

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD POLICY
DIRECTIVE 90-2121**

22 MAY 2003

Command Policy



**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL)
MUNITIONS ELEMENT**

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OPR: ANG/LGMM (CMSgt D. Riese)
Supersedes ANGPD 90-2121, 1 February 2002

Certified by: NGB/CF (Col D. Larrabee)
Pages: 15
Distribution: F

This directory implements Air Force Policy Directive (AFPD) 90-2, The Inspection System, and is applicable to all Air National Guard (ANG) flying units. Compliance with this directory and its parent instruction Air Force Instruction (AFI) 21-201, Management and Maintenance Of Non-Nuclear Munitions, is mandatory. Units will supplement this publication with items developed from appropriate technical data, Air Force Occupational Safety and Health (AFOSH) Standards (STD), local operating instructions (OI), etc., to assess internal compliance. Higher Headquarters/Inspector General (HHQ/IG) may use this directory in whole or in part during evaluations and exercises.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units will use this directory in conjunction with the annual unit self-inspection. The objective is to identify deficiencies that preclude attainment of required capabilities.

Table 1. Munitions Element

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
1.	Technical Order			
1.1.	Are technical order files properly used, filed, maintained and updated IAW TO 00-5-1 and 00-5-2? (2.9.3.2.1.)			
1.2.	Is the use of TOs and pertinent publications during all explosive operations strictly enforced? (2.9.3.2.)			
1.3.	Is the use of interim TOs authorized in writing by ANG/LGMF IAW TO 00-5-1? (2.9.3.2.3.)			
2.	Explosive Safety			
2.1.	Does the Squadron Commander ensure supervisors enforce the requirements in Air Force Manual (AFMAN) 91-201, Explosives Safety Standard? (2.8.3.)			
2.2.	Does the Squadron Commander approve all local checklists, EXCEPT NUCLEAR, after coordinating with Quality Assurance and Wing Weapons Safety? (AFMAN 91-201, Para 2.3.)			
2.3.	Are crew briefings given prior to the start of any munitions operation, to include an outline of the operation, safety (hazards and technical requirements of munitions involved), and emergency procedures (explanation of each team member's role and whom to notify)? (2.9.3.6.)			
2.4.	Are local procedures in effect governing all munitions operations (to include CAS-B) during severe weather or electrical storms IAW AF MAN 91-201? (2.9.3.4.1.)			
2.5.	Are copies of all applicable explosives site plans and explosive licenses maintained in the flight and reviewed annually? (AFMAN 91-201, Para 2.35.8.)			
3.	AFOOSH Standards			
3.1.	Has the munitions supervisor established a workcenter safety program designed specifically for mishap prevention and the identification and abatement of hazards IAW AFOOSH standards and other applicable safety related directives? (2.12.12.)			
3.2.	Does the munitions supervisor ensure all shops establish a Hazardous Communication program and maintain AF 55, Employee Safety and Health Record, IAW AFI 91-301, AF Occupational and Environmental Safety, Fire Prevention and Health (AFOOSH) Program? (2.9.3.4.3.)			
3.3.	Are personnel properly maintaining emergency showers and eyewash stations as per AFOOSH Std.91-32, EMERGENCY SHOWERS AND EYEWASH UNITS? (7.5.4.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
3.4.	Are personnel using AFOSH STD 91-46, Materials Handling and Storage Equipment, to inspect, weight check, stencil, etc., lifting devices (overhead hoists, cranes, etc.)? (2.12.33.)			
3.5.	Are personnel properly storing flammable and combustible liquids according to AFOSH STD 91-43, Flammable and Combustible Liquids and AFMAN 91-201? (7.5.5.)			
3.6.	Is a hazardous waste program established and maintained within the flight? (2.9.3.7.)			
3.7.	Are personnel properly maintaining emergency showers and eyewash stations as per AFOSH STD 91-32, Emergency Showers and Eyewash Units (Previously AFOSH STD 127-32)? (7.5.4.)			
3.8.	Are slings, hooks, and other munitions lifting devices inspected IAW AFOSH 91-46 and the hooks base lined using the original factory specifications? (2.12.34.)			
3.9.	Has a Safety, Fire Protection, and Health On-The-Job Training lesson plan been developed and reviewed annually? (AFOSH Std 91-301, Para 7.3.)			
