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**Maintenance**



**NON-NUCLEAR MUNITIONS PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 21-2, *Non-nuclear and Nuclear Munitions*. It provides organizational commanders and custodians with the information required to obtain effective munitions support from the Base Munitions Account (FV). It explains standard munitions procedures and practices at the organizational level and outlines duties and responsibilities of organizational commanders and personnel appointed as munitions account custodians. Also included are procedures for organization storage and security of munitions, establishment and relief from accountability for munitions, forecasting of munitions requirements, inventory of munitions stock/custody accounts, and disposition of munitions, munitions containers, munitions scrap, and hazardous waste. This instruction applies to all activities requiring munitions support from Base Munitions Account FV4497, to include off-base organizations. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force: Powers and duties; delegation by; as implemented by Air Force Instruction 36-2608, and E.O. 9397 (SSN). System of Records Notice F036 AF PC C applies.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

Changes formatting of document to chapter format and added munitions reconciliation and time change procedures. All attachments have been substantially changed, with several attachments deleted and several new attachments added.

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## 1. Responsibilities.

1.1. **General.** This instruction is to aid Dover AFB munitions users in accountability procedures. It provides guidance needed to prepare and maintain documentation, manage issued munitions assets, and to standardize procedures to effectively sustain munitions support. These procedures are to be used in conjunction with AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, and other applicable publications cited throughout this instruction. It is the responsibility of organization commanders, certifying officials, account custodians, and the Munitions Accountable Systems Officer (MASO) to ensure compliance with this instruction.

1.2. **MASO's Responsibilities.** In accordance with AFI 21-201, the MASO oversees the effective and efficient management of the base munitions stockpile. To ensure this ideal, the MASO has the authority to "freeze" any organization's munitions account when the account is not managed or maintained properly.

1.2.1. The organizational commander will be notified in writing and given the opportunity to resolve deficiencies within 15 days.

1.2.2. If efforts to resolve deficiencies within the organization are insufficient, the account will be "frozen."

1.2.3. Any on-hand assets may be withdrawn from the unit until the munitions user can meet their custodial responsibilities.

1.2.4. If discrepancies are not corrected within 30 days of notification, the group commander, or equivalent, will be notified for assistance.

1.3. **Organizational Commander's Responsibilities.** In accordance with AFI 21-201, Chapters 2 and 22, organizational commanders (using commanders) are responsible for the munitions issued to their custody accounts. To understand responsibilities associated with maintaining custody accounts, the Munitions Accountable Systems Officer (MASO) is required to provide the using commander with a briefing. Commander's responsibilities from AFI 21-201, Chapters 2 and 22, are as follows:

1.3.1. Ensure munitions are not released to agencies or individuals outside the USAF. This includes ensuring munitions are utilized only for the purpose and in quantities authorized by governing directives.

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

1.3.3. If used, maintain a current AF Form 68, **Munitions Authorization Record**. See AFI 21-201, Chapter 17, for additional information regarding the AF Form 68.

1.3.3.1. The commander uses the AF Form 68 to delegate authority to certify and receipt for munitions. The commander's signature on this form certifies receipt of a briefing by the MASO and an understanding of the responsibilities associated.

1.3.3.2. Part II of the AF Form 68 lists individuals authorized to certify AF Form 2005, **Issue/Turn-In Requests**, for issues and expenditures. The certifying officials are responsible for ensuring munitions are being used only for the purpose and in quantities authorized. Before signing the AF Form 2005 for expenditures, these individuals must verify that the stated quantity agrees with the expenditure tracking forms and that the expenditure actually occurred. Although this authority is normally not delegated below the level of Section Chief, commanders will only delegate authority to noncommissioned officers or higher.

1.3.3.3. Part III of the AF Form 68 lists individuals authorized to receipt for munitions issued to the organization. Additionally, primary and alternate custodians will be designated in note 1 of the form. Commanders of custody accounts will appoint a primary custodian and it is recommended that at least one alternate be appointed. These individuals are responsible for the day-to-day accountability and management of the account. When a primary account custodian is removed from the AF Form 68, the commander assumes primary custodial responsibility for the account. The security clearance of personnel delegated to receive classified munitions assets will be annotated in note 2 of the form.

1.3.3.4. No one person can be delegated authority in both Part II and Part III of the AF Form 68. Persons authorized to certify a request or expenditure cannot receipt for items issued to the organization.

1.3.3.5. The AF Form 68 will be re-accomplished by the commander annually or when the primary custodian or commander changes.

1.3.3.6. The appointing authority (the commander) must notify the MASO when an individual's authority is withdrawn. The MASO will delete the person's authority by entering a single non-obliterating line through their name on the AF Form 68. The MASO initials and dates each deletion. Notification may be made verbally and all users of the AF Form 68 will be immediately notified.

1.3.4. Obtain an explosive safety license for types and quantities of munitions stored outside the munitions storage area (MSA), as necessary. Provide proper storage in accordance with AFMAN 91-201, *Explosive Safety Standards*. Additionally, provide proper security and control of munitions received by the organization in accordance with AFI 31-101, *The Air Force Installation Security Program*, and DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*. Accountability and inventory integrity must be maintained so unauthorized personnel are denied access to munitions. Initiate a formal courtesy storage agreement with the Munitions Flight Chief when storage of organizational munitions in the MSA is required.

1.3.5. Provide accurate and timely forecasting. Submit munitions forecast requirements to the MASO or MAJCOM Munitions User Functional Manager (MUFM) as directed by MAJCOM munitions staff.

1.3.5.1. This is one of the most important duties of an organization using munitions. Separagraphed quantities are forecasted for mobility, operations, and training requirements according to munitions allowances cited in governing directives or other allowance documents from higher headquarters.

1.3.5.2. Annual forecasts are channeled up to Air Force and Ammunition Control Point (ACP) for consolidation with Air Force-wide requirements. The Air Force determines what percentage of the total forecasted quantity is supportable for each item. This percentage is then channeled back down to base level in the form of an allocation. Allocations not expended at the end of the year are not carried forward.

1.3.5.3. Any requirements not forecasted, may seriously affect your mission for the forthcoming year.

**NOTE:** Out-of-Cycle Requests. In the event that a new or unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to the MASO in accordance with AFI 21-201, Chapter 14.

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

1.3.7. Aid the MASO in correcting deficiencies in the operation of the munitions custody account.

1.3.7.1. Take prompt action to remove a custodian who continually disregards the responsibilities of maintaining the munitions custody account. In accordance with AFI 21-201, a pattern of irresponsibility or lack of inventory controls is grounds to "freeze" an account or initiate a Report of Survey (ROS), if the situation involves a loss of munitions.

1.3.8. Report the loss, theft, or unauthorized expenditure of munitions to the MASO and Security Forces immediately.

1.3.9. Ensure all munitions scrap, brass, residue and containers are turned-in to the Munitions Flight for certification and disposal. It is extremely important that containers be controlled and accounted for until returned to the MSA for disposition. METAL CONTAINERS ARE ACCOUNTABLE.

1.3.10. Designate in writing, acting commanders of the account during periods of absence. This may be accomplished by providing a copy of "G"-series orders to Munitions Operations.

1.3.11. Ensure the organization meets all suspense's.

1.3.12. Ensure timely completion of custody account inventories and sign the inventory listing (IS507A).

1.3.13. When notified of suspended or restricted munitions items, immediately screen and remove affected on-hand/installed assets and take appropriate turn-in action.

1.3.14. Maintain munitions by lot number. For safety considerations, integrity of all munitions items must be controlled throughout their "lifetime" by lot number. Lot number integrity and accountability of all issued munitions must be maintained until the assets are expended or turned-in. Ammunition and munitions that cannot be identified by assigned lot number must be turned in.

#### 1.4. **Certifying Official's Responsibilities.**

1.4.1. Commanders delegate their authority to certify documents pertaining to the custody account by designating personnel in part II of the AF Form 68. The commander will only delegate authority to certify issue and expenditure documents to noncommissioned officers and higher (or equivalent).

1.4.2. Certifying officials reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.

1.4.3. They ensure the forms agree with supporting documents and the stated quantity of munitions as actually used, before signing AF Form 2005 or DD Form 1150, **Request for Issue or Turn-In.**

1.4.4. If corrections or changes are made to documents (issues or expenditures), the certifying official must initial these changes. Otherwise, the document will be returned to the organization.

1.4.5. Certifying officials who appear in part II of the AF Form 68 for a custody account, cannot also be listed in part III of the same AF Form 68.

#### 1.5. Custodian's Responsibilities.

1.5.1. In accordance with AFI 21-201, all custodians of munitions accounts (primary and alternate) will be briefed by the MASO on their responsibilities. Additionally, the MASO will provide detailed training to primary and alternate custodians on custody account management.

1.5.2. Munitions custodians are appointed by their commander in part III of the AF Form 68, Munitions Authorization Record, and assume their responsibilities by signing the AF Form 68. Commanders use this form to designate two sets of individuals: certifying officials in part II, and personnel authorized to receipt for munitions and act as account custodians in part III. Each set assumes a different role, and cannot, under any circumstances, interchange those roles.

1.5.3. Change of Primary Custodians. When a change of primary custodian occurs, the munitions account must be properly transferred to the new custodian before the old custodian departs. The following actions must be accomplished:

1.5.3.1. AF Form 68 re-accomplished in its entirety.

1.5.3.2. A 100 percent inventory is conducted jointly with the old and new custodian, and proper paperwork completed (IS507A).

1.5.3.3. New custodian is briefed on his or her responsibilities by the MASO.

1.5.4. Custodians will perform the following:

1.5.4.1. Ensure the allocation isn't exceeded.

1.5.4.2. Obtain or provide transportation to pick up and deliver required munitions to and from the MSA.

1.5.4.3. Ensure proper transportation of munitions in accordance with AFMAN 91-201.

1.5.4.4. Ensure on hand explosives do not exceed explosive safety limits.

1.5.4.5. Prepare and forward the AF Form 68 to the organizational commander.

1.5.4.6. Ensure the AF Form 2005 agrees with supporting documents.

1.5.4.7. Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custody jacket folder since last signed and reconciled quarterly custodial inventory.

1.5.4.8. Transfer accountability to a new custodian or turn-in all munitions and explosives to the MASO at least 45 days before release from duty.

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

1.5.5. Change of Commander. When a change of organizational commander occurs, the account custodian must ensure a new AF Form 68 is accomplished and the new commander is briefed by the MASO.

1.5.6. Munitions Storage Requirements.

1.5.6.1. Storage facilities for munitions kept by the organization must meet the explosive stor-

age, safety, and security criteria outlined in AFMAN 91-201, AFI 31-101, and DoD 5100.76-M. AF Form 2047, **Explosive Facility License**, must be coordinated with the Wing Weapons Safety, Security Forces, Fire Department, and the Munitions Flight. The point of contact for this license is Wing Weapons Safety.

1.5.6.2. "Courtesy Storage" is requested in the MSA for organizations that do not, or cannot, meet storage requirements outside the MSA. In this case, a courtesy storage agreement (**Attachment 17**) is initiated by the using organization. The Munitions Flight Chief is the approving authority for the agreement.

#### 1.5.7. Inventories and the IS507A Listing.

1.5.7.1. Maintain a current, signed IS507A, Custody Account Listing, for all items on the organization's account until superseded by the next quarter's inventory listing.

1.5.7.2. The IS507A shows total quantity authorized and on-hand for each item issued to the account.

1.5.7.3. The IS507A is validated each quarter when the custodian performs an inventory. Once the inventory has been completed, the IS507A will be signed by the custodian and the organizational commander, and reviewed and signed by the MASO.

1.5.7.4. Each time there is a primary custodian change, the account will be inventoried jointly by the new and old custodian and a new IS507A will be signed by the new custodian, the old custodian, the organizational commander, and by the MASO.

1.5.7.5. Discrepancies discovered during the quarterly inventory will be brought to the MASO's attention.

1.5.7.6. Copies of all transactions (issues, turn-ins, expenditures, etc), which affect the balances of the account, must be maintained in the custody account folder until the IS507A reflecting updated balances is received by the custodian (with MASO's signature).

1.5.8. Loss, Theft, and Unauthorized Expenditure. Any actual or suspected loss, theft, or unauthorized expenditure of munitions must be reported immediately to the MASO and Security Forces. The MASO will then determine the proper action.

1.5.9. Custodial Jacket File. Custodians are required to maintain a munitions custody jacket file for account documentation. The file must contain, but is not limited to, the following:

1.5.9.1. A current AF Form 68.

1.5.9.2. A current Courtesy Storage Agreement (as applicable and renewed annually).

1.5.9.3. AF Form 2047 (as applicable).

1.5.9.4. Custodian, certifier, and commander's briefing letters.

1.5.9.5. Approved allocation document or current AF Form 1996, **Adjusted Stock Level** (annually reaccomplished).

1.5.9.6. Current forecast (should be a part of the local allocation document).

1.5.9.7. Expenditure log.

1.5.9.8. Latest Quarterly inventory listing (signed by commander, custodian, and MASO) and

count sheets.

