. ***NOTE:*** This does not apply to tools and fixtures used for weapon repairs by Combat Arms. Once approved, all non-standard commercially purchased items must be installed and inspected by CA personnel regardless of owning organization. Commercial munitions must have USAF Nonnuclear Munitions Safety Board approval and will be sought by HQ AFSFC/SFW. Weapons are to be procured through approved Air Force logistics channels only. Organizations are not authorized to use government credit cards to purchase firearms or ammunition.

6.2. Ground Weapon Categories:

6.2.1. Service Weapons. Any hand, shoulder, or crew-served weapon generally issued to troops in the field. Crew-served weapons are any ground weapons designed to fire a projectile and normally require more than one person to properly operate. In the Air Force, crew-served weapons include the M60, M240, M2 and MK19 machine guns, and mortars. Combat Arms personnel must obtain a complete listing of all ground weapons assigned to an installation from base supply (para **6.5.**). This listing includes types and quantities of firearms, owning organizations (account codes), and points of contact.

6.2.2. Match Grade Weapons. Any hand or shoulder weapon designed, modified, or manufactured for use in competitive shooting.

6.2.3. Ceremonial Weapons. Military service and non-service model weapons used for drill team and honor guard purposes. These weapons may or may not be inert (design altered to prevent live-fire use) depending on the need to fire blank ammunition.

6.3. Levels of Firearms Maintenance:

6.3.1. Depot Maintenance. Maintenance on weapons needing major overhaul (may include complete rebuilding of parts assemblies and end items). This could include parts manufacture, parts and weapon modifications and testing, and parts and weapon reclamation. Usually, depot maintenance is done in support of the Air Force supply system. HQ USAF/ILS has depot maintenance policy responsibility. Air Force Materiel Command (AFMC) and WR-ALC are supporting agencies. Depot-level maintenance on Air Force weapons is usually done by other services through contracts from WR-ALC. The Air Force Security Forces Gunsmith Shop at Lackland AFB, Texas, has limited depot maintenance capability.

6.3.2. Field Maintenance (Organizational, Direct Support, and General Support). Inspections and maintenance authorized for and done by Combat Arms personnel in direct support of using organizations. This includes all inspection and maintenance of ground weapons assigned to the installation and governed by HTSA. This maintenance is limited to the repair of end items or unserviceable assemblies in support of using organization. Combat Arms personnel must ensure all weapons parts are properly secured when not in use. These inspections and maintenance procedures are a detailed and time intensive process requiring special training and equipment to adequately and properly perform. Installation Combat Arms sections are authorized to perform the following maintenance:

6.3.2.1. Service Weapons (non-match grade). Inspect and repair within applicable limits of the TO pertaining to the weapon. Combat Arms are authorized to stock weapon spare parts for maintenance levels below depot. Every Combat Arms member is responsible for practicing supply discipline. Use historical data, maintenance records, and anticipated mission needs to assist in determining stock levels of weapon replacement parts. Keep in stock at least one of any item when a known requirement (established replacement history) exists. This normally includes parts requiring frequent replacement. Use the total number of "in use" and packaged weapons, where maintenance support is provided, to establish a spare parts inventory. Units do not have to maintain parts for items rarely replaced. If a unique part is needed, this part can be ordered as an “expedite request” through supply channels.

6.3.2.2. Match Grade Weapons. Inspections, to include gauging, must be performed IAW applicable TOs by Combat Arms personnel. For inspection and repair/replacement of specialized or fitted parts outside the scope of normal Combat Arms sections, owning units are to refer these items to depot or the Air Force Security Forces Gunsmith Shop for support. Those Air Force shooting team members with weapons needing specialized inspection/repair must coordinate with HQ AFSVA/SVPAF, 10100 Reunion Place Ste 402, San Antonio TX 78216-4138, DSN 487-5470, for shipment of weapons. The mailing address of the Gunsmith Shop is 1520 Service Road, Suite 1, Lackland AFB TX 78236-5722. All other requests for match grade specialized inspection/repair must go through WR-ALC/LKGW, Robins AFB, GA.

6.3.2.3. Ceremonial Weapons. Inspections, to include gauging, must be performed IAW applicable TOs by Combat Arms personnel on all ceremonial weapons capable of firing a live or blank ammunition cartridge. Additional support is limited to those inspections to ensure units are conducting proper operator maintenance, and replacing broken or worn parts preventing the proper operation of the weapon, or posing a safety hazard. Replacement parts for some of these non-service model weapons (e.g., M1 Garands, 1903 Springfields) are not always available through routine military supply channels. Owner/users are responsible for providing funding to procure required gauges/tools/parts through supply or depot channels for inspection/repair/replacement by

Combat Arms of service/non-service ceremonial weapons. ***NOTE:*** Combat Arms will ensure PMEL inspections are performed on gauges procured for these weapons. The owner/user is responsible for coordinating maintenance outside the scope of local Combat Arms sections with WR-ALC/LKGW, Robins AFB, GA.