3.10.	Is Safety, Fire Protection, and Health On-The-Job Training documented on the AF 55? (AFOSH Std 91-301, Para 7.3.)			
3.11.	Does each element have baseline and annual bioenvironmental surveys on file in the work place? (AFOSH Std 91-301, Para 2.14.16.)			
4.	Tactical Munitions Records System (TMRS)			
4.1.	Are IPI's, for assets managed through TMRS, documented in TMRS? (2.12.32.4.1.)			
4.2.	Are monitors names identified and loaded in TMRS? (3.1.5.)			
4.3.	Does TMRS database contain all assets listed in TO 21-M-1-101? (3.1.5.)			
4.4.	Is the semiannual review, in item 4.2., documented? (3.1.5.1.)			
4.5.	Are flight hours updated in TMRS at least weekly on all assigned missiles and report IAW TO 21M-1-101? (3.1.5.2.)			
4.6.	Is the missile record verified against the asset during maintenance? (3.1.5.3.)			
4.7.	Do all missile shipments contain a TMRS disk in the number one container and is "Documents Enclosed" stenciled in close proximity to the item nomenclature? (3.1.5.4.)			
5.	Storage Practices			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
5.1.	Are munitions assets, including inert components, stored in approved storage structures for security and protection IAW AFMAN 91-201? (ANGI 21-101, Para 4.12.2)			
5.2.	Are munitions stored according to TO 11A-1-61-4, AFMAN 91-201, AFI 31-101, and general storage procedures contained in AFI 21-201? (4.1.9.)			
5.3.	To the furthest extent possible, are custody account, courtesy stored and unserviceable/restricted/suspended munitions identified and segregated from each other and from base stock? (4.1.11.)			
5.4.	Is the custody account number stenciled on all boxes containing courtesy stored munitions? (4.1.11.)			
6.	Storage Facilities			
6.1.	Are munitions stored according to the flight's storage location system, AFMAN 91-201, AFI 31-101, DoD 5100.76-M, TO 11A-1-61-4, and specific item technical orders? (4.1.6.)			
6.2.	Is inside (magazine) storage used for bulk high explosives, solid propellants and pyrotechnics? (4.1.7.1.)			
6.3.	Is priority given to existing indoor storage to items requiring the most protection from the weather and high value assets? (4.1.7.3.)			
6.4.	Does dunnage for inside/outside storage provide a minimum clearance of 2, 4, or 6 inches from the floor or ground as specified in TO 11A-1-61-4? (4.1.9.1.)			
6.5.	Are containers clean, dry and properly marked prior to being put in storage? (4.1.9.)			
6.6.	Is sufficient space provided for handling, inventory and inspection of munitions? (4.1.9.2.)			
6.7.	Are structures kept in good condition and suitable for the storage of explosives in accordance with AFMAN 91-201? (4.1.10.)			
6.8.	Are explosive and personnel limits posted in each magazine and igloo? (4.1.10.)			
6.9.	Are magazine exit doors, door components and locks kept in good working order? (4.1.10.1.)			
6.10.	Are magazines closed and locked at all times, except when being aired, when personnel are in the magazine, or as otherwise permitted by the Munitions Flight Chief? (4.1.10.1.)			
6.11.	Are storage spaces ventilated to circulate air or dehumidified as needed? (4.1.9.3.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
6.12.	Are fusible links serviceable, properly installed, and rated for 155 to 165 degrees Fahrenheit (71.1 degrees Celsius) as per AFMAN 91-201? (4.1.10.2.)			
6.13.	Are earth covered magazines inspected annually for minimum of 24 inches of earth covering? (4.1.10.3.)			
6.14.	Are igloos properly maintained and monitored to determine evidence of erosion? (4.1.10.3.)			
6.15.	Are the interiors of storage structures kept clean and free of prohibited articles and material? (4.1.10.5.)			
6.16.	Are measures in place to ensure items are not removed from storage without proper authorization and documentation? (4.1.2.)			
6.17.	Is there only one "LITE BOX" stored for each lot and condition code on the top and front of the stack, unless custody accounts require more than one lite box for mobility purposes? (4.1.9.4.)			
7.	Security			
7.1.	Have written entry control procedures been developed for the munitions storage area (MSA) IAW AFI 31-101, The Air Force Physical Security Program, and DoD 5100.76-M? (2.9.3.8.)			