1.5.9.9. Latest reconciled Annual MASO Custody inventory (signed by commander, custodian, and MASO), count sheets, and MASO review letter.

1.5.9.10. Copies of all documents since last quarterly inventory (issues, expenditures, turn-ins).

1.5.9.11. Copies of miscellaneous documentation (including but not limited to):

1.5.9.11.1. Excess munitions notification letter (as applicable).

1.5.9.11.2. Delinquent documentation notices.

1.5.9.11.3. Applicable emails concerning account.

1.5.9.11.4. Suspension/restriction (T.O. 11A-1-1, *Conventional Munitions—Restricted or Suspended*) actions affecting account.

1.5.9.11.5. Munitions Operations timeline for custodians.

1.5.10. Out-of-Cycle Requests. In the event that an unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to the MASO. It will be endorsed and forwarded IAW AFI 21-201, Chapter 14.

1.5.11. Lot Number Integrity. All munitions items MUST be controlled by lot number throughout their "lifetime." This is to ensure operational readiness and safety as certain lot numbers are suspended or restricted from use because of defects. By way of lot numbers, these items can be easily traced and taken out of circulation.

1.5.12. Suspenses. Suspenses are placed on required documentation and other necessary actions to keep the account valid. Failure to meet suspenses will be considered under the heading of account deficiencies. The organizational commander will be notified of the deficiency and be given 15 days to correct the problem. If after 15 days, the problem is not corrected the account will be "frozen." It will not be unfrozen until all discrepancies are corrected (See AFI 21-201, paragraph 22.4, for this reference).

## 2. Accountability, Security, and Storage of Munitions.

2.1. **General.** Individuals and organizations that physically control, possess, store, or maintain munitions items are responsible for proper custody, care, accountability, and security. Organization commanders, certifying officials, account custodians, and the MASO ensure proper custody, care, accountability, and security are maintained for munitions assets.

2.1.1. Munitions are accounted for by national stock number (NSN), lot or serial number, quantity, and condition code. They are accounted for until they are expended, installed, turned in or removed from Air Force stock according to AFI 21-201.

2.1.2. Ammunition and explosives are not released to agencies or individuals outside the Air Force unless procedures in AFI 21-201, Chapter 12, are satisfied.

2.2. **Reporting Theft, Loss, or Destruction.** Immediately report any theft, suspected theft, loss or destruction of a munitions item (other than fair wear and tear, authorized expenditure, installation or disposal) to the MASO and applicable authority immediately.

2.2.1. The MASO will determine proper action and will notify the appropriate commander of the options available for relief from accountability IAW AFI 21-201, Chapter 21, and AFMAN 23-220, *Reports of Survey for Air Force Property*.

2.3. **Control of Classified Munitions.** Classified property will not be released to unauthorized individuals. Organizations requiring classified munitions items will identify individuals in Part III of the AF Form 68 by providing their security clearance.

2.4. **Security of Munitions Items.** Security of munitions items will be maintained at all times and will be under constant surveillance when not stored in an approved explosive storage facility.

2.4.1. Secure storage and adequate facilities must be available before requesting munitions.

2.4.2. Organizations with a valid munitions requirement that have no storage facility will request courtesy storage in the munitions storage area (MSA).

2.5. **Courtesy Storage (see Attachment 17).** Organizational commanders and account custodians are required to initiate a formal courtesy storage agreement when such storage is required or considered in the best interest of the Air Force.

2.5.1. The agreement must contain certain information IAW AFI 21-201. The Munitions Flight Chief is the approving authority for storage agreements and should be contacted first when a storage requirement exists.

2.6. **Reusable Containers and Original Packaging Materials.**

2.6.1. Reusable, empty munitions containers are managed by the MASO. All empty munitions containers (metal, cardboard, wooden, etc) must be certified by a qualified munitions inspector prior to disposition.

2.6.2. Munitions custodians are required to turn-in empty containers after use or expenditure of the munitions contained within them. This includes all original packaging material provided with the container. Containers maintained by the organization for day-to-day operations, contingencies, etc, must be properly marked to indicate contents. If the container is empty, it must be marked or labeled "empty." Ensure all packaging material remains with the container.

2.7. **Expended Brass, Munitions Residue, and Recyclable Sales.**

2.7.1. Munitions scrap and residue will be treated as live ammunition or explosive until properly certified as explosive free/residue free by a qualified munitions inspector. Scrap and residue is accountable. The residue turned in should match the quantity identified on the expenditure document.

2.7.2. Using commanders and account custodians are responsible for collecting, controlling, and properly turning in munitions brass and residue generated by the organization. This includes, but not limited to, empty containers, packaging materials, pull tabs from ground burst simulators (GBS), smoke grenade canisters, etc.

2.7.3. Residue and expended brass must be separated by type, caliber, and from live rounds/items and packaged for turn-in to the Munitions Inspection section.

2.7.4. Qualified munitions inspectors in the Munitions Inspection section will fill out forms and properly certify and transfer scrap to the Defense Reutilization and Marketing Office (DRMO).

2.8. **Lot Number Integrity and Suspended/Restricted Munitions.**

2.8.1. The lot number of a munitions item provides the sole means of identifying it when/if it becomes suspended or restricted from use.

2.8.2. Munitions of different lot numbers are not to be commingled in containers or storage locations.

2.8.3. When the performance or safety of a munitions item becomes questionable, a munitions item will be suspended or restricted from use.

2.8.4. "Restricted" munitions are items that do not meet performance requirements under all conditions. "Suspended" munitions are items that are withdrawn from issue and use because they are suspected of being, or known to be, unsafe or otherwise defective. The medium for dissemination of information on suspended or restricted munitions is safety supplements to T.O. 11A-1-1.

2.8.5. The Munitions Inspection section will notify the MASO when a safety supplement is received and whether or not the munitions identified in the safety supplement affects the munitions stock (base stock and issued items). Users will take immediate action to notify the MASO of any known suspended/restricted munitions items in their possession.

2.8.6. Munitions Operations will verbally notify users of the suspended or restricted munitions and will provide guidance at that time. A written notification and guidance will follow.

2.8.7. Commanders and custodians will immediately screen their munitions and comply with disposition instructions given by munitions personnel based on the safety supplement.

2.8.8. Restrictions imposed on munitions may still allow for their use. A condition code tag attached to the item packaging will identify items issued to accounts with restrictions. All personnel (users) must be made aware of restrictions placed on issued assets. Items in storage at the user's location will remain appropriately tagged.

## **2.9. Stock Record Account Inventories.**

2.9.1. Munitions Operations will schedule and conduct a complete wall-to-wall inventory of all ammunition and explosives maintained on the stock record account during the months of March and September. Custody account and courtesy stored munitions are excluded from this inventory.

2.9.2. During the semiannual inventory, only bona-fide emergency issue requests will be processed. Issue requests to support training will not be considered as an emergency. Assets already issued to custody accounts, but courtesy stored in the MSA may be scheduled for pick up as usual.

## **2.10. Custody Account Inventories.**

2.10.1. Quarterly custodian inventories are required by AFI 21-201, paragraph 21.4.2., to validate the accuracy of accountable records. All custody accounts will be inventoried during the months of February, May, August and November by either the primary or an alternate custodian. It is a responsibility of the custodian to perform the inventory on his or her munitions. Munitions Operations personnel or the MASO will assist with the inventory process if requested by the custodian.

2.10.2. Inventories will be conducted and reconciled within 30 days of inventory start date. The inventory is not reconciled until the 507 Listing is returned to Munitions Operations with all signatures (custodian and commander) and the MASO reviews and signs it.

2.10.3. If the inventory is not conducted in a timely manner, a notice will be sent to the organizational commander. The commander will have 15 days to ensure the inventory is started or make arrangements for its completion. If after 15 days the inventory is not started, the account will be, or remain, “frozen” by the MASO and the group commander will be notified for assistance.

2.10.4. Inventories will be performed using either Combat Ammunition System – Base (CAS-B) generated IS430 or manual inventory worksheets and the account will be “frozen” before or after the physical count.

2.10.5. All expenditures and turn-ins must be submitted at least three days prior to the inventory start date to ensure they are processed against the account before it is “frozen” for inventory.

2.10.6. Only emergency issue requests will be processed during the inventory.

2.10.7. Additionally, IAW AFI 21-201, the MASO may direct a custodian to conduct a special inventory when necessary.

2.10.8. The Quarterly Inventory will be conducted as directed by the MASO or Munitions Operations personnel. As a minimum, the custodian will be instructed to inventory custody assets stored outside the munitions storage area (MSA) and to schedule an appointment to inventory custody assets stored in the MSA. As always, assets are accounted for by NSN, lot/serial number, and quantity.

#### **2.11. Primary Custodian Change Requirements.**

2.11.1. When a change in the primary custodian occurs, the departing custodian and the newly appointed custodian will jointly perform a complete physical inventory of the custody account. The inventory will be conducted, reconciled, and signed by the commander and the departing and newly appointed custodian. A certificate of transfer will be accomplished to document the official transfer of the account and will be signed by the commander, the departing custodian and the newly assigned custodian.

2.11.2. Organizational commanders will ensure departing primary custodians transfer accountability at least 45 days prior to departure or reassignment.

2.11.3. If primary custodian departs the area without properly transferring custody, the organizational commander assumes primary custodial responsibility for the account and will be required to satisfy transfer of account responsibilities to a new primary custodian.

2.11.4. The change-over inventory will be conducted and reconciled according to instructions for quarterly inventories.

2.11.5. This inventory will be filed as the current quarterly custodian inventory in both the custodian and MASO jacket files.

2.11.6. Discrepancies discovered during the inventory will be immediately brought to the MASO's attention.

#### **2.12. Annual MASO Inventory.**

2.12.1. Annually the MASO will conduct an inventory of each munitions custody account. The inventory will be conducted during the November custodian inventory. The results of the inventory will be documented and the custodian and the organization commander will be briefed on any

findings and corrective action required. During this inventory the MASO will be ensuring the following:

- 2.12.1.1. Compliance with established procedures.
- 2.12.1.2. Maintenance of accurate custody account records.
- 2.12.1.3. Inventory control integrity.
- 2.12.1.4. Proper storage procedures are being followed.
- 2.12.1.5. Adherence to safety criteria.
- 2.12.1.6. Semi-annually, in conjunction with the May custodial inventory, the MASO or a designated representative will inventory Security Forces, Air Crew Training, EOD and CATM custody accounts.
- 2.12.1.7. AFI 21-201 gives the MASO the authority to conduct special inventories when required.

### 2.13. **Mobility Requirements.**

2.13.1. Notify the MASO immediately when munitions items will be deployed. When deploying to a location with an established SRAN/DoDAAC for longer than 30 days, transfer accountability of munitions to the gaining MASO. If the deployment is originally planned for less than 30 days, but extends beyond, the losing MASO coordinates with the gaining MASO to transfer accountability of deployed munitions.

2.13.1.1. If deploying assets are on custody accounts and time does not permit actual turn-in and shipment, custodians will turn in (paperwork transaction only) the munitions on their account which they deploy with. They obtain a shipment document(s) from the home station MASO and give it to the MASO at the deployed location. If time does not allow custodians to obtain the shipment document to take with the munitions, the losing MASO mails the document(s) to the gaining MASO.

2.13.2. When deploying to a location without an established SRAN/DoDAAC for longer than 30-days, accountability for deployed assets will be retained by the deploying unit custody account.

2.13.2.1. Munitions custodians with mobility assets allocated (Cat B) to their account must ensure procedures are in place for accountability of deployed assets. As a minimum, the following should be addressed:

2.13.2.1.1. Identify a responsible individual to be the custodian while deployed.

2.13.2.1.2. Develop a briefing for personnel deploying with munitions to ensure they are aware of their responsibilities to account for the munitions items while deployed.

2.13.2.1.3. Use a hand receipt (AF Form 1297, **Temporary Issue Receipt**) to document assets deployed to include NSN, Nomenclature, Lot Number, and Quantity deployed. This hand receipt will be the source document used during inventories to verify deployed munitions.

2.13.2.1.4. Identify the process for issue of munitions before the deployment and the turn-in of assets after the deployment.

2.13.3. See AFI 21-201, Chapter 34 for further guidance.

### **3. Handling and Transporting Munitions.**

3.1. **General.** Organizational commanders and account custodians are required to obtain or provide transportation to pick up and deliver required munitions to and from the munitions storage area (MSA). Information pertaining to safety and security of munitions during transport can be found in the following publications:

3.1.1. DoD 5100.76-M.

3.1.2. AFI 31-101.

3.1.3. AFMAN 91-201.

3.2. **General Guidance for Handling and Transporting Munitions (including, but not limited to).**

3.2.1. Only trained personnel under the supervision of an individual who understands the hazards and risks involved will handle explosives. Designated explosive transport route will be used.