6.3.2.4. Explosive Ordnance (EOD) Weapons. Inspections, to include gauging, must be performed IAW applicable TOs by Combat Arms personnel on all EOD weapons. Additional support is limited to those inspections to ensure units are conducting proper operator maintenance, and replacing broken or worn parts preventing the proper operation of the weapon, or posing a safety hazard. Owner/users are responsible for providing funds to procure required gauges/tools/parts through supply or depot channels for inspection/repair/replacement by Combat Arms. ***NOTE:*** Combat Arms will ensure PMEL inspections are performed on gauges procured for these weapons. Combat Arms are not to fund procurement of bench stock spare parts for EOD weapons. The owner/user is responsible for coordinating maintenance outside the scope of local Combat Arms sections with WR-ALC/LKGW, Robins AFB, GA.

6.3.3. Operator Maintenance (Individual). This is weapons maintenance performed by individuals and/or assigned unit. This maintenance is limited to authorized disassembly, assembly, cleaning, lubricating, preserving, tightening some screws, adjusting sights, replacing slings, spare barrel bags, etc., and performing preventive maintenance checks according to applicable TOs. Using organizations will not order (except those outlined in paragraph **6.3.2.3.**) or bench stock weapon parts, as this is outside the scope of operator maintenance. ***NOTE:*** All in-use weapons, not specifically assigned to unit personnel, must be mechanically zeroed IAW with operator's manuals. Units must add this as a self-inspection checklist item. Using organizations will not procure commercial weapons parts, accessories (grips, slings, holsters, lights, etc.) perform repairs, or contract weapons repair through commercial establishments without approval in writing by WR-ALC/LKGW prior to procurement. SF units will adhere to paragraph **6.1.** for the purchase of non-standard commercially purchased items. The base Combat Arms personnel are the focal points for all authorized weapon parts procurement and replacement. Using organization can transfer funds to the Combat Arms account so Combat Arms can control ordering of replacement parts for service weapons. TO references to "Organizational Maintenance" refer to Army maintenance levels. In the Air Force, Combat Arms personnel perform this level of maintenance.

6.3.4. Weapons Cleaning. Each unit possessing firearms is responsible for their own weapon preventive maintenance (PM) cleaning and lubrication program (to include magazines, spare barrel kits, tripods, and mechanical zero, etc.) IAW weapon TOs for both active and inactive weapons. Combat Arms will advise custodians on cleaning frequency if local conditions warrant more frequent cleaning. Combat Arms sections should develop a "custodian hand book" listing the needed cleaning items and general information needed in support of service weapons.

6.3.4.1. Units are responsible for developing a standardized method of documenting their required cleaning. Units may use an Air Force general purpose form for documenting this cleaning. The AFTO Form 105 will not be used to document this cleaning. Combat Arms personnel are exempt from this requirement for training weapons.

6.3.4.2. Combat Arms is responsible for checking unit weapon cleaning documentation during weapon inspections and making note of findings on the weapon inspection report.

6.3.4.3. IAW each weapon Operator's Manual, owning units are responsible for ensuring proper cleaning equipment/materials are available for each assigned weapon and those weapons in extended storage.

6.4. Procedures for Maintenance of Unserviceable Weapons. Owning agencies will take weapons needing repair and AFTO Form 105 to the base Combat Arms section. Combat Arms personnel will inspect the weapon and determine if they can repair it or if depot repair is needed. If Combat Arms is to retain the weapon for repair, place a DD Form 1577-2, **Unserviceable (Repairable) Tag**, on the weapon, until all repairs are made, and issue a receipt to the owning agency. Notify the owning agency when the weapon is repaired. If Combat Arms does not retain the weapon for repairs at the time of inspection, ensure coordination with the owning unit to complete repairs is made. Weapons needing depot maintenance are tagged and returned to the owning organization for turn-in to base supply. Maintain a permanent weapons maintenance log of all maintenance performed on weapons. This log must be maintained in the weapons maintenance shop to provide a historical record of parts used, maintenance performed, etc. Include weapon type, serial number, owning organization, maintenance accomplished, stock number, nomenclature of any part replaced, rounds test fired/cycled, and total man-hours to complete the repair process. Record the maintenance action on the weapons AFTO Form 105 IAW TO 11W-1-10, *Recording of Historical Data for Ground Weapons*. Process unserviceable parts/scrap material for turn-in IAW local supply or DRMO procedures. If DRMO or local supply are unable to receive unserviceable parts/scrap, Combat Arms will coordinate demilitarization or disposal of unserviceable weapons parts according to DOD Directive 4160.21-M-1, *Defense Demilitarization Manual*. ***NOTE:*** Where conflicts occur between TOs for the same weapon, follow the more stringent/detailed guidance.

6.4.1. Weapons requiring depot maintenance must be shipped to depot as complete end items, to include all accessories (i.e., magazines, slings, spare barrel, spare barrel cases, and AFTO Form(s) 105). Do not ship weapons cannibalized, stripped of parts, or those containing unserviceable parts back to depot when they are repairable/replaceable by Combat Arms, unless specifically authorized by WR-ALC/LKGW.