7.2.	Are random vehicle and personnel searches conducted during munitions storage area (MSA) entry and exit as per established by the Wing Resource Protection Council and the servicing Security Forces Organization? (2.9.3.8.1.)			
7.3.	Are safes containing classified material managed IAW TO 00-20F-2? (TO 00-20F-2)			
8.	Munitions Inspection			
8.1.	Is the Storage Monitoring Inspection (SMI) program established and managed? (4.2.12.)			
8.2.	Are receiving inspections performed within 30 days of receipt? (4.2.13.)			
8.3.	Are Supply Discrepancy Reports (formerly RODs) routed through the MAJCOM? (4.2.14.)			
8.4.	Has the Munitions Flight Chief appointed the senior munitions inspector as the focal point to verify qualification and training of all personnel appointed as Munitions Inspectors? (4.2.)			
8.5.	Do personnel selected for munitions inspector duties complete the AETC Munitions Inspection Course (by in-residence or mobile training team) or MAJCOM Munitions Inspection Seminar? (4.2.2.4.)			
8.6.	Are surveillance inspections performed at required intervals? (4.2.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
8.7.	Is shelf/service life being monitored? (4.2.4.)			
8.8.	Are munitions assets properly tagged, marked and packed? (4.2.7.)			
8.9.	Are 1500 series serviceability tags used on all assets in other than condition code "A"? (4.2.7.)			
8.10.	Is a Storage Monitoring Inspection (SMI) program established? (4.2.12.)			
9.	Munitions Residue			
9.1.	Are empty containers, residue free, certified and properly configured for turn-in to DRMO IAW TO 11A-1-60? (4.2.9.)			
9.2.	Are empty containers clearly marked, sealed, and segregated from other containers IAW TO 11A-1-60? (4.2.9.)			
10.	Munitions Control			
10.1.	Does Munitions Control use visual aids to provide access to critical data IAW AFI 21-201? (ANGI 21-101, Para 4.12.3.5.)			
10.2.	Does the munitions control act as the focal point for planning, coordinating, directing and controlling all Munitions Flight activities? (5.1.)			
10.3.	Is Munitions Control advised, as they occur, of job delays, significant difficulties, job starts and completions, and vehicle, equipment, or personnel shortfalls, as directed by local policy or operating instruction? (2.12.26.)			
10.4.	Is a current copy of the master identification (ID) listing kept on hand and available? (5.1.3.3.)			
10.5.	Are assigned ID numbers for end items according to 00-20 series TOs and makes inputs to update the master ID listing? (5.1.3.3.1.)			
10.6.	Are the awaiting maintenance (AWM), awaiting parts (AWP), and time compliance technical order (TCTO) programs appropriately managed and reviewed weekly? (5.1.10.)			
10.7.	Is Munitions Control informed of fire symbol, hazard marker, Risk Category or classified munitions changes that effect munitions storage and maintenance facilities? (2.12.28.)			
10.8.	Does Munitions Control inform Security Police and the Fire Department of any "HC/D 1.1" explosives movements outside the MSA or of changes in magazine contents affecting classification/ Risk Category, fire/hazard symbols, and document notification? (5.1.13.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
10.9.	Is Munitions Control the focal point for the daily reconciliation of flight line munitions expenditures, tracking of missile flying hours and account for (at the end of the flying day) all AF munitions issued to the flight line? (5.1.15.)			
10.10.	Is the status of all assembled munitions and missiles, to include service life expiration of components, monitored? (5.1.16.)			
10.11.	Are vehicle, AGE, MMHE, mission capable (MICAP) reportable equipment and personnel status changes reported as they occur to Munitions Control or updated in CAMS, as directed by local policy or operating instruction? (2.12.25.)			
10.12.	Does Munitions Control schedule, control, and direct the maintenance of inert and dummy training items and non-powered munitions support and handling equipment? (5.1.14.)			
10.13.	Are dedicated telephone lines in place to Central Security Control, law enforcement, MSA entry control point, Explosive Ordnance Disposal (if assigned), base fire department, Command Post, Munitions flight office (when required by location), Command operations center, Maintenance Operations Center (MOC) and all munitions workcenters? (5.1.2.7.1.- 8.)			