3.2.2. Using organizations will provide personnel with publications, local written operating instructions, squadron publications, etc. Wing Weapons Safety is the point of contact for approval of weapons safety publications.

3.2.3. Detonators, initiators, squibs, and other electrically or mechanically actuated devices required for operations, such as loading, explosive ordnance disposal, and egress maintenance, will be carried in protective containers at all times. The containers must be designed to prevent item-to-item contact.

3.2.4. Munitions items will not be transported in the passenger cab of the vehicle.

3.2.5. Inspect vehicles IAW AFM 91-201 prior to transporting munitions/explosives. Vehicle must be equipped with two fire extinguishers rated at least 2A:10BC.

3.2.6. Display explosive placards on all four sides to provide general warning for fire fighting and emergency personnel. When transporting munitions the appropriate explosive placard must be displayed.

3.2.7. Vehicles will be equipped with tie-down hardware/equipment required to secure munitions to the vehicle.

3.2.8. Loading/unloading operations will only be accomplished with the engine off and wheels chocked.

3.2.9. Vehicles will not be operated until munitions/explosives have been checked to ensure they have been blocked, braced, tied down, or otherwise secured to the vehicle to prevent movement. Vehicles will have sideboards and tailgates as high as the load when appropriate.

3.2.10. Munitions will not be left unattended unless the vehicle is parked in a properly designated storage area.

3.2.11. Smoking in or within 50 feet of the vehicle will be prohibited or controlled as prescribed in AFMAN 91-201.

#### 4. Allocations and Forecasting.

4.1. **General.** Forecasts for munitions are submitted annually to give United States Air Force depots and manufacturers sufficient lead-time to meet munitions requirements. The efficiency of munitions support depends a great deal on the accuracy of requirements forecasted by the users.

4.2. **Fraud, Waste, and Abuse of Munitions Items.** It is a violation of the Air Force Fraud, Waste, and Abuse Program to use munitions for purposes other than those for which they are originally issued. Such abuse could result in action under the Uniform Code of Military Justice (UCMJ).

4.3. **General Munitions Forecasting.** Forecasting procedures and instructions for munitions items (excluding Time Change items) will be provided by MAJCOM on an annual basis.

4.4. **Time Change Munitions Forecasting.** AFI 21-201 directs that forecasting be IAW T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*.

4.4.1. The Munitions Flight uses the guidance in AFI 21-201, Chapter 31, to forecast and requisition Cartridge/Propellant Actuated Devices (CAD/PAD). We strictly adhere to the guidance in this chapter. Other directives for time change and CAD/PAD items (TCI's) are T.O. 00-20-9 and AFI 21-101.

4.4.2. Forecasting is the quarterly break out of TCIs by due date. TCI's are loaded into CAMS/G081 for time change tracking and requirements forecasting.

4.4.3. The AFTO Form 223 is the primary method for forecast submission. It is submitted annually to OO-ALC/ WMJ and the MASO for CAD/PAD items IAW 00-20-9, Chapter 4.

4.4.4. Forecasts are to be completed and submitted to OO-ALC/ WMJ by 1 August each year and must include all aircraft assigned as of 15 June. See 00-20-9 for G081, CAMS, and/or manual submission requirements.

4.4.5. Submit a copy of the completed AFTO Form 223, **Time Change Requirements Forecast**, for the coming year to the MASO by 1 August. Submit it along with the AF Form 2005 issue requests for the Oct to Dec quarter.

4.4.6. Requisitioning. For CONUS bases, AFI 21-201 directs using organizations to submit time-change requests (AF Form 2005's) to the MASO between 45 and 60 days before the next calendar year quarter (see chart below). Submit AF Form 2005's, properly filled out, to the MASO to correspond with the "earliest requisition date" but NLT the "latest requisition date."

4.4.7. The MASO will consolidate requisitions from various organizations as applicable (grouped by NSN) and submit them to OO-ALC/WM according to the following schedule:

| Required Month | Earliest Requisition Date | Latest Requisition Date |
|----------------|---------------------------|-------------------------|
| Jan – Mar      | 1 Nov                     | 15 Nov                  |
| Apr – Jun      | 1 Feb                     | 15 Feb                  |
| Jul – Sep      | 1 May                     | 15 May                  |
| Oct – Dec      | 1 Aug                     | 15 Aug                  |

4.4.8. The AFTO Form 223 is used as justification for these issue requests (both from the MASO to OO-ALC, and from the custodian to the MASO).

4.4.9. When requested quantities, by NSN, on the 2005's exceed the forecasted quantity, a supplemental AFTO Form 223 must be submitted before requested quantities will be issued.

4.4.10. IAW AFI 21-201, paragraph 31.2.3, late submissions of 2005's will require a letter with reason for late submission and signature of the requester's commander. It is the responsibility of the organization (or PS&D, as applicable) needing the items to submit 2005's for their requisition and subsequent issue.

4.4.11. Unless the CAD/PAD item is an initial issue, all replacement items will be issued consumption to the organization/shop code, under Due In From Maintenance (DIFM) control. The user will have 15 days to turn-in the item replaced to the Munitions Flight to clear the DIFM detail. Follow published guidance on properly filling out the turn-in AF Form 2005, in particular, using the same document number as the replacement item was issued under.

**4.5. AF Form 1996.** CAD/PAD stock levels (the quantity kept in the munitions storage area as spares) are limited to one item per type aircraft IAW AFI 21-201, Chapter 31.

4.5.1. Additional levels above the one per type aircraft are justified using the AF Form 1996. This requirement is apart from items justified by the time change process. The AF Form 1996 process involves items used to replace squibs/cartridges for inadvertent firings, function as design situations and damaged assets found during routine inspections.

4.5.2. Past usage or anticipated increase in peak workload will indicate whether the AF Form 1996 is required and must be justified on the AF Form 1996. When determining needed quantities on the form, a minimum and maximum level will be addressed; the minimum refers to the minimum quantity that will be kept on hand, in stock, at all times and the maximum refers to the quantity that will not be exceeded in stock.

4.5.3. When the quantity of the item is issued, and it causes the stock level to drop below the minimum, additional assets will be requisitioned to bring the on-hand balance back up to a level between the minimum and maximum.

4.5.4. Requisitions to fill AF Form 1996 levels will be made in conjunction with the quarterly time change requisitions.

4.5.5. Custodians originate the AF Form 1996, but it must be routed through Munitions Operations and the MASO for input and forwarding to the MAJCOM.

4.5.6. Approved AF Forms 1996 are revalidated annually and are canceled when the requirement is no longer needed. The originator of the AF Form 1996 will initiate the annual revalidation process.

4.5.7. AFI 21-201, attachment 3, is the source for information concerning the AF Form 1996.

**4.6. Munitions in Excess of Allocation.**

4.6.1. Munitions in excess of the current fiscal year allocation must be turned in from the account within 30 days of notification.

4.6.2. The MASO will notify organizational custodians in writing, identifying the excess munitions by NSN, lot number, and required quantity to be turned in.

#### 4.7. Out-of-Cycle Requests.

4.7.1. Out of cycle request will be handled on a case-by-case basis using guidance provided by AMC.

4.7.2. Contact Munitions Operations if current allocated munitions will not meet the needs of the unit and guidance will be provided for submitting an out-of-cycle request.

### 5. Issue, Turn-In and Expenditure Documents.

5.1. **General.** Issue, turn-in and expenditure documents are prepared on the AF Form 2005 in two copies by printing or typing legibly in blue or black ink. Documents with obliterations, whiteout, or dubious markings will not be accepted. A single, non-obliterating line can be used to correct documents. The certifying official of the document will initial corrections to issue or expenditure documents.

#### 5.2. Issue (see [Attachment 3](#) – [Attachment 7](#)).

5.2.1. Issue. For routine issues, submit issue requests to the MASO at least 7 days before item is required. Custodians are reminded to ensure issue requests will not cause their allocation to be exceeded. Only authorized personnel will be permitted to receipt for munitions on the day of request as listed in Part III of AF Form 68.

5.2.2. Consumption Issues. Assets will be consumed or installed within a 15-day period from the date of issue. If organization storage facilities cannot satisfy the security or safety requirements, consumption issues are restricted to that quantity which can be consumed or installed on the day of issue.

5.2.3. Time Change. Unless the item is an initial issue, all CAD/PAD items will be issued consumption, under Due-In-From-Maintenance (DIFM) control.

5.2.4. Custody Issues. Assets are needed for periods exceeding 15 days. Facilities must be secure and adequate for storage as outlined in AFI 31-101 and AFMAN 91-201. If courtesy storage is required, a current courtesy storage agreement must be on file with the Munitions Flight prior to issue of items.

5.2.5. Emergency Issues. An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/consumed within 12 hours of issue.

5.2.6. Emergency requests must be justified and approved in writing by the group commander (or equivalent) or designated representative (appointed in writing and will not be lower than a unit commander).

5.2.6.1. The approval request must accompany the issue request.

5.2.7. "Off Shore" Issue Requests. Issue requests for Dover aircraft or other aircraft directed by TACC at locations other the Dover are considered "Off Shore" issue requests.

5.2.7.1. These requests are considered "Emergency" issues and will meet the requirements of paragraph [5.2.6](#). above.

5.2.7.2. Time change munitions items, IAW AFI 21-201, paragraph. 23.2.1.3., are issued DIFM, regardless of Expendability, Reparagraphbility and Recoverability Code (ERRC). This

ensures accountability of munitions items.

5.2.7.3. Since “Off Shore” requests require the item to be shipped to another location, it is imperative that the exchanged assets, regardless if they are expended or not, are returned to Dover to clear the DIFM.

5.2.7.3.1. Failure to return exchanged assets to Dover could result in the initiation of a Report of Survey.

5.2.8. The following procedures will be used for issue requests for other than Dover aircraft:

5.2.8.1. Issue Request for Other Than Dover Aircraft: The stockpile of TCI on Dover is requisitioned to fill forecasts and AF Form 1996 requirements for Dover aircraft only.

5.2.8.2. These requests are considered “Emergency” issues and will meet the requirements of paragraph [5.2.6](#) above, unless they meet the following:

5.2.8.2.1. The items were forecasted for and previously coordinated with the MASO and the affected base and assets were specifically requisitioned for these aircraft.

5.2.8.3. If assets are available, they will be issued and the owning base will be contacted to backfill the issue request.

5.2.8.4. If sufficient assets are not available, the owning base will be contacted to request a priority shipment of sufficient assets to fill the request.

### 5.3. Expenditure (see [Attachment 8](#)).

5.3.1. Expenditure documents are used to document consumption of custody assets. The organization commander or designated representative (part II of the AF Form 68) certifies expenditures.

5.3.2. Provide the MASO with expenditure documents within 5 days after the item is expended.

### 5.4. Turn-in (see [Attachment 9](#) – [Attachment 11](#)).

5.4.1. Turn-in. Used to return munitions items to warehouse balances. Schedule turn-in (including courtesy stored assets) with the Munitions Flight at least 7 days in advance of required turn-in date.

5.4.2. Custody turn-in. Munitions maintained on custody accounts that become unserviceable, no longer required, or exceed authorized allocations.

5.4.3. Found On Base (FOB). DoD stock-listed munitions found outside approved storage areas, not issued to an authorized account, or removed from transient aircraft.

5.4.3.1. The MASO is responsible for researching and documenting the source of FOB assets (if possible). Immediately notify the MASO/Munitions Operations of FOB items.

5.4.3.2. Notify EOD before turning in FOB items if they appear imminently hazardous or aren't readily identifiable. Munitions of this nature are potentially hazardous since their condition and origin is unknown.

5.4.4. DIFM. Assets issued under DIFM control. These assets must be turned in within 15 days of removal from the end item.

5.4.4.1. Turn-in documentation will use the same document number that item was issued under.

5.4.5. Expenditure Turn-In. Assets that were consumption issued but were not consumed (time change assets issued but not installed).

5.4.5.1. The original container and packaging will be used to turn-in assets. Items will be segregated and packaged by type and identified by lot number and quantity.

5.4.5.2. Munitions scrap and/or brass will be packed separately from live items for turn-in.

5.4.5.3. Serviceable and unserviceable items will be packaged separately.

5.4.5.4. Munitions Inspection personnel will perform a physical count of all items not in factory sealed containers.

## 6. Commercial Off The Shelf (COTS) Munitions.

6.1. **General.** The COTS Munitions Program (formerly Local Purchase Munitions) objective is to protect the safety and health of Air Force personnel and maintain accountability of dangerous items while supporting operational requirements. COTS munitions will not be purchased prior to completing the procedures for approval outlined in AFI 21-201, Chapter 32.