6.4.2. Limited parts cannibalization may be accomplished by combat arms personnel for the sole purpose of reducing the total number of unserviceable weapons assigned to a unit. This procedure is limited to weapons assigned within the same unit. An example of proper use of this procedure is when there are four weapons with four different broken parts such as a missing sling, cracked hand guard, pistol grip, and stock. Placing all of these broken parts on one weapon would result in only one weapon being tagged for repairs versus four. When the weapon is repaired, all new parts will be installed and annotated appropriately. **CAUTION**: Do not switch bolt assemblies or any other part expressly addressed in the TO or other TO guidance.

6.5. Inspection of Weapons. Use the guidance in the following paragraphs when specific guidance is not provided in the TOs or as stringent. Weapons inspections are done to determine weapon serviceability, safety, discover conditions causing (or could cause) failures, and to determine if required preventive maintenance checks are being performed. Qualified Combat Arms personnel will inspect military weapons assigned to all organizations. During August or September of each year, Combat Arms personnel are to contact the base supply Equipment Management Section (EMS) to validate the weapon types, quantities, and accounts assigned to the installation. Occasionally, new weapons are received and accounts are established without custodians notifying the servicing Combat Arms section. This same validation process must be applied to units who are supported IAW an approved host tenant support agreement and do

not have their own assigned Combat Arms personnel. The Combat Arms section is responsible for obtaining tools and gauges needed to accomplish inspections on service model weapons. Additionally, they must ensure gauges are processed for calibration through the servicing PMEL at intervals established in TO 33K-1-100-2, *Technical Manual, TMDE Calibration Interval Technical Order and Work Unit Code Reference Guide*. ***NOTE:*** In the following paragraphs, TOs may require additional criteria, inspections, or frequency and must be adhered to. Where conflicts occur between TOs for the same weapon, follow the more stringent/detailed guidance.

6.5.1. Organizations and individuals possessing weapons are responsible for:

6.5.1.1. Coordinating inspections with all applicable agencies (Combat Arms, Traffic Management Office, Packing and Crating, Supply, and Resource Protection).

6.5.1.2. Preparing the weapons for inspection, initiating, and maintaining AFTO Form 105 and DD Form 1574, **Serviceable Tag** (when required), for all their in-use and extended storage weapons. ***NOTE:*** Do not place DD Form 1574 on in-use weapons.

6.5.1.3. Ensuring all weapons are cleaned and ready for inspection, to include the mechanical zeroing of unassigned weapons and/or extended storage weapons IAW applicable TOs.

6.5.2. Pre-Issue Inspection. Base supply or the organization receiving weapons from depot or another installation must notify the Combat Arms within 10 days (ANG/AFRC within 30 days) to schedule a weapons inspection. Combat Arms personnel must inspect weapons within 30 days (ANG/AFRC within 60 days) of notification. All weapons must be inspected prior to being placed into operational service or extended storage. This inspection consists of disassembly, gauging, proper assembly, and function check. If required, Combat Arms personnel will assist owning organizations in completing the SF 368, *Product Quality Deficiency Report,* according to TO 00-35D-54, *USAF Material Deficiency Reporting and Investigating System*. Combat Arms personnel will enter "Pre-issue Inspection" on the weapon's AFTO Form 105.

6.5.3. Inspection of In-Use Weapons. In-use weapons are those not in preferred packaging IAW Specialized Packing Instructions (SPI). As a minimum, Combat Arms personnel will perform this inspection on in-use weapons annually. All in-use weapons will have a complete serviceability inspection to include cleanliness, lubrication, authorized parts/accessories, and complete function check. At least 50 percent of the weapons are to receive full gauging IAW maintenance TOs. MAJCOM/SF may increase or decrease this percentage based on manpower and/or operations tempo. However, under no circumstances will this percentage be reduced to less than 20%. This inspection may be accomplished at the time the weapons are used for firearms training or staggered throughout the year to meet requirements. At the time of inspection, ensure all quadrant sights, magazines, spare barrels, tripods, traversing and elevating mechanisms, and other subassemblies of crew-served weapons are inspected for serviceability. Weapons not available for the inspection (temporary duty [TDY], issued, etc.) must be inspected within 15 duty days upon return from TDY or issue status. Combat Arms personnel will enter "Annual Inspection" on the weapon's AFTO Form 105 and "Annual Inspection/Gauged" on those receiving full gauging. Pre-deployment inspections (paragraph **6.5.6.**) and/or post-deployment inspections (paragraph **6.5.7.**) satisfy the requirements of this paragraph.

6.5.4. Inspection of Combat Arms Training Weapons. All rifles and pistols assigned to the Combat Arms section will be inspected semi-annually (ANG and AFRC units will inspect Combat Arms rifles and pistols annually) and must receive full gauging IAW maintenance TOs. Combat Arms crew-served weapons will be inspected IAW applicable TOs. This inspection may be accomplished at

the time the weapons are used for firearms training or staggered throughout the year to meet requirements. At the time of inspection, ensure all quadrant sights, magazines, spare barrels, tripods, traversing and elevating mechanisms, and other subassemblies of crew-served weapons are inspected for serviceability. MAJCOMS may change this requirement to a percentage less than 100%, for USAFA, Regional Training Centers, and AETC bases conducting BMT/Technical Training, as appropriate. However, under no circumstances will this percentage be reduced to less than 20%. Combat Arms personnel will enter "Semi-annual Inspection/Gauged" on the weapon's AFTO Form 105.