11.	Key, Lock, and Cylinder Control			
11.1.	Are key and lock control procedures for conventional munitions facilities followed per DoD 5100.76-M, AFI 31-401, and AFI 31-101? (5.1.19.2.)			
11.2.	Are key and lock custodians, who are responsible for the control of keys, locks, and hasps that secure munitions maintenance and storage facilities, appointed in writing IAW DOD 5100.76-M? (5.1.19.2.1.)			
11.3.	Do key and lock custodian(s) have a security clearance equal to or greater than the munitions items being secured by the keys and locks? (5.1.19.2.1.1.)			
11.4.	Are locks inspected and lubricated at least every 6 months? (5.1.19.2.2.6.)			
11.5.	Are all munitions structure keys stored IAW DoD 5100-76-M when not attended or in use? (5.1.19.2.2.7.)			
11.6.	Does the Munitions Flight Chief designate personnel authorized to issue/receive keys in writing? (5.1.19.2.3.)			
11.7.	Are Primary, Spare and Control key sets inventoried by serial number at the end of each shift if issued and weekly if not issued? (5.1.19.2.5.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
11.8.	Are keys, locks and cylinders audited and documented with each change of key and lock custodians? (5.1.19.2.5.2.)			
11.9.	Is the AF 2427 used (and completed forms maintained for 1 year) to control locks, cylinders, and keys used on conventional maintenance and storage facilities, including reserve locks, cylinders and keys? (5.1.19.2.9.)			
11.10.	Are high security locks securing classified munitions rotated or replaced at least annually? (5.1.19.2.9.3.)			
11.11.	Are semi-annual audits performed on all locks, cylinders, and keys IAW DoD 5100.76-M? (5.1.19.2.9.4.)			
12.	Lightning Protection and Static Ground Systems			
12.1.	Are visual inspections performed on lightning protection and static ground systems IAW AFMAN 91-201, AFI 32-1065, Grounding System and AFOSH STD 91-38, Hydrocarbon Fuels? (2.12.27.)			
12.2.	Are lightning protection systems (LPS) installed and maintained? (4.1.10.4.)			
12.3.	Are tests and inspections performed to lightning protection systems (LPS) according to AFI 32-1065, Grounding Systems? (4.1.10.4.)			
12.4.	Are records and documentation maintained on inspections & ohms testing results of lightning protection, static ground systems, and static grounded worktables? (5.1.5.)			
12.5.	Are testing and visual inspections performed at intervals according to DoD 6055.9-STD, DoD Ammunition and Explosive Safety Standards, AFMAN 91-201, and AFI 32-1065? (5.1.5.1.)			
13.	Movement Control			
13.1.	Is Munitions Control notified of all inter or intra area munitions movements? (4.1.5.)			
13.2.	Are appropriate fire symbol, hazard marker or changes updated as required? (4.1.5.)			
13.3.	Is AIT or AF 4147, Munitions Movement Control Worksheet, used to track all munitions movements, both stockpile and custody account assets moved from one explosives location to another or assets entering/exiting the munitions storage area? (4.1.13.)			
13.4.	Is AIT or AF 4147 used to verify warehouse balances and locations against CAS products and TMRS records? (4.1.13.1.)			
13.5.	Is each form (AIT or AF 4147) assigned a control number consisting of the Julian date and a sequence number? (4.1.13.2.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
13.6.	Do CAS units update munitions locations in the CAS system the same day the movement was completed using the movement control form or AIT? (4.1.13.2.5.)			
13.7.	Is the movement control form returned to storage dispatch (or equivalent)? (4.1.13.2.6.)			
13.8.	Is the accuracy of at least 20 percent of the recorded movements against a CAS transaction history verified at least weekly? (4.1.13.2.7.)			
13.9.	Is the accuracy of at least 10 percent of the moves for accuracy and completion physically verified at least weekly? (4.1.13.2.7.)			
13.10.	Are movement control forms filed and maintained until the next 100 percent inventory is completed, or semi-annually when on a perpetual inventory cycle? (4.1.13.2.8.)			
13.11.	Does each munitions work center, with a CAS-B terminal, have immediate access to AFCSM 21-824? (5.2.2.1.)			
13.12.	Are communications used to transmit CAS-B data via Defense Data Network (DDN) checked daily to ensure connectivity to CAS-C and CAS-A? (5.2.4.)			