### 6.2. Authorization.

6.2.1. The authorization to purchase COTS munitions is a three-stage process that includes:

6.2.1.1. Munitions system management determination by OO-ALC/WM.

6.2.1.2. Assignment of hazard classification (HC) in accordance with T.O. 11A-1-47, *Explosives Hazard Classification Procedures*.

6.2.1.3. Non-Nuclear Munitions Safety Board (NNMSB) safety certification, in accordance with AFI 91-205, *Non-Nuclear Munitions Safety Board*.

6.2.2. Prior to reaching the first of these three stages, the requesting unit must develop a data package, using an AF Form 1768, **Staff Summary Sheet**, for coordination and approval through installation and MAJCOM level agencies.

6.3. **Limitations.** Munitions for long-term requirements may be authorized for COTS purchase while awaiting full program development, provided the approval procedures outlined in AFI 21-201, Chapter 32 are completed. COTS munitions will not be stockpiled in large quantities, more than a 90-day requirement, on military installations.

6.4. **Procedures.** All units who require COTS munitions must contact Munitions Operations for assistance. Based upon the unique nature of individual requirements, the process can differ greatly from one unit to the next.

## 7. Reconciliation Procedures.

7.1. **General.** The following guidance will be used to positively control MJU-10 flare sets loaded on aircraft and/or stored in the MSA awaiting flight line delivery.

7.2. **Responsibilities.**

7.2.1. The 436 EMS Munitions Flight: The primary account custodian for account 736MM will do the following; if the primary is not available, an alternate for the account will fulfill this responsibility:

7.2.1.1. Inventory flare sets stored in the MSA awaiting flight line delivery daily at the beginning of shift and update the flare status accordingly.

7.2.1.2. Coordinate with EXCEL 3, as necessary, daily at the beginning of shift to determine MJU-10 flare sets currently loaded on aircraft; use the EXCEL 3 snapshot located at "S:\Public\EXCEL 3 SNAPSHOT\excel 3 snapshot.doc", or if warranted, contact EXCEL 3 by phone for verbal confirmation of loaded flare.

7.2.1.3. If flare is cross-loaded from one aircraft to another, circle the aircraft number on the AF 1297 and write in the new number beside the old. If a flare set is not physically in the MSA, then it will be accounted for with an AF Form 1297 filed in the designated aircraft slot in the file box.

7.2.1.4. All available flare sets will be accounted for and any disparities between information provided by EXCEL 3 and the MSA inventory will be immediately resolved. If the disparity cannot be resolved, notify the Flight Chief for further guidance.

7.2.1.5. Positively account for other bases' flare sets. Keep EXCEL 3 posted of foreign flare set(s) stored in the MSA to diligently prevent the flare set(s) from being stranded at Dover.

JOHN I. PRAY, Jr., Colonel, USAF  
Commander, 436th Airlift Wing

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

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

DoD 6055.9-STD, *DoD Ammunition and Explosives Safety Standards*

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

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

AFI 31-401, *Information Security Program Management*

AFI 91-205, *Non-Nuclear Munitions Safety Board*

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

AFMAN 91-201, *Explosive Safety Standards*

T.O. 00-20-9, *Forecasting Replacement Requirements for Selected Calendar and Hourly Time Change Items*

T.O. 11A-1-1, *Conventional Munitions—Restricted or Suspended*

T.O. 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*

T.O. 11A-1-47, *Explosives Hazard Classification Procedures*

***Abbreviations and Acronyms***

**ACP**—Ammunition Control Point

**AFMC**—Air Force Material Command

**AMARC**—Aerospace Maintenance and Regeneration Center

**AMC**—Air Mobility Command

**ALSMS**—Automated Life Support Management System

**MASO**—Munitions Accountable Systems Officer

**CAD/PAD**—Cartridge/Propellant Actuated Devices

**CAS-A**—Combat Ammunition System - AFMC

**CAS-B**—Combat Ammunition System - Base

**CAS-C**—Combat Ammunition System - Command

**CIC**—Controlled Item Code

**COTS**—Commercial Off The Shelf

**DoD**—Department of Defense

**DoDIC**—Department of Defense Identification Code

**DOT**—Department of Transportation

**DRMO**—Defense Redistribution and Marketing Office

**EOD**—Explosive Ordnance Disposal

**FSC**—Federal Supply Class

**IM**—Item Manager

**JCS**—Joint Chiefs of Staff

**LP**—Local Purchase

**LPMB**—Local Purchase Munitions Board

**MAJCOM**—Major Command

**MFM**—MAJCOM Functional Manager

**MUFM**—Munitions User Functional Manager

**MSA**—Munitions Storage Area

**NSN**—National Stock Number

**PCP**—Pentachlorophend

**SBSS**—Standard Base Supply System

**UTC**—Unit Type Code

**WCDO**—War Consumable Distribution Objective

**WRM**—War Reserve Material

### *Terms*

**Accountability**—The requirement of an individual to account for all munitions items issued to them from the time of issue until expenditure or turn-in. This is required of all commanders, custodians, and all personnel having access to or control of munitions. The person having this obligation may or may not have actual possession of the property.

**Allocation**—The quantity of munitions approved by parent Major Command (MAJCOM) for use by an organization. This quantity is a one-year requirement.

**Audit Trail**—A clear and concise documented chain that shows all actions affecting the accountability from the time of issue until expenditure or turn-in.

**Cartridge Actuated Devices (CAD)**—A device that uses a self-contained removable explosive cartridge to provide a source of gas pressure to perform its intended function; e.g., initiators, catapults, cutters, etc.

**Combat Ammunitions Systems-Base (CAS-B)**—A computer system designed to facilitate combat execution and management of conventional and nuclear assets.

**Commander**—For the purpose of this guide, unless specially stated the “commander” is defined as the squadron, detachment or operational commander. Squadron section commanders do not delegate authority as specified herein.

**Condition Code**—A code depicting the serviceability status of munitions. (See T.O. 11A-1-10, *Air Force Munitions Surveillance Program and Serviceability Procedures*, for breakdown).

**Consumption Account**—Munitions issued to organizational account authorized expenditure or installation within 15 days of the date of issue.

**Controlled Item Code (CIC)**—A code assigned to identify the degree of security that must be applied to a munitions item while it's in storage or in transit.

**Courtesy Stored Munitions**—Munitions belonging to an on or off-base organization that are stored in the munitions storage area.

**Custodian**—An individual selected and designated in writing by the using commander to manage the munitions account for the organization.

**Custody Account**—An account for munitions issued to an organization custodian (use required for 15 days or more).

**Emergency Issue**—A requirement that must be filled in less than 10 days from the time of notification. These must be justified in writing and signed by the appropriate group commander. Any issue request due to improper scheduling.

**Lot Number**—Identifies one batch, lot or group of munitions produced by a manufacturer.

**Munitions Accountable Systems Officer (MASO)**—The individual charged with the responsibility for assuring accountability, care, legal, and administrative restrictions for all munitions items controlled by the munitions stock record account.

**Pecuniary Liability**—The statutory obligation of an individual to reimburse the government for loss or improper use of property arising from their failure to exercise assigned responsibilities.

**Propellant Actuated Device (PAD)**—A device used to provide a source of gas pressure to perform, e.g. impulse cartridges, delay cartridges, squibs etc.

**Restricted Munitions**—Items that can't be expected to perform satisfactorily under all conditions, but may be used safely with certain prescribed limitations.

**Service Life**—Length of time an item can remain installed in operating configuration or in actual use.

**Shelf Life**—The period of time that an item can remain unused in storage before being condemned.

**Frozen Account**—An account suspended by the MASO for not being maintained properly or not having required documentation on file with Munitions Operations.

**Transaction.**—An input into the CAS-B computer that changes the serviceable, unserviceable or peacetime operating level.

Attachment 2

SAMPLE AF FORM 68, MUNITIONS AUTHORIZATION RECORD

A2.1. Munitions Authorization Record Instructions.

Figure A2.1. AF Form 68, Munitions Authorization Record.

| MUNITIONS AUTHORIZATION RECORD   |       |                   |  |                                  |                     | DATE<br>Leave Blank |
|--|-------|-------------------|--|----------------------------------|---------------------|---------------------|
| FROM: (Office of Organizational Commander)   |       |                   | TO: (Office Symbol or Address of the MASO) |                                  |                     |                     |
| Example: 436 EMS/CC  |       |                   | 436 EMS/MX/MW                              |                                  |                     |                     |
| <p><b>AUTHORITY:</b> Executive Order 9397, November 1943.<br/> <b>PRINCIPAL PURPOSE:</b> To receipt for munitions items.<br/> <b>ROUTINE USES:</b> Provides for verification/identification of personnel to receipt or certify authorizations for munitions.<br/> <b>DISCLOSURE IS VOLUNTARY:</b> The disclosure of the SSN is voluntary, but it is required before individuals can receipt or certify authorizations for munitions.</p>   |       |                   |  |                                  |                     |                     |
| I. ORGANIZATIONAL AND SUPPLY INFORMATION   |       |                   |  |                                  |                     |                     |
| PURPOSE FOR WHICH REQUESTED MUNITIONS WILL BE USED (i.e., type mission/activity supported)   |       |                   |  |                                  |                     |                     |
| Example: To conduct Combat Arms training IAW AFI 36-2226 and AFCAT 21-209 for Dover AFB and local tenant units.  |       |                   |  |                                  |                     |                     |
| Delivery Location  |       | Example: BLDG 345 |  | Receiving Activity Office Symbol |                     | Example: LGMDU      |
| U1050 II Organization and Shop Code (if applicable) Example: 399PII  |       |                   |  |                                  |                     |                     |
| Supply Point (Custody Account (if applicable) Example: 399PU (for Custody Accounts only)   |       |                   |  |                                  |                     |                     |
| II. Personnel Authorized To Sign Certificates of Authorization/Expenditure (AF Form 2005/DD Form 1150)   |       |                   |  |                                  |                     |                     |
| COMMANDERS STATEMENT: In accordance with AFM 67-1, Vol 1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/certify authorization documents and to sign/certify expenditure documents for activity/account listed in Part I above. All personnel are in the position of Section Chief or higher, and have been briefed by me as to their responsibilities for proper control and accountability of munitions. These individuals are charged with personal verification, including the Urgency of Need (UND), of any documents/transactions which they, as my representative, approve. |       |                   |  |                                  |                     |                     |
| NAME   | RANK  | SSN               | PHONE                                      | DEROS                            | SIGNATURE           |                     |
| Example: MANN, JAKE L.   | SMSGT | 444-33-2222       | 6-2222                                     | N/A                              | Signature of Person |                     |
| ***** Last Item *****  |       |                   |  |                                  |                     |                     |
|  |       |                   |  |                                  |                     |                     |
|  |       |                   |  |                                  |                     |                     |
|  |       |                   |  |                                  |                     |                     |
|  |       |                   |  |                                  |                     |                     |
| III. Personnel Authorized To Receipt For Munitions (DD Form 1348-1 / DD Form 1150)   |       |                   |  |                                  |                     |                     |
| COMMANDERS STATEMENT: In accordance with AFM 67-1, Part One, Chap 20, I hereby authorize the below listed personnel to sign/receipt for munitions items for my organization/activity as identified in Part I above   |       |                   |  |                                  |                     |                     |
| BRIEFING STATEMENT: We, the undersigned, fully understand our responsibilities to properly control, safely and securely store, and prevent the unauthorized use of munitions we receive. We will insure that these munitions are not released to agencies or individuals outside the United States Air Force, prior approval and authority of higher headquarters.   |       |                   |  |                                  |                     |                     |
| SEE REVERSE FOR LISTING OF PERSONNEL   |       |                   |  |                                  |                     |                     |

| NAME                     | NOTE 1 | NOTE 2 | RANK | SSN         | PHONE  | SIGNATURE           |
|--------------------------|--------|--------|------|-------------|--------|---------------------|
| Example: DOE, JANE F.    | P      | S      | SRA  | 111-22-3333 | 6-2222 | Signature of Person |
| JANE, HANK T.            | A      | TS     | SSGT | 444-55-6666 | 6-9999 | Signature of Person |
| HANK, HERMIE P.          | A      | N/A    | SSGT | 777-88-9999 | 6-0000 | Signature of Person |
| ***** Last Item<br>***** |        |        |      |             |        |                     |
|                          |        |        |      |             |        |                     |
|                          |        |        |      |             |        |                     |
|                          |        |        |      |             |        |                     |

1. Enter "P" if primary or "A" if an alternate supply point/custody account custodian. Otherwise leave blank.
2. Enter security clearance of those individuals authorized to sign for classified items.