6.5.5. Inspection of Weapons in Extended Storage/Preferred Packaging. Units must not remove weapons from extended storage for use during exercises unless absolutely necessary and authorized by the installation commander. Inspection of these weapons takes a joint effort from the organization or unit possessing the weapons, Traffic Management Branch (Preservation, Packing, and Packaging), Base Supply, and Combat Arms. Combat Arms personnel will perform a complete weapon serviceability inspection immediately before units place them in long-term storage, IAW special packaging instructions (SPI). Weapons must be properly packaged/sealed within 30 days of this inspection or re-inspection is required. Combat Arms will also conduct this inspection on all weapons removed from packaging. Pre-deployment inspections (paragraph **6.5.6.**) and/or post-deployment inspections (paragraph **6.5.7.**) satisfy the requirements of this paragraph.

6.5.5.1. Annually, Combat Arms must inspect twenty percent of each type of weapon an organization has in extended storage/preferred packaging. To ease the scheduling process, Combat Arms may schedule this inspection within 45 days (plus or minus) of the annual due date. Give ten percent of the weapons a complete serviceability inspection (to include gauging), paying particular attention to corrosion protection of each weapon inspected. The remaining ten percent will be inspected for cleanliness, lubrication, worn, broken or missing parts. Personnel handling weapons must wear lint-free, clean gloves to prevent perspiration from rusting metal surfaces. If weapons are containerized and not individually packaged, inspect and gauge all the weapons in the opened container.

6.5.5.2. If any unsatisfactory condition is found (preventing proper operation of the weapon, failed gauging, barrel erosion, or rusting) with any weapon type, inspect an additional five percent of the same type. If any unsatisfactory condition is found (preventing the proper operation of the weapon, failed barrel erosion, or rusting) with the second five percent, complete a 50 percent inspection of the type weapon owned by the organization. If any unsatisfactory condition is found (preventing the proper operation of the weapon, failed gauging, barrel erosion, or rusting) after the 50 percent inspection, complete a 100 percent inspection of the type weapon owned by the organization. Combat Arms personnel, or other personnel assisting in the paperwork portion of the inspection, will enter "Extended Storage Inspection/Gauged" as necessary on the weapon's AFTO Form 105. Only Combat Arms personnel may initial the AFTO Form 105 indicating an inspection has been completed. Combat Arms may schedule this inspection in conjunction with base supply serialized inventories to avoid additional inspections prior to repackaging of weapons opened during inventory.

6.5.5.3. Inspectors will ensure these inspections are performed so weapons previously inspected are not inspected again until the entire quantity of weapons of the same type have been inspected. **Inspectors will plainly mark on each container and bag (if applicable) the date and initials of the person conducting the inspection.** These marks provide a visible indicator of weapons inspected.

6.5.6. Preembarkation Inspections. Due to the time required to conduct these in-depth and detailed inspections, units alerted for deployment must contact Combat Arms as soon as possible to schedule/ conduct this inspection. This requirement must be included in the wing mobility plan. The security forces commander may set up this inspection service at a centralized location, such as the "wing mobility deployment center," if fixtures, tools, etc., needed to perform the service are available at the location to conduct these inspections (e.g., vise and table for M60 receiver test). The deploying commander has the authority to waive this requirement for his/her unit if deployment departure time is critical (e.g., less than 24 hrs). In this case, Combat Arms must inspect weapons as soon as possible after arrival at the deployed location. Combat Arms must ensure all weapons and associated equipment being deployed meet or exceed the applicable TO requirements. Combat Arms personnel will enter "Preembarkation Inspection/Gauged" on the weapon's AFTO Forms 105. Weapons inspected and fully gauged within the last 90 days and extended storage weapons inspected and fully gauged to preembarkation levels prior to being preferred packaged IAW SPIs (sealed barrier bags or containers) are exempt from this inspection. Ensure a **copy** of each weapon's AFTO Form 105 is processed and sent with the weapon, the original AFTO Form 105 stays with the owning organization.

6.5.7. Post Deployment Inspections. Combat Arms personnel will perform a complete serviceability inspection on in-use weapons returning from deployments exceeding 90 days and any weapon removed from preferred packaging/extended storage, regardless of deployment length. Inspect 100 percent of all weapons by a complete disassembly (field/detail strip as required) and serviceability (full gauging) inspection to include cleanliness, lubrication, authorized parts/accessories, and complete functional check IAW maintenance TOs. Accomplish this inspection within 60 days of return date on in-use weapons and within 120 days on weapons being returned to extended storage. Combat Arms personnel will enter "Post Deployment Inspection/Gauged" on the weapon's AFTO Form 105.

6.5.8. Turn-In Inspection. Combat Arms will perform a complete serviceability inspection to include full gauging on all weapons and accessories being turned in. Only approved stock-listed items for the weapon are authorized for turn in. Non-standard items such as after-market slings, sights, grips, camouflage paint, or other items will be removed and replaced (if applicable) with stock-listed items. Combat Arms will ensure repair of the weapon (within their authorization) if parts are unserviceable. Combat Arms personnel will enter "Turn-in Inspection/Gauged" on the weapon's AFTO Form 105. Combat Arms will notify the unit of damaged or missing accessories required for complete end item turn-in. The owning unit is responsible for replacing these accessories prior to turn-in, ensuring a DD Form 1574 is attached to the weapon and shipping the AFTO Form 105 with the weapon.