13.13.	Does the CSSO maintain a current roster of all personnel authorized access to the system? (5.2.9.)			
14.	Munitions Element Supervisor			
14.1.	Do operations involving explosives have a minimum crew size of two qualified munitions personnel? (ANGI 21-101, Para 4.12.)			
14.2.	Has the Munitions element supervisor, in coordination with QA, developed quarterly standards? (ANGI 21-101, Para 10.9.1.3.9. and 4.12.)			
14.3.	Has the Munitions element supervisor ensured approval of locally manufactured equipment (LME) if not included in tech data or the Munitions Materiel Handling Equipment (MMHE) book published by ASC AFSEO/SKZ, Eglin AFB, FL? (ANGI 21-101, Para 4.12.3.)			
14.4.	Are all MMHE/MHE maintained and inspected for serviceability on a regular basis and AFTO 244s, or equivalent, maintained for all major MMHE/MHE items (racks, stands, adapters, etc.)? (ANGI 21-101, Para 4.12.3.4.)			
14.5.	Is MMHE & TCTO status tracked in one of the following options: CASB, CAMS, or MC2K? (ANGI 21-101, Para 4.12.3.5.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
14.6.	Are element personnel and equipment identified and prepared to meet deployment tasking IAW AFI 10-403, AFI 10-215, AFMAN 10-401 Vol 1 and Vol 2? (2.12.7.)			
14.7.	Are QA and other inspection reports reviewed, evaluated and corrective action taken when required? (2.12.9.)			
14.8.	Is a workcenter safety program, designed specifically for mishap prevention and the identification and abatement of hazards IAW AFOSH standards and other applicable safety related directives, established? (2.12.12.)			
14.9.	Are current publications available to meet workcenter needs? (2.12.16.)			
14.10.	Do personnel properly use, maintain, clean and calibrate support equipment according to users manual, item TO and/or 00-20 series technical orders? (2.12.18.)			
14.11.	Are CTKs, special tool needs, bench stock requirements, MMHE and support equipment properly utilized? (2.12.22.)			
14.12.	Do personnel follow proper procedures for identifying, recording and clearing CND/repeat discrepancies? (2.12.23.)			
14.13.	Are PQDRs accomplished IAW TO 00-35D-54, USAF Material Deficiency Reporting and Investigating System? (2.12.29.)			
14.14.	Is the owning workcenter maintenance of TMDE done and calibration requirements met IAW TO 00-20-14, AF Metrology and Calibration Program? (2.12.30.)			
14.15.	Does each workcenter owning slings, hooks, and other munitions lifting devices inspect them IAW AFOSH Standard 91-46, Materials Handling and Storage Equipment, and item technical orders? (2.12.33.)			
14.16.	Are assigned personnel trained on all CAS applications required to perform workcenter duties? (2.12.35.)			
14.17.	Is training provided on specific CAMS subsystems if required? (2.12.36.)			
14.18.	Does the Munitions Element Supervisor manage the munitions special certification roster (SCR) IAW AFI 21-101 and ensure a current copy of the SCR is taken on all deployments? (2.9.1.6.)			
14.19.	Does the Munitions Element Supervisor ensure the Master Training Plan covers peacetime and contingency tasks? (2.9.2.5.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
14.20.	Does the Munitions Element Supervisor direct the Munitions Training Element to develop and manage the Combat Munitions Training Program (CMTP) to establish proficiency on munitions requirements for all contingencies (in place or deployed) and OPLAN tasking? (2.9.2.3.)			
14.21.	Does the Munitions Element Supervisor manage the unit's munitions portion of the WCDO (or COMMAND equivalent)? (2.9.1.8.)			
14.22.	Does the Munitions Element Supervisor establish a Munitions Flight cannibalization program for conventional munitions items and MMHE? Approve all cannibalization? (2.9.1.21.)			
14.23.	Have operating instructions for CAS-B and CAS-D users been established? (2.9.1.26.1.)			
14.24.	Have written procedures been developed requiring all forklift and bomb lift operations handling munitions items to utilize a spotter? (2.9.3.4.4.1.)			
14.25.	Has an operating instruction been established for the management of Special Packaging Instruction (SPI) containers and packing material? (2.9.3.5.)			