**IV. UNIT COMMANDER**

I understand that no one person may be authorized to perform duties listed in both Part II and part III above. I also understand that I must notify the MASO whenever an individual's authorization is withdrawn (as with PCA, PCS, extended TDY, administrative actions, etc.). The MASO will also be notified each time a new organization commander is assigned. Under the above circumstances a new Munitions Authorization Record will be submitted to the MASO within 30 days of assignment.

I fully understand and recognize my responsibility for maintaining munitions issued to this organization. I realize that if this activity cannot provide adequate security and storage IAW AFR 125-37 and AFR 127-100, consumption requests will be limited to that quantity which will be consumed/installed on the date of issue. If adequate security and storage is available, consumption requests will be limited to that quantity which will be consumed/installed or turned in within 15 days from the date of issue. I will insure that ammunition issued to this organization is expended/installed or turned in within the time frame established at the time of issue. I further will insure that ammunition issued to this organization is not released to agencies or individuals outside the United States Air Force without prior approval and authority of higher headquarters. I have been personally briefed by the MASO on my responsibilities as stated above in accordance with AFM 67-1, Vol 1, Part One, Chap 20.

Personnel authorized to receipt for classified materials from the MASO are identified by a security clearance symbol in Part III above. Personnel not authorized to receipt for classified must be identified by N/A in his block.

**Supersedes Previous Authorization Record**  
**Date/Revalidated**

Date of Previous AF Form 68 on file

**Typed/Printed Name and Grade of Organization Commander or Equivalent**

**DUTY PHONE**

**Signature of Organizational Commander or Equivalent**

Example: JAMES W. WOOL, LT. COL, USAF  
COMMANDER, 77 FW

Example: 8888

Signature of Commander

**V. APPROVAL/DISAPPROVAL BY MASO**

- APPROVED  DISAPPROVED (Reason for disapproval)

Leave this section blank.

**Typed/Printed Name and Grade of Munitions Accountable Supply Officer**

**Signature of Munitions Accountable Supply Officer**

Leave this section blank.

Leave this section blank.

A2.1.1. The AF Form 68 is used to establish a custody or consumption account, in the case of a custody account it is used to appoint a primary and alternate custodians, and provides for verification of personnel to receipt or certify issues and expenditures for munitions.

A2.1.2. The AF Form 68 is re-accomplished annually.

A2.1.3. Use Form Flow and the latest version of the AF Form 68 available.

A2.1.4. Where an item on the sample AF Form 68 says, "Example," use information specific to the supply point/organization. Otherwise, use the information as depicted on the sample form.

A2.1.5. If an item says "Leave Blank," do not put any information in that block on the form. In particular, do not date the AF Form 68. The MASO will date the form when it is approved; because the AF Form 68 is re-accomplished annually, if something holds up the approval process and the form has been pre-dated by the custodian, it will expire sooner than necessary.

A2.1.6. Prior to approving the AF Form 68, the MASO will ensure all personnel on the form, including the commander, have a responsibilities briefing on file. If the MASO or a designated representative has not briefed all personnel on the form, then the form will not be approved until personnel are briefed. The custodian must schedule the briefing between the MASO and personnel on the form.

A2.1.7. Prior to having personnel sign the form, ensure they check the accuracy of their information.

A2.1.8. Personnel appearing in part II of the form cannot also be listed in part III on the same AF Form 68.

A2.1.9. If a new commander is anticipated, the custodian should have a new AF Form 68 created and submitted to the MASO ahead of time, with all certifier and custodian signatures in place. Once the MASO briefs the new commander, the MASO can have the new commander sign the form. If all other requirements are met, the MASO will approve the new form and there will be no interruption in support to the account. Failure to plan on the part of the custodian may result in an interruption of support for the custody or consumption account.

A2.1.10. When commanders use part II of the form, they are delegating their authority to those individuals listed: commanders do not need to list themselves in part II.

A2.1.11. The commander appoints the primary account custodian; if the primary custodian is removed from the AF Form 68, the commander assumes primary custodial responsibility.

A2.1.12. Only the commander can withdraw a person's authorization once he or she is on the form. This notification can be made verbally; the MASO will then line through the person's name on the form and date and initial the deletion.

**Attachment 3**

**CERTIFICATE OF TRANSFER FOR CUSTODY ACCOUNTS**

Certificate of Transfer for Custody Accounts

MEMORANDUM FOR RECORD

FROM: \_\_\_\_\_

SUBJECT: Certificate of Account Transfer

I certify that the balances shown on the Munitions Custody Account for \_\_\_\_\_ are, as of the above date, true and correct to the best of my knowledge. The property has, this date, been turned over to \_\_\_\_\_ pursuant to this letter. The last document number used \_\_\_\_\_.

\_\_\_\_\_  
Departing Custodian

I certify that I have received, on this date, from \_\_\_\_\_, all property pertaining to the above designated account, plus all proper charges against and less all authorized credits, to this last document number \_\_\_\_\_. I have this date assumed accountability for the property pertaining to this account.

\_\_\_\_\_  
Newly Appointed Custodian

\_\_\_\_\_  
Organizational Commander

Attachment 4

SAMPLE AF FORM 2005 ISSUE REQUEST (CUSTODY)

Figure A4.1. Sample AF Form 2005, Issue Request (Custody)

**Block A:** Printed name, signature, and phone number of certifying official, and date signed  
**Validation:** Certifier must be listed in Part II of valid AF Form 68 for the account.

**Block B:** Unit of Issue and Quantity.  
**Validation:** Unit of Issue found on 507 listing. Requested quantity cannot exceed allocation minus expenditures and items already on account.

**Block C:** National Stock Number (NSN).  
**Validation:** Found on 507 listing. Either allocated Master or subsidiary NSN.

**Block D:** Date and time required.  
**Validation:** Required entry. Date/time item will be picked up from Munitions Flight.

**Block E:** Justification/reason for use.  
**Validation:** Typically, the same justification as depicted on the account's AF Form 68.

**Block F:** Category Code.  
**Validation:** Found on 507 listing. Depicts allocated use of assets, such as for training, mobility, etc.

**Block G:** Nomenclature of item.  
**Validation:** Found on 507 listing.

Custody issue request will use "S" and supply point's org/shop code.

|   |        |         |         |          |                           |          |         |             |               |          |          |                   |              |                     |
|---|--------|---------|---------|----------|---------------------------|----------|---------|-------------|---------------|----------|----------|-------------------|--------------|---------------------|
| 1. TOG  | 2. ORG | 3. DATE | 4. NAME | 5. PHONE | 6. SIGNATURE              | 7. DATE  | 8. UNIT | 9. QUANTITY | 10. NSN       | 11. DATE | 12. TIME | 13. JUSTIFICATION | 14. CATEGORY | 15. NOMENCLATURE    |
| I   | S      | U       |         |          | M Sgt Bob Jones Ext X3334 | 5 Jun 02 |         |             | 1305013456572 | E        | S        | E                 | A            | 00001               |
| E. 1. A. REASON FOR TECHNICAL AUTHORIZATION OR RESTRICTION APPLICABLE TO THIS NUMBER & CATEGORY<br>Certified Custody Request For Training IAW AFI 58-321. |        |         |         |          |                           |          |         |             |               |          |          |                   |              | Cat D               |
| W. TIME OF DAY<br>18 Jun / 0800   |        |         |         |          |                           |          |         |             |               |          |          |                   |              | MK 189 Signal Flare |

Attachment 5

SAMPLE AF FORM 2005 ISSUE REQUEST (CONSUMPTION)

Figure A5.1. Sample AF Form 2005, Issue Request (Consumption)

**Block A:** Printed name, signature, and phone number of certifying official, and date signed.  
**Validation:** Certifier must be listed in Part II of valid AF Form 68 for the account.

**Block B:** Unit of Issue and Quantity.  
**Validation:** Unit of Issue will be "EA."  
 Total of requested quantities cannot exceed for ecasted quantities. See Munitions Operations for further guidance.

**Block C:** Grounding date of aircraft.

**Block D:** National Stock Number (NSN).  
**Validation:** Found on 507 listing or allocation document. Either allocated Master or subsidiary NSN.

**Block E:** Date and time required.  
**Validation:** Required entry. Date/time item will be picked up from Munitions Flight.

**Block F:** Consumption issue request will use "R" and supply point's or g/shop code.

**Block G:** Justification/reason for use.  
**Validation:** Typically, the same justification as depicted on the account's AF Form 68. For Time Change, use "Certified Consumption Request for Time Change."

**Block H:** Nomenclature of item.  
**Validation:** Found on 507 listing.

Include aircraft number that item will be installed on. Also, use aircraft number for DIFM turn-in control.

|   |      |    |                    |    |                                |                                |                                |    |
|---|------|----|--------------------|----|--------------------------------|--------------------------------|--------------------------------|----|
| TRG   | ORIG |    | DATE               |    | A. INSPECTOR NAME, DATE SIGNED |                                | B. INSPECTOR NAME, DATE SIGNED |    |
| 1   | 2    | 3  | 4                  | 5  | 6                              | 7                              | 8                              | 9  |
| M Sgt Bob Jones Ext X3334   |      |    |                    |    |                                | Signature                      |                                |    |
| I S U   |      |    |                    |    |                                | 5 Jun 02                       |                                |    |
| REQUEST, TYPE & DATES   |      |    |                    |    |                                |                                |                                |    |
| NSN   |      |    | QUANTITY           |    |                                | C. Grounding date of aircraft. |                                |    |
| 8   | 9    | 10 | 11                 | 12 | 13                             | 14                             | 15                             | 16 |
| 1   | 2    | 3  | 4                  | 5  | 6                              | 7                              | 8                              | 9  |
| 1.305013456572  |      |    | E.S.E.A.00001      |    |                                | R.988MU                        |                                |    |
| E. TO REFERENCE TECHNICAL PUBLICATION OR IDENTIFY APPLICATION IDENTIFY NUMBER AS REQUIRED |      |    |                    |    |                                |                                |                                |    |
| Certified Consumption Request For Time Change   |      |    |                    |    |                                |                                |                                |    |
| IAW AFI 58-321.   |      |    |                    |    |                                |                                |                                |    |
| D. PART NUMBER/NSN CODE OR MANUFACTURER'S   |      |    |                    |    |                                |                                |                                |    |
| WORK ORDER  |      |    | PROJECT            |    |                                | MUNITION                       |                                |    |
| 45  | 46   | 47 | 48                 | 49 | 50                             | 51                             | 52                             | 53 |
| 18 Jun / 0800   |      |    | MK 189 SignalFlare |    |                                | R                              |                                |    |
| AF FORM 2005, JUN 86 (EF-17) (A) (FOR MFRS)   |      |    |                    |    |                                |                                |                                |    |

Attachment 6

SAMPLE AF FORM 2005 ISSUE REQUEST (CONSUMPTION – TIME CHANGE)

Figure A6.1. Sample AF Form 2005, Issue Request (Consumption – Time Change)

**Block A:** Printed name, signature, and phone number of certifying official, and date signed.  
**Validation:** Certifier must be listed in Part II of valid AF Form 68 for the account.

**Block B:** Unit of Issue and Quantity.  
**Validation:** Unit of Issue will be "EA."  
 Total of requested quantities cannot exceed forecasted quantities. See Munitions Operations for further guidance.

**Block C:** Grounding date of aircraft.

**Block D:** National Stock Number (NSN).  
**Validation:** Found on 507 listing or allocation document. Either allocated Master or subsidiary NSN.

**Block E:** Justification/reason for use.  
**Validation:** Typically, the same justification as depicted on the account's AF Form 68. For Time Change, use "Certified Consumption Request for Time Change."

**Block F:** Date and time required.  
**Validation:** Required entry. Date/time item will be picked up from Munitions Flight.

**Block G:** Date and time required.  
**Validation:** Required entry. Date/time item will be picked up from Munitions Flight.