6.5.9. Inspection Reports. The Combat Arms weapon inspectors will prepare all written reports pertaining to the weapons inspection program and must establish a program to ensure all open discrepancies are corrected. Describe the type of inspection, total weapons inspected for each type, status of weapons, the unit's weapon cleaning program, and documentation. For those weapons with open discrepancies documented in the report, include weapon type, serial number, condition, and recommended remedial action (if necessary) for correction. Document discrepancies corrected at the time of inspection by the type and number of weapons and a brief description of the discrepancies. For example: "Three M60 machine guns found with firing pins installed backward--Corrected at time of inspection." Route reports from the SF commander, to the unit commander of the section possessing the weapons, with a realistic suspense date to correct discrepancies. If no discrepancies were noted, inform the unit "no discrepancies were noted and no further action is necessary." If extensive Combat Arms maintenance is required, the action will remain open until all repairs are complete, but should be accomplished no later than 30 days after report date. If simple owner user cleanliness is required, the

follow-up inspection must be completed as soon as possible. The unit commander will endorse the status report and route it back to Combat Arms, through the security forces commander. Once all open discrepancies are closed, route the final report through proper channels to the action agency. The Combat Arms section will maintain copies of the last two unit inspection reports, for each inspection type, on every unit Combat Arms is responsible to inspect. Combat Arms personnel are to track man-hours expended for weapons inspections.

6.6. Packaging Weapons. Packaging weapons for shipment or storage takes a joint effort from the organization or unit possessing the weapons, Traffic Management Branch (Preservation, Packing, and Packaging), Base Supply, and Combat Arms. Before packaging weapons, Combat Arms personnel must inspect the weapon and complete the DD 1574 or DD 1577-2 (if required). The completed, original AFTO Form 105 must accompany the weapon in shipment through supply channels. Weapons will be prepared and packed for shipment or storage according to applicable SPI or TO. The owning organization is responsible for packaging and/or sealing weapons scheduled for shipment or storage. For example, M16 rifles will be packed for storage or shipment according to SPI 00-856-6885, Special Packaging Instruction, M16 Rifle or M9 Pistols use SPI 00-317-2468.

6.7. Host-Tenant Agreements (Weapons Maintenance Support). The host Combat Arms section will provide all weapons maintenance support, mandated in this chapter, to those tenant units without their own AFSC 3P0X1B, SEI 312, or DoD civilian equivalent personnel assigned. Tenant units without sufficient numbers of their own AFSC 3P0X1B, SEI 312, or civilian equivalent personnel assigned and present during a Unit Training Assembly (UTA), request host Combat Arms support to augment their personnel during weapons maintenance cycles through the host-base Security Forces commander. If host Combat Arms manpower support is required, it will be provided if manpower permits. For AFRC units, this support will include complete access to and the use of all weapon maintenance facilities, tools, gauges, publications, and any other items necessary for weapons maintenance. Unless specified in the HTSA, and agreed upon by the host SF commander, this support will not include spare weapons parts. Formalize this training and/or support through an agreement according to AFI 25-201.

6.8. Forms Adopted. Prescribed.

6.8.1. AF Form 797, **Job Qualification Standard Continuation/Command JQS**

6.8.2. AF Form 483, **Certificate of Competency**

6.8.3. AF Form 1098, **Special Task Certification and Recurring Training**

6.8.4. AF Form 797, **Job Qualification Standard Continuation/Command JQS**.

6.8.5. AF Form 422, **Physical Profile Serial Report**

6.8.6. AF Form 623, **On-the-Job Training Record**

6.9. Forms Prescribed.

6.9.1. AF Forms 522, **USAF Ground Weapons Training Data**

6.9.2. AF Form 710, **Combat Arms Training Record**

JAMES M. SHAMESS, Brig General
Director of Security Forces

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFCAT 21-209, *Ground Munitions*

AFI 10-403, *Deployment Planning*

AFI 21-201, *Management And Maintenance Of Non-Nuclear Munitions*

AFI 25-201, *Support Agreements Procedures*

AFI 31-101, *AF Installation Security Program*

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

AFI 34-227, *Excellence-In-Competition (EIC)*

AFI 36-2202, *Enlisted Specialty Training*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 41-106, *Medical Readiness Planning and Training*

AFI 48-101, *Aerospace Medical Operations*

AFI 48-145, *Occupational Health Program*

AFI 91-213, *Operational Risk Management (ORM) Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection and Health (AFOSH) Program*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 31-229, *USAF Weapons Handling Manual*