15.	Precision Guided Munitions Element			
15.1.	Is a schedule maintained of test due dates for Federal Stock Class 1325 computer control groups and Guided Bomb Unit (GBU)-15/AGM-130 components? (3.1.3.)			
15.2.	Has a TMRS monitor and alternate been appointed in writing and copies provided to the MASO and WR-ALC/LKG? (3.1.6.)			
15.3.	Does the TMRS database contain all missiles and unassembled missile components IAW TO 21M-1-101? (3.1.6.1.)			
15.4.	Does TMRS mirror CAS-B accountable records? (3.1.6.2.)			
15.5.	Are flight hours in TMRS updated at least weekly on all assigned missiles and reported IAW TO 21M-1-101? (3.1.6.3.)			
16.	Munitions Support Equipment Maintenance (MSEM) Element			
16.1.	Do units that do not have facilities that meet environmental standards to perform corrosion control schedule the work through the wing corrosion control shop? (3.3.1.)			
16.2.	Are status changes on MMHE reported to Munitions Control? (3.3.5.)			
16.3.	Are equipment records documented IAW TO 00-20-5? (3.3.6.)			
17.	Conventional Munitions Maintenance Element			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
17.1.	Has an operating instruction been established for munitions residue operations? (TO 11A-1-60.)			
17.2.	Are munitions residue from flight line and demilitarization operations processed and certified? (3.4.4.)			
17.3.	Are empty containers clearly marked, sealed and segregated from other containers? (3.4.5.)			
17.4.	Are empty containers certified residue free prior to turn-in to Defense Reutilization Management Office? (3.4.4.)			
18.	Munitions Storage Element.			
18.1.	Has a master storage plan been developed, maintained and used to manage magazine and storage space usage, control authorized structure net explosive weight (NEW) and maintain authorized compatibility? (4.1.3.)			
18.2.	Are CAS reports and programs utilized to the maximum extent possible? (4.1.3.2.)			
18.3.	Are appropriate fire symbols and hazard markers updated as required? (4.1.5.)			
18.4.	Are requests to store munitions outdoors submitted to the MAJCOM for consideration? (4.1.8.)			
18.5.	Is a courtesy storage agreement for each custody account coordinated and approved by the Flight Chief? (4.1.12.)			
18.6.	Is an AF 4147 used to track all munitions movements both stockpile and custody account assets moved from one explosive location to another or assets entering/exiting the MSA? (4.1.13.)			
18.7.	Is each form assigned a control number consisting of the Julian date and sequence number? (4.1.13.2.)			
18.8.	Does storage dispatch (or equivalent) initial the form after a quality review to ensure that all blocks are properly annotated? (4.1.13.2.5.)			
18.9.	Do CAS units update munitions locations in the CAS system the same day the movement was completed using the movement control form? (4.1.13.2.6.)			
18.10.	Are movement control forms filed and maintained until the next 100 percent inventory is completed or semi-annually when on a perpetual inventory cycle? (4.1.13.2.9.)			
19.	Munitions Accountable Systems Officer (MASO).			
19.1.	Is the MASO appointed in accordance with AFI 23-111, Management of Government Property in Possession of the Air Force.12.2.1.1? (12.2.1.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
19.2.	Are individuals who change, adjust, post or sign accountable munitions records appointed in writing by the MASO? (12.2.1.1.)			
19.3.	Has the MASO developed and published a wing operating instruction, providing direction to commanders, custodians, and munitions users in munitions accountability procedures? (12.5.3.)			
19.4.	Prior to transfer of MASO responsibilities, is a 100 percent inventory of the munitions stock record account performed? (12.2.3.)			
19.5.	Are Inventory discrepancies resolved prior to accomplishing a Certificate of Transfer? (12.2.3.2.)			
19.6.	Does the incoming MASO review the account using MAJCOM provided checklists and previous audit and inspection reports? (12.2.4.)			
19.7.	Does the MASO maintain the certificate of transfer, any approved waivers and the MASO's documented review as long as accountable documents remain in file with their signature? (12.2.5.)			
19.8.	Does the MASO ensure ammunition and explosive items are not released to agencies or individuals outside the Air Force unless at least one of the conditions is met in AFI 21-201 paragraphs. 12.6.1.1 through 12.6.1.1.6? (12.6.1.)			