**Block H:** Nomenclature of item.  
**Validation:** Found on 507 listing.

**Block I:** Include aircraft number that item will be installed on. Also, use aircraft number for DIFM turn-in control.

**Block J:** Consumption issue request will use "R" and supply point's or g/shop code.

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
| TBC: 1 2 3 4 5 6 7<br>8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44                       |  |  |  |  |  |  |  |  |  |  |  |
| A. REQUESTER NAME, DATE, SIGNATURE<br>MSgt Bob Jones Ext X3334<br>Signature 5 Jun 02   |  |  |  |  |  |  |  |  |  |  |  |
| B. INSPECTOR NAME, STAMP, DATE, TIME<br>(Empty)  |  |  |  |  |  |  |  |  |  |  |  |
| I. S. U. REQUEST, TYPE & DATE CODE<br>1 3 0 5 0 1 3 4 5 6 5 7 2 E S E A 0 0 0 0 1  |  |  |  |  |  |  |  |  |  |  |  |
| C. GROUNDING DATE OF AIRCRAFT<br>R 9 8 8 M U   |  |  |  |  |  |  |  |  |  |  |  |
| D. PART NUMBER, NSN, QUANTITY, UNIT OF ISSUE<br>45145147118149150 51 23 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |  |  |  |  |  |  |  |  |  |  |  |
| E. TO REFERENCE TECHNICAL PUBLICATION OR IDENTIFY APPLICATION POINT<br>Certified Consumption Request For Time Change<br>IAW AFI 58-321.                  |  |  |  |  |  |  |  |  |  |  |  |
| F. TIME OF DAY<br>18 Jun / 0800  |  |  |  |  |  |  |  |  |  |  |  |
| G. NOMENCLATURE<br>MK 189 Signal Flare   |  |  |  |  |  |  |  |  |  |  |  |

Attachment 7

SAMPLE AF FORM 2005 ISSUE REQUEST (CONSUMPTION – EMERGENCY ISSUE)

Figure A7.1. Sample AF Form 2005, Issue Request (Consumption – Emergency Issue)

**Block A:** Printed name, signature, and phone number of certifying official, and date signed  
**Validation:** Certifier must be listed in Part II of valid AF Form 68 for the account.

**Block G:** Date and time required  
**Validation:** Required entry. Date/time item will be picked up from Munitions Flight.

**Block E:** Justification/reason for use.

**Block J:** Nomenclature of item.

Unit of Issue and Quantity.  
**Validation:** Unit of Issue will be "EA."

National Stock Number (NSN).  
**Validation:** Correct NSN of requested item. Contact Munitions Operations for assistance.

Consumption issue request will use "R" and supply point's org/shop code (i.e., 134MY or 323EL).

Include aircraft number that item will be installed on. Also, use aircraft number for DIFM turn-in control.

|   |   |    |    |    |    |    |                              |    |    |    |    |    |    |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|---|---|----|----|----|----|----|------------------------------|----|----|----|----|----|----|--|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| TIC                                       |   |    |    |    |    |    | A. REQUESTOR NAME, DATE, OIC |    |    |    |    |    |    | B. INSPECTOR NAME, DATE, OIC   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 1   | 2 | 3  | 4  | 5  | 6  | 7  | MSgt Bob Jones Ext X3334     |    |    |    |    |    |    |  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| I   S   U                                 |   |    |    |    |    |    | Signature                    |    |    |    |    |    |    | 5 Jun 02   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| REQUEST, TYPE & DATE                      |   |    |    |    |    |    |                              |    |    |    |    |    |    | DECLASSIFY NUMBER  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| STOCK NUMBER                              |   |    |    |    |    |    |                              |    |    |    |    |    |    | QUANTITY   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 8   | 9 | 10 | 11 | 12 | 13 | 14 | 15                           | 16 | 17 | 18 | 19 | 20 | 21 | 22   | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 |
| 1377008242916                             |   |    |    |    |    |    |                              |    |    |    |    |    |    | EA 0001  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Part Number                               |   |    |    |    |    |    |                              |    |    |    |    |    |    | R134MY   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| D. PART NUMBER-NSN CODE OR MANUFACTURER'S |   |    |    |    |    |    |                              |    |    |    |    |    |    | E. TO REFERENCE TECHNICAL PUBLICATION OR DRAWING APPLICATION IDENTIFY NUMBER |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 45145147118149150                         |   |    |    |    |    |    |                              |    |    |    |    |    |    | Certified Consumption Request For Emergency Issue. Aircraft fire.            |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 515115455158571595960616263646566         |   |    |    |    |    |    |                              |    |    |    |    |    |    | 850001   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 6. TIME OF DAY OF DELIVERY                |   |    |    |    |    |    |                              |    |    |    |    |    |    | J. NOMENCLATURE  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 18 Jun / 0800                             |   |    |    |    |    |    |                              |    |    |    |    |    |    | Squab, Fire Extinguisher   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| AF FORM 2005, JUN 86 (EF-VT) (6-108-100)  |   |    |    |    |    |    |                              |    |    |    |    |    |    | PREVIOUS EDITIONS WILL BE REUSED.  |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |



Attachment 9

SAMPLE AF FORM 2005 TURN-IN (CUSTODY)

Figure A9.1. Sample AF Form 2005, Turn-In (Custody)

Unit of Issue and Quantity.  
Validation: Unit of Issue found on 507 listing.

Found on 507 listing Custody Turn in document number is the same document number created when items were issued to the account.

National Stock Number (NSN).  
Validation: Found on 507 listing.

|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| T I N                                     |  |  |  |  |  |  |  |  |  | A. INSPECTOR, NAME, DATE (DD)  |  |  |  |  |  |  |  |  |  | B. INSPECTOR, NAME/STAMP, DATE (DD)                  |  |  |  |  |  |  |  |  |  |
| C. REQUEST, TYPE & DATE (DD)              |  |  |  |  |  |  |  |  |  | UNIT OF ISSUE  |  |  |  |  |  |  |  |  |  | D. QUANTITY  |  |  |  |  |  |  |  |  |  |
| 1 3 0 5 0 1 3 4 5 6 5 7 2 E S E           |  |  |  |  |  |  |  |  |  | A 0 0 0 0 1  |  |  |  |  |  |  |  |  |  | S 9 8 8 M U 2 1 0 5 0 0 0 1                          |  |  |  |  |  |  |  |  |  |
| Part Number                               |  |  |  |  |  |  |  |  |  | E. TO REFERENCE TECHNICAL PUBLICATION OR INVENTORY APPLICATION REPORT NUMBER ASSEMBLY  |  |  |  |  |  |  |  |  |  | Certified Custody Turn In. Item no longer allocated. |  |  |  |  |  |  |  |  |  |
| D. PART NUMBER/NSN CODE OR MANUFACTURER'S |  |  |  |  |  |  |  |  |  | WORK ORDER   |  |  |  |  |  |  |  |  |  | F. T.O. RECORD NUMBER                                |  |  |  |  |  |  |  |  |  |
| 45 145 147 118 149 150                    |  |  |  |  |  |  |  |  |  | 51 51 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| G. TIME OF DELIVERY                       |  |  |  |  |  |  |  |  |  | H. DELIVERY TIME   |  |  |  |  |  |  |  |  |  | I. NOMENCLATURE                                      |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | MK 189 Signal Flare                                  |  |  |  |  |  |  |  |  |  |

AF FORM 2005, JUN 86 (EF-07) (PREVIOUS EDITIONS OBSOLETE)

Block E: Justification/reason for turn in.  
Validation: State reason, technical order, etc, why item is being turned in from the supply point.

Block J: Nomenclature of item.  
Validation: Found on 507 listing.



Attachment 11

SAMPLE AF FORM 2005 TURN-IN (CONSUMPTION – DIFM)

Figure A11.1. Sample AF Form 2005, Turn-In (Consumption – DIFM)

National Stock Number (NSN).  
Validation: Found on 507 listing.

Unit of Issue and Quantity.  
Validation: Unit of Issue Found on 507 listing.

Document number will be same document number used to issue DIFM item, unless issue was an initial issue.

|                           |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| T I N                     |  |  |  |  |  |  |  |  |  |  |  |  | A. INSPECTOR, NAME, DATE CID                  |  |  |  |  |  |  |  |  |  |  |  |  | B. INSPECTOR, NAME, STAMP, DATE CID       |  |  |  |  |  |  |  |  |  |  |  |  |                         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PROJECT, TYPE & DATE CID  |  |  |  |  |  |  |  |  |  |  |  |  | UNIT OF ISSUE                                 |  |  |  |  |  |  |  |  |  |  |  |  | QUANTITY                                  |  |  |  |  |  |  |  |  |  |  |  |  | C.                      |  |  |  |  |  |  |  |  |  |  |  |  | D. PART NUMBER (NSN CODE) MANUFACTURER |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 3 0 5 0 1 3 4 5 6 5 7 2 |  |  |  |  |  |  |  |  |  |  |  |  | E S E A 0 0 0 0 1                             |  |  |  |  |  |  |  |  |  |  |  |  | R 9 8 8 M U 2 1 0 5 0 0 0 1               |  |  |  |  |  |  |  |  |  |  |  |  | Certified DIFM turn-in. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 45 14 74 71 12 14 9 15 0  |  |  |  |  |  |  |  |  |  |  |  |  | 51 5 1 54 55 56 57 58 59 60 61 62 63 64 65 66 |  |  |  |  |  |  |  |  |  |  |  |  | 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |  |  |  |  |  |  |  |  |  |  |  |  | MK 189 Signal Flare     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

AF FORM 2005, JUN 86 (EF-07) (PREVIOUS EDITIONS ARE OBSOLETE)

Block E: Justification/reason for turn-in.  
Validation: State reason, technical order, etc, why item is being turned in. For DIFM turn-in, use "Certified DIFM Turn-in"

Block J: Nomenclature of item.  
Validation: Found on 507 listing

Attachment 12

SAMPLE OUT-OF-CYCLE REQUEST FORM

Figure A12.1. Sample Out-of-Cycle Request Form

| HQ AMC OUT-OF-CYCLE MUNITIONS REQUEST FORM   |       |      |       |     |   |  | FILE #             |                       |  |  |
|--|-------|------|-------|-----|---|--|--------------------|-----------------------|--|--|
| FROM:  |       |      | TO:   |     |   | TO: HQ AMC/LGBCW<br>402 SCOTT DRIVE UNIT 2A2<br>SCOTT AFB IL 62225 |                    |                       |  |  |
| 1. REQUEST APPROVAL OF THE FOLLOWING OUT-OF-CYCLE REQUEST(S) FOR: ACCOUNT #                      |       |      |       |     |   |  | SRAN:              |                       |  |  |
| MASTER STOCK NUMBER  | DODIC | NOUN | FUC   | CAT | REQ   | CURRENT<br>FY ALLOC  | CURRENT<br>FY EXP% | ADDTL QTY<br>REQUIRED |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
| 2. FULL JUSTIFICATION OF NEED:(INCLUDE AUTHORIZING DIRECTIVE, Page, Paragraph)                   |       |      |       |     |   |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
| 3. MATHEMATICAL COMPUTATIONS OF ADDITIONAL QUANTITY REQUESTED::                                  |       |      |       |     |   |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
| 4. MISSION IMPACT IF NOT APPROVED:   |       |      |       |     |   |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
| 5. EXPLANATION OF WHY REQUIREMENTS WERE NOT IDENTIFIED DURING STANDARD CYCLE FORECATING PROCESS: |       |      |       |     |   |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |
| 6. ORIGINATOR:   |       |      | DATE: |     |   | UNIT/OFFICE SYMBOL/PHONE   |                    |                       |  |  |
| SIGNATURE BLOCK OF ORGANIZATIONAL COMMANDER  |       |      |       |     | WING LEVEL ENDORSEMENT (Wing CC,CV, or Group Commander) |  |                    |                       |  |  |
|  |       |      |       |     |   |  |                    |                       |  |  |

**Attachment 13****ORGANIZATIONAL COMMANDER'S BRIEFING****DEPARTMENT OF THE AIR FORCE  
436th Equipment Maintenance Squadron (AMC)  
Dover Air Force Base, Delaware 19902-5722****MEMORANDUM FOR RECORD****FROM: 436 EMS/MXMW (MASO)****SUBJECT: Commander's Briefing****1. Organizational Commander's Responsibilities:**

1.1. In accordance with AFI 21-201, Chapters 2 and 22, organizational commanders (using commanders) are responsible for the munitions issued to their custody accounts. To understand responsibilities associated with maintaining custody accounts, the Munitions Accountable Systems Officer (MASO) is required to provide the using commander with a briefing. Commander responsibilities from AFI 21-201, Chapters 2 and 22, are as follows:

1.1.1. Ensure munitions are not released to agencies or individuals outside the USAF. This includes ensuring munitions are utilized only for the purpose and in quantities authorized by governing directives.

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

1.1.3. If used, maintain a current AF Form 68, Munitions Authorization Record. See AFI 21-201, Chapter 17, for additional information regarding the AF Form 68.

1.1.3.1. The commander uses the AF Form 68 to delegate authority to certify and receipt for munitions. The commander's signature on this form certifies receipt of a briefing by the MASO and an understanding of the responsibilities associated.

1.1.3.2. Part II of the AF Form 68 lists individuals authorized to certify AF Form 2005, Issue/Turn-In Requests, for issues and expenditures. The certifying officials are responsible for ensuring munitions are being used only for the purpose and in quantities authorized. Before signing the AF Form 2005 for expenditures, these individuals must verify that the stated quantity agrees with the expenditure tracking forms and that the expenditure actually occurred. Although this authority is normally not delegated below the level of Section Chief, commanders will only delegate authority to noncommissioned officers or higher.