AFMAN 36-2108, *Airman Classification*

AFMAN 36-2227, *Combat Arms Training Programs, Volumes 1 and 2*

AFMAN 37-123, *Management of Records*

AFMAN 37-139, *Records Disposition Schedule*

AFOSHSTD 48-8, *Controlling Exposures to Hazardous Materials*

AFOSIMAN 71-113, *Firearms, Use of Force, and Apprehension Tactics*

AFPAM 91-215, *Operational Risk Management (ORM) Guidelines and Tools*

AFPD 16-8, *Arming of Aircrew, Mobility, and Overseas Personnel*

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

AFPD 36-22, *Military Training*

CFETP 3P0X1/X1A/X1B, *Security Forces Specialty*

DOD 4160.21-M-1, *Defense Demilitarization Manual*

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

DODD 1025.1, *DoD Civilian Rifle and Pistol Marksmanship Training Program*

DODD 5210.56, *Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties*

T.O. 11A-1-10, *General Instructions - Munitions Serviceability Procedure*

T.O. 11A13-10-7, *Storage and Maintenance Procedures, Small Arms Ammunition*

T.O. 11A13-6-7, *Storage and Maintenance Procedures, 40mm Cartridge*

T.O. 11A13-9-7, *Storage and Maintenance Procedures, 81mm Cartridge*

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, *Explosive Hazard Classification Procedures*

T.O. 11A-1-53, *General Instructions for Ammo Color Coding Identification of Empty and Inert Loaded Ammunition Items and Components and Assignment of Version Numbers to Training and Dummy Ammunition Items*

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

Abbreviations and Acronyms

AEF—Aerospace Expeditionary Force

AFCAT—Air Force Catalog

AFCESA—Air Force Civil Engineer Support Agency

AFCFM—Air Force Career Field Manager

AFH—Air Force Handbook

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFOSH—Air Force Occupational Safety and Health

AFOSI—Air Force Office of Special Investigations

AFOSI PPC—Air Force Office of Special Investigations, Practical Pistol Course

AFPD—Air Force Policy Directive

AFQC—Air Force Qualification Course

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AI—Assistant Instructor

ANG—Air National Guard

ARC—Air Reserve Component

ASC—Allowance Standard Code

BCE—Base Civil Engineer

BDU—Battle Dress Uniform

BEEF—Base Engineer Emergency Force

BMT—Basic Military Training

CA—Combat Arms

CE—Civil Engineering

CFETP—Career Field Education and Training Plan

CONUS—Continental United States

COTS—Commissioned Officer Training School

CY—Calendar Year

DoD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

EIC—Excellence-In-Competition

EOD—Explosive Ordnance Disposal

EMS—Equipment Management Section

HQ AETC—Headquarters Air Education and Training Command

HQ AFMC/XRW—Headquarters Air Force Materiel Command, Munitions, Logistics, Systems, and Program

HQ AFOSI/XP—Headquarters Air Force Office of Special Investigations, Director of Plans

HQ AFOSI/XPP—Headquarters Air Force Office of Special Investigations, Organizational Policy Division

HQ AFSFC—Headquarters Air Force Security Forces Center

HQ USAF/LGM—Headquarters United States Air Force, Deputy Chief of Staff for Logistics, Directorate of Maintenance

HQ USAF/XOF—Headquarters United States Air Force, Chief of Security Forces

HTSA—Host Tenant Support Agreement

IDEA—Innovative Development through Employee Awareness

IMA—Individual Mobilization Augmentee

J-DETS—Joint Drug Enforcement Teams

LAW—Light Antitank Weapon

MAJCOM—Major Command

MOB—Main Operating Base

MPF—Military Personnel Flight

MUNSS—Munitions Support Squadron

NCOIC—Noncommissioned Officer in Charge

NVD—Night Vision Device

OI—Operating Instruction

OJT—On-the-Job Training

ORM—Operational Risk Management

OTS—Officer Training School

PA—Public Address

PCS—Permanent Change of Station

PDO—Publications Distribution Office

PM—Preventive Maintenance

PMEL—Precision Measurement Equipment Laboratory

POC—Point of Contact

POWs—Privately Owned Weapons

PPC—PCS Processing Code (Replaces Assignment Instruction Code AIC)

READY—Resource Augmentee Duty

ROTC—Reserve Officer Training Corps

SABC—Self-Aid and Buddy Care

SAEMR—Small Arms Expert Marksmanship Ribbon

SDZ—Surface Danger Zone

SEI—Special Experience Identifier

SF—Security Forces

SORTS—Status of Resources and Training System

SPC—Specialized Pistol Course

SPI—Special packaging Instructions

SQ—Squadron

SRC—Specialized Rifle Course

STD—Standard

TCTO—Time Compliance Technical Orders

TDY—Temporary Duty

TM—Technical Manuals

TO—Technical Order

TPQC—Tactical Pistol Qualification Course

TRQC—Tactical Rifle Qualification Course

TT—Technical Training

USAFA—United States Air Force Academy

USAFE—United States Air Forces in Europe

USAFSIA—United States Air Force Special Investigations Academy

USAFSIA/FT—United States Air Force Special Investigations Academy, Firearms and Tactics

UTA—Unit Training Assembly

UTC—Unit Type Code

Terms

Armed —Equipped with a loaded (live ammunition) firearm.

Certification —A formal indication of an individual's ability to perform a task to required standards.

Certification Official —A person whom the commander assigns to determine an individual's ability to perform a task to required standards.

Contingency —An emergency involving military forces caused by natural disasters, terrorists, subversives, or by required military operations. Due to the uncertainty of the situation, contingencies require plans, rapid response, and special procedures to ensure the safety and readiness of personnel, installations, and equipment.