19.9.	Has the MASO developed and published a wing operating instruction to aid commanders, custodians and munitions users in munitions accountability procedures? (2.10.8.)			
20	Stock Levels			
20.1.	Are unit allocations loaded in CAS IAW MAJCOM instructions and are obsolete levels deleted? (14.1.2.)			
20.2.	Does the MASO compare the CAS organizational record listing to the Air Force Forms 68 and unit allocation document to verify that all organization/shop codes and host/user relationship codes are loaded correctly? (14.1.2.1.1.)			
20.3.	Does the MASO review the organizational record listing for accuracy, and sign it certifying listing reflects correct command codes? (14.1.2.1.2.)			
20.4.	Does the MASO provide each organization with a copy of their allocation, to include changes (i.e. additions, deletions, increases, decreases or transfers of allocation)? (14.1.3.)			
20.5.	Does the MASO approve/disapprove customer requests for excess non-expendable assets left on custody accounts? (14.1.5.1.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
20.6.	Are items turned in and processed for shipment when MAJCOM or ALC redistribution order (RDO) action is received? (14.1.5.2.)			
20.7.	Upon receipt of the allocation document, does the MASO take immediate action to notify organizational custodians in writing identifying munitions by NSN, lot number, and quantity requiring turn in action? (14.1.5.4.)			
20.8.	Does the MASO insure OOCRs are not submitted for allocated expendable items until at least 50 percent of the allocation has been expended (70 percent for Aircrew training munitions)? (14.2.1.)			
21.	Allocation Transfers			
21.1.	Does the losing MASO ensure the allocation and “remaining quantity to be issued field” in CAS is decreased by the amount transferred? (14.3.2.1.)			
21.2.	Once the participating unit receives the after-action report, do they increase their “Current Allocation” and “Remaining Quantity to Issue” fields in CAS to reflect remaining allocations returned from the exercise? (14.3.3.1.)			
22.	Munitions Control			
22.1.	Does control have secure voice communication (STU-III) capabilities? (5.1.2.6.)			
22.2.	Are there dedicated phone lines to Security Forces Central Security Control, Fire Department, Command Post, Maintenance Operations Center & all munitions work centers? (5.1.2.7.)			
22.3.	Is a current copy of the master identification listing maintained that list all equipment assigned? (5.1.3.3.)			
22.4.	Does control maintain maps showing the entire munitions storage areas, primary and alternate explosives routes, evacuation routes, and sited explosives locations outside the MSA? (e.g., aircraft parking locations, hot cargo pads, railheads, munitions holding areas, etc.)? (5.1.4.)			
22.5.	Are records maintained to document inspections and ohms testing results of lightning protection, static ground systems and static grounded worktables? (5.1.5.)			
22.6.	Did control develop and use emergency action check-sheets such as war/contingency plan execution notification, crash, fire, severe weather and explosive mishaps? (5.1.6.)			
22.7.	Are all applicable war and contingency plan annexes/appendixes maintained and on file? (5.1.7.)			

ITEM NO.	ITEM AND REFERENCES (All references are to AFI 21-201 unless otherwise indicated)	YES	NO	N/A
22.8.	Is work order progress tracked and in the event of conflict priorities assigned? (5.1.9.)			
22.9.	Has a manual work order system been developed (blocks of job control numbers, log, etc.) for deployments and backup during interrupted CAS service? (5.1.9.)			
22.10.	Have units not using the CAS-B work order process developed local written procedures for the work order process? (5.1.9.)			
22.11.	Are procedures in TO 00-20-2 used to create a block of job control numbers (JCN) for initiating work orders for unscheduled maintenance actions? (5.1.9.1.)			
22.12.	Does control manage the awaiting maintenance (AWM), awaiting parts (AWP), and TCTO programs and review them weekly during the scheduling meeting? (5.1.10.)			
22.13.	Are Security Forces informed of changes in magazine contents affecting classification of risk category and notification documented? (5.1.13.1.)			
22.14.	Is the Fire Department informed of any "Class A" explosives movements outside the MSA or of changes in magazine contents affecting fire symbols or hazard symbols and notification documented? (5.1.13.2.)			
22.15.	Are keys and locks to assigned munitions facilities properly controlled and maintained? (5.1.19.)			
22.16.	Are keys to classified structures given the same level of classification and protection as the classified items? (5.1.19.2.2.9.)			

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