1.1.3.3. Part III of the AF Form 68 lists individuals authorized to receipt for munitions issued to the organization.

1.1.3.3.1. Additionally, primary and alternate custodians will be designated in note 1 of the form. Commanders of custody accounts will appoint a primary custodian and it is recommended that at least one alternate be appointed. These individuals are responsible for the day-to-day accountability and management of the account. When a primary account custodian is removed from the AF Form 68, the commander assumes primary custodial responsibility for the account. The security clearance of personnel delegated to receive classified munitions will be annotated in note 2.

1.1.3.4. No one person can be delegated authority in both Part II and Part III of the AF Form 68. Any person authorized to certify a request or expenditure cannot receipt for items issued to the organization.

1.1.3.5. The AF Form 68 will be re-accomplished by the commander annually or when the primary custodian or commander changes.

1.1.3.6. The appointing authority (the commander) must notify the MASO when an individual's authority is withdrawn. The MASO will delete the person's authority by entering a single non-obliterating line through their name on the AF Form 68. Notification may be made verbally. MASO initials and dates each deletion. All users of the AF Form 68 are immediately notified.

1.1.4. Obtain an explosive safety license for types and quantities of munitions stored outside the munitions storage area (MSA), as necessary. Provide proper storage in accordance with AFMAN 91-201, *Explosive Safety Standards*. Additionally, provide proper security and control of munitions received by the organization in accordance with AFI 31-101, *The Installation and Resource Protection Program*, and DoD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*. Accountability and inventory integrity must be maintained so unauthorized personnel are denied access to munitions. Initiate a formal courtesy storage agreement with the Munitions Flight Chief when storage of organizational munitions in the MSA is required.

1.1.5. Provide accurate and timely forecasting. Submit munitions forecast requirements to the MASO or MAJCOM Munitions User Functional Manager (MUFM) as directed by MAJCOM munitions staff.

1.1.5.1. This is one of the most important duties of an organization using munitions. Separagraphte quantities are forecasted for mobility, operations, and training requirements according to munitions allowances cited in governing directives or other allowance documents from higher headquarters.

1.1.5.2. Annual forecasts are channeled up to Air Force and Ammunition Control Point (ACP) for consolidation with Air Force-wide requirements. The Air Force determines what percentage of the total forecasted quantity is supportable for each item. This percentage is then channeled back down to base level in the form of an allocation. Allocations not expended at the end of the year are not carried forward.

1.1.5.3. Any requirements not forecasted, may seriously affect your mission for the forthcoming year.

**NOTE:** Out-of-Cycle Requests. In the event that a new or unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to the MASO in accordance with AFI 21-201, Chapter 14.

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

1.1.7. Aid the MASO in correcting deficiencies in the operation of the munitions custody account.

1.1.7.1. Take prompt action to remove a custodian who continually disregards the responsibilities of maintaining the munitions custody account. In accordance with AFI 21-201, a pattern of irresponsibility or lack of inventory controls is grounds to freeze an account or initiate a Report of Survey (ROS), if the situation involves a loss of munitions.

1.1.7.2. Report the loss, theft, or unauthorized expenditure of munitions to the MASO and Security Forces immediately.

1.1.8. Ensure all munitions scrap, brass, residue and containers are turned-in to the Munitions Flight for certification and disposal. It is extremely important that metal containers be controlled and accounted for until returned to the MSA for disposition. **METAL CONTAINERS ARE ACCOUNTABLE.**

1.1.9. Designate in writing, acting commanders of the account during periods of absence. This may be accomplished by providing a copy of "G" series orders to Munitions Operations.

1.1.10. Ensure the organization meets all suspenses.

1.1.10.1. Ensure timely completion of custody account inventories and sign the inventory listing (IS507A).

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

1.1.11. Maintain munitions by lot number. Integrity of all munitions items must be controlled throughout their "lifetime" by lot number for safety considerations. Lot number integrity and accountability of all issued munitions must be maintained until the assets are expended or turned-in. Ammunition and munitions that cannot be identified by assigned lot number must be turned in.

2. If at any time you have questions, please feel free to call me at extension 5175 or Munitions Operations at 3091.

MASO Signature Block, Rank, USAF  
Munitions Accountable System Officer

**I acknowledge understanding of my responsibilities as outlined in this briefing.**

**Organization/Shop Code (Account):** \_\_\_\_\_

**Commander:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Attachment 14**

**CERTIFYING OFFICIAL'S BRIEFING**

**DEPARTMENT OF THE AIR FORCE  
436th Equipment Maintenance Squadron (AMC)  
Dover Air Force Base, Delaware 19902-5722**

MEMORANDUM FOR RECORD

FROM: 436 EMS/MXMW (MASO)

SUBJECT: Certifying Official's Briefing

1. Certifying Official Responsibilities:

- 1.1. Commanders delegate their authority to certify documents pertaining to the custody account by designating personnel in part II of the AF Form 68. The commander will only delegate authority to certify issue and expenditure documents to noncommissioned officers and higher (or equivalent).
- 1.2. Certifying officials reconcile munitions expenditure reports and account inventories with training or aircraft load records before certifying accountable expenditure documents.
- 1.3. They ensure the forms agree with supporting documents and the stated quantity of munitions actually used (expenditure) or required (issue) are valid, before signing AF Form 2005 or DD Form 1150.
- 1.4. If corrections or changes are made to documents (issues or expenditures), the certifying official must initial these changes.
- 1.5. Certifying officials who appear in part II of the AF Form 68 for a custody account, cannot also be listed in part III of the same AF Form 68.

2. If at any time you have questions, please feel free to call me at extension 5175 or Munitions Operations at 3091.

MASO SIGNATURE BLOCK, Rank, USAF  
Munitions Accountable System Officer

I acknowledge understanding of my responsibilities as certifying official as outlined in this briefing.

Organization/Shop Code (Account): \_\_\_\_\_

Certifying Official: \_\_\_\_\_ Signature: \_\_\_\_\_

**Attachment 15****CUSTODIAN'S BRIEFING****DEPARTMENT OF THE AIR FORCE  
436th Equipment Maintenance Squadron (AMC)  
Dover Air Force Base, Delaware 19902-5722**

## MEMORANDUM FOR RECORD

FROM: 436 EMS/MXMW (MASO)

SUBJECT: Custodian Briefing

## 1. Custodian Responsibilities:

1.1. In accordance with AFI 21-201, all custodians of munitions accounts (primary and alternate) will be briefed by the MASO on their responsibilities. Additionally, the MASO will provide detailed training to primary and alternate custodians on custody account management.

1.2. Munitions custodians are appointed by their commander in part III of the AF Form 68, Munitions Authorization Record, and assume their responsibilities by signing the AF Form 68. Commanders use this form to designate two sets of individuals: certifying officials in part II, and personnel authorized to receipt for munitions and act as account custodians in part III. Each set assumes a different role, and cannot, under any circumstances, interchange those roles.

1.2.1. Change of Primary Custodians. When a change of primary custodian occurs, the munitions account must be properly transferred to the new custodian before the old custodian departs. The following actions must be accomplished:

1.2.1.1. AF Form 68 re-accomplished in its entirety.

1.2.1.2. A 100% inventory is conducted jointly with the old and new custodian, and proper paperwork completed (IS507A).

1.2.1.3. New custodian is briefed on his or her responsibilities by the MASO.

1.3. Custodians will perform the following:

1.3.1. Ensure allocation isn't exceeded.

1.3.2. Obtain or provide transportation to pick up and deliver required munitions to and from the MSA.

1.3.3. Also, ensure proper transportation of munitions in accordance with AFMAN 91-201.

1.3.4. Ensure on hand explosives do not exceed explosive safety limits.

1.3.5. Prepare and forward the AF Form 68 to the organizational commander.

1.3.6. Ensure the AF Form 2005 agrees with supporting documents.

1.3.7. Maintain copies of all issues, expenditures, and turn-ins of munitions items in the custody jacket folder since last signed and reconciled quarterly custodial inventory.

1.3.8. Transfer accountability to a new custodian or turn-in all munitions and explosives to the MASO at least 45 days before release from duty. Immediately screen and remove on-hand/installed munitions items, when notified of suspended or restricted munitions and take appropriate turn-in action.

1.4. Change of Commander. When a change of organizational commander occurs, the AF Form 68 is re-accomplished and the new commander must sign after being briefed by the MASO.

1.5. Storage.

1.5.1. Storage facilities for munitions kept by the organization must meet the explosive storage, safety, and security criteria outlined in AFMAN 91-201, AFI 31-101, and DoD 5100.76-M. AF Form 2047, Explosive Facility License, must be coordinated with the Wing Weapons Safety, Security Forces, Fire Department, and the Munitions Flight. The point of contact for this license is Wing Weapons Safety.

1.5.2. "Courtesy Storage" is requested in the MSA for organizations that do not, or cannot, meet storage requirements outside the MSA. In this case, a courtesy storage agreement is initiated by the using organization. The Munitions Flight Chief is the approving authority for the agreement.

1.6. Inventories and the IS507A Listing.

1.6.1. Maintain a current, signed IS507A, *Custody Account Listing*, for all items on the organization's account until superseded by the next quarter's inventory listing.

1.6.2. The IS507A shows total quantity authorized and on-hand for each item issued to the account.

1.6.3. The IS507A is validated each quarter when the custodian performs an inventory.

1.6.4. Once the inventory has been completed, the IS507A will be signed by the custodian and the organizational commander, and reviewed and signed by the MASO.

1.6.5. Each time there is a primary custodian change, the account will be inventoried jointly by new and old custodian and a new IS507A will be signed by the new custodian, the old custodian, the organizational commander, and by the MASO.

1.6.6. Discrepancies discovered during the quarterly inventory will be brought to the MASO's attention.

1.7. Copies of all transactions (issues, turn-ins, expenditures, etc), which affect the balances of the account, must be maintained in the custody account folder until the IS507A reflecting updated balances is received by the custodian (with MASO's signature).

1.8. Loss, Theft, and Unauthorized Expenditure. Any actual or suspected loss, theft, or unauthorized expenditure of munitions must be reported immediately to the MASO and Security Forces. The MASO will then determine the proper action.

1.9. Custodial Jacket File. Custodians are required to maintain a munitions custody jacket file for account documentation. The file must contain, but is not limited to, the following:

1.9.1. A current AF Form 68.

1.9.2. A current Courtesy Storage Agreement (as applicable).

1.9.3. AF Form 2047, Explosive Facility License (as applicable).

1.9.4. Custodian, certifier, and commander's briefing letters.

1.9.5. Approved allocation document or current AF Form 1996 (annually reaccomplished).

1.9.6. Current forecast (should be a part of the local allocation document).

1.9.7. Expenditure log.

1.9.8. Latest Quarterly inventory listing (signed by commander, custodian, and MASO) and count sheets.

1.9.9. Latest reconciled Annual MASO Custody inventory (signed by commander, custodian, and MASO), count sheets, and MASO review letter.

1.9.10. Copies of all documents since last quarterly inventory (issues, expenditures, turn-ins).

1.9.11. Copies of miscellaneous documentation (including, but not limited to):

1.9.11.1. Excess munitions notification letter (as applicable).

1.9.11.2. Delinquent documentation notices.

1.9.11.3. Applicable emails concerning account.

1.9.11.4. Copies of suspension/restriction (-1) actions concerning account.

1.9.11.5. Munitions Ops Timeline for Custodians.

1.10. Out-of-Cycle Requests. In the event that an unforeseen requirement develops, or an allocation is not sufficient, it is the custodian's responsibility to submit an out-of-cycle munitions request to the MASO. It will be endorsed and forwarded IAW AFI 21-201, Chapter 14.

1.11. Lot Number Integrity. All munitions items MUST be controlled throughout their "lifetime" by their lot number. This is to ensure operational readiness and safety as certain lot numbers are suspended or restricted from use because of defects. By way of lot numbers, these items can be easily traced and taken out of circulation.

1.12. Suspenses. Suspenses are placed on required documentation and other necessary actions to keep the account valid. Failure to meet suspenses will be considered under the heading of account deficiencies. The organizational commander will be notified of the deficiency and be given 15 days to correct the problem. If after 15 days, the problem is not corrected the account will be "frozen". It will not be unfrozen until all discrepancies are corrected (See AFI 21-201, paragraph 22.4, for this reference).

2. If at any time you have questions, please feel free to call me at extension 5175 or Munitions Operations at 3091.

MASO SIGNATURE BLOCK, MSgt, USAF  
Munitions Accountable System Officer

I acknowledge understanding of my responsibilities as custodian as outlined in this briefing.