Contingency Operations —A military operation that is either designated by the Secretary of Defense as a contingency operation or becomes a contingency operation as a matter of law (10 United States Code (USC) 101[a][13]). It is a military operation that: a. is designated by the Secretary of Defense as an operation in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force; b. is created by definition of law. Under 10 USC 101 (a)(13)(b), a contingency operation exists if a military operation results in the (1) callup to (or retention on) active duty of members of the uniformed Services under certain enumerated statutes (10 USC Sections 688, 12301(a), 12302, 12304, 12305, 12406, or 331-335); and (2) the callup to (or retention on) active duty members of the uniformed Services under other (non-enumerated) statutes during war or national emergency declared by the President or Congress.

Core Task —Tasks the Air Force Career Field Manager (AFCFM) identifies as minimum qualification requirements within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable Career Field Education and Training Plan (CFETP) narrative.

Deployment —The relocation of forces and material to desired areas of operations. Deployment encompasses all activities from origin or home station through destination, specifically including intra-continental United States, inter-theater, and intra-theater movement legs, staging, and holding areas.

Deviations

Permanent Deviation (Exceptions) —when a condition can't be corrected or when correcting a problem would result in exorbitant costs.

Temporary Deviations (Waivers) —when a correctable condition exists. Conditions approved as temporary deviations require compensatory measures. Grant temporary waivers for no more than one year.

Technical Deviations (Variances)—when a condition exists that are different from established requirements. Conditions approved as technical deviations don't require compensatory measures or corrective actions. Approve technical deviations for an indefinite time period.

DoD Civilian with Equivalent Qualification—A DoD civilian who has graduated from the AFSC awarding Small Arms or Combat Arms Technical School.

Firearm—Any weapon designed to expel a projectile through a barrel by the action of a propellant or one you can readily convert to this purpose.

Firing Line—The line where weapons are fired and where no one may move in front/forward of during firing. A red line located as close as possible to the front of the firing position.

Firing Line Instructor —The assigned individual(s) on the firing platform who enforces safety procedures/policies and coaches shooters during range training.

Firing Position—The point or location where a weapon, other than demolitions, is placed for firing. (For demolitions, the firing position is the point or location where the firing crew is located during demolition operations).

Functional Manager —The office of primary responsibility for a particular Air Force specialty. Examples: HQ USAF/XOF for security forces; HQ USAF/ILE for civil engineers; AF/DP for personnel, and education and training specialists.

GO/NO GO —The stage where an individual has gained enough skill, knowledge, and experience to perform the tasks without supervision. Meeting the task standard.

High Threat Area—Deployment location where the theater commander requires all personnel be fully qualified to participate in the force protection mission based upon the threat condition. Deployment requirements are usually identified in the deployment tasking order.

Installation Commander —The individual responsible for all operations performed by an installation.

Impact Area —The land area and associated airspace within a training complex intended to capture or contain ammunition, munitions, or explosives as well as resulting debris, fragments, and components from various weapon system employments.

On-the-Job Training —Hands-on, "over-the-shoulder" training a duty location uses to certify personnel in both upgrade (skill-level award) and job qualification (position certification) training.

Range —An area reserved and normally equipped for qualification/practice in weapons delivery and/or shooting at targets.

Ready Line—The line located behind the firing line. Serves as a "staging" area for shooters to receive prefire range commands. Usually identified by a yellow line located behind the firing line.

Standard —An exact value, a physical entity, or an abstract concept the appropriate authority, custom, or common consent sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results.

Surface Danger Zone —The area designed on the ground of a training complex (to include associated safety areas) for the vertical and lateral containment of projectiles, fragments, debris, and components resulting from the firing, or detonation of weapon systems to include explosives.

Training Complex —Includes all firing ranges, weapons training facilities, associated impact areas, and maneuver training areas within the installation/ community boundary.

Theater —The geographical area outside the continental United States a commander of a combatant command has been assigned responsibility.

Trainer —A trained and certified person who teaches personnel to perform specific tasks through OJT methods. Also, equipment the trainer uses to teach personnel specified tasks.

Training Provider —An organization that develops or conducts training.

Tower Operator —The person who monitors the entire range at all times, paying particular attention to the firing line.

Unauthorized Firearms Discharge —Intentionally or accidentally discharging a firearm without authorization.

Unit Commander —An officer who commands a designated unit assigned, attached, or tenant to an installation and whom administrative orders identify as a "commander."

Attachment 2

RCS: HAF-SF (A & SA) 9371, COMBAT ARMS PROGRAM REPORT

HQ USAF/SFW uses reported Combat Arms information to monitor status of manpower, training, weapons, ammunition, and facilities. This information is used to assist in forecasting efforts to obtain ammunition and modernize weapons/equipment programs. Range facility and training data is gathered to justify the need for continuous Combat Arms facility improvement. Submit reports IAW para **5.2.2.** Discontinue reporting during emergency conditions. Do not send by message if MINIMIZE is in effect. Use of the following formats is mandatory. In addition to these items, add site-specific information as appropriate.