Organization/Shop Code (Account): \_\_\_\_\_

Custodian (P / A): \_\_\_\_\_

Signature: \_\_\_\_\_

## Attachment 16

## CONSUMPTION / TIME CHANGE ACCOUNT MANAGEMENT PROCEDURES

**DEPARTMENT OF THE AIR FORCE**  
**436th Equipment Maintenance Squadron (AMC)**  
**Dover Air Force Base, Delaware 19902-5722**

## MEMORANDUM FOR RECORD

FROM: 436 EMS/MXMW (MASO)

SUBJECT: Cartridge Actuated Device/Propellant Actuated Device (CAD/PAD) Management Procedures

1. The following procedures will be used for forecasting and requisitioning CAD/PAD items (fire extinguisher squibs).

1.1. The Munitions Flight uses the guidance in AFI 21-201, Chapter 31, to forecast and requisition CAD/PAD items. We strictly adhere to the guidance in this chapter. Additional directives for time change and CAD/PAD items (TCI's) are T.O. 00-20-9, *Forecasting Replacement Requirements For Selected Calendar and Hourly Time Change Items* and AFI 21-101, *Aerospace Equipment Management Maintenance*.

1.1.1. **Forecasting:** AFI 21-201 directs that forecasting be IAW T.O. 00-20-9.

1.1.1.1. Forecasting is the quarterly break out of TCIs by due date. TCI's are loaded into CAMS/G081 for time change tracking and requirements forecasting.

1.1.1.2. The AFTO Form 223 is the primary method for forecast submission. It is submitted annually to OO-ALC/ WMJ and the Munitions Accountable Systems Officer (MASO) for CAD/PAD items IAW 00-20-9, Chapter 4.

1.1.1.2.1. Federal Stock Class (FSC) 1377 CAD/PAD items are found in Chapter 4 of T.O. 00-20-9.

1.1.1.2.2. Forecasts are to be completed and submitted to OO-ALC/ WMJ by 1 August each year and must include all aircraft assigned as of 15 June. See 00-20-9 for G081, CAMS, and/or manual submission requirements.

1.1.1.2.3. Submit a copy of the completed AFTO Form 223 for the coming year to the MASO by 1 August. Submit it along with the AF Form 2005 issue requests for the Oct to Dec quarter.

1.1.2. **Requisitions:** For CONUS bases, AFI 21-201 directs using organizations to submit time-change requests (AF Form 2005's) to the MASO between 45 and 60 days before the next calendar year quarter (see chart below). Submit your 2005's, properly filled out, to the MASO to correspond with the "earliest requisition date" but NLT the "latest requisition date."

1.1.2.1. The MASO will consolidate requisitions from various organizations as applicable (grouped by NSN) and submit them to OO-ALC/WM according to the following schedule:

| Required Month | Earliest Requisition Date | Latest Requisition Date |
|----------------|---------------------------|-------------------------|
| Jan – Mar      | 1 Nov                     | 15 Nov                  |
| Apr – Jun      | 1 Feb                     | 15 Feb                  |
| Jul – Sep      | 1 May                     | 15 May                  |
| Oct – Dec      | 1 Aug                     | 15 Aug                  |

1.1.2.2. The AFTO Form 223 is used as justification for these issue requests (both from the MASO to OO-ALC, and from the custodian to the MASO).

1.1.2.2.1. When requested quantities on the 2005's exceed the forecasted quantity, a supplemental AFTO Form 223 must be submitted before requested quantities will be issued.

1.1.2.3. In accordance with AFI 21-201, paragraph 31.2.3, late submissions of 2005's will require a letter with reason for late submission and signature of the requester's commander. It is the responsibility of the organization (or PS&D, as applicable) needing the items to submit 2005's for their requisition and subsequent issue.

1.1.2.4. Unless the CAD/PAD item is an initial issue, all replacement items will be issued consumption to the organization/shop code, under Due In From Maintenance (DIFM) control. The user will have 15 days to turn-in the item replaced to the Munitions Flight to clear the DIFM detail. Follow published guidance on properly filling out the turn-in 2005, in particular, using the same document number as the replacement item was issued under.

1.1.3. **AF Form 1996, Adjusted Stock Levels:** CAD/PAD stock levels (the quantity kept in the munitions storage area as spares) are limited to one item per type aircraft IAW AFI 21-201, Chapter 31.

1.1.3.1. Additional levels above the one per type aircraft are justified using the AF Form 1996. This requirement is apart from items justified by the time change forecast process. The AF Form 1996 process involves items used to replace squibs/cartridges in situations like inadvertent firings, function as design situations and damaged assets found during routine inspections.

1.1.3.2. Past usage or anticipated increase in peak workload will indicate whether the AF Form 1996 is required and must be justified on the AF Form 1996 form. When determining needed quantities, a minimum and maximum level will be addressed; the minimum refers to the minimum quantity that will be kept on hand, in stock, at all times and the maximum refers to the quantity that will not be exceeded in stock.

1.1.3.2.1. When a quantity of the item is issued, and it causes the stock level to drop below the minimum, additional assets will be requisitioned to bring the on-hand balance back up to a level between the minimum and maximum.

1.1.3.2.2. Requisitions to fill AF Form 1996 levels will be made in conjunction with the quarterly time change requisitions.

1.1.3.3. Organizations (AMXS – account 134MY and CMS – Account 323EL) must originate the 1996, but it must be routed through Munitions Operations and the MASO for input/assistance and forwarding to the MAJCOM.

1.1.3.4. Approved AF Forms 1996 are revalidated annually and are canceled when the requirement is no longer needed. Originator of the AF Form 1996 will initiate the annual revalidation process.

1.1.3.5. Refer to AFI 21-201, attachment 3, for information concerning the AF Form 1996.

2. The following procedures will be followed for “Emergency” issue” requests:

2.1. **“Emergency” Issue Requests:** An emergency issue is an unforeseen requirement preventing a unit from performing its mission when the munitions item is to be installed/consumed within 12 hours of issue.

2.1.1. Emergency requests must be justified and approved in writing by the group commander (or equivalent) or designated representative (appointed in writing and will not be lower than a unit commander).

2.1.2. The approval request must accompany the issue request.

2.2. During non-duty hours, contact Excel 3, who will notify munitions standby person to complete the issue.

3. The following procedures will be followed for “Off Shore” issue requests:

3.1. **“Off Shore” Issue Requests:** Issue requests for Dover aircraft or other aircraft directed by TACC at locations other than Dover are considered “Off Shore” issue requests.

3.1.1. These requests are considered “Emergency” issues and will meet the requirements of paragraph. 2.1. above.

3.1.2. Time change munitions items, IAW AFI 21-201, paragraph. 23.2.1.3., are issued DIFM, regardless of Expendability, Reparagraphbility and Recoverability Code (ERRC). This ensures accountability of munitions items.

3.1.3. Since “Off Shore” requests require the item to be shipped to another location, it is imperative that the exchanged assets, regardless if they are expended or not, are returned to Dover to clear the DIFM.

3.1.3.1. Failure to return exchanged assets to Dover could result in the initiation of a Report of Survey.

4. The following procedures will be followed for issue requests for other than Dover aircraft:

4.1. **Issue Request for Other Than Dover Aircraft:** The stockpile of TCI on Dover is requisitioned to fill forecasts and AF Form 1996 requirements for **Dover** aircraft only.

4.1.1. These requests are considered “Emergency” issues and will meet the requirements of paragraph. 2.1. above, unless they meet the following:

4.1.1.1. The items were forecasted for and previously coordinated with the MASO and the affected base and assets were specifically requisitioned for these aircraft.

4.1.2. If assets are available, they will be issued and the owning base will be contacted to backfill the issue request.

4.1.3. If sufficient assets are not available, the owning base will be contacted to request a priority shipment of sufficient assets to fill the request.

5. Please refer questions to the MASO at 5175 or Munitions Operations at 3091.

MASO SIGNATURE BLOCK, Rank, USAF  
Munitions Accountable Systems Officer

**Attachment 17****SAMPLE COURTESY STORAGE AGREEMENT****DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 436TH AIRLIFT WING (AMC)**

DATE

MEMORANDUM FOR 436 EMS/MXMW

FROM: Your Squadron/Office Symbol

SUBJECT: Request for Courtesy Storage of Munitions

1. Request storage space is provided for munitions owned by our organization. In accordance with (IAW) AFI 21-201, *Management and Maintenance of Non-nuclear Munitions*, paragraph 4.1.12, this agreement outlines responsibilities of the customer (personnel in the organization requesting courtesy storage) and the Munitions Flight for items stored in the munitions storage area (MSA).
2. The Munitions Flight, 436 EMS/MXMW, will:
  - 2.1. Provide adequate storage facilities and compatibility for the munitions identified on the custodian's munitions listing.
  - 2.2. Control access to the facilities and provide key/lock control as required in AFI 31-401, *Information Security Program Management* and AFI 21-201.
  - 2.3. Repair packing discrepancies caused by storage conditions.
3. The custodian/customer will:
  - 3.1. Ensure only those individuals listed on the AF Form 68, *Munitions Authorization Record*, request access to custody account munitions. For organizations storing munitions that do not have a custody account, the customer's organization commander will provide a list of individuals authorized access to/removal of the stored munitions.
  - 3.2. Ensure personnel designated as munitions custodians or handlers are properly trained and qualified to handle munitions. The point of contact for this is the 436th Airlift Wing Weapons Safety.
  - 3.3. Ensure the quantity of munitions maintained in courtesy storage is limited to the minimum amount necessary to satisfy mission requirements. The custodian/customer will provide Munitions Operations with a listing containing national stock number (NSN), nomenclature, lot number, and quantity to be stored. The list will be updated as necessary.
  - 3.4. For custody account assets, the munitions custodian is responsible for accountability of assets and all reporting requirements.
  - 3.5. Ensure non-DoD owned explosives and other hazardous and toxic materials are not stored in the MSA. Refer to AFI 21-201, Chapter 26 and AFMAN 91-201, *Explosive Safety Standards*, for guidance. Technical data on non-DoD owned materials (required for test) must be provided by the owning organization prior to storage.

3.6. Ensure the supply point account is segregated and placarded IAW AFI 21-201. The placard must be updated whenever assets are removed from or added to the facility. Additionally, the placard must be updated if custodian name, organization designation, or phone number changes.

3.7. The facility and munitions assets are subject to periodic surveillance and special inspections by 436 EMS Munitions personnel. The custodian/customer must answer surveillance reports and correct all deficiencies within seven duty days. A letter to the commander will be sent for each occurrence. In the event that three major deficiencies (safety issues, or issues such as those in paragraph h below) are found in any 12 month period, the commander will be notified in writing with the recommendation to replace the account custodian(s), customer, or remove the munitions from courtesy storage in the MSA.

3.8. Ensure all munitions are stored IAW AFMAN 91-201, in approved and properly marked storage containers. Outer containers will be in good condition and securely sealed. Stacks of munitions will be neat and stable. Loose explosive items, improperly packaged items, or explosives in damaged containers will not be placed or allowed to remain in courtesy storage.

3.8.1. Containers will be marked to show contents by NSN, nomenclature, quantity, and lot number. Lot integrity will be maintained (except when necessary to meet mission/increment requirements). Only one lite box (quantity doesn't meet the standard unit packing quantity) per lot number and NSN (IAW TO 11A-1-10) is allowed. All containers will be conspicuously marked with the custody account number (for custody account munitions). Special packaging or configurations required to satisfy mission requirements are a responsibility of the custodian.

3.8.2. Good housekeeping will be maintained at all times in the facility. Storage of non-munitions items and combustible/flammable materials is prohibited.

3.9. Ensure transportation of munitions from/to the courtesy storage location is in compliance with transportation requirements in AFMAN 91-201, Chapter 2, and DoD 6055.9-STD, *DoD Ammunition and Explosives Safety Standards*.

3.10. The custodian or customer must coordinate any support required from the Munitions Section. Requirements should be scheduled a week in advance when possible; the Munitions Section will provide support to the fullest extent possible for valid emergencies, recalls, actual contingencies, etc.

3.11. Ensure explosive safety and fire protection requirements outlined in AFMAN 91-201 and AFI 32-2001, *Fire Protection and Reporting/Posting Fire Direction and Chemical Hazard Symbols*, that pertain to the storage facility, are followed. Generally, the Munitions Section will ensure the proper symbol is posted at the facility; however, the custodian/customer must inform munitions personnel when removing or placing items in storage that will result in a fire symbol or chemical hazard change to the facility.

4. This agreement takes precedence over any previous courtesy storage agreement and will be reviewed ANNUALLY for renewal.

5. A copy of this agreement will be maintained in the custodian's custody account jacket file as applicable.

6. Any questions concerning this agreement should be directed to the Munitions Flight Chief or the Munitions Accountable Systems Officer (MASO) at DSN 445-3091 or 302-677-3091/5176.

Your Commander's Signature Block

1<sup>st</sup> Ind., 436 EMS/MXMW  
To: Your Squadron/Office Symbol  
Approved / Disapproved

FLIGHT CHIEF SIGNATURE BLOCK, Rank, USAF  
Munitions Flight Chief