Part I

COMBAT ARMS FACILITIES

HAF-SF (A & SA) 9371

FY Annual Reporting: Contains information current as of 30 Sep

BASE:	**POC:**			**DSN:**
MAJCOM:				
Range Description:	**Backstop**	**Firing Points**	**Service-ability Category**	**Supporting Data**
Rifle/Handgun/Shotgun (Outdoor baffled, dirt side berms with grass floor)	Steel Bullet Trap	21	Cat - III	Work order submitted to remove ground baffles
Machine Gun Range (10-meter Tube)	Dirt	3	Cat - IV	New Facility (opened 10 Sep 98)
40mm GL (Impact)	N/A	6	Cat - IV	Army Guard Facility 45 miles (one way) from base

SUPPORT INFORMATION: Include number of permanently assigned 3P0X1Bs, number of permanently assigned SEI 312s, number of permanently assigned civilian personnel, number of permanently assigned 3P0X1 working at the range and armories, age of facilities, student capacity, armory, and maintenance/cleaning room availability. Also include descriptions of open work orders, real property category, condition codes, and projects in the facility investment metric (if any). Provide the amount of money spent on range or facility renovation/self help/construction during the reporting period.

NOTES:

1. Each range used by an installation is considered separately and requires separate entry. Do not list multi-range complexes as a single range.
2. A superimposed range (single bay range, capable of firing multiple weapons, but not simultaneously) is considered a single range and requires a single line entry.
3. Multipurpose range (range capable of firing multiple weapons simultaneously by using separate bays) is considered as multiple ranges by the number of bays and requires separate line entries by each bay.
4. Serviceability Categories are: Cat I - range closed, Cat II - range condition critical, Cat III - degraded, Cat IV - satisfactory.

Part II

BASE FIREARMS QUANTITIES

RCS: HAF-SF (A & SA) 9371

FY Annual Reporting: Contains information current as of 30 Sep (Note: This list is not all inclusive, add additional weapons as necessary).

BASE:		**POC:**				**DSN:**
MAJCOM:						
		IN-USE WEAPONS				
WEAPON	**NSN**	**COMBAT ARMS**	**SF**	**BASE**	**EXTENDED STORAGE**	**TOTAL QUANTITY**
M9 Pistol	1005-01-118-2640					
M11 Pistol	1005-01-336-8265					
M11 Pistol w/tritium sights	1005-01-340-0096					
AN-M8 Pyrotechnic Pistol	1095-00-726-5657/ 1095-00-726-5820					
M16 Rifle	1005-00-856-6885					
M16A1 Rifle	1005-00-073-9421					
M16A2 Rifle	1005-01-128-9936					
M16A3 Rifle	1005-01-357-5112					
M82 Rifle (Barrett)	1005-01-340-9519					
M14 Rifle (Match)	1005-00-678-9828					
M14 Rifle	1005-00-589-1271					
M1 Rifle	1005-00-674-1425					
M4 Carbine	1005-01-231-0973					
M4A1 Carbine	1005-01-382-0953					
GAU-5A/A SMG	1005-00-973-5685					
GUU-5P SMG	1005-01-042-9820					
MP5 SMG	1005-01-360-7146					
M203 GL	1010-00-179-6447					
M79 GL	1010-00-691-1382					
M249 AR	1005-01-127-7510					

M60 MG	1005-00-605-7710					
M2 MG	1005-00-322-9715					
MK-19 MG	1010-01-126-9063					
M870 Shotgun	1005-00-973-5645					
M500 Shotgun	1005-00-677-9150					
M12 Shotgun	1005-00-934-1404					
Birdscare 12 gage	1005-01-973-5645					
M29A1 Mortar	1015-00-999-7794					
M252 Mortar	1015-01-164-6651					
Mini UZI	1005-01-259-2894					
Other						

Part III
COMBAT ARMS MANAGEMENT INFORMATION SYSTEM (CAMIS) REPORT

RCS: HAF-SF (A SA) 9371

FY Annual reporting: Training data 1 Oct - 30 Sep

	Annual	Training Scheduled					Training Conducted					Number Qualified				
	Training	Group A		Other Groups			Group A		Other Groups			Group A		Other Groups		
Course	Requirements	SF	Non SF	B	C	Totals	SF	Non SF	B	C	Totals	SF	Non SF	B	C	Totals
Rifle																
AFQC																
TRQC/SRC																
Other																
Total																
Handgun																
AFQC																
SPC																
PPC																
Other																
Total																
Sub-MG																
UZI AFQC																
MP5 AFQC																
Total																
Shotgun																
AFQC																
Other																
Total																
40mm GL																
AFQC																
Other																
Total																
M60																
Initial																
Individual																
Crew Served																
Total																
M249																

Part III
COMBAT ARMS MANAGEMENT INFORMATION SYSTEM (CAMIS) REPORT

RCS: HAF-SF (A SA) 9371

Initial																
6 month																
12 month																
Other																
Total																
MK19 AFQC																
Initial																
6 month																
12 month																
Other																
Total																
M2 AFQC																
Initial																
6 month																
12 month																
Other																
Total																
Antiarmor																
AFQC																
Other																
Total																
81mm Mortar																
Initial																
6 month																
12 month																
FDC																
Other																
Total																
Other Courses																
Total																